

# GRADUATE STUDENT HANDBOOK DEPARTMENT OF ANTHROPOLOGY

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University of Manitoba  
Winnipeg, MB, Canada

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### **IN AN EMERGENCY**

**CAMPUS PHONE: DIAL 555**

**MTS OR ROGERS CELLPHONE: DIAL 204-474-9341**

## Milestones

Master's Program	PhD Program
<b>Year 1</b> <ul style="list-style-type: none"> <li>• Registration (see Section 4. Registration)</li> <li>• Appointment of an Advisor</li> <li>• Complete Advisor/Student Guidelines</li> <li>• Complete Coursework (4 courses plus Professional Development course)</li> <li>• Selection of Advisory committee</li> <li>• Development of thesis/practicum proposal</li> <li>• Obtain letters of approval as needed from Research Ethics Board and other committees from outside agencies, or communities if approval is required.</li> <li>• Proposal defence/ presentation and approval</li> </ul> <b>Year 2</b> <ul style="list-style-type: none"> <li>• Conduct research</li> <li>• Completion of thesis</li> <li>• Distribution of thesis to examiners</li> <li>• Oral examination within one month of distribution</li> <li>• Further revisions (if applicable)</li> <li>• Revisions approved by Advisor</li> <li>• Submission of final thesis/practicum to FGS</li> </ul>	<b>Year 1</b> <ul style="list-style-type: none"> <li>• Registration (see Section 4. Registration)</li> <li>• Appointment of Advisor</li> <li>• Complete Advisor/Student Guidelines</li> <li>• Complete Coursework (3 courses plus Professional Development course)</li> <li>• Selection of Advisory committee</li> </ul> <b>Year 2</b> <ul style="list-style-type: none"> <li>• Candidacy examination</li> <li>• Development of thesis proposal</li> <li>• Proposal defence and approval</li> <li>• Obtain letters of approval as needed from Research Ethics Board, other committees from outside agencies, or communities if approval is required.</li> </ul> <b>Year 3</b> <ul style="list-style-type: none"> <li>• Conduct research</li> </ul> <b>Year 4</b> <ul style="list-style-type: none"> <li>• Completion of language requirement</li> <li>• Completion of thesis</li> <li>• Review by advisor/advisory committee to ensure preparedness for examination</li> <li>• Submission of potential external examiners to FGS</li> <li>• Submission of thesis to FGS who distributes to internal examining committee</li> <li>• Upon approval of thesis by the external, the date is set for the Oral Examination</li> <li>• Oral examination and public defence of thesis</li> <li>• Further revisions (if applicable)</li> <li>• Revisions approved by Advisor/Examining committee</li> <li>• Submission of final thesis/practicum to FGS through MSpace</li> </ul>

## 1. Welcome

Welcome to graduate studies in the Department of Anthropology! Anthropology is one of seventy-eight graduate departments within the Faculty of Graduate Studies at the

University of Manitoba. The activities of this Department are a reflection of its mission to improve our understanding of the cultural and biological dimensions of the human endeavour, present and past. Throughout your academic journey as graduate students within the department, there are several amenities that will be made available to you, in order to enhance your experience and support your educational success. In this Graduate Student Handbook, it is our hope to provide you with the necessary information to help you better understand and access those services and resources.

## **2. Our Mission Statement**

The Department of Anthropology's vision focuses on innovation, excellence and renewal in all of our major sub-fields: biological anthropology, archaeology, and socio-cultural anthropology. Our current foci are our emerging strength in bioarchaeology, which has been identified as an area of strategic importance by the Faculty of Arts and by the University of Manitoba, and our renewing strength in political economy and culture, which is significant in itself as well as in its core role in the interdisciplinary programme in Global Political Economy, also an area of strategic research importance in both the Faculty and the University. Our commitment to excellence is one in which the diversity of the shared human experience and inclusivity in research and teaching practices are intrinsic and indispensable components, as evidenced in the research conducted in the Department, in our initiatives for a student-oriented diversity audit in 2000-2001, and in our policy on Attending to Diversity in Anthropology Curricula adopted in 2002. The Department considers that its role in higher education in Manitoba is to make the highest possible quality of education available to all who seek access. We aim to provide this in a broad range of areas, in addition to our specific research foci, including (but not limited to) our related strengths in environmental archaeology, faunal analysis, medical anthropology, the ethnology of Canadian Aboriginal peoples, gender analysis, global and cross-cultural perspectives on social issues, and applied anthropology, not only through conventional undergraduate curricula, but also through graduate programmes and a variety of modes of distance education. We are committed to expanding and improving both our research facilities and our delivery of higher education in anthropology to the people of Manitoba and of the wider, national and international, communities of which we are also a part.

## **3. Contact Information: Staff and Faculty**

### **3.1 General Office Location and Contact Information**

The Department of Anthropology is located at the Fort Garry Campus in the Fletcher Argue Building. The main administrative office for the Department, its mailing address, and our general office contact information is as follows:

Department of Anthropology  
432 Fletcher Argue Building  
15 Chancellor Circle, The University of Manitoba  
Winnipeg, MB R3T 2N2  
Phone: (204) 474-9361 Fax: (204) 474-7600  
Email: [anthro@umanitoba.ca](mailto:anthro@umanitoba.ca)

While staff continue to work remotely due to Covid-19, they will be working normal office hours (Monday to Friday, 8:30 am to 4:30 pm) and are available by email or Skype/phone (upon request). Due to the volume of emails being received, response time may be a little slower.

A map of both the Fort Garry and Bannatyne campus can be found at:  
<https://umanitoba.ca/map/>

### 3.2 Administrative Staff

For more information on administrative staffs' name, position, and contact information please visit:  
[http://umanitoba.ca/faculties/arts/departments/anthropology/faculty/support\\_staff.html](http://umanitoba.ca/faculties/arts/departments/anthropology/faculty/support_staff.html)

### 3.3 Faculty Members

For more information on faculty members' name, position, area of research specialization, and contact information please visit:  
<http://umanitoba.ca/faculties/arts/departments/anthropology/faculty/index.html>

### 3.4 Department Programs

The Department of Anthropology has two graduate programs, including a Master's (MA) program and a Doctoral (PhD) program. Short descriptions of these programs are available in the [Academic Calendar](#). For complete information on these programs see **Graduate Programs** in this handbook.

## 4. Orientation

Every semester, offices across the U of M offer orientation to both new and returning graduate students. It is important that you attend all orientations that apply to you to ensure full preparedness for your academic journey. Please review the focus of each orientation below to see which one best applies to you!

### 4.1 Departmental Orientation

To help familiarize students with services offered by the department of Anthropology. Presentations normally include an overview of:

- Department lounge space, keys, desk/office
- Department Staff and Faculty

- Program Streams
- Library services
- Services Specific to the Department
- Department Deadlines (Financial Aid, Awards, Travel Grants, Progress Report etc.)
- Department Specific Financial Aids and Awards
- Job Opportunities (Research Assistant, Teaching Assistants)
- Networking
- Who to contact in the department to get assistance or advice
- Orientations for laboratory facilities will be organized by the laboratory directors and/or the Laboratory Supervisor (e.g., WHMIS training)

For more information about your Department Orientation, please contact Madeleine Hoskins, the Graduate Programs Assistant:

- Office: 432 Fletcher Argue Building
- Phone: (204) 474-9361
- E-mail: madeleine.hoskins@umanitoba.ca

## **4.2 University of Manitoba Graduate Student Association Orientation**

UMGSA presents an overview of all services available to graduate students at the U of M in an easy and digestible manner, including services offered by:

- The Faculty of Graduate Studies
- Student Life (e.g. Peers)
- Career Services
- Student Counselling
- Academic Learning Centre
- Libraries
- The Registrar's Office
- Health and Dental Services
- University Financial Aids and Awards
- Student Advocacy and Accessibility
- Centre for the Advancement of Teaching and Learning
- CUPE 3909 (Union for TAs, tutors, lecturers/ instructors, grader/ markers)
- Recreation Services and Bison Sport
- Human Rights and Advisory Services
- Alumni Association
- Additional resources provided at UMGSA orientation include:
  - Social networking



Student Planners and Calendars  
Student Guide and Academic Guides  
Food and beverages

Winnipeg Trolley Tour and Campus Tours

For more information on the GSA Orientation, please contact GSA at:

- Office: 221 University Centre, Phone: 204-474-9181
- E-mail: [pres@umgsa.org](mailto:pres@umgsa.org)
- Website: <http://www.umgsa.org/>

### 4.3 International Student Orientation

The International Centre for Students offers an orientation with activities to help international students with their transition to Canada and the U of M. Activities include:

- Meeting ICS staff and new/returning students from around the world
- Learning about ICS programs and services (e.g., International Student Mentorship Program, Intercultural Retreat, events, Advising Services, Workshops & Info Sessions)
- Learning 'survival tips' from experienced students
- Become familiar with the University and the city of Winnipeg
- Learn about cultural differences in educational settings
- Get information about adjusting to Canada, university policies and procedures, finding accommodation, study permits, visas, health matters, and more!

For more information on the ICS Orientation, please contact ICS at:

- Office: 541 University Centre, Phone: 204-474-8501
- E-mail: [international@umanitoba.ca](mailto:international@umanitoba.ca)
- Website: <http://umanitoba.ca/current-students/international/orientation>

### 4.4 Aboriginal Student Orientation

The Aboriginal Student Centre offers a three-credit Native Studies course, The Colonizers and the Colonized: Opening the Circle (NATV1000). This course integrates an orientation component with relevant information, resources and skills, which include computer and library skills, guest lecturers, tours, and information sharing from ASC and Native Studies about U of M services and facilities.

- Website: <http://umanitoba.ca/student/isc/programs/orientation.html>

The Aboriginal Student Centre welcomes First Nations, Metis, and Inuit Students:

- Office: 121 Aboriginal House (45 Curry Place), Phone: 204-474-8850
- E-mail: [isc@umanitoba.ca](mailto:isc@umanitoba.ca)
- Website: <http://umanitoba.ca/indigenous/>

## 4.5 Bannatyne Campus Orientation

For new and current graduate students at Bannatyne campus, join us for:

- Free Pancake Breakfast and Lunch
- Orientation Social in the evening
- Presentations by
  - Student Life
  - Student Counselling
  - Health and Dental Services
  - Career Services
  - U of M Graduate Student Association
  - Financial Aid and Awards
- Additional resources provided at UMGSa orientation include:
  - Social networking
  - Student Planners and Calendars
  - Student Guide and Academic Guides
- For more information visit: [www.hsgsa.org](http://www.hsgsa.org)

## 5. Registration

### 5.1 Important Dates and Deadlines

Academic Calendar: <http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx>

Website: <http://umanitoba.ca/student/records/deadlines/>

### 5.2 Activate all U of M accounts

For more information on JUMP, Aurora, Iridium, Desire2Learn, U of M e-mails, please see Section 5, Information Services and Technology, of this booklet below.

### 5.3 Program Approval

All programs must be approved by the head of the major department or designate. Approval to take courses delivered by outside departments will require obtaining approval from those departments.

Form: [https://umanitoba.ca/faculties/arts/departments/anthropology/media/Anthropology\\_Course\\_Approval.pdf](https://umanitoba.ca/faculties/arts/departments/anthropology/media/Anthropology_Course_Approval.pdf)

### 5.4 Student Photo ID Card

Multi-use card granting access to services such as library services, gym memberships, lounge access, Winnipeg transit services, and printers and photocopiers on campus. For more information on new or replacement cards:

- Fort Garry: Registrar's Office, 400 University Centre, Ph.: 204-474-9420

- Bannatyne: circulation desk at Neil John McLean Health Sciences Library.
- Website: [http://umanitoba.ca/student/records/pii/photo\\_id.html](http://umanitoba.ca/student/records/pii/photo_id.html)

#### Encoding Student Photo ID Cards

- *Bannatyne students* will need encoded ID cards for after hour access to the campus, as well as to some floors or rooms on campus.
- Application form:  
[http://umanitoba.ca/campus/physical\\_plant/media/Card\\_Access\\_Approval\\_Form.pdf](http://umanitoba.ca/campus/physical_plant/media/Card_Access_Approval_Form.pdf)
- Email completed forms to [Access\\_Requests\\_BC@umanitoba.ca](mailto:Access_Requests_BC@umanitoba.ca) or dropped off directly to Bannatyne Physical Plant room S013-750 (in basement)
- For more information please call 204-789-3649

### 5.5 Apply for Loans, Scholarships, Bursaries, and Awards

For more information on Scholarships, bursaries, prizes, student aid, emergency loans, and the food bank please see the links below as well as the section on **Banking and Financial Information**.

- For information of graduate funding and awards visit:  
Website: [http://umanitoba.ca/faculties/graduate\\_studies/funding/index.html](http://umanitoba.ca/faculties/graduate_studies/funding/index.html)
- For department information on financial aids and awards visit:  
Website: <http://umanitoba.ca/faculties/arts/departments/anthropology/2461.html>

### 5.6 Banking and Financial Information

In order to receive payment for awards and/or to take up a paid position at The University of Manitoba (e.g., Research Assistant, Teaching Assistant, Instructor) graduate students should be aware that the following banking and financial information is required.

- Students are required to have a bank account at a Canadian financial institution.
- Direct Deposit to a Canadian bank account is mandatory at the University of Manitoba. Follow this link to 'Employee Personal Information Forms' - Direct Deposit Authorization:  
[http://umanitoba.ca/admin/human\\_resources/service\\_centre/forms/index.html](http://umanitoba.ca/admin/human_resources/service_centre/forms/index.html)  
Please take the Direct Deposit form to your Financial Institution for completion of Section 2. Alternatively, you could attach a voided blank cheque as this document also carries all of the pertinent banking information required. Return the completed and signed form to the Administrative Assistant in the Department for processing. This matter needs to be attended to immediately so that there is no delay in you receiving payment for any Scholarships, Fellowships, Bursaries, or for any employment on campus.'
- It is also strongly recommended that International Students apply for a Social Insurance Number as soon as you begin studies at the University of Manitoba. This S.I.N. is required before you can do any work on campus. The sooner you get this number, the quicker and easier it will be to process an appointment on your behalf. Please see the Administrative Assistant in the Department of Anthropology for instructions on how to proceed.

## 5.7 Register for Courses using Aurora Student

**\*\*Please note, students returning after their first year of graduate studies must reregister and pay for continuation fees through “reregistration”, “thesis”, “practicum”, “diploma”, “exam” or other courses presented on Aurora Student.**

For detailed information visit:

[http://intranet.umanitoba.ca/student/records/media/Self\\_Service\\_Registration\\_Manual.pdf](http://intranet.umanitoba.ca/student/records/media/Self_Service_Registration_Manual.pdf)

## 5.8 Paying Tuition Fees

For deadline, payment options, and other FAQs visit:

[http://umanitoba.ca/admin/financial\\_services/revcap/StudentAccounts.htm](http://umanitoba.ca/admin/financial_services/revcap/StudentAccounts.htm)

Online payment: Add “University of Manitoba” as a payee with your financial institution

To pay in person: visit the Cashier’s Office on campus:

- Fort Garry: 138 University Centre, Phone: 204-474-8222, 204-474-8716
- Bannatyne Cashier’s Office: P001 Pathology Bldg., Phone: 204-789-3349
- E-mail: [student\\_fees@umanitoba.ca](mailto:student_fees@umanitoba.ca)

## 5.9 Progress Report (for students re-registering)

Submit progress report to the department and the Faculty of Graduate Studies by June 1<sup>st</sup>.

- Form: <http://umanitoba.ca/graduate-studies/sites/graduate-studies/files/2020-07/interactive-progress-report.pdf>
- **Failure to submit this report will result in the denial of registration through Aurora.**
- **In some cases, students are also recommended to be aware of essential deadlines related to progress reports required for renewable scholarships.**

## 5.10 Locate List of Course Textbooks

To locate textbooks:

- 1) Login to Aurora Student, 2) Select 'Enrolment & Academic Records' <sup>[SEP]</sup>, 3) Select 'Student Records' <sup>[SEP]</sup>, 4) Select 'Booklist'.

Books can be purchased or sold at the U of M Bookstores on both campuses:

- Fort Garry: 140 University Centre, Phone: 204-474-8321
- Bannatyne: Brodie Centre, Phone: 204-789-3601
- Website: <http://umanitoba.ca/bookstore/>
- E-mail: [bookstore\\_webmaster@umanitoba.ca](mailto:bookstore_webmaster@umanitoba.ca)

Used books:

- Fort Garry Archives Book Exchange (purchase, exchange, or sell)  
107 Helen Glass Centre, Ph: 204-474-6511, <http://archives.umsu.ca/>

- Bannatyne: used books available in late August at the Class of 20\_\_ Used Book Sale in Brodie Centre.

### **5.11 Register with Student Accessibility Services for needed accommodations**

For more information visit: <http://umanitoba.ca/student/saa/accessibility/new-and-future-students.html>

- Office: 155 University Centre, Phone: 204-474-6213
- E-mail: [student\\_accessibility@umanitoba.ca](mailto:student_accessibility@umanitoba.ca)

### **5.12 Completing the Advisor/Student Guidelines**

Complete the Advisor/Student Guidelines, which provide a framework for discussion between advisors and graduate students registered in a thesis or practicum program and to establish guidelines to govern their relationship.

It may be revisited at any stage of the Student's graduate program to accommodate for changes in the Student-Advisor relationship.

\*\* The guidelines may also be submitted online in your JUMP portal under the FGS tab.

### **5.13 Registering for Graduation**

Once you have submitted your final thesis on or before the deadline date, you are automatically put on the graduation list. You will receive your graduation information in the mail.

### **5.14 Register for Day Care if Needed**

Office: 15 Dysart Road, Phone: 204-269-7773

E-mail: [cdccinc@mts.net](mailto:cdccinc@mts.net)

Website: [www.umanitoba.ca/campus/daycare](http://www.umanitoba.ca/campus/daycare)

## **6. Information Services and Technology**

### **6.1 Aurora Student**

Aurora Student: <https://aurora.umanitoba.ca/>

Ensure Access Early

Log in using the student number and pin found in your letter of acceptance.

Locate when you can begin registering for courses in the Aurora "Registration Time and Status" Section.

### **6.2 signUM (to claim your UMnetID)**

Use to claim your UMnetID and synchronize passwords among accounts.

For more information on signUM visit: <https://signum.umanitoba.ca/>

### 6.3 U of M Email Account

All U of M communications will be through your myumanitoba.ca account making; therefore it is essential that you monitor this email account on a regular basis.

Activate your new email at <https://signum.umanitoba.ca/> the day after you register for courses.

For FAQs visit: <https://umanitoba.ca/computing/ist/accounts/signumfaqs.html>

### 6.4 JUMP Portal

JUMP: <https://jump.umanitoba.ca/cp/login/>

Log in using your UMnetID and password developed in signUM.

\*\*JUMP can be used for Ph.D. thesis distributions

For more information visit:

<http://umanitoba.ca/computing/ist/staff/servicecataloguejump.html>

### 6.5 UM Learn (UofM online learning environment)

Website: <https://universityofmanitoba.desire2learn.com/d2l/login>

### 6.6 Connecting to the Internet

At the U of M you may connect to the Internet via the Wireless Network, Wired Network or in Open-Area Computer Labs using your UMnetID and password.

For more information on connecting to the internet visit:

[www.umanitoba.ca/ist/connect/wireless](http://www.umanitoba.ca/ist/connect/wireless) or

<http://umanitoba.ca/computing/ist/connect/index.html>

For further information about your e-mail, general computing, password resets, supported software, wired & wireless network and more contact the IST Help & Solutions Centre:

- Fort Garry Office: 123 Fletcher Avenue, Phone: 204-474-8600

- Bannatyne Office: 231A NJM Library, Phone: 204-789-3541

Email: [support@umanitoba.ca](mailto:support@umanitoba.ca) or [help\\_desk@umanitoba.ca](mailto:help_desk@umanitoba.ca)

Website: <http://umanitoba.ca/computing/ist/help/index.html>

Live chat: [www.umanitoba.ca/computing/ist/help](http://www.umanitoba.ca/computing/ist/help)

### 6.7 Professional Presentations

Students have access to audio-visual and production services.

- Website: [www.umanitoba.ca/computing/ist/teaching/classtech](http://www.umanitoba.ca/computing/ist/teaching/classtech)

## 7. Graduate Programs

### 7.1 General Regulations

General regulations and criteria for admission to, and continuance in, M.A. and Ph.D. programmes are presented in the Admissions, General Academic Regulations and Requirements, and Academic Guide sections of the University of Manitoba's Graduate Calendar. These regulations are available on-line at [Faculty of Graduate Studies - Admissions](#).

The Supplementary Regulations provided below in section 6.2 forward have been established by the Department of Anthropology and are applicable in addition to the general regulations of the University of Manitoba and the Faculty of Graduate Studies.

#### 7.1.1 Admissions

Students will not be admitted to a graduate programme until they can document the successful completion of the necessary pre-requisite courses, programme, or degree.

No student may be enrolled concurrently in two degree programmes in the Department.

No student may receive awards or perquisites that are available through a degree programme in the Department if he/she is registered in any other degree programme at the University.

##### *Deadlines*

The Department of Anthropology admits students only at the beginning of September.

The departmental application deadline for acceptance into the M.A. or Ph.D. programme is January 15 for students wishing to begin in September.

Applicants who do not meet the September start date deadline for exceptional reasons (e.g., delays in visa applications) will have their applications evaluated for a January start date.

The departmental deadline for applicants to the M.A. or Ph.D. programme, who want to be considered for the University of Manitoba Graduate Fellowship competition, is also January 15 in order to meet the Faculty of Graduate Studies deadline of departmental rankings.

Departmental graduate student funding is allocated for incoming student in the late summer of each year. For this reason, applicants to a graduate programme are strongly advised to submit their applications for the January deadline.

##### *Admissions Criteria*

Graduate selection criteria consist of the following:

- recommendations;
- major subject and cumulative grade-point average;
- objectives, experience, and interests;
- congruence with department resources, human and physical; and
- citizenship (Canadians and landed immigrants will be given preference).

These criteria are applied in the evaluation of each applicant, and are not systematically weighted with, for example, grade-point average being more crucial than experience. Applications to the Ph.D. programme are, in addition, judged on the basis of demonstrated research competence at the M.A. level. The selection committee assesses the total record of each applicant in the light of the criteria.

The Department does not have an M.A. by-pass option. The Department does not accept into its Ph.D. programme either students with only Bachelor's degrees or students transferring from a Master's programme.

Normally, the department does not accept students to the M.A. or Ph.D. programmes who have a cumulative GPA of less than 3.5 or equivalent in the last two previous years of full time university study (60 credit hours).

A student will only be considered for admission if a faculty member agrees to act as his/her advisor. Students are encouraged to consult with potential advisors ahead of time, however the Graduate Programs Committee will attempt to find a suitable advisor for those applications that do not specify a proposed advisor.

### 7.1.2 Appeals

Student appeals on matters other than admission decisions and student discipline should, in the first instance, be heard informally at the Departmental level.

If the issue cannot be resolved at that level, a formal appeal may be made to the Dean of Graduate Studies.

### 7.1.3 Evaluation of Student Performance

Student performance is formally evaluated each spring on a form required by the Faculty of Graduate Studies.

Evaluation is made on several bases that include, but are not limited to: completion of an adequate number of courses each year, completion of courses at the required level of performance, completion of the candidacy examination (Ph.D. students), completion and approval of the thesis proposal, satisfactory progress in thesis research, and satisfactory progress in thesis writing. Other criteria by which satisfactory performance is evaluated are found in the sections entitled Performance not related to Course Work under the sections of the Graduate Calendar governing the M.A. and Ph.D. degrees.

In the first year of a graduate programme, the advisor may sign the annual progress report form if an advisory committee has not yet been established. Thereafter, it is expected that an advisory committee will be in place and that the student and the advisory committee will meet at least once each year to evaluate the student's progress in relation to their Programme of Study and Research.

### 7.1.4 Core Academic Requirements

All graduate students and pre-master's students must complete two online tutorials – GRAD 7500 Academic Integrity and GRAD 7300 Research Integrity – as part of the Bona Fide Academic Requirements of their graduate program. Register for the courses in Aurora, then complete them in UM Learn. Do not register for either of these courses in more than one term. For more on these tutorials see <http://umanitoba.ca/graduate-studies/student-experience/core-academic-requirements>.



**You must complete these courses even if:**

- You have already completed a similar departmental seminar course.
- Your thesis is in the middle of distribution or you have completed the distribution.
- A span of time of one or more terms separates one graduate degree program from another graduate degree program; for example, if you completed GRAD 7500 at the master's level, took a break of one or more terms and were admitted to another master's or PhD program, you must take the course again.
- If you have taken an exceptional, parental or regular leave of absence, you must register for these courses upon return from leave if you have not already completed the course.

**7.1.5 Thesis/Dissertation Proposal Guidelines**

A thesis/dissertation proposal is required for both the M.A. and Ph.D. programmes. The length of the proposal may vary according to the wishes of the advisor, the nature of the topic, and the wishes of the student. The following general guidelines are suggested for proposals, which are adapted here from <https://student.unsw.edu.au/thesis-proposals>.

*Designing a Thesis/Dissertation Proposal***How should I structure the proposal?**

The thesis proposal helps you focus your research aims, clarify its importance and the need, describe the methods, predict problems and outcomes, and plan alternatives and interventions.

The aim of the thesis proposal is to convince your committee that:

- there is a need for the research; it is significant and important.
- you are contributing something original to the field.
- the topic is feasible in terms of availability of funding, equipment, supervisors, and data.
- the research can be completed in the expected time period.
- ethical issues have been considered and approval has been given for the research by the University Ethics Committee.
- the topic matches your interests and capabilities.

The following sections are recommended for your thesis proposal report. Check with your supervisors for optional sections, variations and additional sections that may be required. Normally, an MA thesis proposal runs 5-8 double-spaced typed pages (before references). PhD proposals can run twice as long. The thesis itself should be no more than 100 double-spaced typed pages (before references) when complete. The PhD dissertation should be approximately 150-300 pages.

**Routine information**

This can be a full cover page or a quarter page header.

- Name and email details
- Degree for which you are a candidate

- Supervisor's and co-supervisor's names
- Thesis proposal title
- Date

**Statement of Topic**

Introduce the reader to the recognized general subject area and how your topic is related. Briefly point out why it is a significant topic and what contribution your work will make.

**Aims of the thesis/dissertation**

Set out specific objectives of the research. Your work will make a worthwhile contribution to the field if it fulfills one or more of the following:

- it provides evidence to support or disprove a concept, theory, or model;
- it contributes new data/information, new or improved solution, analysis procedure or a new improved research methodology;
- it results in a new or improved concept, theory or model.

**Review of the literature**

This, together with the following section on the theoretical orientation, will be the main substance of the proposal and will lay the basis for your discussions of your methods and your total research program.

The literature review should explain the relation of your topic and research aims to significant literature and recent (and current) research in your field. The form of the literature review may vary according to the nature of the field: experimental, philosophical, theoretical, comparative, etc., but its purpose will be the same in all fields. The literature review should place your proposed research topic clearly in its relevant research context, and should demonstrate your awareness of significant similar or relevant research.

You may need to make qualitative judgments concerning the literature. Be careful not to allow the evaluation of previous work to become a large open-ended task. You should consult with your supervisors on the types of questions you need to be asking and what boundaries you should place on your literature review.

In one sense the literature review for the proposal is incomplete. You will continue to expand and update the literature as your research progresses and as you locate new publications. The final literature review will be included in your thesis.

Ask yourself:

- Which pieces of research seem to have been most successful, the most promising and which less so?
- What are the major lines of criticism that can be leveled at previous work?
- What major omissions, gaps or neglected emphases can be identified?

**Theoretical orientation**

Your aim here is to state your basic ideas on the topic.

- First, state the various theoretical approaches taken in your topic. Which one do you propose to use in your research and why? Where, tentatively do you stand on the topic?
- If there are various theories on your topic or in your field, which one(s) will you use in your conceptual framework for your thesis?
- Which terms or trends do you wish to follow up from the literature review?
- Do you have any fresh suggestions of an explanatory, interpretative, or programmatic kind?

### **Think it through:**

- Perhaps the best way to approach this section is to set down your main insights, hypotheses, hunches, or even hopes about your topic.
- In view of past theory and research, and your emerging issues, what are the areas that you expect to have findings?
- For empirical theses you may need to formulate explicit hypotheses.

### **Methodology**

Describe your proposed methods in sufficient detail so that the reader is clear about the following:

- What kind of information will you be using?
- From what sources will the information be obtained?
- What resources will you require?
- What methodology will you be using?
- Why have you selected this approach?
- What ethical and safety issues have you identified and how do you propose to proceed?

### **Research program timetable: milestones**

This will usually be from the date you began your degree to when you expect to submit the completed thesis.

The time-line can be formatted as a table or a list. Include when you will start and finish important aspects of your research, such as: literature research, required training or attending courses, stages of experiments or investigations, beginning and completing chapters, reviews and seminars you will give, and completing the thesis.

### **Tentative thesis chapter outline**

You should check with your supervisor if this is a required section of the thesis proposal. Present the chapter outline as a draft contents page with brief annotations of expected content or stages. Follow the standard sections relevant to your type of research. Look at past theses in your area and discuss your ideas with your supervisor.

### **References**

List all publications cited in your proposal. Use the style recommended by the department or your supervisor. This may be a standard style the whole department follows or it may be the style of the leading journal in your field.

## 7.2 Pre-Masters Program

### 7.2.1 Admission

Pre-Masters students must apply for admission to the Masters Programme according to the deadlines indicated above.

### 7.2.2 Criteria

The Pre-Masters Programme is normally reserved for students with an academic background other than anthropology. It is designed to accommodate students who wish to pursue graduate level work in Anthropology, but who lack the normal prerequisites for direct entry into the M.A. program. Anthropology students who do not have a four-year undergraduate degree or who lack a sufficient grade point average in their undergraduate degree are recommended to seek advice from the department on how to use the Special Student category to upgrade their qualifications.

### 7.2.3 The Programme

The Pre-Master's programme normally consists of up to 24 credit hours of coursework from the undergraduate, and especially the Honours undergraduate, curriculum (3000 and 4000 levels).

Pre-Master's study programs are individually designed by the student and the advisor in consultation with the Graduate Programs Committee.

Upon successful completion of the Pre-Master's program of study, students must apply for admission to the Master's Program according to the guidelines governing that program.

### 7.2.4 Advisor

The Department Head acts as the advisor for all Pre-Master's students.

## 7.3 Masters Program

### 7.3.1 Duration

The Master's programme normally takes two to three years of full-time study.

### 7.3.2 Coursework Requirements

#### *Coursework*

Students must complete

- 12 credit hours of coursework at the 7000 level, including at least 9 credit hours of Anthropology courses;
- a mandatory pass/fail professional development course (ANTH 7000); a pass/fail Research Integrity Tutorial (GRAD 7300); a pass/fail Academic Integrity Tutorial (GRAD 7500)
- a thesis.

Elective coursework is selected in consultation with the advisor, and must be approved by the Department Head.

#### *Performance in Coursework*

Students must earn a minimum grade of B+ in each course. Students who fail to maintain this standard will be required to withdraw from the program unless the Dean of the Faculty of Graduate Studies approves a departmental remedial recommendation.

### 7.3.3 Advisor and Advisory Committee

Students are normally placed with an Advisor when they are admitted to the programme. Every effort is made to match the interests of students and faculty members before students are admitted. In cases where the preferred advisor is unable to take a new student (e.g. the faculty member is on research/study leave or medical leave), an interim Advisor may be assigned.

The Advisory Committee must be formed the first year a student's program. The committee is required to meet at least once during the first year of a student's program to discuss the student's progress.

Students, in cooperation with their Advisors, must establish an Advisory Committee in order to obtain approval for the thesis proposal. The Advisory Committee must consist of a minimum of three members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the major department and one of whom must hold a primary appointment outside the major department. Committees may include one guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. The student and the Advisor will consult in forming the membership of the committee. The membership of the committee, including the Advisor, as well as any changes to it, must be approved by the Department Head. The Advisor is the Chair of the Advisory Committee.

### 7.3.4 Thesis

Students may earn the M.A. degree only through the thesis option. Apart from required coursework, a thesis proposal, oral thesis examination, and submission of a final copy of the written thesis to the Faculty of Graduate Studies successfully passed by the Examination Committee are required for completion of the degree under this option.

#### *Thesis Proposal*

A written thesis proposal is submitted to the Advisory Committee after completion of all course requirements. The Advisory Committee must unanimously approve the proposal in writing. Any proposals requiring ethics approval must be submitted for ethics review at this time, and the proposal is not considered to be finally approved until the ethics review is passed. Once the proposal receives all necessary approvals, thesis research may begin.

For more information on the requirements and format of thesis/dissertation proposals, please see Section 6.1.4 above.

#### *Oral Thesis Examination*

All theses are subject to an oral examination chaired by the Chair of the Graduate Programmes Committee or a delegate. When the Graduate Programmes Committee Chair

is the student's advisor or advisory committee member, a delegate will be found to chair the examination.

For the M.A. degree, the Advisory Committee constitutes the Thesis Examination Committee. The Thesis Examination Committee should be constituted in sufficient time to allow approval by the Faculty of Graduate Studies prior to the anticipated date of the distribution of the thesis. Normally, this occurs at least 60 days prior to the anticipated date of the oral examination. Only in the event of death or incapacitating illness may committee membership be changed within 60 days of the oral examination.

The examination copy of the thesis must be distributed to the Thesis Examination Committee at least two weeks prior to the oral examination.

Notice of the oral examination of the thesis will be posted at least two weeks in advance of the date of the examination.

The M.A. examination begins with a summary by the student and is followed by questions by the examining committee. The exam is limited to 90 minutes.

## **7.4 Ph.D. Program**

### **7.4.1 Duration**

The doctoral program is intended to be completed in four years.

### **7.4.2 Coursework**

Students must complete:

- 9 credit hours of coursework at the 7000 level, including at least 6 credit hours of Anthropology courses
- a mandatory pass/fail professional development course (ANTH 7000); a pass/fail Research Integrity Tutorial (GRAD 7300); a pass/fail Academic Integrity Tutorial (GRAD 7500)
- a thesis.

Elective coursework is selected in consultation with the advisor, and must be approved by the Department Head.

Students must earn a minimum grade of B+ in each course. Students who fail to maintain this standard will be required to withdraw unless the Dean of the Faculty of Graduate Studies approves a departmental remedial recommendation.

### **7.4.3 Advisor and Advisory Committee**

The Head of the department/unit is responsible for the establishment of an advisory committee for each Ph.D. student. Advisory committees are selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice and guidance to the student during their program. The advisory committee must consist of a minimum of three (3) members, all of whom must be members of the Faculty of Graduate Studies ([http://umanitoba.ca/faculties/graduate\\_studies/governance/academic\\_membership.html](http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)).

Advisory committees may, in addition, include one (1) non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies.

It is expected that advisory committee members will have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies. Graduate students, Post-Doctoral Fellows, and Research Assistants or Associates may not serve on graduate student advisory committees. A student who also holds an appointment at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same department/unit. The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies on the "Program of Study and Appointment of Advisory Committee" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)).

If two or more advisory committee members are in a personal relationship, the "Conflict of Interest Disclosure Form" ([https://umanitoba.ca/admin/governance/governing\\_documents/community/962.html](https://umanitoba.ca/admin/governance/governing_documents/community/962.html)) must be completed and submitted to the Faculty of Graduate Studies. See The University of Manitoba's Conflict of Interest policy: [https://umanitoba.ca/admin/governance/governing\\_documents/community/248.html](https://umanitoba.ca/admin/governance/governing_documents/community/248.html).

The advisor/co-advisor is the Chair of the advisory committee.

Advisory committee meetings must be held at least annually, and are not intended to take the place of meetings between the student and advisor/co-advisor which should occur with much greater frequency than the advisory committee meetings.

#### 7.4.4 Language Requirement

Ph.D. students are required to demonstrate oral or reading proficiency in a second language. The language requirement must be met prior to the defence of the dissertation. Students may satisfy the language requirement in the following ways:

- demonstrating a reading knowledge of a second language during their Master's program;
- providing proof of successful completion of undergraduate coursework in a second language;
- successful completion (B grade or better) of an appropriate language course offered by the University during the student's program of study;
- passing a translation exam administered by the appropriate language department at The University of Manitoba;
- passing an oral examination administered by the appropriate language department at The University of Manitoba; or
- demonstrating a passing score in relevant modules of a standardized language competency test (e.g., TOEFL, canTEST, DAAD, TELC).

The process of meeting the language requirement is completed when a student's supervisor apprises the Graduate Program Chair that this requirement has been fulfilled.

### 7.4.5 Candidacy Examinations

Prior to beginning the candidacy process, each student is required:

- a) to have completed all formal course requirements;
- b) to have defined a thesis topic; and
- c) to have formed an Advisory Committee.

Ideally, the provisional timetable for the complete examinations should be included within the individual student's Program of Study and modified, thereafter, as required by the student's progress.

#### CANDIDACY EXAMINATION PROCESS:

The candidacy examination process has three main stages:

- 1) Preparation;
- 2) Examination, and
- 3) Adjudication – and will follow four steps:

- Step 1. Topic Areas

At the beginning of the candidacy process, the student's Advisory Committee must meet with the student to select and confirm the areas of specialization. The student and the Advisory committee should agree on three (3) topic areas of knowledge and/or preparation that encapsulate the areas of specialization.

- Step 2. Topic Area Bibliographies

Once agreement is achieved upon the three topic areas, the student will develop a working bibliography for each of the three areas.

The bibliographies are intended to demonstrate that the student (1) is familiar with the literature relevant to their areas of specialization, which may also include literature in languages other than English, and (2) is suitably prepared to write the Candidacy Examination Papers.

Bibliographies may focus upon critical theoretical, methodological, or other substantive issues pertinent to each area. Each working bibliography will be distributed to the Advisory Committee for review and comment.

The individual assessment and commentary by members of the Advisory Committee should normally be forwarded to the student within two (2) weeks of receiving the bibliographies from the student. Any revisions to the bibliographies required by the Advisory Committee must be completed to the satisfaction of the Advisory Committee prior to scheduling the Examinations.



- Step 3. Candidacy Examination Papers

The Candidacy Examination Papers are the written component of the Candidacy process. Normally, the Candidacy Examination Papers requirement will be administered upon the request of the student. However, the student, in consultation with the Advisor, should make every attempt to adhere to the Program of Study, stipulated, and modified thereafter, in the Student-Advisor Agreement and the student's Progress Reports.

The student and the Chair of the Advisory Committee will ensure that the Advisory Committee agrees to a schedule for the examination and is available to provide assessment and commentary to the student that follows the timetable of the examination period.

Under the administrative direction of the Advisor, the student has three (3) weeks within which to complete and submit three (3) Examination Papers. Each paper is a literature review of one Topic Area on which the bibliographies were based. The submitted papers will reflect the work of the student alone, unaided in any aspect by others, including but not limited to writing, editing, proofing, etc.

Each paper must follow the following requirements:

- a) it must include a list of references cited and formatted in a style appropriate to the student's area of specialization; and
- b) an individual paper should be between 3000-5000 words in length, excluding references, tables, and all illustrative materials.

The Candidacy Examination Papers may be submitted individually or as a group to each member of the Advisory committee before the three-week writing period has elapsed. Each member of the Advisory Committee reads and assesses the Candidacy Examination Papers and makes written comments. The individual assessment and commentary is to be submitted to the student, the Chair of the Advisory Committee (the Advisor or designated Co-Advisor), and the Chair of the Graduate Programs Committee (or designate) within two (2) weeks of receiving the student's examination papers.

If a student does not submit the Examination Papers in the three week period allotted, this action will constitute a failure of the candidacy examination, unless extenuating circumstances can be demonstrated to the Chair of the Graduate Programs Committee. If there is no acceptable justification for missing the Examination Papers deadline, a decision of failure, with written justification ("Report on Ph.D. Candidacy Examination" form) by the Chair of the Graduate Programs Committee, is conveyed to the student, the Advisor, and the Department Head. The student is then considered to have failed the candidacy examination, is ineligible for a supplementary written and/or oral examination, and, if a failure of the first attempt, must proceed to repeat the written and oral requirements of the Candidacy Examination.

In the event of a second failure, the student will be required to withdraw from the Faculty of Graduate Studies, per the regulations of the Faculty of Graduate Studies.

- Step 4. Candidacy Oral Examination

The Candidacy Oral Examination brings closure to the candidacy examination process by having the student meet with the Advisory Committee to discuss materials relevant to the selected Topic Areas in the student's area(s) of specialization and the student's specific contributions in the Candidacy Examination Papers.

This second part of the Candidacy exam is held following the forwarding of comments by all members of the Advisory Committee on the Candidacy Examination Papers to the student and the Chair of the Advisory Committee. Normally, there should be no more than two (2) weeks between the return of the Candidacy Examination Papers to the student and the Chair of the Advisory Committee and the oral examination.

## PROCEDURES FOR THE CONDUCT OF CANDIDACY ORAL EXAMINATIONS

It is the responsibility of the student's Advisor, in consultation with the Advisory Committee to:

- Decide, in consultation with the student and the Chair of the Graduate Programs Committee, appropriate dates for the examination and ensure that all members of the Advisory Committee can attend the oral examination;
- Ensure that the written comments on the written papers of each member of the Advisory Committee are circulated to all members of the Advisory Committee and the Chair of the Graduate Programs Committee a minimum of one (1) week prior to the oral examination;
- The Candidacy Oral Examination is chaired by the Chair of the Graduate Programs Committee, or a delegate;
- The oral examination is based only upon material relevant to the selected Topic Areas in the student's area(s) of specialization and the student's submitted Candidacy Examination Papers;
- The Candidacy Oral Examination is a closed examination and only the Advisory Committee is permitted to formally question the student;
- The Chair of the Candidacy Oral Examination will invite questions from each member of the examining committee, taking care to ensure that each examiner has approximately equal time for questions; and
- The total time for the Candidacy Oral Examination will not exceed two hours in length.

## ADJUDICATION OF THE CANDIDACY EXAMINATION

After the formal questioning period of the Candidacy Oral Examination, the student is excused from the room. The Advisory Committee then deliberates and comments on (a) the written examination and (b) the oral examination, to arrive at a fair and just decision.

A final decision on a successful candidacy takes place after the two-hour time limit of the examination.

After the Advisory Committee has completed their deliberations and reached a final decision, the student is invited back in to the room and informed of the decision.

The final decision on a successful candidacy examination must be unanimous; that is, a decision that is less than unanimous must be reported as a failure. A pass, with written justification ("Report on Ph.D. Candidacy Examination" form), is conveyed to the student, the Chair of the Graduate Programs Committee, the Department Head, and the Dean of the Faculty of Graduate Studies. A failure, with written justification ("Report on Ph.D. Candidacy Examination" form), is conveyed to the student, the Chair of the Graduate Programs Committee, and the Department Head.

If an advisory committee is unable to advance a positive decision on the basis of the written and oral examinations, a supplementary written and/or oral examination will be scheduled prior to notification of the Faculty of Graduate Studies. If necessary, a supplementary written examination will be administered by the Advisory Committee, normally within one (1) week following the Candidacy Oral Examination.

The supplementary written exam would consist of a revising of the original exam responses, taking into consideration the comments of the committee members, with a time limit to be determined by the committee. The student has one (1) week to address deficiencies outlined in the written justification, and the Advisory Committee has one (1) further week to review and deliberate on a final decision on the candidacy examination. If necessary, a second oral examination will be conducted by the Advisory Committee and will be chaired by the Chair of the Graduate Programs Committee, or a delegate member, normally within 30 days.

The supplementary oral exam would involve the student defending his/her new exam responses, following the structure to the original oral exam. A second oral examination is closed and follows the same format as the Procedures for the Conduct of Candidacy Oral Examinations.

If the student successfully addresses the areas of deficiency in the written and/or oral examinations, he/she will be deemed to have passed the examination. At that point, a pass, with written justification ("Report on Ph.D. Candidacy Examination" form) is conveyed to the student, the Chair of the Graduate Programs Committee, the Department Head, and the Dean of the Faculty of Graduate Studies.

### 7.4.6 Thesis Proposal

A student must have completed successfully the candidacy process before approval is sought for the thesis proposal.

The thesis proposal approval process is conducted orally and publically.

The thesis proposal is presented and defended orally in front of the student's Advisory Committee. Normally, the oral defence is open to the public. The format of the Thesis Proposal Examination follows that of the Ph.D. Thesis Oral Examination. The Chair of the Graduate Programs Committee, or a delegate, chairs the Thesis Proposal Defence. When the Graduate Committee Chair is the student's advisor or a member of the Advisory Committee, a delegate will be found to chair the examination.

Any proposals requiring ethics approval must be submitted for ethics review prior to or upon successful completion of the Thesis Proposal Defence. Final approval of the proposal cannot be submitted until the ethics review is passed.

Once the proposal receives all necessary approvals, thesis research may begin.

### 7.4.7 Oral Thesis Examination

The examination of the doctoral thesis is strictly controlled by the Faculty of Graduate Studies. Students should familiarize themselves with the process well in advance of embarking upon it. Details are available under Format of the Examination in the Graduate Calendar, and in the Academic Guide of the Faculty of Graduate Studies.

## 8. Financial Support

### 8.1 Teaching/Research Assistantships

For more information on teaching and research assistantships or grader/marker positions available to graduate students' campus wide, please review official notices available at:

Human Resources Office: 317 Administration Building

- Website: [http://www.umanitoba.ca/admin/human\\_resources/employment/](http://www.umanitoba.ca/admin/human_resources/employment/)

### 8.2 Funding and Awards

Contact FGS for more on internal awards, external awards, or needs-based funding:

- Office: 500 University Centre, Phone: 204-474-9377
- E-mail: [graduate\\_awards@umanitoba.ca](mailto:graduate_awards@umanitoba.ca)
- Website: [http://umanitoba.ca/faculties/graduate\\_studies/funding/index.html](http://umanitoba.ca/faculties/graduate_studies/funding/index.html)
- Awards Database: <http://webapps.cc.umanitoba.ca/gradawards/>

### 8.3 Academic Travel/ Conference Grants

funds to assist graduate students with costs for travel for presentations of papers, posters, or other creative work pertinent to their studies)

- FGS Travel Award:

[http://umanitoba.ca/faculties/graduate\\_studies/media/FGS\\_Travel\\_App.pdf](http://umanitoba.ca/faculties/graduate_studies/media/FGS_Travel_App.pdf)

- UMGSA Conference Grants:

<http://www.umgsa.org/our-services/conference-grant-application/>

### 8.4 Emergency Loans and Tax Support

FGS Emergency Fund:

- To assist full-time graduate students with immediate educational & living costs not applicable to Tuition Fees.

For more information:

[http://umanitoba.ca/faculties/graduate\\_studies/media/emergency\\_loan.pdf](http://umanitoba.ca/faculties/graduate_studies/media/emergency_loan.pdf)

UMGSA Hardship Fund:

- UMGSA offers limited financial support to students who are not eligible for FGS emergency loans. For more information contact the UMGSA VPA

Office: 221 University Centre, Phone: 204-474-9181

E-mail: [vpa@umgsa.org](mailto:vpa@umgsa.org)

U of M Food Bank

- Students are eligible to collect from the food bank if they are enrolled in the current academic term and bring their Student Photo ID Card.

Office: 518 University Centre, Phone: 204-474-9850

E-mail: [foodbank@cc.umanitoba.ca](mailto:foodbank@cc.umanitoba.ca)

Website: [www.foodbank.umsu.ca](http://www.foodbank.umsu.ca)

Tuition Fee Tax Rebate

- If you graduated with a degree, diploma or certificate from a post-secondary institution recognized by the Canada Revenue Agency on or after January 1, 2007 and now work and pay taxes in Manitoba, you can benefit from the Tuition Fee Income Tax Rebate, a 60% income tax rebate on their eligible tuition fees.

For more information please see: <http://www.gov.mb.ca/tuition/>

Tax Support

- The UMSU Tax Office provides free tax services to students.

Office: 112 University Centre - Sundown Room

Website: <http://www.umsu.ca/services-a-programs-umsumenu-3/tax-office-umsumenu-104>

## 9. Transportation

### 9.1 Parking Pass

Reserving and purchasing parking passes can be done through JUMP. (Register early)

- FG Parking map: [http://umanitoba.ca/campus/parking/media/Parking\\_Map\\_Web.pdf](http://umanitoba.ca/campus/parking/media/Parking_Map_Web.pdf)  
Parking Services Office: Welcome Centre, 423 University Cr.  
Ph: 204-474-9483, E-mail: [parking\\_services@umanitoba.ca](mailto:parking_services@umanitoba.ca)  
Website: [www.umanitoba.ca/parking](http://www.umanitoba.ca/parking)
- Bannatyne Parking map: [http://umanitoba.ca/campus/parking/media/Bann\\_Map.pdf](http://umanitoba.ca/campus/parking/media/Bann_Map.pdf)  
Bannatyne: free passes available for E Lot (evenings/weekends) through Security Office: S105 Medical Services Building, Phone: 204-789-3330<sup>[1]</sup><sub>SEP</sub>  
Parkade parking is available through the Health Sciences Centre Parking Office  
Office: 720 McDermot Ave., Level 1, Phone: 204-787-2715  
Email: [hscparkingoffice@hsc.mb.ca](mailto:hscparkingoffice@hsc.mb.ca)

### 9.2 Winnipeg Transit Bus System

Route 36: Express Bus Service between the Fort Garry and Bannatyne Campuses

For Winnipeg Transit info visit: <http://umanitoba.ca/student/ics/transportation/bus.html>

For a great online bus trip planner, go to [www.winnipegtransit.com](http://www.winnipegtransit.com) and click "Navigo".

For information about the UPass (the subsidized bus pass for all students):

<http://umsu.ca/services-and-support/u-pass/>

### 9.3 U of M Shuttle Bus

Free shuttle service loops around campus, including Smartpark, every 15 minutes.

Website: <http://umanitoba.ca/parking/shuttle/>

### 9.4 Bike Station Fort Garry

Located on the ground level of the University Parkade, the Bike Station is a covered and enclosed parking facility for 100 bikes that is secured with a card-lock system.

Website: [http://umanitoba.ca/campus/parking/bike\\_station.html](http://umanitoba.ca/campus/parking/bike_station.html)

### 9.5 Bike Station Bannatyne

Open bike parking available in front of Brodie Center off of McDermot Ave.

Caged Bike Station available beside the Dentistry Bldg. off of Bannatyne Ave. Key card-access is required. For further questions please call 204-789-3649.

Locked/heated bike room in Emily Street Parkade. For more info call 204-787-2715.

## 9.6 Bison Grocery Run

Free shuttle between University Centre and Superstore (Bison Dr.) Saturdays and Sundays.

- Phone: 204-474-6822, E-mail: [services@umsu.ca](mailto:services@umsu.ca)
- Website: <http://umsu.ca/services-a-programs-umsumenu-3/bison-grocery-run-umsumenu-34>

## 9.7 Carpool

24 carpool-only parking spots on its Fort Garry campus.

- For more information phone 204-474-7963 or e-mail [sean\\_moore@umanitoba.ca](mailto:sean_moore@umanitoba.ca)

## 9.8 Safe Walk Program

Security Services is always available to accompany an individual from one U of M location to another, or to their vehicle/bus stop on University property on both campuses.

- Website: <http://umanitoba.ca/campus/security/programs/safewalk.html>
- Office: 423 University Crescent, Welcome Centre
- Ph: 204-474-9312 (both campuses), Email: [emergency\\_response@umanitoba.ca](mailto:emergency_response@umanitoba.ca)

# 10. Courses, Research and Thesis/Dissertation Writing

## 10.1 Printing, Photocopying, Scanning

Printing/Copying/Scanning Fort Garry:

- GSA Office (221 University Centre): 5 cents per page (cash)
- Libraries: 10 cents per page (coin or copy card operated)(Scanning Free)
- [http://umanitoba.ca/libraries/services/c\\_p\\_s\\_equipment.html](http://umanitoba.ca/libraries/services/c_p_s_equipment.html)
- Digital Copy Centre (24 hrs), 118 University Centre, Phone: 204-474-6533  
Website: <http://www.umsudigitalcopycentre.com/services>

Printing/Copying/Scanning Bannatyne:

- Duplicating Centre, 154 Basic Medical Sciences Bldg. (photocopy or colour printing)
- Neil John McLean Health Sciences Library, 770 Bannatyne Avenue  
[http://umanitoba.ca/libraries/services/c\\_p\\_s\\_equipment.html](http://umanitoba.ca/libraries/services/c_p_s_equipment.html)

Poster Printing

- CAD lab, 124 Architecture 2, Phone: 204-474-7482  
Website: [http://umanitoba.ca/faculties/architecture/cadlab/cadlab\\_wide\\_printing.html](http://umanitoba.ca/faculties/architecture/cadlab/cadlab_wide_printing.html)
- Bannatyne Information Technologies Centre (conference posters)

- Office: S206 Medical Services Bldg., Phone: 204-789-3896
- Audio-visual and Classroom Technology Support  
Fort Garry: 112 Armes Bldg., Phone: 204-474-6466  
Bannatyne: S206 Medical Services Bldg., Phone: 204-789-3896  
Website: <http://umanitoba.ca/computing/ist/production/>
  - UMSU Digital Copy Centre, 118 University Centre, Phone: 204-474-6533  
Website: <http://www.umsudigitalcopycentre.com/>

## 10.2 Academic Learning Centre

For more information on assistance with study skills, writing support (i.e., developing ideas, organizing research projects, synthesizing research, citing sources, preparing thesis proposals, meeting thesis or dissertation deadlines, producing and delivering presentation, editing strategies), or online tutoring for graduate students please visit:

- Fort Garry ALC: 201 Tier Building, Phone: 204-480-1481
- Bannatyne ALC: 245 T-wing, Phone: 204-272-3190
- E-mail: [academic\\_learning@umanitoba.ca](mailto:academic_learning@umanitoba.ca)
- Website: <http://umanitoba.ca/student/academiclearning/692.html>

## 10.3 Library Workshops

Sample topics: Literature searches, reference management, thesis writing.

- For more information on Library Workshops visit:  
<http://umanitoba.ca/libraries/units/infolit/workshops.html>

## 10.4 English Language Centre

For more information on programs to help students improve their English:

- Office: 520 University Centre, Phone: 204-474-9251
- Email: [elc@umanitoba.ca](mailto:elc@umanitoba.ca), Website: <http://umanitoba.ca/student/elc/>

## 10.5 Statistics

Free library workshops are provided to help learn SPSS, Refworks, SCOPUS, INVIVO, SAS and other useful skills.

- Website: <http://umanitoba.ca/libraries/units/infolit/workshops.html>

For training, advice or more information in statistical experiments, planning a survey, analysing data, and interpreting results contact the Statistical Consulting Service:

- Phone: 204-474-8205, E-mail: [sas@stats.umanitoba.ca](mailto:sas@stats.umanitoba.ca)
- Website: <http://www.umanitoba.ca/statistics/statadv/statadv-access.1.html>



## 10.6 Ethics Approval

The approval from a U of M Research Ethics Board (REB) may be required prior to the student proceeding with the information gathering procedures for the thesis or practicum.

- Website: [http://umanitoba.ca/research/orec/ethics/human\\_ethics\\_REB\\_forms\\_guidelines.html](http://umanitoba.ca/research/orec/ethics/human_ethics_REB_forms_guidelines.html)

## 10.7 iThenticate

Plagiarism detection software designed for researchers to ensure the originality of written work before publication.

- For more information: [http://umanitoba.ca/research/integrity/iThenticate%20.html#What\\_is\\_iThenticate](http://umanitoba.ca/research/integrity/iThenticate%20.html#What_is_iThenticate)

## 10.8 Thesis: FGS Thesis Submission and Distribution

For Thesis/Practicum Specifications or a Submission Checklist please visit <http://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum#checklist>

Ph.D.: When ready to submit a dissertation for distribution to internal examination committee you may now submit it online through the JUMP portal under the FGS tab.

# 11. Additional Resources

## 11.1 Faculty of Graduate Studies (FGS)

FGS Academic Guide: To answer general regulations about your graduate program, leaves of absence, appeals, and policies related to application, admission or registration etc.

- Website: [http://crscalprod1.cc.umanitoba.ca/~Catalog/ViewCatalog.aspx?pageid=view\\_catalog&catalogid=300&chapterid=3547](http://crscalprod1.cc.umanitoba.ca/~Catalog/ViewCatalog.aspx?pageid=view_catalog&catalogid=300&chapterid=3547)

Thesis Toolkit: Gateway to information and learning resources for Graduate Students:

- Website: <http://libguides.lib.umanitoba.ca/thesis>

FGS Workshops: Financial Aid and Awards, Strategic Consideration of Career Opportunities Upon Graduating With a Doctoral Degree, Refworks and more!

Website: [http://umanitoba.ca/faculties/graduate\\_studies/workshops/schedule.html](http://umanitoba.ca/faculties/graduate_studies/workshops/schedule.html)

## 11.2 University of Manitoba Graduate Students' Association (UMGSA) or Health Sciences Graduate Student Association (HSGSA)

UMGSA is the official voice of graduate students. Their mission focuses on graduate student advocacy, student involvement, providing services and benefits, financial assistance, and support to students.

- Fort Garry: 221 University Centre, 204-474-9181
- Bannatyne: 114 Brodie Centre, 204-480-1313
- The HSGSA Student Lounge: 402 Brodie Centre

- TV, video games, mini fridge, microwave, sink, and coffee available. Available for booking for small scale student events. For more information, email [vpmarketingevents@hsgsa.org](mailto:vpmarketingevents@hsgsa.org).
- E-mail: [gsa@umgsa.org](mailto:gsa@umgsa.org) or [pres@umgsa.org](mailto:pres@umgsa.org) or [president@hsgsa.org](mailto:president@hsgsa.org)
- Website: [www.umgsa.org](http://www.umgsa.org) or [www.hsgsa.org](http://www.hsgsa.org)

### 11.3 University of Manitoba Anthropology Student Association (UMASA)

UMASA is the representative organization for undergraduate and graduate anthropology students at the University of Manitoba. UMASA is committed to encouraging and assisting anthropology students' academic and professional progress, on and off campus. This involves promoting students' research agendas and career development by fostering a supportive environment of peers.

- Office: 442 Fletcher Argue, Department of Anthropology, University of Manitoba
- Website: <http://www.umasa.org>

### 11.4 Career Services

For more on resources related to resume and cover letters, job searches, interviews, career fairs, career decision-making, research occupations, education resources, career mentor program, co-operative education and internship programs, contact Career Services:

- Office: 474 University Centre, Phone: 204-474-9456
- E-mail: [cs.receptionist@umanitoba.ca](mailto:cs.receptionist@umanitoba.ca)
- Website: <http://umanitoba.ca/student/careerservices/>

### 11.5 Centre for the Advancement of Teaching and Learning (CATL)

CATL works with graduate students to provide leadership, expertise, and support in fulfilling their teaching positions, such as teaching assistants or sessional instructors. For more information on graduate courses or other services please visit:

- Office: 208-226 Isbister Building, Phone: 204-474-8372
- Website: [http://intranet.umanitoba.ca/academic\\_support/catl/workshops/243.html](http://intranet.umanitoba.ca/academic_support/catl/workshops/243.html)

## 12. Health and Wellness

Health, Dental, and Travel Insurance

*Domestic graduate* students are automatically members of the UMSU Health & Dental Plan, and are assessed the fee on their Aurora tuition fee statements in the fall term. You have the option to opt-out of this plan with alternate coverage

- For more information: <https://umsu.ca/services-and-support/health-dental/>

*International students* are covered by the Manitoba International Student Health Plan

- For more information: <http://umanitoba.ca/current-students/international/health-coverage>

### Health Services

- To learn about on-site laboratories and immunizations, appointments with physicians, consultant psychiatrists, and other health services contact University Health Services at:

Office: 104 University Centre, Phone: 204-474 8411

Website: [www.umanitoba.ca/student/health](http://www.umanitoba.ca/student/health)

### Recreation Services

- For more information about gym memberships, personal training and fitness assessment, programs, training and certifications, leagues, Intramurals and much more please contact Recreation Services at:

- Fort Garry: 145 Frank Kennedy Centre, Phone: 204-474-6100

- Bannatyne: 727 McDermot Ave. (Brodie Centre Basement), Ph: 204-789-3858

Website: <https://umanitoba.ca/community/sport-recreation/recreation-services>

Info on the Sports and Recreation Fee):

<https://umanitoba.ca/faculties/kinrec/recreationservices/membership/1455.html>

E-mail: [rec\\_services@umanitoba.ca](mailto:rec_services@umanitoba.ca)

### Student Counselling Centre

- The excitement of attending university also brings with it stress and other challenges. It is common for students to seek help for worry, anxiety, depression, relationship problems with family, friends or partners, and career difficulties such as career decision-making and finding work. For more information contact:

Fort Garry Office: 474 University Centre, Phone: 204 474-8592

Bannatyne Office: S207 Medical Services Bldg., Phone: 204-789-3857

Website: <http://umanitoba.ca/student/counselling/services.html>

How to access services: <http://umanitoba.ca/student/counselling/how-to-access-counselling.html>

### Peers: Students Helping Students

- Peers are supportive listeners, campus connectors, and skilled student communicators that offer confidential support to students with questions or just need to talk with someone.

Office: 150 University Centre

E-mail: [peer@umsu.ca](mailto:peer@umsu.ca), Website: <http://umanitoba.ca/student/peers/>

### Chaplains' Association

- Offers support to all students regardless of their religion.

Office: 102Y University Centre

Phone: 204-474-8721, Email: [ken\\_stupak@umanitoba.ca](mailto:ken_stupak@umanitoba.ca)

Website: <http://umanitoba.ca/student/resource/chaplains/>

## 13. Get Involved!

### 13.1 Student Life

- Student life provides leadership opportunities through volunteer programs or a Student Leadership Development Program. They offer opportunities to get involved at the U of M, and within the community, as well as internationally.
- Student Life is also responsible for the Co-Curricular Record, which is the official document that recognizes your involvement in approved programs.

Office: 225 University Centre, Phone: 204-474-9093

E-mail: [student\\_life@umanitoba.ca](mailto:student_life@umanitoba.ca)

Website: <http://umanitoba.ca/student/studentlife/>

UMCommunityLINK: <https://communitylink.umanitoba.ca/>

University of Manitoba Graduate Students' Association (UMGSA) or Health Sciences Graduate Student Association (HSGSA)

- Offering several opportunities to get involved with student governance!

GSA Office: 221 University Centre, Phone: 204-474-9181

HSGSA Office: 114 Brodie Centre, Phone: 204-480-1313

E-mail: [pres@umgsa.org](mailto:pres@umgsa.org) or [president@hsgsa.org](mailto:president@hsgsa.org)

Website: [www.umgsa.org](http://www.umgsa.org) or [www.hsgsa.org](http://www.hsgsa.org)

### 13.2 Department Involvement

- Each fall, graduate students are selected and/or elected to represent students on Department Committees. The Graduate Student Representative on each of these committees must attend meetings of the council to represent the view of graduate students; votes on issues discussed, and inform students about issues reviewed that are relevant to them. Committees include:

**Department Council:** Made up of all faculty members in the department, as well as student representatives who meet monthly to make decisions about the department's direction and its programs.

**Graduate Committee:** Oversees graduate programs, listens to student concerns, reviews student applications and new course proposals, as well as other functions to support students in realizing the maximum benefit of their program.

**University of Manitoba Graduate Student Association (UMGSA):** The UMGSA is a campus-wide student organization. Councillors (graduate students representing their department) have two roles: 1) to express the concerns and desires of students in their department to the UMGSA Council at monthly meetings; and 2) to keep students informed of relevant campus-wide issues, decisions, services, and events. Through this participation, student-fees are re-allocated to departments in the form of Department Grants, which can fund department events or projects. See [11.3. UMASA](#).