Faculty of Graduate Studies – Who We Are

Louise Simard, Acting Dean

Associate Deans

Stephen Kirkland
Kelley Main
Michael Czubryt
Where do Faculties and FGS intersect?

- **Admissions**
  - Online \(\rightarrow\) unit recommendations \(\rightarrow\) FGS admission letter (conditions)

- **Advisor-Student Guidelines**
  - establish expectations

- **Academic Integrity and Research Integrity**
  - GRAD 7500 – 0 CH mandatory online course (Term 1)
  - GRAD 7300 - 0 CH mandatory online course

- **Monitoring Progress**
  - Supplemental Regulations
  - Student Progress Report, Program of Study Form, etc.
  - Time To Completion
  - Thesis Examination \(\rightarrow\) Grad checks

- **Professional Development for Students and Advisors**
  - GRADSTEPS (Campus to Career)

- **Funding & Awards**
  - UMGF, International Student Awards, GETS
Is there a form for that?

Completeness is critical.

Forms

Throughout your years as a UM graduate student, you’ll need to fill out a variety of forms including forms for registration, appeals and awards. If you can’t find the form you’re looking for on this page, please contact the Faculty of Graduate Studies.

On this page

- Master's, PhD and other program forms
- Permission, appeal and registration
- Funding, awards and financial aid
- Staff only

These fillable PDF forms are designed to be completed using Adobe Acrobat or Adobe Reader.
• What do I do if I suspect admission fraud when the department is reviewing applications?
Admission Fraud

• FGS has jurisdiction over investigations and decisions in relation to admission fraud for graduate students
  • Some examples:
    • Plagiarism in the statement of intent
    • Reference letters that are suspect
      • Not on letterhead, does not use a university email address, content across letters looks similar, similar content, mistakes

• The allegation should come to our office for investigation and disposition
  • Email Andrea Kailer, Confidential Assistant to the Associate Deans
  • Students can be restricted from further applications here and elsewhere
• What if we forget to complete the Advisor – Student Guidelines?

• I am supervising a student who has already completed this ASG with another advisor, what do I do now?

• My advisor and I forgot to include my co-advisor in the ASG. Do we need to start a new form?
- If ASG is not completed, student account may be on hold

- If an advisor changes, the form needs to be done with the new advisor

- If a co-advisor was missed or is added, the form needs to be completed again

- If no advisor, until later in program, graduate chair should complete it
• What if GRAD 7300 or 7500 are not completed?
• The student’s account will be placed on hold
  • No further registration allowed
  • Not allowed to graduate
  • These are BFARs, it can not be waived
    • BFARs are on our website
• Who can be on a student’s committee?
Advisory Committees

Master’s

• **NEW 2019-20! There is no longer a requirement for an “internal-external” advisory committee member**
  
  • The advisory committee must consist of a minimum of three (3) members (including the advisor/co-advisor), at least two (2) 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 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.
  
  • Your unit may have additional requirements
    • These will be in your supplemental regulations
Ph.D.

- 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 his/her 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
- Your unit may have additional requirements
• What if my unit needs a nil salaried appointment to make someone an adjunct?
Nil-salaried adjunct appointments

Internal, External, and Cross Appointments

1) Forms are sent to Janine.Drennan@umanitoba.ca

2) If approved by FGS, the appointment is forwarded to the Vice Provost for review and approval. Once the form is approved by FGS the committee can move forward while under review by the Vice Provost’s Office.

3) Vice Provost’s Office then returns the forms to the department (initiator) so the letter of offer can be sent.

Process will be reviewed in the new year

FGS lists the adjuncts on the FGS site https://umanitoba.ca/faculties/graduate_studies/admin/index.html under Adjunct Information as soon as they are approved.
• What is important to know about completing progress reports?
Progress Reports

• Managing expectations
• Providing guidance for improvement
**Student Rating (please select one)**

- Satisfactory
  - Student meets or exceeds minimum expectations.

- In Need of Improvement
  - Student does not meet minimum expectations.
  - If first “in need of improvement” assessment, re-registration will be allowed. Student must achieve the detailed list of goals and timelines (to be attached to this form) by the next in-person committee meeting date (typically 4 months after this rating is given).
  - If second consecutive “in need of improvement” assessment, the student will normally be withdrawn from their program.

- Unsatisfactory
  - Student should be required to withdraw. Clearly detail the reason(s) for this rating.

**Provide sufficient detail to justify the student rating.**

*(Attach a separate sheet if additional space is required)*

**Provide a detailed list of goals and specific timelines expected for the next reporting period.** *(Attach a separate sheet if additional space is required for any section)*

**Part D | Signatures (all signatures are required)**

- Advisor Signature
- Co-advisor Signature (if applicable)

**Committee Members**

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Unit</th>
<th>Signature</th>
<th>Date (mm/dd/yyyy)</th>
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**Student Comments (Optional)**
• Can I do more than one progress report in a year?
  • Yes - At least annually, it can be one per term

• Do all members need to be present?
  • Yes for PhD students

• What if the student does not want to sign it?
  • They need to be given the opportunity (and this must be documented) to sign or add a reply disagreeing

• What if I have lost touch with my student?
  • Same as above, give a chance to sign and then file

• What if I am reluctant to give an unsatisfactory?
  • Consider the in need of improvement to open a dialogue
  • Consider having another PR the following term

• What happens if it is not completed?
  • Student’s account is placed on hold
• Can my Master’s student change program routes?
• The purpose of this form is to request a change in program route within a degree. Students wishing to change the degree program in which they are enrolled should consult with their Department/Unit.
• If you have any questions or concerns, please contact the Faculty of Graduate Studies at graduate.studies@umanitoba.ca, or by phone at 204-474-9377.

Student Information
Student Name (LAST, First) ________________________________  Student Number __________________
Major Department / Unit ________________________________  Program Start Date ____________

Current Program of Study:  
  ○ Master’s thesis          ○ Master’s comprehensive exam  ○ Master’s coursework
  ○ Master’s practicum

Change of Program Route
Change of Program Route to:  
  ○ Master’s thesis          ○ Master’s comprehensive exam          ○ Master’s coursework
  ○ Master’s practicum       ○ Major Research Paper

Comments ________________________________

This personal information is being collected under the authority of the University of Manitoba Act and it will be used to process your program route change. The personal information that you provide will be used only for the purpose for which it is collected, unless you consent or we are authorized to do so under The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access and Privacy Office (ph. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, R3T 2N2.

Only once
Credit hours can be an issue
If move into thesis/practicum based stream, an ASG will be required
• Can a student take time off from their program?
Leaves of Absence

Regular Leave

- A regular leave is intended to allow students to meet responsibilities/plans related to family, travel or employment and circumstances not covered by the parental or exceptional leaves.
- While on a regular leave of absence, a student is not expected to be actively engaged in their program of study or thesis/practicum work.
- A regular leave of absence status **does not** extend time limits as outlined in Faculty of Graduate Studies regulations.
**Exceptional Leave**

- In exceptional circumstances for medical or compassionate reasons (e.g. the need to care for an ailing family member), at the request of the student the Head of the department/unit may recommend that a student be granted an exceptional leave of absence for a period of time not to exceed one (1) year.

- While on an exceptional leave of absence, a student is not permitted to be engaged in their program of study or thesis/practicum work, and would not be required to maintain continuous registration or pay tuition fees.

- In addition, **the leave period would not be included in the time period allowed for the completion of the degree.** This leave is not intended to cover circumstances related to travel, employment or financial concerns.

- Supporting documentation is required.
Parental Leave

- A graduate student who is expecting a child or who has primary responsibility for the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave.
- While on leave of absence for parental reasons, a student is not permitted to be engaged in their program of study or thesis/practicum work.
- The leave period is not included in the time period allowed for completion of the degree.
For International Graduate Students:

- To determine how applying for a Leave of Absence may affect them, please consult with an International Student Advisor at the International Centre (http://umanitoba.ca/international/) prior to completing the Leave of Absence application with your department/unit.
• Is my graduate student eligible for a vacation?
Vacation

• 21 days over a 12 month period (Sept 1 – Aug 31)
• University closure dates are not part of this (or conferences)
• Needs to take into account program obligations

https://mindyourmind.ca/wellness/deep-relaxation-techniques
• My department is reviewing scholarship applications and we suspect plagiarism in the award application, what do we do next?
Academic Integrity for Awards

• FGS has jurisdiction over investigations and decisions in relation to academic integrity for graduate students.

• The allegation and supporting documentation should come to our office for investigation and disposition.
  • Email Andrea Kailer, Confidential Assistant to the Associate Deans.
Our student is almost done their PhD thesis, now what?
# Timelines

<table>
<thead>
<tr>
<th>Required action</th>
<th>Deadline to graduate in February 2021</th>
<th>Deadline to graduate in May 2021</th>
<th>Deadline to graduate in October 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended date for receipt by Graduate Studies of PhD thesis for distribution to the internal examining committee</td>
<td>Sept. 1, 2020</td>
<td>Dec. 1, 2020</td>
<td>May 1, 2021</td>
</tr>
<tr>
<td>Recommended date for students to distribute master’s theses or practica to the examining committee</td>
<td>Oct. 15, 2020</td>
<td>Jan. 15, 2021</td>
<td>June 15, 2021</td>
</tr>
<tr>
<td>Last date for receipt by Graduate Studies of theses/practica and reports on theses/practica, comprehensive examinations, and project reports from students, and lists of potential graduands from departments</td>
<td>Jan. 5, 2021</td>
<td>April 1, 2021</td>
<td>Aug. 26, 2021</td>
</tr>
</tbody>
</table>
Approval to Proceed Form

Approval to Proceed to PhD Thesis Examination

Student Name (LAST, First)__________________________

Student Number ___________________________ Student UM Email Address ___________________

Home Department / Unit ___________________________

Advisory Committee Declaration

Through signature below, each member of the advisory committee verifies that they have read the complete version of the thesis, and have provided the candidate with a detailed review and comments including any necessary revisions.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Approve Submission?</th>
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<tr>
<td>Advisor</td>
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<td>Co-Advisor (if any)</td>
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<td>Committee Member 1</td>
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<td>Committee Member 2</td>
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<td>Committee Member 3 (if any)</td>
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<td>Committee Member 4 (if any)</td>
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<td>Committee Member 5 (if any)</td>
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</tbody>
</table>

Student Declaration

I verify that I have received feedback from all members of my advisory committee, have taken this feedback into account in preparing the thesis, and that I am ready and willing to have my thesis examined.
• One committee member does not agree the PhD thesis is ready to proceed, what happens now?
Examination of the Written Thesis

- The thesis will be eligible for examination if no more than one (1) member of the advisory committee is not in support, the department/unit is in support, and an external examiner has been secured by the Faculty of Graduate Studies.
• Can potential external examiners be contacted?
Formation of the Examining Committee - External Examiner

• The candidate’s advisor/co-advisor, in consultation with the advisory committee, will recommend the names of at least three (3) distinguished scholars from outside The University of Manitoba with particular experience in the field of the thesis research and significant Ph.D. student supervisory/examination experience to serve as the external examiner.

• The recommendations must include a brief CV of each of the prospective external examiners and a short statement detailing the rationale behind the recommendations, the prospective external examiners’ qualifications, including a current list of their scholarly publications and research activities and, importantly, their experience with graduate student supervision/examination.

• **Advisors and/or units may make contact with prospective external examiners to obtain this information and determine if they are available to review the thesis.**
• When can I contact them?
  • Before the thesis is distributed to assess availability
  • Not once the dissertation is distributed
  • After the final report is received
• What are the criteria for external examiners?
• The external examiner must:
  • hold a Ph.D. or equivalent (if outside of North America);
  • hold the rank of Associate Professor, Full Professor, Senior Scholar or Emeritus Professor (or the equivalent if outside North America) at a university, or have comparable expertise and standing if not a faculty member at a university;
  • have an established reputation in the area of the thesis research and be able to judge whether the thesis would be acceptable at an institution comparable to The University of Manitoba; and
  • have a demonstrated record of supervising a significant number of Ph.D. students to completion, and significant recent experience with the supervision/examination of Ph.D. students.

• The external examiner must not:
  • have acted as an external examiner for a student of the same Ph.D. advisor and/or co-advisor within the previous two (2) years;
  • have been associated with the candidate at any time or in any significant way in the past five (5) years, present or reasonably foreseeable future (as advisor/co-advisor, colleague, teacher, co-author of published material, family member etc.); or
  • be associated with the candidate’s advisor/co-advisor in any of the following ways:
    • former student within the last ten (10) years;
    • research advisor/co-advisor within the last ten (10) years;
    • research collaborator within the last five (5) years;
    • co-author of published material within the last five (5) years.

• If any of the recommended examiners do not meet the criteria specified below, a detailed explanation should be included with the rationale for the recommendation.
• Who hosts my student’s virtual oral defense?
• Generally, the advisor hosts the oral examination
• May also be the department/unit
• My student has run out of time, can they stay in the program?
Extension of Time to Complete Program of Study

• The student must complete the "Time Extension Request" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) and submit it to their major department/unit for recommendation to the Faculty of Graduate Studies at least three (3), but no more than four (4), months prior to expiration of the respective maximum time limit.

• Requests for an extension are reviewed by the Faculty of Graduate Studies on a case-by-case basis.

• Requests for extension must be accompanied by a realistic detailed timeline that has been agreed to by the student and advisor/co-advisor and endorsed by the department/unit Head.

• The normal time granted for extensions is four (4) to eight (8) months. More than one (1) extension period may be granted, however the total approved for all extensions will not normally exceed one (1) year.
• Our student has courses that are getting pretty old, does that matter?
Lapse of Credit of Courses

• Courses completed more than seven (7) years prior to the date of awarding of a degree may not normally be used for credit toward that degree.
  • A Department or Unit may request an exception to this limit on behalf of the student. Such requests, which will be evaluated on a case-by-case basis, must be accompanied by supporting information including a detailed summary of the content of the course as taken initially and as offered most recently, and a detailed rationale explaining how the student has maintained knowledge of the course content.

• Courses completed more than ten (10) years prior to the date of awarding of a degree cannot be used for credit toward that degree.

• In the event that coursework is no longer considered current, students must take additional course-work (as recommended by the department/unit Head, or designate, and as approved by the Dean of the Faculty of Graduate Studies) to meet the minimum credit hour requirements for their program.
• When can a student be required to withdraw?
• Failing grades, low DGPA, Professional Unsuitability, Academic Integrity violations, Progress Reports are unsatisfactory or 2 consecutive in need of improvement

• **Performance in Coursework** - A minimum degree grade point average (DGPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies.

• Departments/Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. **Students who fail to maintain the specified grades will be required to withdraw unless a department/unit recommends remedial action.** Any such action must be approved by the Dean of the Faculty of Graduate Studies.
What if I have not heard from a student in a while?
• Need to document attempts to contact
• Are there issues you are aware of influencing the student?
• Might need to schedule progress report meeting
• If they don’t register (DNR), they will be discontinued from the program
What do I do if I discover plagiarism in their course paper or thesis?
Academic Integrity

• FGS has jurisdiction over investigations and decisions in relation to academic integrity for graduate students
  • Not the department/unit
  • Some matters are referred to the VP Research and International (Responsible Conduct of Research)

• The allegation should come to our office for investigation and disposition
  • Students can access support from Student Advocacy
  • Students remain registered in the program and can attend classes

• Decisions are rendered by FGS and can not be modified by the department/unit
  • E.g. changing the course required for remediation
What if the student decides to appeal a decision made (e.g. RW)?
Academic Matters Appeals Process

Who rendered the decision? The appeal process starts at that level.

The student, ideally in consultation with the Student Advocacy Office, submits an appeal.

If a unit decision:
- The student submits the appeal to the unit; and exhausts all unit mandated appeal options.

If appeal not resolved at the unit level:
- The student meets with the Associate Dean in FGS assigned to their home unit to discuss appeal options.
- Negotiated Solution

If an FGS decision:
- The student submits a formal appeal to FGS, where it will be adjudicated by the appropriate Associate Dean (AD).

Appeal Granting:
- Appeal Denied

Appeal Denial to Dean FGS
- FGS Appeals Committee
- Senate (SCA)
Appeal Hearing

• The graduate chair is generally the co-respondent with an Associate Dean at an appeal hearing and would speak to the situation that lead to the requirement to withdraw

• The advisor is generally called as a witness to the hearing
  • Progress reports are a part of the appeal package
Does FGS offer Professional Development for graduate students?
Professional Development Workshops
GradSteps

Starting in the 2014-15 academic year, the Grad Studies workshops series will include the following changes:

- Workshops have now been grouped into steps. These steps help grad students address the issues they may face at various stages of their program. Some groups, such as the Personal Management step, are umbrella steps as they are relevant at all stages of the degree. Certain workshops may also be found under more than one step.
- The Co-Curricular Record (CCR) is a record of holistic development outside of the classroom. Students will be able to claim their workshop attendance on their CCR, based on the student attending at least six workshops from any step. For more information, please visit the CCR for Workshops page. As of the 2017-18 academic year, students must attend six workshops within the academic year to claim.

Looking for a specific workshop and not finding it? Please let us know! Send requests for new workshop topics to graduate.communications@umanitoba.ca

Note that not all workshops listed below are offered every term.

Register Now ► Search Workshops ►

The steps and associated workshops are as follows:

Know Your Resources: the Basic Step

E-Books
EndNote
EndNote: Beyond the Basics
Financial Aid and Award Opportunities
Intercultural Communication
International Student Success
Keeping Current, Keeping Alert
Library Essentials
Maximizing your Research Identity and Impact
Mendeley
RefWorks
Tips on Completing a Graduate Scholarship Application
Understanding Your Rights as a Grad Student
Working with your Advisor

http://umanitoba.ca/faculties/graduate_studies/workshops/gradsteps.html
I have a student interested in interdisciplinary studies, what is available?
Individual Interdisciplinary Studies

• IIS combines substantial aspects of existing discipline-based programs of at least two units into a unique syllabus which lies outside the traditional disciplinary boundaries

  • The Master’s program in IIS requires the completion of a minimum of 12 credit hours of coursework at the 7000 level, with a maximum of 24 credit hours.
  • All IIS doctoral students must complete a minimum of 12 credit hours of course work at the 7000 level, with a maximum of 24 credit hours. Courses taken in addition to the 12 credit hours required at the 7000 level must be at the 3000 level or higher.
  • All IIS students must complete at least one 3 credit hour course in each of the units represented on their advisory committee.
• What if my student is struggling with something in their life that is affecting their studies?
Getting help
Student Services

Student Support

- Student Counselling Centre
- STATIS
- University Health Service
- Student Advocacy
- Student Accessibility Services
- Health and Wellness
- Mental Health
- SSC Management
- Chaplains'
- Spiritual Care for Students

More Services

- Student Services at Bannatyne Campus
- Academic Advising
- International Centre
- Indigenous Student Centre

http://umanitoba.ca/student/
http://umanitoba.ca/student/case-manager/
Questions?