What’s New in Grad Administration 2021
There are a few things happening

- New Academic Guide approved for Fall 2021
- Slate is the new application software
  - Has new capabilities
    - Checks references to see if the IP address is the same across references
- New or revised forms
- New non-degree options
Academic Guide Changes

• We make changes each year to add clarity or to help in dealing with new situations
• New software program means the guide is not numbered online
Application/Admission/Registration

Section 1.1.4:

• With respect to all international degrees earned, a copy of the degree certificate is required (not just the transcript)

• Section 1.1.7: the English Proficiency Test “University of Michigan English Language Examination Assessment Battery (MELAB)” was discontinued in June 2018
  • FGS does not accept EPT scores older than two years, thus applicants may no longer supply an MELAB in conjunction with an application for admission.
1.1.9 Letters of Recommendation

- Letters of Recommendation are to be completed via the online application. Recommendation letters submitted via post or email are not accepted.
1.2.5 Western Deans’ Agreement

• Western Deans’ Agreement” signed by the Dean or designate and the University of Manitoba graduate student’s department/unit Head or advisor/co-advisor to the Faculty of Graduate Studies at least eight (8) weeks prior to the start of the term of the course(s) at the host institution.
  • This is an external constraint put in place under the agreement
  • There are upcoming revisions to the WDA forms and a new set of FAQs that should be on the WDA website this summer
  • Students should not contact instructors directly, they should follow this process
1.4.1 Full-Time and Part-Time Students

- Added clarity on how time in program is calculated.
- For every full year (12 months) that a Master’s student is declared as part time, they will receive an additional four (4) months in time to complete their program. For every two (2) full years (24 months) a Master’s student is declared as part time, they will receive an additional year (12 months) in time to complete their program.
- Master’s students who declare part time status for less than one year (12 months) are not permitted any additional time to complete their program. Retroactive status changes will not be made.
- For every two (2) full years (24 months) that a Ph.D. student is declared as part time, they will receive an additional four (4) months in time to complete their program.
- Ph.D. students who declare part time status for less than two (2) full years (24 months) are not permitted any additional time to complete their program. Retroactive status changes will not be made.
1.4.5 Visiting Students

- Registration at two different universities on a Letter of Permission (Including Western Dean’s and CUGTA) must have permission from the Dean of Graduate Studies.

- Students must provide a letter from their home department stating that they are in good academic standing and that they are permitted to take courses at multiple institutions.
2.3 Academic Performance

• Students are normally expected to complete remedial action by the end of the subsequent term.

• Graduate students are not permitted to repeat a previously passed course, unless the department/unit recommends that course(s) be re-taken if they have lapsed or expired (refer to sections 4.6.2 and 5.4.4).
2.5 Mandatory Academic Integrity Course

• Université de Saint-Boniface graduate students may choose to complete GRAD 7500 or the French-language equivalent, GRAD 7501.
Pre-Master’s

3.1 Admission and Program Requirements

• Re-written to clearly state purpose of Pre-Master’s admission and to clarify the types of courses that can be taken

• The purpose of the Pre-Master’s program of study is intended to bring a student’s background up to the equivalent of the a required four (4)-year undergraduate degree, and/or fulfill deficiencies in knowledge of a particular discipline.

• A maximum of 3 CH can be taken at the 7000 or higher level as a Pre-Master’s admit, and must be taken as Occasional (O)

• A maximum of 3 CH at the 7000 level or higher is eligible to be transferred into a prospective Master’s program of study
Master’s

4.1 General

- Major research paper added as a program route in addition to thesis or comprehensive exam
Conflict of Interest

• section has been re-written in both Masters and Doctoral section
  • There are several circumstances that might lead to a real, perceived or potential Conflict of Interest (COI) in advisory and examining committees. A real COI could be present due to the existence of a (past or present) personal relationship that is romantic, sexual, marital, personal or familial. There is a potential for a perceived COI in cases of recent (within the last 5 years) collaboration among committee members, which may result in the perception of a lack of fairness or impartiality. These examples are not intended to be comprehensive, and are provided solely for illustration. The University of Manitoba Conflict of Interest Policy and Conflict of Interest Procedures as well as the Conflict of Interest Between Evaluators and Students due to Close Personal Relationships should also be consulted.

• COIs that exist within advisory and examining committees should be declared in writing to the Faculty of Graduate Studies to provide transparency to all relevant parties (including the student, committee members, unit leadership, and the Faculty of Graduate Studies).
  • Email declaration to the SPA working with that unit

• All reported conflicts will be reviewed by the Dean of the Faculty of Graduate Studies (or designate). If the conflict is deemed sufficiently significant and cannot be mitigated, a new committee may need to be struck.
4.5.2 Thesis/Practicum Route

Knowledge expert committee members

• Individuals who are not a member of the Faculty of Graduate Studies, but who possess specific and extensive expertise and experience, such as professionals, artists, Knowledge Keepers or Elders, may serve on the advisory committee as a full voting member. No more than one such knowledge expert may serve on any individual advisory committee, and must be nominated by the unit Head or Graduate Chair and approved by the Dean of the Faculty of Graduate Studies or designate.

• This is in addition to the minimum committee sizes already outlined
Other members

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

• Under no circumstances are graduate students, Post-Doctoral fellows, and Research Assistants or Associates to serve on graduate student examining committees, regardless if they hold a rank of Adjunct Professor.
4.6.2 Lapse or Expiration of Credit of Courses

- **Lapse** - 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/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
  - a detailed rationale explaining how the student has maintained knowledge of the course content
Course Currency Form

This form is used to collect information about a student's coursework after a long delay between completing that work and completing their degree. It is used by FGS to either confirm that a student's coursework remains current or to identify and assess where coursework has lapsed. Please be accurate and complete. Doing so will help FGS ensure that the student's coursework is in good standing so that they can complete their coursework and graduate from their program in a timely and trouble-free manner.

One form needs to be completed for each course being assessed for currency. Please refer to the section in the Academic Guide on Lapse or Expiration of Credit of Courses.

Name (LAST, FIRST)                      Student Number

Course Number:

Date course was completed:

Please provide information on the course and material covered in the course:

Please indicate if course material has changed, if yes, please provide details:

Signature of Course Instructor:

* If course instructor is no longer available, this can be completed by an instructor who currently teaches the course or the graduate chair if the course is no longer offered.

Is the student current:  ☑ Yes  ☐ No

If current, please provide details indicating how the student has stayed current with the materials:

(Alternatively, complete this field by the student’s home unit/advisor)

If no, how will currency be addressed:

Student Signature

Date

Advisor Signature

Date

Co-Advisor Signature

Date

Dept. Head Signature

Date
• **Expiration** - Courses completed more than ten (10) years prior to the date of awarding of a degree are deemed expired and cannot be used for credit toward that degree.

• In the event that coursework is no longer considered current or has expired, students must take additional coursework (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. The department/unit may recommend that students re-take previously passed course(s) which have lapsed or expired.
4.7.4 Performance in Coursework

• Students are normally expected to complete remedial action by the end of the subsequent term.
4.7.1.3 Oral Examination

- The examining process should be completed within one (1) month of distribution of the thesis/practicum to the examining committee.
External examiners

• Revised and reorganized text to state that advisor and/or departments/units must contact the prospective external examiners to obtain their CV and determine their availability to review the thesis
  • Language last year was should (not must)
  • Intended to reduce delays in distribution process
  • Can provide template emails on request

• “Brief” reference to CV removed; intention is that unit obtains full CV

• Must not have held any appointment at the University of Manitoba within the last 10 years
20% of February and 54% of March distributions are awaiting outstanding reports as of April 15, 2021.
Ph.D. Thesis Distributions

On average:

• 21% of distributions that require report reminders require follow-up from an Associate Dean for at least one examiner;

• 5% of these cases are further escalated to the Dean.
Ph.D. Thesis Distributions

Report Reminders - Internal vs. External Examiners, by total numbers (January 2020 – March 2021)

Report Reminders - Internal vs. External Examiners, by percentage of reminders sent (January 2020 – March 2021)
# Ph.D. Thesis Distributions

<table>
<thead>
<tr>
<th></th>
<th>Target</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time from Submission of Thesis to Distribution</td>
<td>1 Week</td>
<td>3 Weeks</td>
</tr>
<tr>
<td></td>
<td>&lt;1 Week</td>
<td>2 Weeks</td>
</tr>
<tr>
<td>Time from Distribution to Oral Examination</td>
<td>7 Weeks</td>
<td>10 Weeks</td>
</tr>
<tr>
<td>Time from Submission of Thesis to Oral Examination</td>
<td>11 Weeks</td>
<td>13 Weeks</td>
</tr>
</tbody>
</table>

**Target Average**

- Time from Submission of Thesis to Distribution
  - Target: 1 Week
  - Average: 3 Weeks
- Time from Submission of External Names to Distribution
  - Target: <1 Week
  - Average: 2 Weeks
- Time from Distribution to Oral Examination
  - Target: 7 Weeks
  - Average: 10 Weeks
- Time from Submission of Thesis to Oral Examination
  - Target: 11 Weeks
  - Average: 13 Weeks
Revised Forms

• Progress report form with COI declaration
• 2 changes on Committee forms for Master’s and Doctoral programs
  • Have COI question
  • Knowledge expert/invited member option reflected
This form must be completed at least annually and returned to FGS no later than June 1 of every year. Failure to provide a Progress Report by June 1 will result in a registration restriction.

For the period from ____________ to ____________

### Part A | Program of Study Status
(to be completed for all students)

<table>
<thead>
<tr>
<th>Student Name (LAST, First)</th>
<th>Student Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Department / Unit</td>
<td>Program Start Date (mm/yyyy)</td>
</tr>
</tbody>
</table>

**Student Status**
- ○ Full-Time
- ○ Part-Time

**Program of Study?**
- ○ Ph.D.
- ○ Master’s (thesis or practicum)
- ○ Master’s (comprehensive, project or coursework)

**Coursework completed?**
- ○ Yes
- ○ No

If no, please indicate the number of credit hours yet to be completed

__Students are responsible for ensuring that they meet degree and program requirements. The advisor (and co-advisor), advisory committee and the department/unit must ensure that each student follows Faculty of Graduate Studies and department/unit guidelines and meets all program requirements. The Faculty of Graduate Studies performs a final check of Faculty of Graduate Studies minimum requirements for each student just prior to graduation. Students are cautioned, therefore, to periodically check all regulations with respect to their degree requirements. Failure to meet all requirements will render a student ineligible to graduate.__

### Part B | Thesis or Practicum Routes
(to be completed for Ph.D. and Master’s students in the thesis or practicum routes only)

**Online Advisor Student Guidelines Completed? (Required)**
- ○ Yes
- ○ No
- ○ Reviewed Currently
- ○ Yes
- ○ No

**Has the student met with the advisor(s) or the advisory committee during the reporting period?**
- ○ Yes, met with advisory committee
- ○ Yes, advisor(s) only
- ○ No

*Please indicate why*

**Practicum Stream Only**
- Practicum Topic Approved?
  - ○ Yes
  - ○ No
- **Expected Completion Date** (mm/yyyy)

**Thesis Stream Only**
- Thesis Proposal Approved?
  - ○ Yes
  - ○ No
- Ethics Approved?
  - ○ Yes
  - ○ No
  - ○ N/A
- Research Completed?
  - ○ Yes
  - ○ No
- **Expected Completion Date** (mm/yyyy)

**Ph.D. Students Only**
- Candidacy Exam Completed?
  - ○ Yes
  - ○ No
- **Expected Completion Date** (mm/yyyy)

**Is there a conflict of interest that has been or needs to be declared to FGS?**
- ○ Yes
- ○ No

### Part C | Student’s Progress
(to be completed for all students)

Provide a detailed list of goals met in this reporting period. (Attach a separate sheet if additional space is required for any section.)
Committee forms

Soon to be released!
Committee forms

### Ph.D. Program of Study and Appointment of Advisory Committee

<table>
<thead>
<tr>
<th>Student Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (LAST, First)</td>
<td>Student Number</td>
</tr>
<tr>
<td>Major Department / Unit</td>
<td>Program Start Date (MM/YYYY)</td>
</tr>
<tr>
<td>Field of Special Interest</td>
<td></td>
</tr>
</tbody>
</table>

### Program of Study

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Credit Hours</th>
<th>Course Classification</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRAD 7300, 6-CH, 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRAD 7300, 6-CH, 5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Other Requirements

- **Language Requirement**: Yes | No
- **If yes, which language**:  
- **Expected date**:  
- **Method**: Language course | Reading test | Other
- **Towards Examination - Expected Examination Date (MM/YYYY)**:  
- **Earliest Possible Date for Graduation**: February | May | October | Year

### Proposed Thesis Topic

### Special Requirements

### Advisory Committee*

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Unit</th>
<th>Highest Degree Obtained</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-Advisor (if applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee Members</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Knowledge Expert/Invited Member

### Does a conflict of interest (COI) exist on this committee?

- Yes:
- No:

If Yes, please advise FGs as to the nature and proposed mitigation.

### Department Head/Graduate Chair

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
</table>

---

* Updated May 2021
New non-degree program options

Graduate Micro-diploma

• Short flexible program focused on core knowledge in a field of study/interdisciplinary field of study at the graduate level

• Minimum of 6 CH, Maximum of 9 CH
  • Stand alone or embedded in graduate degree

• Need to meet minimum FGS admission requirements and program specific requirements

• Student work formally evaluated with letter grades or pass/fail

• Minimum performance requirements and time limit determined by FGS
Graduate Diploma

• Structured program of study focused on developing graduate level knowledge in a field of study

• Minimum of 12 CH, Maximum of 18CH
  • Stand alone only

• Need to meet minimum FGS admission requirements and program specific requirements

• Student work formally evaluated with letter grades or pass/fail

• Minimum performance requirements and time limit determined by FGS
A few last bits and pieces

• Documentation being complete is really important
  • A ELOA needs supporting documentation relevant to the time requested in the leave
  • A time extension needs a detailed plan of what is going to happen over the period of time
  • Course currency needs to be completed

• If you have a student experiencing distress, please know that FGS pays for an embedded counsellor at the Student Counselling Center that provides support to graduate students
  • Priority access to that counsellor
A few FAQs

• Does FGS investigate plagiarism beyond coursework?
  • Yes, FGS investigates academic integrity in courses, applications and awards.
  • VPRI investigates when in research papers, theses/dissertations

• What if a statement of intent for a grad school application has plagiarized content?
  • Bring it forward to the Dean who makes a decision. There is an appeal process to the UDC after
  • Vigilance is important in reporting these

• What if a IELTS score looks fake?
  • FGS can confirm IELTS test data independently
  • Decisions will include a document alert for all Canadian universities
• What if the reference letter looks fishy?
  • Bring it forward to the Dean for investigation and disposition
  • Slate will flag letters from the same IP address

• What if an applicant was harassing or inappropriate with UofM staff?
  • Bring it to the Dean for disposition
  • Can nullify current application and ban future ones

• What if an applicant is upset they were not accepted into the program?
  • Generally we have the unit respond first (not all applicants are guaranteed admission, program is competitive, etc.)
  • They can appeal to the Dean, we will investigate and respond

• Can faculty members tell applicants they will accept them into a graduate program?
  • No, they can only recommend them to FGS