

Senate
Senate Chamber
Room E3-262 Engineering Building
WEDNESDAY, February 6, 2019
1:30 p.m.

A G E N D A

I CANDIDATES FOR DEGREES, DIPLOMAS AND CERTIFICATES – FEBRUARY 2019

This report will be available at the Senate meeting. A copy of the list of graduands will be kept at the front table for examination by members of Senate.

II MATTERS TO BE CONSIDERED IN CLOSED SESSION - none

III MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

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|----|---|---------|
| 1. | Report of the Faculty Council of Graduate Studies on Program, Curriculum and Regulation Changes RE: Faculty of Music and Department of Physical Therapy | Page 4 |
| 2. | Request to Change Effective Date of Academic Regulations for Postgraduate Medical Education Program, Max Rady College of Medicine | Page 20 |

IV MATTERS FORWARDED FOR INFORMATION

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|----|--|---------|
| 1. | Report of the Senate Committee on Awards – Part A [December 18, 2018] | Page 22 |
| 2. | <u>Report of the Senate Committee on Appeals [January 7, 2019]</u> | Page 37 |
| 3. | <u>Annual Report of Student Accessibility Services, 2017-2018</u> | Page 39 |
| 4. | Correspondence from Provost and Vice-President (Academic) RE: Implementation of Sport, Physical Activity and Recreation in the Community (SPARC) Certificate | Page 48 |
| 5. | Correspondence from Vice- Provost (Integrated Planning and Academic Programs) | |
| a) | RE: Suspension of Admissions to Bachelor of Human Ecology in Family Social Sciences and Bachelor of Human Ecology in Family Social Sciences, After-Degree Programs, Implementation | Page 49 |
| b) | <u>RE: Implementation of Certificate in Business Analysis</u> | Page 51 |

V	<u>REPORT OF THE PRESIDENT</u>	Page 52
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VI QUESTION PERIOD

Senators are reminded that questions shall normally be submitted in writing to the University Secretary no later than 10:00 a.m. of the Friday preceding the meeting.

VII CONSIDERATION OF THE MINUTES OF THE MEETING OF JANUARY 9, 2019

VIII BUSINESS ARISING FROM THE MINUTES - none

IX REPORTS OF THE SENATE EXECUTIVE COMMITTEE AND THE SENATE PLANNING AND PRIORITIES COMMITTEE

1. Report of the Senate Executive Committee Page 63

Comments of the Senate Executive Committee will accompany the report on which they are made.

2. Report of the Senate Planning and Priorities Committee

The Chair will make an oral report of the Committee's activities.

X REPORTS OF OTHER COMMITTEES OF SENATE, FACULTY AND SCHOOL COUNCILS

1. Report of the Senate Committee on Awards – Part B [December 18, 2018] Page 64

2. Reports of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

a) RE: Faculty of Architecture Page 67

b) RE: Asper School of Business Page 81

(i) Master of Science, Doctor of Philosophy in Management Page 82

(ii) Master of Business Administration Page 134

(iii) Master of Finance Page 174

c) RE: Department of Environment and Geography Page 193

d) RE: Department of Occupational Therapy Page 195

e) RE: Department of Pathology Page 201

f) RE: Department of Physiology and Pathophysiology Page 222

**3. Report of the Senate Committee on University Research
RE: Periodic Review of the Centre for Defence and
Security Studies**

Page 243

XI ADDITIONAL BUSINESS - none

XII ADJOURNMENT

Please call regrets to 204-474-6892 or send to shannon.coyston@umanitoba.ca.

Report of the Faculty Council of Graduate Studies on Program, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider Bonafide Academic Requirements (BFAR) statements from the Faculty of Music and the Department of Physical Therapy.

Observations

1. The Implementation Working Group for the Cooper Commission Report endorsed proposed graduate program BFAR statements for the **Faculty of Music: Master of Music** dated April 25, 2018.
2. The Implementation Working Group for the Cooper Commission Report endorsed proposed graduate program BFAR statements for the **Department of Physical Therapy: Master of Physical Therapy** dated December 18, 2017.

Recommendations

The Faculty Council of Graduate Studies recommends **THAT**: the BFAR statements from the Implementation Working Group for the Cooper Commission Report listed below be approved by Senate:

Faculty of Music
Department of Physical Therapy

Respectfully submitted,

Dr. Todd A. M. Mondor, Chair
Faculty Council Committee

/ak

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the report to Senate.



UNIVERSITY
OF MANITOBA

Office of the University Secretary
312 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Fax (204) 474-7511

DATE: April 25, 2018

TO: Dr. Todd Mondor, Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies

FROM: Co-Chairs of the Implementation Working Group for the Cooper Commission Report,
Mr. Jeff M. Leclerc, University Secretary
Ms. Brandy Usick, Director, Student Accessibility Services

RE: Graduate Program BFAR Statements for Review by Faculty of Graduate Studies
(Faculty of Music)

At the September 2017 meeting of the Senate Executive Committee, the Committee charged the Implementation Working Group for the Cooper Commission Report with reviewing draft BFAR statements before these are submitted for approval.

Please find attached, for consideration by the Faculty Council of Graduate Studies, proposed graduate program BFAR statements for the Master of Music degree, as endorsed by the Implementation Working Group at its meeting on April 12, 2018.

Proposed BFAR Statements for the Master of Music degree were endorsed by the Faculty of Music Council on March 26, 2018.

If you require additional information, please contact Shannon Coyston, Associate University Secretary (Senate) or either of the Co-Chairs of the Implementation Working Group.

/sc

cc: Dean E. Dawe
Ms. C. Hadaller
Prof. J. Maiello

TO: Dr. Todd A. Mondor, Dean, Faculty of Graduate Studies

FROM: James V. Maiello, Associate Professor of Musicology and Graduate Chair, Music

DATE: 23 April 2018

SUBJECT: Bona Fide Academic Requirements (BFARS) for the Master of Music degree.

The following Bona Fide Academic Requirements (BFARS) were ratified by the Faculty of Music Council on 26 March 2018 and subsequently endorsed by the Cooper Commission pending removal of the phrase "University of Manitoba." This change is reflected in the language below. I submit them here for approval by the Faculty of Graduate Studies.

Please contact me should you require further action or information, or should you have questions or concerns.

Many thanks!

Jimmy

BONA FIDE ACADEMIC REQUIREMENTS (BFARS) FOR MASTER OF MUSIC

To be read in conjunction with FGS BFARS and Department Supplemental Regulations

BONA FIDE ACADEMIC REQUIREMENT 1

STATEMENT:

Students must demonstrate consistently the ability to meet standards for attendance, effective participation, and preparation that reflect the best practices of professionals working in the field.

RATIONALE:

Because professional praxis in music is predicated on the consistent physical presence, effective participation, and adequate preparation of practitioners, it is essential that M.Mus. students and candidates attend and participate physically in all rehearsals, performances, classes, etc. associated with assigned activities in the Faculty of Music. Similarly, students must be prepared and able to participate effectively in these activities at a level that reflects accurately the expectations and standards of working professional musicians. For example, an M. Mus. student in performance must prepare solo and ensemble repertoire in their applied medium and perform in rehearsals and performances at a level that reflects current standards in a professional orchestra or chamber ensemble. Moreover, said student is also expected to be present and participate effectively for the duration of such rehearsals and performances. Put another way, just like professional musicians, M.Mus. students must consistently show up on time and be prepared for all rehearsals and performances, and other professional activities. This same principle may be applied to conducting and composition students.

TAUGHT:

Embedded in the program generally and made explicit in MUSC 7180 and MUSC 7400 and MUSC 7410, as well as in GRAD 7030.

ASSESSED:

Demonstrated and assessed through successful completion of coursework, in particular MUSC 7180, MUSC 7400, and MUSC 7410, as well as in GRAD 7300. Faculty may also assess this requirement in the student's non-curricular paraprofessional activities.

BONA FIDE ACADEMIC REQUIREMENT 2

STATEMENT:

Students must demonstrate a level of mastery in their major area (performance, conducting, composition), including technical mastery and the ability to produce work and solve professional problems independently, commensurate with current professional standards in the field.

RATIONALE:

Musical performance, composition, and conducting are synthetic practices that combine technical mastery and the ability to apply a broad corpus of theoretical knowledge critically, often in real time. In addition, all major areas of the M.Mus. require students to develop the ability to form independent aesthetic positions and transfer that theoretical knowledge into practice in the form of coherent musical interpretations or compositional approaches. For example, a composer must demonstrate technical mastery of skills like writing tonal counterpoint, but also deploy those skills as part of a broader aesthetic approach and be able to articulate clearly how and why he or she has made certain choices. A conductor is expected to employ effective gesture (e.g., a clear beat pattern, cue entrances accurately, etc.), but he or she must also justify artistic choices with historical, theoretical, and aesthetic reasons; conductors must also demonstrate effective rehearsal techniques and strategies. A vocalist must demonstrate mastery of vocal technique and foreign language diction, but also make appropriate stylistic and interpretive decisions based on the repertoire's genre or historical period. N.B. Examples provided herein are representative and illustrative, but not exhaustive.

TAUGHT:

Embedded in the program generally and made explicit in MUSC 7180 and MUSC 7400 and MUSC 7410, as well as in GRAD 7030.

ASSESSED:

Demonstrated and assessed through successful completion of coursework, in particular MUSC 7180, MUSC 7400, and MUSC 7410, as well as in GRAD 7300. Faculty may also assess this requirement in the student's non-curricular paraprofessional activities.

BONA FIDE ACADEMIC REQUIREMENT 3**STATEMENT:**

Students must demonstrate consistently the ability to complete work in a timely manner and meet such deadlines as would be expected of successful practitioners in the field.

RATIONALE:

In-practice music professionals are often faced with strict deadlines and relatively short time to prepare work, be it preparing repertoire for performance, completing compositions, authoring program notes, completing grant/funding applications, or other associated professional tasks. There is very little flexibility with respect to these deadlines in the professional world, especially given the collaborative nature of the discipline. Indeed, professional practice in music relies heavily on interdependent relationships, and successful professionals in the field are able to meet deadlines consistently and reliably. N.B. Examples provided herein are representative and illustrative, but not exhaustive.

TAUGHT:

Embedded in the program generally and made explicit in MUSC 7000, MUSC 7150, MUSC 7110, MUSC 7180, MUSC 7400, and MUSC 7410, as well as in GRAD 7030.

ASSESSED:

Demonstrated and assessed through successful completion of coursework, in particular MUSC 7000, MUSC 7150, MUSC 7110, MUSC 7180, MUSC 7400, and MUSC 7410, as well as in GRAD 7030.

BONA FIDE ACADEMIC REQUIREMENT 4**STATEMENT:**

Students must demonstrate consistently the ability to produce written work and to communicate orally in English at a level appropriate for the Master of Music program.

RATIONALE:

English is the language of instruction and communication in the Master of Music program. Students engage with many individuals and groups during their degree program and professional activities and they must be able to communicate efficiently and effectively through oral and written media. For example, graduates must be able to communicate effectively with booking agents, author programs/accompanying literature, and understand employment contracts. N.B. Examples provided herein are representative and illustrative, but not exhaustive.

TAUGHT:

Embedded in the program generally and made explicit in MUSC 7000, MUSC 7150, MUSC 7110, as well as in GRAD 7030.

ASSESSED: Demonstrated and assessed by meeting the Faculty of Graduate Studies's admissions requirements and through completion of the coursework listed above.



UNIVERSITY
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Office of the University Secretary
312 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Fax (204) 474-7511

DATE: December 18, 2017

TO: Dr. Todd Mondor, Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies

FROM: Co-Chairs of the Implementation Working Group for the Cooper Commission Report,
Mr. Jeff M. Leclerc, University Secretary
Ms. Brandy Usick, Director, Student Accessibility Services

RE: **Draft Graduate Program BFAR Statements for Review by Faculty of Graduate Studies**
(Department of Occupational Therapy, Department of Physical Therapy)

At the September 2017 meeting of the Senate Executive Committee, the Committee charged the Implementation Working Group for the Cooper Commission Report with reviewing draft BFAR statements before these are submitted for approval.

Please find attached, for consideration by the Faculty Council of Graduate Studies, proposed graduate program BFAR statements for the programs indicated below, as endorsed by the Implementation Working Group at its meeting on November 14, 2017:

- ~~Department of Occupational Therapy: Master of Occupational Therapy~~
- Department of Physical Therapy: Master of Physical Therapy

Proposed BFAR Statements for graduate programs in these Departments were endorsed by the College of Rehabilitation Sciences Council on October 30, 2017.

If you require additional information, please contact Shannon Coyston, Associate University Secretary (Senate) or either of the Co-Chairs of the Implementation Working Group.

/sc

cc: Dean R. Urbanowski
Prof. B. Shay
Prof. P. Wener
Dr. M. Torchia
Ms. C. Hadaller

Key: Clinical courses include: PT6124, PT6221, PT6224, PT7121, PT7122, PT7400 Clinical placement courses include: PT6291, PT6292, PT7291, PT7292, PT7390				
Communication skills - BFAR Statement	Rationale	Course Taught	Course Examined	Method of Assessment (I=individual; G=Group)
1. Students must demonstrate communication skills to be able to:				
<ul style="list-style-type: none"> Obtain detailed information, 	<p>Physical therapists must demonstrate a high level of proficiency in listening, speaking, reading and writing in English (Canadian Language Benchmark, 2012). These skills are required to effectively communicate with clients, their caregivers and other health care professionals.</p> <p><i>Essential Competency Profile for Physiotherapists (PT) in Canada (2009)</i> is a “foundational document that describes the essential competencies (i.e. the knowledge, skills and attitudes) required by physiotherapists in Canada at the beginning of and throughout their career” (p.4). This profile outlines that Physical Therapists (or physiotherapists or PT) use effective communication to develop professional relationships with clients, families, care providers and other stakeholders.</p>	PT6100, PT6130, PT6260, PT7160, all clinical courses and clinical placement courses	PT6100, PT6221, PT6224, PT7121, PT7122, PT6124 and clinical placement courses	PT7121, Written Assignments (G & I), Objective Structured Clinical Examinations (I), and the Canadian Physiotherapy Assessment of Clinical Performance (ACP)(I)
<ul style="list-style-type: none"> Instruct and be understood by clients during treatment sessions, 		PT6100, PT6130, PT6260, PT7160, all clinical courses and clinical placement courses	PT6100, PT6130, all clinical courses and clinical placement courses	Clinical Skills Assessments (I), Objective Structured Clinical Examinations (I), and the ACP(I),

<ul style="list-style-type: none"> Convey therapeutic recommendations to clients (including standardized clients and student models), family members and other health care team members, and 		PT6250, PT7150, PT 7160, all clinical courses and clinical placement courses	PT6250, PT7150, all clinical courses and clinical placement courses	PT7121, Written assignments (G), (I) Clinical Skills Assessments in all clinical courses (I), Objective Structured Clinical Examinations (I), and the ACP (I)
<ul style="list-style-type: none"> Demonstrate, recognize, interpret, and respond to non-verbal communication. 		PT6100, PT6130, PT6260, PT7160, all clinical courses and clinical placement courses	PT6100, all clinical courses and clinical placement courses	Clinical Skills Assessments (I), Objective Structured Clinical Examinations (I), and the ACP (I)
<p>2. Students must produce documents which are legible, technically accurate and use professional language. These documents may include: Instructions to clients, assessment, treatment and discharge notes, and letters and/or forms to other health professionals and third party payers.</p>	<p><i>Essential Competency Profile for PT in Canada (2009)</i> indicates that Physical therapists must comply with regulatory and organizational record-keeping standards.</p>	PT6100, PT6124, PT6221, PT6224, PT6260, PT7121, PT7122, PT7160 and clinical placement courses	PT6100, PT6124, PT7121, PT7122, PT6260, PT7160, and clinical placement courses	Written papers (I) Chart notes (G), and the ACP (I)

Professionalism - BFAR Statement	Rationale	Course Taught	Course Examined	Method of Assessment
1. Students must demonstrate advocacy for the rights of others within the academic and clinical environments.	The role of advocacy is one of the seven essential competencies outlined in the <i>Essential Competency Profile for PT in Canada, 2009</i> .	PT6100, PT6260, PT7160, Portfolio	Portfolio	The ACP (I)
2. Students must demonstrate teamwork skills when collaborating with clients/families, peers, supervisors, the health care team and members of the public.	"Effective interprofessional collaboration has been regarded as essential to improving communications, reducing errors, enhancing service delivery and improving patient satisfaction, job satisfaction, and staff retention." (Canadian Patient Safety Institute, 2009, p 32)	PT6100, PT6260, PT7160	PT6100	PT6100 (I), and the ACP (I)
3. Students must demonstrate self-reflection and goal setting skills to enable them to pursue life-long professional development .	"An individual practitioner's personal level of knowledge, (cap)abilities and qualities within a given situation, influenced by continuing professional education, the practice setting, workplace requirements and patient or client needs." (<i>Essential Competency Profile for PT in Canada, 2009</i> , p. 15).			Portfolio (1), ACP (1)

Skills and Abilities - BFAR Statement	Rationale	Course Taught	Course Examined	Method of Assessment
Students must demonstrate sensory and motor abilities (including balance) to directly, safely and in a timely fashion patient care which includes the following including but not limited to:				
<ul style="list-style-type: none"> sitting, standing, walking, reaching and lifting 	<p><i>Entry-to-Practice Physiotherapy Curriculum: Content Guidelines for Canadian University Programs (2009)</i> describes various skills and behaviors for patient assessment and treatment.</p> <p>Physical therapists require motor skills to ensure patient safety and treatment effectiveness. Sample situations that require such movements include re-positioning clients in bed; balance, gait or transfer training; mobilization techniques; therapeutic exercise, and maneuvering in confined spaces.</p> <p>Physical therapists must have the strength to support and lift clients through mobility training and to manipulate their limbs, trunk, head and neck. "During any patient-transferring task, if any caregiver is required to lift more than 35 lbs. of a patient's weight, then the patient should be considered to be fully dependent and assistive devices should be used for the transfer" (Waters, T., 2007).</p>	PT6130, all clinical courses and clinical placement courses	PT6130, all clinical courses and clinical placement courses	Clinical Skills Assessments (I), Objective Structured Clinical Examinations (I), and the ACP (I)

	<i>Entry-to-Practice Physiotherapy Curriculum: Content Guidelines for Canadian University Programs (2009)</i> describes that PT students must monitor clients when using assistive mobility devices (p. 27) and assess balance and trunk stabilization (p. 23). These activities require the PT student to be next to the walking or moving client.			
<ul style="list-style-type: none"> multiple limb coordination 	<i>Entry-to-Practice Physiotherapy Curriculum: Content Guidelines for Canadian University Programs (2009)</i> describes that the PT student must be able to implement treatment strategies that include teaching transitional movements such as transferring a client from a bed to a chair (p. 28)	PT6130, all clinical courses and clinical placement courses	PT6130, all clinical courses and clinical placement courses	Clinical Skills Assessments (I), Objective Structured Clinical Examinations (I), and the ACP (I)
<ul style="list-style-type: none"> manual dexterity (e.g. manual therapy, demonstration of exercise, handling common equipment such as a stethoscope, goniometer, electro-physical agents, etc.) 	<i>Entry-to-Practice Physiotherapy Curriculum: Content Guidelines for Canadian University Programs (2009)</i> describes PT student skills such as “hand placement for assessment and treatment techniques (e.g. manual therapy)” (p. 29), and the “safe and effective use of ...electrical agents” (p 27).	PT6130, all clinical courses and clinical placement courses	PT6130, all clinical courses and clinical placement courses	Clinical Skills Assessments (I), Objective Structured Clinical Examinations (I), and the ACP (I)
<ul style="list-style-type: none"> sustained repetitive movements 	PT students are encouraged to be CPR certified to work in the health care industry. Manual therapy demands repetitive movements. The <i>Entry-to-Practice Physiotherapy Curriculum: Content Guidelines for Canadian University Programs (2009)</i> describes PT students must perform skills such as	PT6130, all clinical courses and clinical placement courses	PT6130, all clinical courses and clinical placement courses	Clinical Skills Assessments (I), Objective Structured Clinical Examinations (I), and the ACP (I)

	percussion (as a means to maximize ventilation and perfusion in a client's lungs) (p. 25); and range of motion techniques (p. 29).			
<ul style="list-style-type: none"> tactile sensation and proprioception to palpate soft tissue, bone structures, joint motion and muscle tone 	<i>Entry-to-Practice Physiotherapy Curriculum: Content Guidelines for Canadian University Programs (2009)</i> describes that PT students must perform, "soft tissue mobilization (and) manipulation" (p. 40) and treat neurology symptoms "(e.g.motor control dysfunction)" (p. 46).	PT6130, PT6140, all clinical courses and clinical placement courses	PT6130, PT6140, all clinical courses and clinical placement courses	Clinical Skills Assessments (I), Objective Structured Clinical Examinations (I), and the ACP (I)
<ul style="list-style-type: none"> tactile sensation and proprioception to feel vibrations such as pulses or pulmonary fremitus 	<i>Entry-to-Practice Physiotherapy Curriculum: Content Guidelines for Canadian University Programs (2009)</i> describes that PT students must "use a comprehensive multi-system assessment with particular emphasis on the cardiovascular and pulmonary systems" (p. 33).	PT6130, PT6140, PT6124, PT7121 and clinical placement courses	PT6130, PT6124, PT6140, PT7121 and clinical placement courses	Clinical Skills Assessments (I), Objective Structured Clinical Examinations (I), and the ACP (I)
<ul style="list-style-type: none"> Students must demonstrate ability to be able to identify and differentiate sounds related to the heart and lung 	<i>Entry-to-Practice Physiotherapy Curriculum: Content Guidelines for Canadian University Programs (2009)</i> describes that students must use a comprehensive multi-system assessment with particular emphasis on the cardiovascular and pulmonary systems (p. 33). The specific assessment technique is auscultation of the lungs.	All clinical courses and clinical placement courses	PT6130, PT6124, PT7122 and clinical placement courses	Clinical Skills Assessments PT6130 & 7122(I), Objective Structured Clinical Examinations (I), and the ACP (I)
Students must demonstrate abilities to be able to:				

<ul style="list-style-type: none"> Discriminate symptoms/signs (e.g. cyanosis, wound and pulmonary secretions, monitor alarms, skin conditions) 	<p><i>Entry-to-Practice Physiotherapy Curriculum: Content Guidelines for Canadian University Programs (2009)</i> states that PT students must have knowledge regarding gas exchange, clinical management of wounds, and strategies to clear airway secretions) (p. 25).</p>	<p>All clinical courses and clinical placement courses</p>	<p>All clinical courses and clinical placement courses</p>	<p>The ACP (I)</p>
<ul style="list-style-type: none"> Distinguish equipment features 	<p><i>Entry-to-Practice Physiotherapy Curriculum: Content Guidelines for Canadian University Programs (2009)</i> states that the PT student must use, “suctioning, and mechanic assistive devices (e.g. Positive Expiratory Pressure, Flutter, Vest, etc.), medication delivery e.g. oxygen (p 25) and physical and electrical agents (e.g. Transcutaneous Electrical Nerve Stimulation, Ultrasound, Neuromuscular electric stimulation). (p. 27). These pieces of equipment have settings that must be set and monitored during treatment.</p>	<p>PT6130, all clinical courses and clinical placement courses</p>	<p>PT6130, all clinical courses and clinical placement courses</p>	<p>Clinical Skills Assessments (I), Objective Structured Clinical Examinations (I), and the ACP (I)</p>

Cognition - BFAR Statement	Rationale	Course Taught	Course Examined	Method of Assessment
Students must demonstrate problem solving and critical thinking to be able to:				
<ul style="list-style-type: none"> • Distinguish relevant details, facts, opinions and attitudes during client or standardized client treatment sessions or case discussions. • Comprehend multidimensional and spatial relationships (e.g. physiological joint movements). • Generalize and synthesize prior knowledge and experience when applying it in different settings and novel situations. • Develop physiotherapy hypotheses, diagnoses and prognosis • Generate, justify and evaluate evidence-based approaches to assessment and 	<p><i>Entry-to-Practice Physiotherapy Curriculum: Content Guidelines for Canadian University Programs (2009)</i> states that a PT student must understand the “Rationale, utility (economic implications), indications, contraindications and measurement scales of a range of medical, diagnostic and investigative procedures and physiotherapy assessment tools/technics as well as the implications of results for the most widely encountered cardiorespiratory indicator conditions...” (p 34).</p> <p>A PT student must:</p> <ul style="list-style-type: none"> • “Review(s) and interpret(s) background information, assessment findings and test results. • Employ(s) clinical reasoning in order to develop a prioritized problem list and differential physiotherapy diagnosis of cardiorespiratory conditions...musculoskeletal conditions...neurological conditions (pp. 35, 39 & 45). • Select(s) and utilize(s) appropriate outcome measures to evaluate clinically important change in the 	<p>All clinical courses and clinical placement courses, PT6100, PT6250, PT6260, PT7150, and PT7160, PT7400 (AE)</p>	<p>All clinical courses and clinical placement courses, PT6100, PT6250, PT6260, PT7150, and PT7160, PT7400 (AE)</p>	<p>Written Assessments (I), Problem based learning tutorial assessments (I), Concept Maps (I), Snapshots (I), ACP (I), Objective Structured Clinical Examinations (I), Oral Presentation (I)</p>

<p>treatment of clients (e.g. establish strategy of care, identify physiotherapy problems, select techniques, develop client-centred short and long term goals, and discharge plans to achieve client autonomy).</p> <ul style="list-style-type: none"> Plan and organize job tasks (e.g. management of resources including time) to meet the needs of clients Manage unanticipated issues (e.g. urgent client medical issue, client not responding as expected and equipment malfunctions) 	<p>patient's status and formulate clinical management decisions.</p> <ul style="list-style-type: none"> Identify(ies) further need for "further information/data and follows an appropriate, client-centred reassessment and analysis schedule" (p 34). Select(s) and implement(s) "best practice infection control strategies and techniques" ... (p. 35). Be responsible for "Clinical reasoning and evidence-based analysis of findings of measurement tools/techniques employed before and after PT intervention", (p 39). 			
<ul style="list-style-type: none"> Students must demonstrate reflection and self-evaluation to improve their own performance in line with the College of Physiotherapy of Manitoba. 	<p><i>The Essential Competency Profile for PT in Canada</i> (2009) states that a PT must utilize "self-evaluation and feedback ...to reflect upon actions and decision to continuously improve knowledge and skills" (p 13).</p>	<p>PT6100, PT6260, PT7160, Portfolio, all clinical courses and clinical placement courses</p>	<p>PT6100, PT6260, PT7160, Portfolio, all clinical courses and clinical</p>	<p>Written paper (I), Clinical Skills Assessments (I), Portfolio (I), ACP (I),</p>

			placement courses	
<ul style="list-style-type: none"> Student must demonstrate the ability to search, retrieve, appraise and apply evidence for direct and indirect patient care in line with the College of Physiotherapy of Manitoba. 	<i>The Essential Competency Profile for PT in Canada</i> (2009) states that a PT must, “incorporate own experiences, education, research, and best available resources to plan and delivery physiotherapy services” (p 13).	PT6110, PT6250, PT6260, PT7150, PT7160, PT7500, all clinical courses and clinical placement courses	PT6110, PT6250, PT6260, PT7150, PT7160, PT7500, all clinical courses and clinical placement courses	Problem based learning tutorial assessments (I), PT7500 paper (G)

References

Canadian Patient Safety Institute (2009). *The Safety Competencies*. (Accessed December, 2016). Retrieved from: <http://www.patientsafetyinstitute.ca/en/toolsResources/safetyCompetencies/Pages/default.aspx>

Citizen and Immigration Canada (2012) *Canadian Language Benchmark: English as a second language for adults* (2012) \. Accessed December, 2016). Retrieved from: <http://www.cic.gc.ca/english/pdf/pub/language-benchmarks.pdf>

Council of Canadian Physiotherapy University Programs (2009) *Entry-to-Practice Physiotherapy Curriculum: Content Guidelines for Canadian University Programs* (2009) (Accessed December, 2016). Retrieved from: <http://www.physiotherapyeducation.ca/Resources/National%20PT%20Curriculum%20Guidelines%202009.pdf>

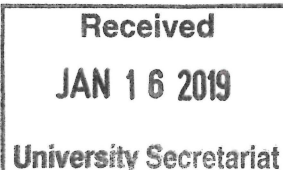
National Physiotherapy Advisory Group (2009) *Essential Competency Profile for Physiotherapists (PT) in Canada* (2009). (Accessed December, 2016). Retrieved from: <http://www.physiotherapyeducation.ca/Resources/Essential%20Comp%20PT%20Profile%202009.pdf>

Waters, T. (2007) *When is it safe to manually lift a patient? The Revised NIOSH lifting equation provides support for recommended weight limits*. American Journal of Nursing, Vol 107 (8).



UNIVERSITY
OF MANITOBA

Rady Faculty of
Health Sciences



Max Rady College of Medicine
Department of Postgraduate
Medical Education
260 Brodie Centre
727 McDermot Avenue
Winnipeg, Manitoba R3E 3P5
Canada
Phone: 204-789-3290
Fax: 204-789-3929

Memo

To: Jeff Leclerc, University Secretary
Shannon Coyston, Associate University Secretary (Senate)

From: Dr Brian Postl and Dr Cliff Yaffe

Date: January 11, 2019

Re: CPGME Resident Assessment, Promotion, Remediation, Probation, Suspension and Dismissal

The Max Rady College of Medicine, Postgraduate Medical Education (CPGME) appreciates the Senate approving our policies on December 5, 2018. It was not clear in the submission to the Senate Committee on Instruction and Evaluation that the policies were to be effective immediately.

The policies include the newly developed PGME-Education Advisory Committee (EAC), which allows for better consultation, as a permanent committee eliminating the need of ad-hoc probation committees. The Competency-Based Medical Education policy provides direction for the RCPSC specialty programs who have Competency by Design already in place. For these reasons, we request the effective date change from "Fall 2019" to "Effective Immediately" for the three policies listed below.

1. Revisions to the CPGME Resident Assessment, Promotion, Remediation, Probation, Suspension and Dismissal – RCPSC Time-Based Residency Programs
2. Proposed policy on CPGME Resident Assessment, Progression/Promotion, Remediation, Probation, Suspension and Dismissal/Withdrawal Policy for RCPSC Competency-Based Medical Education Residency Programs

3. Proposed policy on CPGME Resident Assessment, Progression/Promotion, Remediation, Probation, Suspension and Dismissal/Withdrawal Policy for CFPC Competency-Based Medical Education Residency Programs

Please contact Dr. Cliff Yaffe, Associate Dean, PGME if you have any questions or concerns regarding this request.

Thank you.

Yours truly,



Brian Postl, MD, FRCPC
Dean, Max Rady College of Medicine
Dean & Vice-Provost (Health Sciences)

BP/CY/mo



Cliff Yaffe, MD, FRCSC, FACS
Associate Dean, Postgraduate Medical Education

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the report to Senate.

REPORT OF THE SENATE COMMITTEE ON AWARDS – Part A

Preamble

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and revised offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter revised by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and revised offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

Observations

At its meeting of December 18, 2018, the Senate Committee on Awards approved 11 new offers, 9 revised offers and the withdrawal of 4 awards, as set out in Appendix A of the *Report of the Senate Committee on Awards – Part A (December 18, 2018)*.

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 11 new offers, 9 revised offers and the withdrawal of 4 awards, as set out in Appendix A (December 18, 2018). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr Jared Carlberg

Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

Appendix A

December 18, 2018

1. NEW OFFERS

Archie McNicol Prize

In memory of Archie McNicol, friends and colleagues have established an endowment fund at the University of Manitoba in 2017 to support students in the Dr. Gerald Niznick College of Dentistry. The purpose of the fund is to award students pursuing studies in Pharmacology and Therapeutics. Beginning in 2018-2019, the available annual income from the fund will be used to offer one prize to an undergraduate student who:

- (1) was enrolled full-time (minimum 80% course load) in the Dr. Gerald Niznick College of Dentistry in the year in which the award was tenable; and
- (2) has achieved the highest standing in Pharmacology and Therapeutics course (currently numbered DDSS 3162).

In the event of a tie, the prize will be awarded to the student with the highest sessional grade point average. If a tie persists, the prize will be awarded to the student with the highest degree grade point average.

The selection committee will be the Awards Committee of the Dr. Gernad Niznick College of Dentistry.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Bison Football First and Ten Scholarship

In honour of the revival of the Bison Football team in 1962, Bison Football alumni from 1962-1972 have established an endowment fund at the University of Manitoba. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The purpose of the fund is to recognize the achievements of players on the Bison Football team. Beginning in 2019–2020, the available annual income from the fund will be used to offer scholarships to undergraduate students who:

- (1) are Canadian citizens or Permanent Residents;
- (2) are eligible to compete in U Sports and are members of the Bison Football team;
- (3) are enrolled full-time, as defined by U Sports, in any faculty, college, or school at the University of Manitoba;
- (4) have achieved either:
 - (a) as entering students, a minimum average of 80% on those high school courses used for admission to the University; or
 - (b) a minimum degree grade point average of 3.0; and
- (5) in the opinion of the selection committee, have demonstrated team leadership, integrity, and exceptional athletic ability in football.

The selection committee will have the discretion to determine the number and value of scholarships offered each year based on the available funds.

The Director of Athletics and Recreation (or designate) will name the selection committee for this award, which will include the Head Coach of the Bison Football team (or designate) and a Football alumnus from 1962-1972 (or designate).

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

The terms of this award will be reviewed annually against the U Sports criteria governing “Athletic Financial Awards Policy” (also referred to as “Athletics Scholarships Policy”), currently numbered C50.10 in the U Sports Operations Manual.

Bruce Whittlesea Graduate Scholarship

In memory of Dr. Bruce W. A. Whittlesea, Beverley Delamere has generously established an endowment fund with the initial gift of \$500,000 at the University of Manitoba in 2018. The purpose of the fund is to reward the academic achievements of graduate students studying Psychology at the University of Manitoba. Beginning in 2020-2021, the available annual income from the fund will be used to offer one scholarship to a graduate student who:

- (1) is enrolled full-time in any year of study in the Faculty of Graduate Studies, in a Master’s or Ph.D. program delivered by the Department of Psychology at the University of Manitoba;
- (2) has achieved a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of study; and
- (3) in their application for admission to the Faculty of Graduate Studies, has demonstrated the intention to conduct basic experimental research into human cognitive processes.

Candidates will be selected based on the following order of preference (i) first year Ph.D. students; (ii) first year Master’s students, (iii) Ph.D. students, and (iv) Master’s students.

If in any given year there are no students that meet the criteria (3), the scholarship may be offered to a graduate student who meets criteria (1) and (2) above and who has applied for, and not received, the University of Manitoba Graduate Fellowship (UMGF). The student must, in the opinion of the selection committee, be an exceptional graduate student based on the strength of their UMGF application and must demonstrate their intention to conduct experimental research. In this instance, preference will be given to Ph.D. students.

A student may hold this award more than once but will be required to reapply. This award may not be held concurrently with the UMGF.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Psychology (or designate) to name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes

necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Dr. Reda Elgazzar IDDP Bursary

Dr. Reda Elgazzar has generously established an endowment fund with the initial gift of \$30,000 at the University of Manitoba in 2018. The purpose of the fund is to provide financial support to students entering their final year of the International Dentist Degree Program in the Dr. Gerald Niznick College of Dentistry at the Rady Faculty of Health Sciences. Beginning in 2019-2020, 80% of the available annual income from the fund will be used to offer one or more bursaries to students who:

- (1) are enrolled full-time (minimum 60% course load) in the Dr. Gerald Niznick College of Dentistry and are entering their final year of the International Dental Degree Program (IDDP);
- (2) have achieved a minimum degree grade point average of 2.5;
- (3) have demonstrated financial need on the standard University of Manitoba bursary application form.

In any year when there is no eligible candidate, the revenue from the fund will be re-capitalized as per the donor's wishes.

The Dean of the Dr. Gerald Niznick College of Dentistry (or designate) will ask the Director of the International Dental Degree Program (or designate) to name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Eirikur and Thorbjorg Stephanson Scholarship

In honour of her parents, Eirikur and Thorbjorg Stephanson, Agnes Stephanson Cooke has established an endowment fund at the University of Manitoba with an initial gift of \$50,000 in 2014. The purpose of the fund is to support students who are undertaking research for the treatment or cure of Alzheimer's disease. Each year, beginning in 2019-2020, the available annual interest from the fund will be used to offer one scholarship to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in any Ph.D. program at the University of Manitoba;
- (2) has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study;
- (3) has an outstanding academic record and has demonstrated an aptitude for conducting research directly related to finding a treatment or cure for Alzheimer's disease; and
- (4) is conducting research within the Province of Manitoba in the year in which the award is tenable.

To demonstrate how they meet criterion (3), applicants will be required to submit an application to the Faculty of Graduate Studies Dean's Office which must include all of the following materials:

- i. a research proposal;

- ii. an official academic transcript; and
- iii. a *curriculum vitae*.

The selection committee will be named by the Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate).

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Janet Mackenzie Watson Travel Award

Through a generous gift of \$25,000 in her will, Janet Mackenzie Watson [Cert.Ed/72] has established an endowment fund at the University of Manitoba. The purpose of the fund is to provide travel awards to Bachelor of Education students in the Faculty of Education who will take their practicum course(s) in northern Manitoban schools and communities. Each year, the available annual interest from the fund will be used to offer travel awards to undergraduate students who:

- (1) are enrolled full-time or part-time in the Bachelor of Education program at the University of Manitoba;
- (2) have successfully completed at least one practicum course in the B.Ed. program;
- (3) have achieved a minimum grade point average of 2.5; and
- (4) have been placed in a practicum school in northern Manitoba.

For the purposes of this award, schools in northern Manitoba will be defined as schools north of the 53rd parallel.

In the event there are no students that meet criterion (4), the award may be offered to Bachelor of Education students who have been placed in practicum schools in rural Manitoba.

The selection committee will have the discretion to determine the number and value of awards offered each year based on the available revenue and the number of eligible candidates.

The selection committee will be named by the Dean of the Faculty of Education (or designate) and will include the Director of School Experience (or designate).

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Pamela Hardisty Graduate Fellowship

With a bequest of \$435,934.16 in 2015, Pamela Hardisty established an endowment fund at the University of Manitoba to recognize the achievements of graduate students. Each year, beginning in 2018-2019, the available annual income from the fund will be used to offer one fellowship to a graduate student who:

- (1) is enrolled full-time in the first year of any doctoral program in the Faculty of Graduate Studies;
- (2) has achieved a minimum grade point average of 3.75 based on the most recent 60 credit hours (or equivalent) of study;
- (3) has demonstrated research ability or potential; and
- (4) has demonstrated strong communication, interpersonal, and leadership abilities.

For the purpose of this entrance award, the academic year will be defined as beginning January 1 and ending December 31 (i.e. students admitted at any program entry point that falls within the 2018 calendar year will be considered for the scholarship for the 2018-2019 regular academic session).

Each faculty/school/college will be permitted to nominate one entering doctoral student for this award by an internal deadline set by the Faculty of Graduate Studies. The application shall include the nominee's academic transcripts, a copy of their curriculum vitae, a written statement (maximum 1000 words) of the nominee's proposed research, and two academic letters of reference.

This award is renewable for up to three years at the doctoral level based on submission of a satisfactory Faculty of Graduate Studies Progress Report (which must be submitted by August 31 of each year), and maintenance of a degree GPA of 3.5 in their current doctoral program. No new competition will be run in years that the renewal is given.

This award may be held concurrently with any other awards, consistent with policies in the Faculty of Graduate Studies.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate studies (or designate) will name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Rose Kanee International Travel Award

In memory of Rose Kanee, MaryAnn Lippay Kanee has established an endowment fund with a gift of \$100,000 to the University of Manitoba in 2018. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The purpose of the fund is to support social work students with opportunities to advance their knowledge and theory of social work practice in countries with social, economic and political contexts that are different than Canada, while encouraging the sharing of ideas among social work students, schools, and practitioners around the world. Beginning in 2020–2021, the available annual income will be used to offer one scholarship to an undergraduate student who:

- (1) is enrolled in a minimum of 18 credit hours in the second year of study or higher in the Bachelor of Social Work Degree program in the Faculty of Social Work at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.5; and
- (3) has been selected to do an international field placement.

Candidates will be required to (1) submit a statement (maximum 250 words) outlining their travel intentions and any previous academic experience in cross-cultural settings; and (2) complete a Faculty of Social Work Travel Application, available in the Faculty of Social Work.

In any year that there is no eligible candidate, the scholarship may be awarded to the student who meets criteria (1) and (2), and who has been selected to do a field placement in a Canadian province or territory other than the one the student is currently residing in.

The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funds and number of eligible applicants.

The Dean of the Faculty of Social Work (or designate) will name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Science Leadership Scholarships

The Science Students' Association of the University of Manitoba has established an endowment fund at the University of Manitoba to create annual leadership-based scholarships. Scholarships are to be provided from this fund to support and encourage student involvement and leadership achievement by undergraduate students who also achieve academic success in the Faculty of Science. In 2018-2019 and 2019-2020, some of the fund's capital will be used to offer scholarships or to top up scholarship values, up to a maximum individual scholarship value of \$1,000 for a maximum of nine scholarships in each year. Each year, beginning in 2018-2019, the available annual income from this fund will be used to offer up to nine leadership-based scholarships of equal value in three distinct categories.

Each year, up to three community leadership scholarships will be offered to undergraduate students who:

- (1) are enrolled full-time (minimum 80% course load) in the second, third, or fourth year of study in any degree program in the Faculty of Science;
- (2) have achieved a minimum degree grade point average of 3.5;
- (3) contribute to the social, cultural, or economic well-being of communities off-campus through sustained leadership involvement in community outreach or volunteer programs; and
- (4) demonstrate strong interpersonal skills through successful teamwork and collaboration with others.

Each year, up to three academic leadership scholarships will be offered to undergraduate students who:

- (1) are enrolled full-time (minimum 80% course load) in the second, third, or fourth year of study in any degree program in the Faculty of Science;
- (2) have achieved a minimum degree grade point average of 3.5;
- (3) have demonstrated strong leadership on-campus at the University of Manitoba; and
- (4) provide significant contributions to the advancement of their field.

Each year, up to three campus leadership scholarships will be offered to undergraduate students who:

- (1) are enrolled full-time (minimum 80% course load) in the second, third, or fourth year of study in any degree program in the Faculty of Science;
- (2) have achieved a minimum degree grade point average of 3.5;
- (3) demonstrate superior leadership and capability in the role of a Teaching Assistant, Grader/Marker, or tutor; and

- (4) often go above and beyond the requirements of their role to positively impact the education of students.

Applicants will be required to submit a written statement (maximum 500 words) and two letters of reference to demonstrate how they meet the award criteria.

All elected and appointed past and present SSA Councillors are ineligible for these scholarships.

The selection committee will have the discretion to determine the number and value of the awards offered annually as outlined above.

The selection committee will be named by the Associate Dean of Undergraduate Studies, Student Experience in the Faculty of Science (or designate) and will include the President of the Science Students' Association (or designate), and the Vice President of the Science Students' Association (or designate).

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

William Carlyle Jaquith Bursary in Interior Design

In memory of her brother, William Carlyle Jaquith (B.I.D. /51), Ms. Wenda Donoghue bequeathed \$50,000 to establish the William Carlyle Jaquith Bursary in Interior Design. The purpose of the fund is to provide financial support for students studying in the Faculty of Graduate Studies in the Faculty of Architecture's Department of Interior Design. Beginning in the 2019-2020 academic year, the available annual income from the fund will be used to offer one bursary to a student who:

- (1) is enrolled full-time in either:
 - (a) the Faculty of Graduate Studies in any year of study in the Master of Interior Design program offered by the Faculty of Architecture; or
 - (b) the pre-Master's Interior Design program offered by the Faculty of Graduate Studies through the Faculty of Architecture (minimum 80% course load);
- (2) has achieved a minimum grade point average of 3.0, based on the last 60 credit hours (or equivalent) of study; and
- (3) has demonstrated financial need on the University of Manitoba general bursary application form.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Interior Design (or designate) to name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Winnifred May Johnson Scholarship

In memory of his mother, Winnifred May Johnson, Brian Johnson (B.Comm./65) generously established an endowment fund at the University of Manitoba in 2018. The purpose of the fund is to provide scholarships for high-achieving students pursuing studies in Supply Chain Management and Logistics. Beginning in the 2019-2020 academic year, in academic years ending in an even number (e.g. the 2019-2020 academic year), the award will be offered to an undergraduate student. In academic years ending in an odd number (e.g. the 2020-2021 academic year), the award will be offered to a graduate student. Each year, the available annual income from the fund will be used to offer one scholarship to a student who:

(1) is either:

- (a) as an undergraduate student, enrolled full-time (minimum 80% course load) in the second year of study or higher in the Bachelor of Commerce program in the I.H. Asper School of Business and has declared a major in Logistics and Supply Chain Management, or
- (b) as a graduate student, is enrolled full-time in the Faculty of Graduate Studies in the Master of Science program offered through the Asper School of Business, specializing in Supply Chain Management; and

(2) has achieved either:

- (a) if an undergraduate student, a minimum degree grade point average of 3.5, or
- (b) if a graduate student, a minimum grade point average of 3.5 based on the last 60 credit hours of study (or equivalent).

If, in any academic year ending in an even number, there are no eligible undergraduate students, the award will be offered to a graduate student. In the next academic year, which will end in an odd number.

If, in any academic year ending in an odd number, there are no eligible graduate students, the award will be offered to an undergraduate student. In the next academic year, which will end in an even number, the award will first be offered to any eligible undergraduate students.

In academic years in which the award is offered to an undergraduate student, the selection committee will be named by the Dean of the I.H. Asper School of Business (or designate).

In academic years in which the award is offered to a graduate student, the Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies will ask the Dean of the I.H. Asper School of Business (or designate) to name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

2. AMENDMENTS

APEGM – 125th Anniversary Award in Geological Sciences

The following amendments were made to the terms of reference for the **APEGM – 125th Anniversary Award in Geological Sciences**:

- The name of the award was changed to: *Engineers Geoscientists Manitoba Scholarship in Geological Sciences*
- The first paragraph was revised to:
Engineers Geoscientists Manitoba, formerly the Association of Professional Engineers and Geoscientists of the Province of Manitoba (APEGM), have established an annually-funded award at the University of Manitoba to recognize outstanding academic achievements of students in the Department of Geological Sciences. This award was established in the 125th anniversary year of the University of Manitoba. Each year, one scholarship of \$1,000 will be offered to an undergraduate student who:
- The numbered criteria were revised to:
 - (1) *is enrolled full-time (minimum 80% course load) in the fourth year of their degree program in Geology or Geophysics in the Clayton H. Riddell Faculty of Environment, Earth, and Resources;*
 - (2) *has achieved a minimum degree grade point average of 3.0; and*
 - (3) *is a student member of Engineers Geoscientists Manitoba.*
- The selection committee statement was revised to read:
The selection committee will be the Awards Committee of the Department of Geological Sciences and will include the Registrar of Engineers Geoscientists Manitoba (or designate).
- The standard Board of Governors statement was added.

Aikins, MacAulay & Thorvaldson Honourable Marshall Rothstein Prize

The following amendments were made to the terms of reference for the **Aikins, MacAulay & Thorvaldson Honourable Marshall Rothstein Prize**:

- The name of the award was changed to: *MLT Aikins Honourable Marshall Rothstein Prize*
- The value of the prize was increased from \$600 to \$900 annually
- The tie-breaker paragraph was revised to:
Ties are to be broken using the following criteria, in priority order: (i) the Degree Grade Point Average, calculated to the fourth decimal place; (ii) the higher proportion of A+ and A grades in a total program; (iii) the highest number of credit hours completed in the degree program; (iv) the greater proportion of senior- or advanced-level courses in the total program.
- The standard Board of Governors statement was added.

Back-To-The-Land Association Prizes

The following amendments were made to the terms of reference for the **Back-To-The-Land Association Prizes**:

- The opening paragraph was revised to:
The terms governing the use of this fund direct that an amount, up to the annual earnings, be used for awards to encourage students with high standing registered in the second year of the Diploma in Agriculture program to return to farming. The prize will be awarded as early as possible in the second term of the second year of study, beginning in 1981. The available annual interest will be used to offer one prize to an undergraduate student who:
- The numbered criteria were revised to:
 - (1) *was enrolled full-time (minimum 80% course load) in the second year of the Diploma of Agriculture program in the Faculty of Agricultural and Food Sciences at the University of Manitoba;*
 - (2) *has achieved a minimum degree grade point average of 3.0; and*
 - (3) *has confirmed in writing their intent to return to farming after completing their Diploma in Agriculture or undergraduate degree.*
- The following sentence was removed:
These prizes are not tenable with the Manitoba Pool Elevator and Massey-Ferguson Awards.
- The standard Board of Governors Statement was added.

Keystone Agricultural Producers/Nesbitt Leadership and Communications Scholarship

The following amendments were made to the terms of reference for the **Keystone Agricultural Producers/Nesbitt Leadership and Communications Scholarship**:

- The second paragraph was revised to:
The available annual income from the fund will be used to offer one or more scholarships valued at a minimum of \$1,000 to a student who:
- The numbered criteria were revised to:
 - (1) *is enrolled full time (minimum 80% course load) in the Faculty of Agricultural and Food Sciences in the first year of the Diploma in Agriculture program at the University of Manitoba;*
 - (2) *has completed 18 credit hours;*
 - (3) *has achieved a minimum grade point average of 3.0;*
 - (4) *has achieved high standing in the course Skills for Agricultural Communication and Decision Making (currently numbered DAGR 0410);*
 - (5) *has demonstrated exceptional leadership ability, both in the School of Agriculture and prior to being admitted to the Diploma program; and*
 - (6) *enrolls full-time in the second term of the first year of the Diploma in Agriculture program in the School of Agriculture.*
- The paragraph after the numbered criteria was revised to:
Applicants for this award will be asked to submit a brief letter (maximum 250 words), outlining their leadership experiences. The award will be advertised by the School of Agriculture and the

School will set the deadline date each year. The applications will be collected by the general office of the School of Agriculture and reviewed by the instructor of the Skills for Agriculture Communications and Decision Making course.

- The selection committee paragraph was revised to:

The selection committee will be the Faculty of Agricultural and Food Sciences Awards Committee who will receive recommendations from the instructor of the Skills for Agriculture Communications and Decision Making course.

- The following paragraph was deleted:

** NOTE - This award is funded half by KAP (\$250 - annually billed) and half by the endowment fund supporting the family portion. When the fund does not make \$250 to cover the family portion, the family tops up the interest up to \$250 to allow for the \$500 award to be covered. Personal letters are written to both donors to let them know each year how much they owe each year.*

- The standard Board of Governors Statement was added.

Margaret Toal Scholarship in Voice

The following amendments were made to the terms of reference for the **Margaret Toal Scholarship in Voice**:

- The first paragraph was revised to:

Beginning in 2011, Mr. Robert Toal provided an annual contribution of \$1,000 to offer the Margaret Toal Scholarship in Voice for students in the Desautels Faculty of Music at the University of Manitoba. In 2018, an endowment fund was established with a bequest of \$20,000. Each year, beginning in 2020-21, the available annual income will be offered to one undergraduate student who:

- The numbered criteria were revised to:

(1) is enrolled full-time (minimum 80% course load) in the Marcel A. Desautels Faculty of Music, in a Bachelor of Music program;

(2) has achieved a minimum degree grade point average of 3.0; and

(3) in the opinion of the selection committee, is a talented contralto who has demonstrated strong potential as a vocalist.

- The selection committee statement was revised to read:

The selection committee will be named by the Dean of the Marcel A. Desautels Faculty of Music (or designate).

- The standard Board of Governors statement was added.

Sam and Esther Sair Scholarship

The following amendments were made to the terms of reference for the **Sam and Esther Sair Scholarship**:

- The preamble was revised to:

A scholarship has been established by Skills Unlimited at the Winnipeg Foundation to assist qualified individuals who wish to pursue special studies in the rehabilitation of persons with long term mental disorders as part of their training in Psychology or Occupational Therapy or who

have completed formal training and who show aptitude and willingness. The Winnipeg Foundation will confirm the value of these awards annually. In each year when the award is offered, one scholarship will be offered to a graduate student who:

- Criteria (1) and (2) was revised to:
 - (1) is enrolled full-time in the Faculty of Graduate Studies at the University of Manitoba, in a Master's or Ph.D. program in the Psychology or Occupational Therapy departments.*
 - (2) have achieved a minimum grade point average of 3.5 in the last 60 credit hours (or equivalent); and*
- The selection committee paragraph was revised to:

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies will ask the Vice-Provost (Health Studies) and Dean of the Rady Faculty of Health Sciences (or designate) to name the selection committee. The committee will include at least one representative from the Department of Psychology and the Department of Occupational Therapy.

Shirley Joy Hechter Memorial Award

The following amendments were made to the terms of reference for the **Shirley Joy Hechter Memorial Award**:

- The name of the award was changed to: *Shirley Joy Hechter Memorial Prize*
- The first paragraph was revised to:

Through the generosity of the family of Mrs. Shirley Joy Hechter, Home Economics graduate of 1938, an annual convocation prize has been established at the University of Manitoba. The Shirley Joy Hechter Memorial Prize was first awarded in the spring of 1971 to an outstanding graduating student in the former Faculty of Human Ecology. Each year, the available annual income from the fund will be used to offer one prize to a graduating undergraduate student who:
- The numbered criteria were revised to:
 - (1) has completed the requirements for the Human Nutritional Sciences degree in the Faculty of Agricultural and Food Sciences;*
 - (2) has achieved a minimum degree grade point average of 3.5; and*
 - (3) has participated actively in extra-curricular activities such as sports, student councils, or community service while working on their degree.*
- The following paragraph was added:

Candidates will be required to submit (i) a brief statement (maximum 250 words) describing how they have met criterion (3), and (ii) a minimum of one letter of reference that confirms their participation in one or more of the activities described in criterion (3).
- The selection committee statement was revised to read:

The selection committee for this award will be the Faculty of Agricultural and Food Sciences Awards Committee.
- The standard Board of Governors statement was added.

University of Manitoba Graduate Fellowships

The following amendments were made to the terms of reference for the **University of Manitoba Graduate Fellowships**:

- The numbered criterion (2) was revised to:
(2) have achieved a minimum admission GPA of 3.0 to the program in which they will hold the award;
- The first sentence of the second paragraph was revised to:
The UMGFs may be held in part or full, for the first two years of the Master's program (from the date of admission) and in part or full for the first four years of a Ph.D. program (from the date of admission).
- The standard Board of Governors statement was updated.

Western Grains Research Foundation Endowment Fund Graduate Scholarship

The following amendments were made to the terms of reference for the **Western Grains Research Foundation Endowment Fund Graduate Scholarship**:

- The numbered criteria were revised to:
 - (1) *are enrolled full-time in the Faculty of Graduate Studies in the first year of a Master's or Doctoral program delivered by the Department of Plant Science, the Department of Soil Science, or the Department of Entomology;*
 - (2) *have achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and*
 - (3) *have proposed to undertake thesis research in the area of crop research (major field crops including grains and oilseeds).*
- The renewal paragraph was revised to:
The Scholarship is renewable for either one subsequent year for Master's students or two subsequent years for Doctoral students, provided that they continue to meet criteria (1) and (2) above and have submitted a satisfactory progress report to their supervisory committee.
- The selection committee paragraph was revised to:
The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Chair of the Awards Committee of the Faculty of Agricultural and Food Sciences to convene the selection committee for this award.
- The standard Board of Governors statement was updated.

3. WITHDRAWALS

American Institute of Architects Certificate of Merit

AIA no longer offers this certificate.

Centre for Aboriginal Health Education Student Support Fund

This award is being withdrawn at the donor's request.

Marc Hutlet Seeds Limited Scholarship– Diploma in Agriculture

This award is being withdrawn at the donor's request.

Standard Aero Award for Excellence in Aerospace Engineering

This award is no longer funded.

Preamble:

1. The terms of reference for the Senate Committee on Appeals (SCAP) are found on the web at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committ ees/493.html
2. The Committee is charged to hear and determine appeals from:
 - a) decisions made by academic administrators involving Senate regulations in which Faculty or School Councils have no jurisdiction; and
 - b) appeals against decisions taken by Awards Selection Committees of Faculties and Schools.
3. The Committee is to report to Senate on the determination of all appeals submitted to it; and advise the Executive Committee of any Senate regulations affecting students which appear to be creating particular difficulties.

Observations:

1. The Committee has received 3 new appeals since the last report to Senate in September 2018. These cases are summarized below, along with the 5 open files previously reported, without compromising the confidentiality of the Appellant.
 - An appeal was received against a decision by the College of Dentistry. The grounds were failure of the Faculty/School or Dean/Director to follow procedures, failure of the Faculty/School or Dean/Director to follow the rules of natural justice, failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed, that a Faculty/School/Senate governing document has become inapplicable through lapse of time or was unfairly applied and failure of Senate, the Faculty/School, or Dean Director to comply with applicable legislation. The appeal was denied.
 - An appeal was received against a decision by the Faculty of Science. The grounds were failure of the Faculty/School or Dean/Director to follow procedures, failure of the Faculty/School or Dean/Director to follow the rules of natural justice and failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The appeal was denied.
 - An appeal was received against a decision by the Faculty of Science. The grounds were failure of the Faculty/School or Dean/Director to follow procedures, failure of the Faculty/School or Dean/Director to follow the rules of natural justice and failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The appeal was denied.
 - An appeal was received against a decision by the Faculty of Arts. The grounds were failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The committee determined there insufficient grounds to proceed to an appeal hearing.

- An appeal was received against a decision by the College of Pharmacy. The grounds were failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The appeal was denied.
- An appeal was received against a decision by the Faculty of Graduate Studies. The grounds were failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The appeal was denied.
- An appeal was received against a decision by the College of Nursing. The grounds were failure of the Faculty/School or Dean/Director to follow procedures and failure of the Faculty/School or Dean/Director to reasonably consider all factors relevant to the decision being appealed. The appeal was denied

Currently the Committee has 1 open file.

Respectfully submitted,

Professor Sharon Alward, Chair
Senate Committee on Appeals



UNIVERSITY
OF MANITOBA

Student Accessibility Services

520 UMSU University Centre
Winnipeg, Manitoba, Canada
R3T 2N2
Tel: 204-474-7423
Fax: 204-474-7567
student_accessibility@umanitoba.ca
umanitoba.ca/student/accessibility

January 9, 2019

TO: Shannon Coyston, Associate University Secretary (Senate), Office of the University Secretary

FROM: Carolyn Christie, Director, Student Accessibility Services

RE: 2017-2018 Annual Report of Student Accessibility Services

Enclosed is the 2017-2018 Annual Report of Student Accessibility Services. This report is intended to provide information to Senate as per the recommendation of the report of the *ad hoc Committee of Senate Executive to Examine Accommodations of Students with Disabilities and Governance Procedure's Related to the Academic Requirements* (Cooper Commission).

I will be available to present the report and respond to questions.

C. Don Stewart, Executive Director, Student Support

Susan Gottheil, Vice Provost (Students)

Student Accessibility Services

2017-2018 Annual Report

Introduction

This is the fifth report from Student Accessibility Services summarizing information about the accommodations and services provided for registered students with disabilities at the University of Manitoba. This report provides statistics and activity highlights for the reporting period from May 1, 2017 – April 30, 2018. Previous reports can be found on the website¹.

This report is being submitted to Senate upon recommendation from the *ad hoc Committee of Senate Executive to Examine Accommodation of Students with Disabilities and Governance Procedures Related to Academic Requirements*.

Student Accessibility Services (SAS) continues to work closely with students and our campus partners to provide guidance and support to the university community. SAS staff would like to thank students, faculty, staff and the University of Manitoba community for their continued support and assistance.

Staff

Following the recommendations of an administrative review, SAS was established as a stand-alone unit under the leadership of a Director reporting to the Executive Director, Student Support. Previously SAS was under the leadership of a Coordinator who reported to the Executive Director through the Director, Student Advocacy and Accessibility. Carolyn Christie assumed the Director, SAS position in July, 2018.

At the time of this report, the SAS team is comprised of the following dedicated full-time staff:

- Director: Carolyn Christie;
- Senior Accessibility Specialists: Jamie Penner and Shanda Vitt;
- Accessibility Advisors: Sarah Hiebert, Eleni Wener (on leave September 2018-October 2019), and Rakshya KC (leave replacement for Eleni Wener);
- Test Centre Administrator: Lauren Friesen;
- Assistive Technologist: Jeff Buhse;
- Accommodation Assistant: Caitlin Dyck;
- Assistant to the Director(s): Robin Cancilla (shared position); and
- Confidential Intake Assistant: Nadine Dankwart² (shared position).

¹ Past Student Accessibility Services Annual Reports are available at <http://umanitoba.ca/student/saa/accessibility/annual-reports.html>

² SAS and the Student Advocacy and Case Management office share two staff positions, Assistant to the Director(s) and Confidential Intake Assistant.

Delivery of services and programs would not be possible without SAS's eighty-five committed program staff, including sign language interpreters, transcriptionists, note-takers, academic attendants, and invigilators. SAS also relies on a large group of volunteer note-takers.

Space

Physical Space

SAS operates out of five areas:

1. SAS Exam Centre - 155 University Centre;
2. Assistive Technology Lab - 335 University Centre;
3. Administrative offices - 520 University Centre and 334, 338 University Centre;
4. Services for Students at Bannatyne Campus - S211 Bannatyne Campus; and
5. William Norrie Campus (monthly office hours).

Online Space

Information about the accommodation needs of a student is sent through the *SAS online portal* via the University's JUMP system. Where applicable, this information is also sent via email to the Faculty Accommodation Team chair. The *SAS online portal* includes letters of accommodation, test booking details, as well as volunteer note-taker systems.

Key Features of Service Provision

SAS provides support to all students with disabilities to fully access their chosen course of study for which they are academically qualified³. The majority of supports are provided through accommodations, such as extended time for exams. SAS also provides additional support to students by way of programming and frequent referrals to other supports on campus.

For further information about disability related academic accommodations, see the SAS Faculty Handbook⁴, which was updated in February 2018. The appendices at the end of the handbook provide detailed information about standard accommodations at the University of Manitoba. The letter of accommodation provided to each instructor also lists academic accommodations. We encourage instructors to connect with the office as well to communicate directly with students to understand the best way to provide support.

Demographics

Almost all (97%) of the students registered with Student Accessibility Services have a permanent disability. The number of students who are registered with the SAS office has increased from 1,310 (2016-2017) to 1,480 (2017-2018). There is no benchmark data to compare Student Accessibility Services numbers across Canada. The category of students with mental illness or mental health disabilities continues to rise (44% of all students registered).

³ The Student Accessibility Procedure is available at http://umanitoba.ca/admin/governance/media/Student_Accessibility_Procedure_-_2017_09_01.pdf

⁴ SAS Faculty Handbook is available at <http://umanitoba.ca/student/saa/accessibility/media/SAS-Handbook.pdf>

Accessibility for Manitobans Act

In collaboration with the Human Rights and Conflict Management office, SAS staff have been very involved in the committees and subsequent work associated with implementation of the Accessibility for Manitobans Act (AMA) on campus. Carolyn Christie attends the AMA Steering Committee, AMA Accessibility Plan Committee, AMA Employment Standards Committee, and the AMA Service Disruption Committee. Jeff Buhse attends the AMA Committee on Information and Communication and the Communication sub-committee. Jeff is a member of the Information and Communication Standard Development Committee for the provincial government.

Table 1 Students Registered According to Faculty/School/ College

Faculty/School/College		2017-2018 Student numbers	
Agriculture and Food Sciences		57	
Architecture		14	
School of Art		28	
Arts		234	
Asper School of Business		79	
Education		31	
Engineering		84	
Clayton H. Riddell Environment, Earth and Resources		24	
Extended Education		66	
Graduate Studies		118 ⁵	
Rady Faculty of Health Sciences	Dentistry /School Dental Hygiene	165	7
	Health Sciences		6
	Max Rady College of Medicine		57
	Nursing		37
	Pharmacy		21
	Rehabilitation Sciences		37
Kinesiology and Recreation Management		27	
Law		42	
Desautels Faculty of Music		12	
Science		236	
Social Work		59	
University 1		220	
Other ⁶		21	
Total		1480	

⁵ Students in graduate programs offered by the College of Rehabilitation Sciences were not included within the Faculty of Graduate Studies.

⁶ Other includes students enrolled in UofM non-degree programs (11) and students outside of the UofM receiving exam invigilation services (10).

Table 2 Students Registered According to Disability Type

Category of disability		2017-2018		2016-2017	
		Number of Students	Percentage	Number of Students	Percentage
Mental Health Cognitive		651	44%	558	43%
	ADHD	390	26%	347	27%
	Autism Spectrum			179	
	Learning Disability			37	
	Acquired Brain Injury			101	
Physical/Medical	Chronic Illness	214	14%	212	16%
	Mobility			60	
		66			
Deaf/Hard of Hearing		40	3%	40	3%
Temporary		43	3%	45	3%
Blind/Low Vision		30	2%	31	2%
Other/Unclassified		112	8%	78	6%
Total		1,480		1,311	

Administrative Review

The unit underwent an administrative review in the spring of 2018. The reviewers were Dr. Horace Luong (Chemistry), Dr. Nancy Hansen (Disability Studies), and an external reviewer Ms. Quenta Adams (Dalhousie University). There were 29 recommendations for the unit and a response timeline has been provided to the Vice-Provost (Students). Several priority recommendations have been implemented. As noted earlier, the unit has had a structural reorganization and now reports to the Executive Director, Student Support. In addition, updated signage has been placed at the Assistive Technology Lab. An automatic door opener for the AT Lab is in the requisition process. A student mentor program began this fall thanks to funding from the “Success through Wellness Grants” program. Additionally, there was a community partnership with Anne Kresta, (Level IT Up), for the “Start Strong” program; a six-week transition program for students. The administrative review report also included recommendations for additional staffing as well as additional space for tests and exams which are more challenging to implement than other recommendations which have been acted upon.

Cooper Commission

As part of her new responsibilities as Director, SAS, Carolyn Christie became a co-chair of the “Cooper Commission” Implementation Working Group, which met regularly throughout the academic year.

Carolyn, Jamie Penner and Shanda Vitt were the 2017-2018 representatives to the various Accommodation Teams (AT) and Accessibility Advisory Committees (AAC) on campus. There were approximately 15 AT and 14 AAC meetings this past year.

Accommodations and Programs

Accommodations are designed to meet various needs associated with different disabilities. SAS is proud to offer a wide range of accommodations and programs that match or exceed national standards. The following section provides information for accommodations and programs offered within SAS.

Test/Exam Invigilation

Many students with disabilities require unique accommodations when writing tests and exams. The total number of tests/exams invigilated in SAS for the reporting year was 6,070, a significant increase from 2016-2017 at 5,153 attended exams. There were 904 cancelled, and 221 no attendee exams, which meant that booked exams totaled 7,683 for the year.

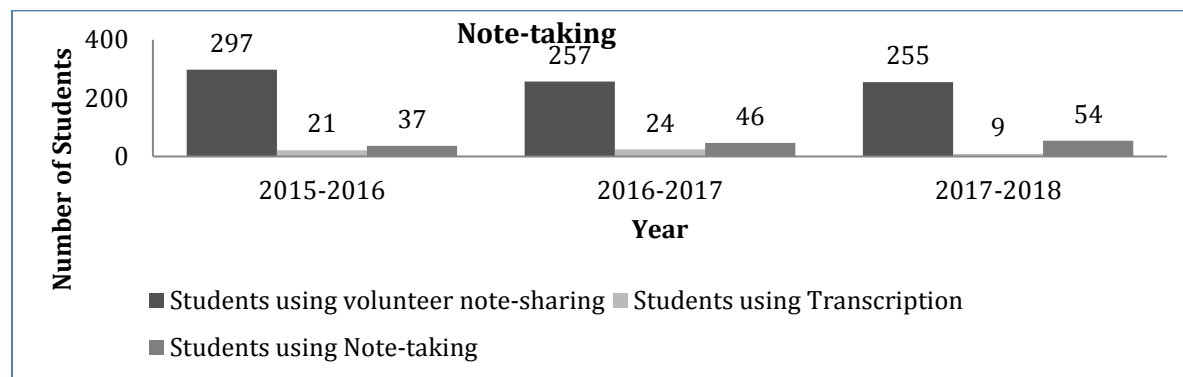
During midterms and finals, SAS booked an additional 40 spaces for exams across Fort Garry campus. This required approximately 20 invigilators per day to staff the spaces and run from the main site to additional sites. The exam space shortage extends to the Bannatyne campus where individual space and computer connections are required for most exams. The majority of exams at Bannatyne campus were booked in the Apotex College of Pharmacy basement. This has caused some logistical challenges for invigilation and communication.

As a result of logistical challenges and resource constraints, SAS continues to have a strict two-week test/exam booking deadline during the fall and winter terms. New student requests, as well as exam deferral requests, must abide by the two week booking policy. Student Support and faculty advising staff are notified in advance of each exam session to assist with communication to students.

Note-taking services

The following figure summarizes utilization across the three note-taking programs.

Figure 1 Number of Registered Students Utilizing Note-Taking Services



Assistive/Adaptive Technology and Alternate Format Production

The Assistive Technology Lab is used on a daily basis by students to study. The lab also serves as overflow for tests/exams invigilation. Assistive technology training for students has increased by 20% from last year. The Assistive Technologist also provided training for U of M Faculty and Staff by request from Employee Wellness, Human Resources.

Alternate format requests continue to increase, with 518 requests for 2017-2018 as compared to 491 for 2016-2017. In-house production of accessible Word, PDF, and .TXT documents has increased by 500 pages (2000 total). In-house Braille production has decreased significantly due to student progression in their programs. To assist the university community, the Assistive Technologist has developed style guidelines⁷ for creating documents in Microsoft Word. These guidelines take into consideration the University's Visual Identity Guidelines and general best practices for creating accessible documents. This is in addition to the various content production how-to documents⁸ on the website.

Bannatyne and William Norrie campuses

SAS has two Senior Accessibility Specialists who support the academic programs offered at Bannatyne and William Norrie campuses. All SAS programs are available at the Bannatyne Campus. For William Norrie campus, the majority of accommodations are implemented on site; however, students can choose to write exams at Bannatyne or Fort Garry campuses.

⁷ Student Accessibility Services. How to style your word documents.

<http://umanitoba.ca/student/saa/accessibility/how-to-style-your-word-documents.html>

⁸ Student Accessibility Services. Make accessible content. <http://umanitoba.ca/student/saa/accessibility/make-accessible-content.html>

Other programs and services

SAS continues to offer the academic attendant, academic assistant and American Sign Language interpretation to students. There were slight increases in these service areas.

SAS works with students to find tutoring, as well as campus assistance as needed. The on campus accessible van, funded by Physical Plant, continues to run at the Fort Garry campus.

Trends

One major trend to note involves the increased number of students and the corresponding increase in demands this places on our resources and program staff to meet their accommodation needs. The SAS advisors and specialists are working with four times the recommended caseload⁹. SAS is struggling to meet the challenges associated with the substantial increase in students with a mental health disability, which now comprises 44% of our overall caseload. SAS staff have reported a higher number of contacts from academic staff about accommodations such as missed classes and extensions. These accommodations are more common given the large group of students experiencing mental health disability at the University. Information about these accommodations can be found in the SAS Faculty Handbook. Accommodation teams have also been working together to develop consistent plans regarding attendance and extensions.

A landscape project¹⁰ through the National Educational Association of Disabled Students provided recommendations for post-secondary institutions such as: faculty training resources, regular review of policy and procedures, an appeals process and integration of an academic accommodation policy with essential requirements. These recommendations are similar to the Cooper Commission report recommendations identified in 2012. We are pleased that the University has made such positive strides in the last 6 years. There are further NEADS recommendations under review for which we will determine an implementation strategy for the University.

Educational Outreach

Access Awareness Day events

March 21, 2018 was our annual Access Awareness Day. SAS displayed assistive technology and spoke with the campus community about our services, as well as work/volunteer opportunities. Six community groups attended and provided interactive exhibits.

SAS staff continue to present and facilitate workshops on and off campus to assist with education for supporting students with disabilities.

⁹ Scott, S. (2017). *Disability Resource Professionals and Their Individual Work with Students*. Huntersville, NC: Association on Higher Education and Disability.

¹⁰ National Educational Association of Disabled Students. (2018). *Landscape of Accessibility and Accommodation in Post-Secondary Education for Students with Disabilities*.
<http://www.neads.ca/en/about/media/AccessibilityandAccommodation%202018-5landscapereport.pdf>

Eleni Wener received Success through Wellness Grant funding to start the “SAS Student FAQ Student Support Program”.

Presentations

Buhse, J. (2017, November). *Documents in the Classroom: A Strategy to Support Accessible Course Material*. Accessing Higher Ground Conference.

Buhse, J., & Vitt, S. (2018, February). *Mental Health & Barriers to Inclusion*. Faculty of Education, Senior Years 2 class. Winnipeg, MB.

Christie, C. (2017, May). *Finding balance between academic requirements and accommodations*. Association Québécoise Interuniversitaire Des Conseillers Aux Étudiants En Situation De Handicap Conference, Montreal, PQ.

Hiebert, S. & Penner, J. (2017, May). *Learning Disabilities and ESL: Signs, Strategies and Resources*. Teachers of English as an Additional Language to Adults in Manitoba Conference, Winnipeg, Manitoba.

Wener, E. (2017, June). *From Typewriters to iPhone Apps: the evolution of note-taking with a growing student population and technology at our fingertips*. Canadian Association of College and University Student Services Conference, Ottawa, ON.

Community Outreach

SAS staff maintain contact with various disability organizations including the Canadian Paraplegic Association, Canadian Mental Health Association, Klinik, Manitoba MarketAbilities, Employment Equity Committee, Society for Manitobans with Disabilities, Canadian Institute for the Blind, Canadian Centre on Disability Studies, and the Manitoba Deaf Association, and Manitoba school divisions. Carolyn is a member of the Association on Higher Education and Disability (AHEAD) as well as the Coalition for Disability Access in Health Science Education. Eleni is a board member for Inclusion Winnipeg. Shanda is a board member for the Anxiety Disorders Association of Manitoba (ADAM). SAS staff are members of the Canadian Association of College and University Student Services (CACUSS) – Accessibility and Inclusion community of practice. Carolyn is the Manitoba representative for Accessibility and Inclusion.



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Office of the Provost & Vice-President (Academic)

208 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 480-1408
Fax (204) 275-1160

Date: December 13, 2018

To: Dr. Douglas Brown, Dean, Faculty of Kinesiology and Recreation Management

From: Dr. Janice Ristock, Provost and Vice-President (Academic)

Re: Implementation of the Sport, Physical Activity and Recreation in the Community (SPARC) Certificate

At its meeting of December 5, 2018, the University of Manitoba Senate approved the proposal by the Faculty of Kinesiology and Recreation Management to offer a certificate program in Sport, Physical Activity and Recreation in the Community (SPARC).

I hereby approve the implementation of the SPARC certificate program, effective the Winter Term, 2019. No additional financial support will be allocated in support of this implementation.

On behalf of the University of Manitoba, I extend my congratulations to all those who have worked so hard to design the respective programs. I look forward to their implementation.

Cc. David Collins, Vice-Provost (Integrated Planning and Academic Programs)
Jeff Leclerc, University Secretary
Jeff Adams, Executive Director, Enrolment Services
Neil Marnoch, Registrar
Randy Roller, Executive Director, Office of Institutional Analysis
Giselle Martel, Executive Director, Financial Planning
Cassandra Davidson, Academic Programs Specialist



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Office of the Provost & Vice-President (Academic)

208 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 480-1408
Fax (204) 275-1160

Date: December 12, 2018

To: Dr. Brian Postl, Dean, Max Rady College of Medicine

From: Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs)

Re: Suspension of Admissions to the Bachelor of Human Ecology (Family Social Sciences) and the Family Social Sciences, After-Degree Program

Please find attached Manitoba Education and Training's approval of the UM's proposal for the temporary suspension of admissions to the Bachelor of Human Ecology (Family Social Sciences) and the Family Social Sciences, After-Degree Program for two academic years. This follows Dr. Barnard's decision of July 11, 2018 to approve the request to suspend admissions, following consultation with Senate and the Board.

Accordingly, suspension of admissions to the programs will be effective beginning the Fall 2019 Term and will apply to the 2019/20 and 2020/21 academic years. The decision to continue this suspension should be raised for review no later than February 1, 2020.

Cc.: Dr. David Barnard, President and Vice-Chancellor
Dr. Janice Ristock, Provost and Vice-President (Academic)
Dr. Sharon Bruce, Acting Head, Department of Community Health Sciences
Mr. Jeff Leclerc, University Secretary
Mr. Jeff Adams, Director, Enrolment Services
Mr. Neil Marnoch, Registrar
Mr. Randy Roller, Executive Director, OIA
Ms. Cassandra Davidson, Academic Program Specialist



Education and Training

Assistant Deputy Minister
Post-Secondary Education and Workforce Development Division
405 – 800 Portage Avenue, Winnipeg, Manitoba, Canada R3G 0N4
T 204-945-3047 F 204-948-1557
www.manitoba.ca

December 6, 2018

Dr. David Barnard
President and Vice-Chancellor
University of Manitoba
Email: david.barnard@umanitoba.ca

Dear Dr. Barnard:

Manitoba Education and Training has approved the University of Manitoba's proposal to temporarily suspend new intakes to the Family Social Sciences program beginning in September 2019, as submitted.

As I understand from the proposal, during the temporary cessation, the University of Manitoba will pilot an integration of the program into the Family Health concentration of the Health Sciences program for enhanced program alignment. Please note that as per Section 9.7(1) of The Advanced Education Administration Act, any further change to the suspension of the program or permanent cessation of the program will need approval from Manitoba Education and Training.

Should you have any questions regarding this approval please contact Mr. Grant Prairie, Acting Director, Institutional Relations, Post-Secondary Education and Labour Market Outcomes at 204-945-8564 or at Grant.Prairie@gov.mb.ca.

Sincerely,

Colleen Kachulak

- c. Dr. David Collins, Vice-Provost, University of Manitoba
Mr. Grant Prairie, A/Director, Institutional Relations, Manitoba Education and Training



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Office of the Provost & Vice-President (Academic)

208 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 480-1408
Fax (204) 275-1160

Date: December 20, 2018

To: Dr. Gary Hepburn, Dean, Division of Extended Education

From: Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs)

Re: Implementation of the Certificate in Business Analysis

At its meeting of December 5, 2018, the University of Manitoba Senate approved the proposal by the Division of Extended Education to offer a certificate program in Business Analysis.

I hereby approve the implementation of the certificate program, with a first intake for the Fall Term, 2019. No additional financial support will be allocated in support of this implementation.

On behalf of the University of Manitoba, I extend my congratulations to all those who have worked so hard to design the respective program. I look forward to its implementation.

Cc. Janice Ristock, Provost and Vice-President (Academic)
Jeff Leclerc, University Secretary
Jeff Adams, Executive Director, Enrolment Services
Neil Marnoch, Registrar
Randy Roller, Executive Director, Office of Institutional Analysis
Giselle Martel, Executive Director, Financial Planning
Cassandra Davidson, Academic Programs Specialist

PRESIDENT'S REPORT: February 6, 2019

GENERAL

In December 2018, the Cyclical Motion: Indigenous Art & Placemaking project was completed. This initiative, funded by the University's Indigenous Initiative Fund, engaged a team of leading Winnipeg Indigenous artists to create a series of informal, semi-permanent artworks throughout the Fort Garry campus. Centered on themes such as transportation and cycling, land, water rights, student advocacy, language, and traditional medicines, the pieces interpret the campus in a new way, making these issues and experiences visible in the campus environment.

(http://umanitoba.ca/admin/campus_planning_office/indigenous_art/)

On November 26, the University of Manitoba welcomed The Right Honourable Julie Payette, Governor General of Canada and University of Manitoba Honourary Degree recipient (May 30, 2013). Her Excellency visited the Richardson Centre for Functional Foods and Nutraceuticals and the Centre for Earth Observation Science as part of her first visit to Manitoba in her role as Governor General.

Expedition Churchill: A Gateway to Arctic Research was launched on November 30, just prior to the first passenger train leaving for Churchill since spring of 2017. The project is a creative public education and outreach campaign to share the world-leading Arctic climate change research done in the Churchill and Hudson Bay region by University of Manitoba scientists and collaborators. The interactive project was developed by the University in partnership with VIA Rail, The Town of Churchill, the Churchill Northern Studies Centre (CNSC), Assiniboine Park Zoo and Travel Manitoba. The project includes a visual multimedia e-book and interactive kiosks located across Manitoba, including: the Zoo's Journey to Churchill Exhibit, Travel Manitoba at the Forks, James Richardson International Airport, The Town of Churchill, the Churchill Northern Studies Centre, and in the Wallace building on the University of Manitoba campus. A unique feature of this initiative is the use of the dining car of a VIA Rail passenger train that travels between Winnipeg and Churchill as a platform to communicate and promote awareness. The project was led through the Clayton H. Riddell Faculty of Environment, Earth, and Resources with all marketing and communications work, technology development, media outreach and launch event planning managed by External Relations. For more information visit expeditionchurchill.ca

The November 20 provincial Speech from the Throne referenced recent reforms to scholarships and bursaries and expressed the provincial commitment to an enhanced promotional effort to attract more matching contributions from the private sector, ensure alignment to labour market and community needs, and improve student access through a streamlined portal. Additionally, the government emphasized they plan to welcome international students through the new International Student Entrepreneur Pathway and Graduate Internship Pathway.

The Distinguished Alumni Awards Celebration of Excellence will take place May 8, 2019. This year celebrates the 60th anniversary of the Distinguished Alumni Awards. As announced on January 19, the 2019 Distinguished Alumni Award recipients include:

- *Lifetime Achievement* – **Dr. Hersh Shefrin, B.Sc. (Hons)/70**
- *Professional Achievement* – **Marcia Nozick, BA/75, M.C.O/88**
- *Community Service* – **Gemma Dalayoan, B.Ed./83, M.Ed./90**
- *Service to the University of Manitoba* – **Romel Dhalla, B.A/99, B.Comm.(Hons)/04**
- *Outstanding Young Alumni* – **Lindy Norris, B.A/07, B.Comm. (Hons)/09**

Hartley Richardson will be presented the University of Manitoba's International Distinguished Entrepreneur Award (IDEA) on May 23, 2019. In celebration of Richardson and the transformative impact he has had as a business and community leader, Arni Thorsteinson and Sandy Riley are launching the *Hartley T. Richardson Student Support Fund*. A \$2 million goal has been set by Thorsteinson and Riley to honour their friend and his two key priorities: youth and education.

ACADEMIC MATTERS

- Digvir Jayas, biosystems engineering and Vice-President (Research and International), has been named by Engineering Institute of Canada as the recipient of the 2019 K.Y. Lo Medal for significant engineering contributions at the international level.
- Frank Hawthorne, geological sciences, was awarded the Buerger Medal from the American Crystallographic Association at their Annual Meeting. The Award is "to recognize scientists who have made contributions of exceptional distinction."
- Kristen MacMillan, plant science, was recognized by the American Society of Agronomy Extension Education Community with a 2018 Certificate of Excellence in Extension Educational Materials for her work on Soybean and Dry Bean Growth Staging Guides and Soybean Maturity Guide.
- The provincial government invested \$25,000 to support a project called *Circles of Reconciliation*, a program created and coordinated by Raymond Currie, sociology. In conversations led by facilitators, five Indigenous and five non-Indigenous people meet to discuss the meaning of land to Indigenous people, residential schools, intergenerational trauma and the Sixties Scoop. In just two years, they've hosted 430 circle meetings — and it has expanded nationwide.
- Robert Mizzi, educational administration, foundations & psychology, has been appointed the editor of the *Canadian Journal for Adult Education*.
- Mostafa Fayek, geological sciences, was elected to the Board of Directors for the Canadian Federation of Earth Sciences and will serve in the role of Director International.
- Maryanne Crockett, pediatrics and child health, medical microbiology and community health sciences and researcher at the Children's Hospital Research Institute of Manitoba, was named to the 2018 Canadian Women in Global Health list by the Canadian Society for International Health.
- Ian Jones, physician assistant, received the 2018 Physician Assistant Educator of the Year Award from the Canadian Association of Physician Assistants and the Canadian Physician Assistant Educator Association.
- Tanjit Nagra, business graduate student, was selected as the recipient of the Outstanding Youth in Philanthropy Award. Nagra recently served as president of the University of Manitoba Students' Union (UMSU), and oversaw University of Manitoba Students' Union's (UMSU's) contribution of \$16.2 million toward the university's Front and Centre campaign. Outside of the university, Nagra fundraises for Heart and Stroke, collects food donations for Winnipeg Harvest and serves on the Library Advisory Council.

- Asper's MBA Business Planning team placed second at the DeGroote MBA Case Competition, hosted by McMaster University. The two-day competition explores how organizations can leverage technology and digital innovations to improve their businesses and its products and services.
- Janet Lee, education student, was part of Team 3Streams, which placed second in the University of Manitoba's Game Changer competition. This is the first time in recent history that a student from the Faculty of Education has placed in this competition.
- The Janet Mackenzie Watson Travel Award has been established to support Bachelor of Education students who take their practicum courses in Northern Manitoba schools and communities. This initiative will hopefully encourage more newly graduated teachers to consider positions in northern and rural communities where the demand for teachers is great.
- Gordon Fitzell, music, was inducted into the Royal Society of Canada's College of New Scholars, Artists and Scientists.
- Camryn Dewar, music student, received a 2018 Royal Conservatory of Music Gold medal in Level 8 Voice for Manitoba.
- Christopher Briggs and Lucas Vasas, fourth-year students at the Max Rady College of Medicine, won a University of Manitoba health advocacy award for their work lobbying Manitoba Pharmacare to join programs in British Columbia, Alberta, Saskatchewan, Ontario, Quebec and Nova Scotia in covering the cost of pre-exposure prophylaxis (PrEP), an antiviral medication to prevent the contraction of HIV for at-risk individuals.
- The Rady Faculty of Health Sciences has launched "Women in Science, Development, Outreach & Mentorship" an initiative which aims to boost the numbers, retention and status of academic women scientists through networking, mentorship, professional development and advocating for gender equity policies.
- The College of Pharmacy recently celebrated its 10th anniversary in the Apotex Centre, and the launch of its new Doctor of Pharmacy (PharmD) undergraduate degree program.

RESEARCH MATTERS

- Distinguished Professor Dr. Digvir Jayas was appointed an Officer of the Order of Canada by Her Excellency the Right Honourable Julie Payette, Governor General of Canada on December 27, 2018. This honour is in recognition of his advancements to agricultural practices worldwide, and for his promotion of academic and scientific research in Canada. Jayas is a former Canada Research Chair in Stored Grain Ecosystems and a world-leading expert on grain storage and spoilage. The Order of Canada was created in 1967, and is one of our country's highest honours, recognizing individuals whose contributions have enriched the lives of others and have taken to heart the motto of the Order: Desiderantes Meliorem Patrium ("They desire a better country").

- Dr. Marcia Anderson (Rady Faculty of Health Sciences) was named among Women's Executive Network (WXN)'s 2018 Canada Most Powerful Women: Top 100 award winners. Anderson was recognized for bolstering Indigenous medical education and health care delivery in Northern Manitoba. Dr. Anderson, a Cree-Saulteaux woman with roots in Norway House Cree Nation and Peguis First Nation, is the Executive Director of Indigenous Academic Affairs in the Ongomiizwin Indigenous Institute of Health and Healing. Her research interests in Indigenous health include urban Indigenous youth health, primary health care, and medical education. Throughout her career Dr. Anderson has advocated for a more robust curriculum in Indigenous health and changes in the admissions process that would support the successful recruitment of increased numbers of First Nations, Métis and Inuit students. She was recognized for her efforts in 2011 with a National Aboriginal Achievement Award (now known as the Indspire Awards), the highest recognition bestowed by the Indigenous community upon their own people.
- More than 125 University of Manitoba undergraduate students had the opportunity to practice their presentation skills at the annual 2018 Undergraduate Research Poster Competition, now in its thirteenth year. The format provides a unique opportunity for students to present their research in an event that focuses on the discoveries these students are making. Judges assess each project based on official judging criteria determining winners for cash prizes in five different categories: applied sciences, creative works, health sciences, natural sciences, and social sciences and humanities. The competition is sponsored by the office of the Vice-President (Research and International).
- The 2018 edition of Game Changer: Manitoba's Idea Competition, wrapped up last week with an exciting round of presentations from the three finalist teams. Each had chosen to tackle a different one of the five problems identified in Phase 1 of the competition (Education, Environmental, Societal). Team Bee Box captured the grand prize of \$5,000 as well as the People's Choice award of \$500, for their proposed solution to the Environmental problem: How can we offset the mass collapse of bee colonies in a natural and sustainable way? Their solution is a monthly subscription box where consumers can sponsor a beehive and in return, receive various bee products from local provincial partners. A portion of each Bee Box's profits will be contributed to support a local bee apiary, "Beeproject Apiaries," to increase the number of bee hives in Manitoba. Team members were University of Manitoba undergrad students Alexandria Townsend (Faculty of Education), Jacquelyn Townsend (Asper School of Business), along with Hannah McCutcheon (Asper School of Business).

Team 3Streams captured \$2,500 in 2nd place and Team Framed placed 3rd with \$1,000 in cash. 3Streams team members were University of Manitoba students Nicholas Duan (Faculty of Science), Elizabeth Ng (Asper School of Business) and Janet Lee (Faculty of Education). They proposed a solution to: How can the school system be moulded to have the classroom fit the student and not vice versa? Their approach would provide a learning platform for students to do work placements in a series of three industries over the course of nine months, for a fee.

Team Framed was made up of University of Manitoba students Travis Cook (Faculty of Science), Sarah MacDonald (Asper School of Business), and Edno Mesquita (Centro Universitario Anhanguera). They embraced the challenges of solving: How can artists bridge the combination gap between art and society? Their solution was described by the team as "IMDB for art."

- The first annual Research and Scholarly Excellence Celebration took place on December 5, to honour the 2018 inductees of national academic societies, new and renewed sponsored and endowed research chairs, new Distinguished Professors, and other special awardees. Twenty-six honourees in total were recognized. They were: Drs. Naranjan Dhalla, David Barnard, Frank Plummer, Gordon Fitzell, Pamela Perkins, Adele Perry, Grant Pierce, Julianne Stroeve, Philip Ferguson, Marcia Friesen, Meghan Azad, Janilyn Arsenio, Trust Beta, Nediljko Budisa, Annette Desmarais, Colin Gilmore, Pourang Irani, Nancy Kang, Lorrie Kirshenbaum, Kiera Ladner, Lorenzo Livi, Lisa Lix, Sabine Mai, Puyan Mojabi, Roberta Woodgate, and Guozhen Zhu
- The Natural Sciences and Engineering Research Council of Canada (NSERC) appointed University of Manitoba Vice-President (Research and International) and Distinguished Professor Digvir S. Jayas as Interim President of NSERC. The appointment is on a part-time basis, for the period Nov. 8, 2018 to Nov. 7, 2019 (or until such time as a new President is appointed, whichever occurs first).
- The Honourable Kirsty Duncan, Minister of Science and Sport, was on the University of Manitoba campus on Nov. 14 to announce investments in the Canada Research Chairs Program, of which the University of Manitoba is a major recipient, with 10 Chairs awarded. Seven of the 10 new chairs named at the University of Manitoba are held by women. The CRCs are receiving a total of \$9.5 million in funding. The chairholders are:
 - **Janilyn Arsenio** (Internal Medicine), Chair in Systems Biology of Chronic Inflammation
 - **Trust Beta** (Food and Human Nutritional Sciences), Chair in Grain-Based Functional Foods
 - **Nediljko Budisa** (Chemistry), Chair in Chemical Synthetic Biology
 - **Annette Desmarais** (Sociology and Criminology), Chair in Human Rights, Social Justice and Food Sovereignty (Renewed)
 - **Colin Gilmore** (Electrical and Computer Engineering), Chair in Applied Electromagnetic Inversion
 - **Nancy Kang** (Women's and Gender Studies), Chair in Transnational Feminisms and Gender-Based Violence
 - **Kiera Ladner** (Political Studies), Chair in Miyo we'citowin, Indigenous Governance & Digital Sovereignities
 - **Lorenzo Livi** (Computer Science), Chair in Complex Data
 - **Lisa Lix** (Community Health Sciences), Chair in Methods for Electronic Health Data Quality
 - **Sabine Mai** (Physiology and Pathophysiology, Research Institute of Oncology and Hematology, CancerCare Manitoba), Chair in Genomic Instability and Nuclear Architecture in Cancer
- Thirty-eight research projects led by twenty-five investigators received a total of \$1,695,376 in funding from multiple sponsors. Those projects receiving more than \$25,000 are:

PI	Sponsor	Title	Awarded
Afifi, Tracie (Community Health Sciences)	Children's Hospital Research Institute of Manitoba (CHIRM)	Examining the relationship between adverse childhood experiences and developmental outcomes: A longitudinal study of child maltreatment and protective factors	\$36,750

Brownell, Marni (Community Health Sciences/Manitoba Centre for Health Policy)	Mitacs Inc.	Developmental Health of Children Participating in Out-of-School Programs	\$30,000
Burgess, Jacob (Physics and Astronomy)	Research Manitoba	Harnessing magneto photonic hybridization at THz frequencies harnessing magneto photonic hybridization at THz frequencies	\$50,000
Cha, Young Jin (Civil Engineering)	Research Manitoba	Deep semantic segmentation learning-based structural health monitoring using autonomous UAVs	\$50,000
Dakshinamurti, Shyamala (Pediatrics and Child Health)	Children's Hospital Research Institute of Manitoba (CHRIM)	How does hypoxia inhibit adenylyl cyclase activity in the hypertensive pulmonary artery? Investigating the role of cysteine nitrosylation	\$36,750
Ding, Hao (Biochemistry and Medical Genetics)	University of British Columbia - Canadian Rare Disease: Models and Mechanism Network	To study the function of the disease gene PRUNE1 in the mouse model in association with PRUNE neurodevelopmental disorder	\$25,000
Doucette, Christine (Physiology & Pathophysiology)	Children's Hospital Research Institute of Manitoba (CHRIM)	Understanding the mechanisms of insulin secretion	\$25,000
El-Gabalawy, Hani (Internal Medicine)	Arthritis Society	Role of microRNAs in preclinical rheumatoid arthritis	\$60,000
Ferguson, Steven (Centre for Earth Observation Science)	Earth Rangers Foundation	Abundance and species diversity hotspots of Arctic marine mammals across the Arctic: Implications for conservation in a warming world	\$30,000
Gamble, Julia (Anthropology)	Research Manitoba	Developmental insights into sex differences in stress and health, past and present: Building an integrative bio archaeology / human developmental biology research program to explore the development of sex differences in stress response through hard tissue microscopy	\$39,861

Gardiner, Phillip (Physiology & Pathophysiology)	Canadian Paraplegic Association (Manitoba) Inc.	Effects of daily exercise on the changes induced by thoracic spinal cord hemi-section on locomotion, neuropathic pain, and gene expression in motoneurons, dorsal root ganglia, and spinal dorsal laminae I-III in rat	\$49,953
Herbert, David (Chemistry)	Research Manitoba	Platinum complexes for cancer theranostics	\$130,000
Ho, Ngai Man (Carl) (Electrical and Computer Engineering)	Research Manitoba	Advanced galvanic isolated solar micro-inverter	\$50,000
Kidane, Biniam (Surgery)	Research Manitoba	Understanding the mechanisms of harmful ventilation during surgery: The u-vent study	\$130,000
Klonisch, Thomas (Human Anatomy and Cell Science)	Cancer Research Society, Inc.	Highly selective targeting of c-Abl in human glioblastoma	\$60,000
Leung, Carson (Computer Science)	NSERC - Engage	Predictive analytics of driver turnover	\$25,000
Mackay, Dylan (Community Health Sciences)	Mitacs Inc.	Evaluation of the clinically management weight-loss program at Wellness Institute at Seven Oaks Hospital	\$53,333
Shankar, Jai Jai (Radiology)	Canadian Stroke Consortium	Catalytic research capacity for acute ischemic stroke (AIS) care in Winnipeg	\$50,000
Sibley, Kathryn (Community Health Sciences)	Deer Lodge Centre Foundation	Advancing balance measurement and treatment in geriatric rehabilitation	\$25,000
Thomson, Douglas (Electrical and Computer Engineering)	NSERC - Engage	Acoustic emission from tendon wire breaks in post tensioned concrete girders	\$25,000
Ursel, Jane (RESOLVE (Research & Education for Solutions to Violence))	Ndinawemaaganag Endaawaad Inc	Building relationships	\$245,833

Wang, Jun-Feng (Pharmacology and Therapeutics)	Alzheimer Society of Canada	Txnip as a potential novel therapeutic target for Alzheimer's disease	\$149,900
Wilkinson, Lori (Criminology and Sociology)	European Commission - Jean Monnet Project	Youth, migration and the European Union: Policy and practical lessons learned from the humanitarian crisis	\$89,667
Wu, Nan (Mechanical and Manufacturing Engineering)	Research Manitoba	Development of high efficient blade-less wind energy harvester with smart materials and artificial intelligence	\$50,000

ADMINISTRATIVE MATTERS

- With the Director of Student Advocacy, the Legal Office presented two sessions on Conducting Fair Hearings for academic administrators that deal with student discipline issues.
- The Copyright Office, in conjunction with the University of Manitoba Libraries and National Centre for Truth and Reconciliation (NCTR), prepared and submitted two briefs to the Federal Industry, Science and Technology Standing Committee for the first review of the *Copyright Act*. The brief on behalf of the University of Manitoba advocated maintaining “education” as a fair dealing exemption, and highlighted the University’s copyright safeguards and practices.
- In 2018, the Access and Privacy Coordinator at the National Centre for Truth and Reconciliation completed 40 requests that were submitted by residential school survivors and their families for access to residential school records. Each request resulted in a package of records that was sent out to the survivors and/or their families.
- The Access and Privacy Officer was invited by the Vice-President Academic, Assiniboine Community College to provide a workshop for faculty and management on Post-Secondary Institutions and Privacy in December of 2018.
- Under the Accessibility for Manitoban’s Act (AMA) public sector organizations are required to develop a plan to identify, prevent and remove barriers to accessibility. The Human Rights and Conflict Management Office as co-chair of the Accessibility Steering Committee along with the AVP of HR have completed the latest Accessibility Plan 2016-2019 and it has been uploaded to the [website](http://umanitoba.ca/human_rights/accessibilityplan), (http://umanitoba.ca/human_rights/accessibilityplan) meeting the AMA legislative requirements.
- In November 2018, representatives from the Office of Human Rights and Conflict Management attended the University of British Columbia for the second meeting of the Western Canadian Sexual Violence Summit first launched by the Office of Fair Practice and Legal Affairs in June 2018. Partner institutions continue to exchange valuable information and resources, with the University of

Manitoba playing a leading role in shaping the development of future tools and government relations guidelines for use in addressing sexual violence at post-secondary institutions.

- The Association for the Advancement of Sustainability in Higher Education formally announced that the University of Manitoba has moved from a Silver designation to a 'Gold' in their Sustainability Tracking, Assessment & Rating System (STARS). STARS is a transparent, self-reporting framework for colleges and universities to measure their sustainability performance. A higher level of recognition represents increased sustainability leadership and a stronger, more diverse campus sustainability community.
- With funding from the Wellness Grant, two outdoor restorative spaces were implemented, repurposing boulders and other natural materials to provide outdoor seating spaces that allow the campus community to take in the riparian forest. In both instances, the installations also support outdoor gathering spaces. The location east of the Asper School of Business provides a small outdoor classroom environment and the placement of rocks at the National Centre for Truth and Reconciliation provides seating for elders so they can more easily participate in cultural activities along the riverbank at the teepee.
- December 2018 completion of the U5 power line replacement has restored redundancy to the areas impacted by power outages on campus last spring.
- Banner, the University of Manitoba student information and finance system, completed a successful major upgrade from Nov 21-25, 2018 to Banner 9.
- Former MLA Kevin Chief joined over 25 alumni of the UM Leaders Learning Program (UMLLP) on December 3, 2018 to present a workshop on Indigenous perspectives on leadership. Chief shared lessons on how all leaders can follow Indigenous ways of leadership to join together to build community. The UM Leaders Learning Program Alumni group gather several times throughout the year to learn and discuss ideas about leadership.
- Learning and Organizational Development and the National Center for Truth and Reconciliation have entered into a partnership to produce videos that will help University Faculty and Staff to consider ways that they can support the process of reconciliation. This is one of the many ongoing projects in HR that are focused on supporting indigenous achievement.

EXTERNAL MATTERS

- The new year opened with a story about our 99th Rhodes Scholar on the cover of the January 4th Globe and Mail. This feature story included a spotlight on University of Manitoba alumna Annette Riziki, a Faculty of Arts graduate who will study in the area of human rights. This story is a welcome juxtaposition on the run of challenging UM news stories at the end of 2018.
- The University of Manitoba is on track to meet its 2018/2019 campaign benchmark of \$45,000,000. The last Front and Centre Campaign total, announced on May 29, 2018, was \$466,495,719, including philanthropic gifts and the \$150 million commitment from the Province of Manitoba.

Selected gifts and activities in the last reporting period include:

- The Alan Klass Medical Humanities Program and the Alan Klass Memorial Program for Health Equity were supported with a commitment of \$752,307 from an anonymous donor.
 - Beverley Delamere made a gift of \$500,000 to establish the Bruce Whittlesea Graduate Scholarship supporting graduate students in Psychology.
 - Elizabeth Marr (BComm(Hons)/1979) and Nicholas Slonosky (BComm(Hons)/1976, LLB/1979) have made a gift of \$275,000 to create a new award supporting Law students on an international exchange, and to enhance the Elizabeth Marr and Nick Slonosky International Travel Bursary in the Asper School of Business.
 - Richard J. Bird (BA/1969) has made a gift of \$125,000 to establish an endowed bursary for Indigenous engineering students in memory of his father, Robert Allen Bird (BSc(CE)/1948). He made an additional gift of \$5,000 to the first award can be disbursed in 2019.
 - Sidney R. Leggett (MSc/1980) has made a gift of \$120,000 to establish an endowed, renewable bursary named for his family that supports an undergraduate student in Geological Sciences with financial need.
 - Harvey Bergner (MD/1961) and Irene Bergner (CertNurs(T&S)/1959) generously gave \$101,500 to create a scholarship and a bursary in the College of Nursing.
 - The Polish Fraternal Aid Society of St. John Cantius made a gift of \$100,000 to support the Polish Studies Endowment Fund, helping to preserve and enhance Polish studies at the University of Manitoba.
 - Pam Isaak (BSA/1984, MSc/1988) and Greg Kiessling have supported Indigenous achievement with a gift of \$100,000 to the Indigenous Success Fund.
-
- On November 18, an alumni event was held in Halifax, Nova Scotia. Fifty-five alumni and friends were in attendance, including Chancellor Harvey Sectar, President and Vice-Chancellor David Barnard, Board of Governors Chair Jeff Lieberman, and Vice-President (External) John Kearsey.
 - On November 20, Jeff Lieberman, Chair of the Board of Governors, announced the election of Anne Mahon as the University of Manitoba's 14th chancellor. Effective June 1, 2019 for a three-year term, she succeeds the current chancellor, Dr. Harvey Sectar.
 - Following the November 20th branding initiative presentation to the board, which was based on research results of outreach to 6500 participants, the brand strategy phase has been completed. The project remains on track, with phase 3 commencing mid-January.
 - On November 26, Dr. David Barber appeared before the Standing Committee on Foreign Affairs and International Development regarding their study on Canada's sovereignty in the Arctic.
 - On November 27, Dr. Barnard and Mr. Lieberman met with Ms. Colleen Kachulak (Assistant Deputy Minister, Post-Secondary Education) regarding board governance changes.
 - On December 10, The Honourable Cameron Friesen, Minister of Health met with Dr. Barnard, Mr. Kearsey, Dr. Postl and Mr. Soubry to discuss the Province's commitment to the Front and Centre Campaign. A follow-up meeting is planned for the end of January with the Minister of Education, Minister of Health, Minister of Finance and the Deputy Premier.

- On December 13, the Next Generation Web Experience (NGWE) finalized the direction on the new website's Information Architecture. To accomplish this, the NGWE project team connected with several hundred stakeholders in the University of Manitoba community from a variety of academic and administrative areas, and conducted multiple sitemap tests with over 500 user groups that included prospective and current students, alumni, faculty and staff, parents, and industry partners. The NGWE project will now move forward to wireframes, templates, content, and the initial site build.

Report of the Senate Executive Committee

Preamble

The Executive Committee of Senate held its regular monthly meeting on the above date.

Observations

1. Speaker for the Executive Committee of Senate

Professor Peter Blunden will be the Speaker for the Executive Committee for the February 2019 meeting of Senate.

2. Comments of the Executive Committee of Senate

Other comments of the Executive Committee accompany the report on which they are made.

Respectfully submitted,

Dr. David Barnard, Chair
Senate Executive Committee

Terms of Reference:

http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/477.htm

REPORT OF THE SENATE COMMITTEE ON AWARDS – Part B

Preamble

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and revised offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter revised by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and revised offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

Observations

At its meeting of September 27, 2018, the Senate Committee on Awards reviewed 1 new offer that appears to be discriminatory according to the policy on the *Non-Acceptance of Discriminatory Awards*, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated December 18, 2018).

Recommendations

The Senate Committee on Awards recommends that Senate and the Board of Governors approve 1 new offer, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated December 18, 2018).

Respectfully submitted,

Dr Jared Carlberg

Chair, Senate Committee on Awards

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the report to Senate.

SENATE COMMITTEE ON AWARDS

Appendix A

December 18, 2018

1. NEW OFFER

Chloe Patricia Jean Bushie Memorial Scholarship

In memory of Chloe Patricia Jean Bushie, the Bushie family has established an endowment fund with an initial gift of \$10,000 at the University of Manitoba in 2017. The purpose of the fund is to recognize First Nation Treaty Status students who are connected to the Indigenous culture in their community. Beginning in 2019-2020, the available annual interest from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) has First Nation Treaty status;
- (2) is enrolled full-time (minimum 80% course load) in any year of study in any faculty, college or school at the University of Manitoba;
- (3) has achieved a minimum degree grade point average of 2.5;
- (4) is involved with, or connected to, the Indigenous culture in their community.

Candidates will be required to submit an application which will include (a) proof of First Nation Treaty status, and (b) a statement, maximum 250 words, that describes how they meet criterion (4) (e.g. familiarity with language, participation in powwows, beading, volunteer work).

The Indigenous Student Awards Committee will act as the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

(Attachment I)



UNIVERSITY
OF MANITOBA
December 3, 2018

Enrolment Services

Financial Aid & Awards
422 University Centre
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 474-9531
Fax (204) 474-7543
awards@umanitoba.ca

Dr. Jared Carlberg
Chair, Senate Committee on Awards
c/o Mabelle Magsino, Awards Establishment Coordinator
420 University Centre
University of Manitoba

RE: Chloe Patricia Jean Bushie Memorial Scholarship

Dear Dr. Carlberg,

Financial Aid and Awards supports the establishment of the **Chloe Patricia Jean Bushie Memorial Scholarship**.

In the Fall Term of 2018, the University of Manitoba's Indigenous undergraduate student population was 8.5% of total enrolment, compared to Manitoba's Indigenous population of 16.7%¹. Indigenous student enrolment data for the past five years at the University of Manitoba is provided for context in the table below.

Year (Fall Term)	Number of Indigenous Students	Total Students	% Indigenous Students
2018	2,516	29,620	8.5
2017	2,455	29,498	8.3
2016	2,400	29,987	8.0
2015	2,180	29,929	7.3
2014	2,168	29,657	7.3

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships and awards for Indigenous students contributes to this commitment. This scholarship will provide the opportunity to recruit, support and retain Indigenous students at the University of Manitoba and, in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,

Ms. Jane Lastra
Director, Financial Aid and Awards
University of Manitoba

¹ Statistics Canada. *Aboriginal Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011*, Catalogue no. 99-011-X2011001, <http://www12.statcan.gc.ca/nhs-enm/2011/as-sa/99-011-x/2011001/tbl/tbl02-eng.cfm>.

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal from the Faculty of Architecture.

Observations

1. The **Faculty of Architecture** proposes the introduction of a graduate Co-operative Education/Integrated Work (Co-op/I) option which would be available to full time graduate students in good standing who have been admitted to one of the four professional Masters programs in the faculty: Architecture, City Planning, Landscape Architecture, and Interior Design. Students who are accepted into this option must complete a minimum of two and a maximum of three four-month work terms. Three corresponding zero (0) credit hour co-op courses, ARCG 7150, ARCG 7250, and ARCG 7350, accompany the proposal. The graduate Co-op/I follows suit to the successful undergraduate Environmental Design Co-op/I.

Course Introductions:

ARCG 7150 Cooperative Education/Integrated Work Term 1 0

Work assignment in practice, business, industry, or government. Requires acceptance into the Faculty of Architecture Co-op/I graduate stream and submission of a written report covering the work completed for each four-month professional assignment. Course evaluated on a pass/fail basis.

ARCG 7250 Cooperative Education/Integrated Work Term 2 0

Work assignment in practice, business, industry, or government. Requires acceptance into the Faculty of Architecture Co-op/I graduate stream and submission of a written report covering the work completed for each four-month professional assignment. Course evaluated on a pass/fail basis. Prerequisite: ARCG 7150.

ARCG 7350 Cooperative Education/Integrated Work Term 3 0

Work assignment in practice, business, industry, or government. Requires acceptance into the Faculty of Architecture Co-op/I graduate stream and submission of a written report covering the work completed for each four-month professional assignment. Course evaluated on a pass/fail basis. Prerequisite: ARCG 7250.

NET CREDIT HOUR CHANGE 0

Recommendations

Faculty Council of Graduate Studies recommends THAT the program and course changes from the unit listed below be approved by Senate:

Faculty of Architecture

Respectfully submitted,

Dr. Todd A. Mondor, Chair
Faculty Council of Graduate Studies

/ak

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the report to Senate.

Date: September 18, 2018

To: Dr. Xikui Wang, Associate Dean, Faculty of Graduate Studies

From: Lisa Landrum, Associate Dean Research, Faculty of Architecture; Academic Liaison, Cooperative Education / Integrated Work (Co-op/I) program

Re: **Faculty of Architecture Co-op/I Graduate Option Proposal**

Attachments: FGS Forms: Proposal for Course Introductions: ARCG 7150, 7250, 7350
Letter of Support, Jonathan Beddoes, Dean Faculty of Architecture
Appendix 1 – Typical Curriculum Paths
Appendix 2 – Sample Course Outline / Work Term Report Guidelines
Appendix 3 – Library Resource Statement

The following provides an executive summary of the Faculty of Architecture's proposal for an interdisciplinary Cooperative Education/Integrated Work program (Co-op/I) graduate option.

This proposed Co-op/I graduate option would be available to students in good standing in any of the four professional Master's programs in the Faculty of Architecture.

FACULTY CONTEXT

The Faculty of Architecture offers four professionally-accredited Master's programs:

- Architecture (M.Arch)
- City Planning (M.C.P)
- Interior Design (M.I.D.)
- Landscape Architecture (M.L.A.)

Most graduates of these programs seek work in their field and eventually pursue professional internships and registration with the respective provincial regulator. In Manitoba these are: the Manitoba Association of Architects (MAA); the Manitoba Professional Planners Institute (MPPI); the Professional Interior Designers Institute of Manitoba (PIDIM); or the Manitoba Association of Landscape Architects (MALA).

EXISTING UNDERGRADUATE CO-OP/I PROGRAM

http://umanitoba.ca/faculties/architecture/programs/cooperative_education.html

In 2017-18, the Faculty of Architecture introduced a new Cooperative Education / Integrated Work program option to its undergraduate Environmental Design (ED) program. This Co-op/I proposal, together with four (4) new work term courses (EVDS 3800, 3900, 4800, 4900), was approved by University Senate on December 6, 2017, having been previously endorsed by Faculty of Architecture Council on August 29, 2017. Program procedures were implemented from January to May 2018, with the support of a Co-op/I Program Coordinator, hired in August 2017. Sixteen (16) students successfully secured work term placements in summer 2018, meeting our goal of twelve to sixteen placements in this pilot year.

The Faculty of Architecture's Co-op/I program meets Manitoba's definition of Co-op. It was approved by the province in January 2018, making employers eligible for the Manitoba Paid Work Experience Tax Credits.

The Faculty of Architecture's Co-op/I program responds to the University of Manitoba's strategic planning priority of "Inspiring Minds" by increasing opportunities for "experiential learning". The program was developed also in response to alumni, student, faculty and stakeholder comments, including feedback from a 2017 Architecture Alumni Survey and a 2016-17 Undergraduate Student Experience Working Group.

The EVDS Co-op/I Work Term courses are one-credit hour, pass/fail. Credits earned through the Co-op/I program do not exempt students from any degree requirement and are in addition to the degree requirements of each student's program.

The Co-op/I program is open to any Faculty of Architecture student who has completed 85 credit hours of University studies, ie. students in ED3 and ED4 (the last two years of their four-year ED program), and in AMP1 and AMP2 (the Architecture Master Preparation program).

GRADUATE STUDENTS IN THE EXISTING UNDERGRADUATE CO-OP/I PROGRAM

The Faculty of Architecture is comprised of approximately 36% graduate students. While the Co-op/I program is domiciled in the undergraduate ED program, it has been the intention of the Faculty of Architecture to have the EVDS work term courses open to graduate students as Occasional courses, available *in addition* to program requirements.

Of the 88 students who applied to Co-op/I in the pilot year, 21 (24%) were graduate students, including 10 in Architecture; 10 in Landscape Architecture; and 1 in Interior Design (pre-masters).

Of the 16 students who successfully secured Co-op/I work placements in summer 2018, 3 were graduate students: 2 in Architecture; 1 in Landscape Architecture. These graduate students enrolled in EVDS 3800 Work Term 1 with permission of the Faculty of Architecture's Co-op/I Coordinator and Academic Liaison (ADR), as well as the Dean of the Faculty of Graduate Studies.

We expect the Co-op/I program to have 15-25% graduate students in any given year, or roughly 5 to 15 students, depending on how the program grows.

The present proposal for a Co-op/I graduate option in the Faculty of Architecture aims to complement the existing undergraduate program and to clarify expectations and procedural details unique to graduate students, and in view of Faculty of Graduate Studies regulations.

REASONS FOR A CO-OP/I GRADUATE OPTION

- to inspire minds of graduate students via experiential learning;
- to forge connections with external stakeholders, including employers and provincial regulators, in ways that strengthen partnerships and foster high impact engagement;
- to provide students with practical experience related to their field of study;
- to provide opportunities for mentorship and guidance for future career specialization;
- to assist students in transitioning to professional internships and registration upon graduation;
- to attract and retain the best students by facilitating discipline-specific work placements and career development opportunities;
- to develop students' leadership potential.

FACULTY OF ARCHITECTURE CO-OP/I GRADUATE OPTION PROPOSAL

Program Description

The Faculty of Architecture offers a Cooperative Education / Integrated Work Program (Co-op/I) to complement and enrich academic programs with work experience. The Co-op/I graduate program is an optional stream through the existing Master's curriculum in Architecture, City Planning, Interior Design and Landscape Architecture. Students taking this option would complete a minimum of two and a maximum of three four-month work terms. The work terms provide students with practical experience, assistance in financing their education, and guidance for future career specialization. The Co-op/I graduate option assists students in transitioning to professional internships upon graduation, and forges connections with professional stakeholders to foster high impact engagement.

Admission

Students in good academic standing, currently enrolled full-time in a Master's program in the Faculty of Architecture are eligible to participate in the Co-op/I graduate option. Application to the program requires a statement of interest, résumé, portfolio and interview with the Co-op/I Program Coordinator. Application to the program will be made in the fall, with work terms commencing the following summer. Acceptance will be confirmed in writing. Prior to enrolling in a work term, students must participate in career development workshops on interview skills, and résumé & cover letters. Equivalent professional practice coursework may be accepted in lieu of career development workshops at the discretion of the Co-op/I Program Coordinator and Academic Liaison. Participation in a work term is dependent upon the student obtaining a job placement.

Work Terms

Work terms will normally occur only in the summer (May through August). Eligible work terms must provide a paid full-time (minimum 35 hours per week) design or planning related opportunity for a minimum of 10 consecutive weeks per four-month term.

Upon securing a placement, students must register for the course ARCG 7150 Work Term 1, and, subsequently, ARCG 7250 and ARCG 7350. (See new Graduate Course Introductions, below). These are "O" Occasional courses, as they are not degree requirements. Participation in work term courses does not exempt students from any degree requirement. Additional fees will apply, consistent with University of Manitoba Co-op fees for other programs.

At the completion of each work term, students must submit a written report and portfolio covering the work completed for each four-month professional assignment. (See attached Work Term Report Guidelines, included in the sample Course Outline). Work Term courses are valued at zero credits and evaluated as pass/fail. Work Term Reports will be evaluated by the Co-op/I program Coordinator and the Co-op/I Academic Liaison (ADR), and/or the respective Department Head or designate.

Students who successfully complete at least two work terms will have the Co-op/I option acknowledged on their graduation parchment. Graduate students may enroll in a maximum of three work terms.

Impact on Time-To-Completion

Work terms are not expected to impact a student's time-to-completion. Measures will be in place to help ensure students graduate on schedule. Work terms will normally occur only in the summer (May through August). While graduate students occasionally take summer electives, the Faculty of Architecture does not normally offer required coursework during the summer. The

graduate programs provide primarily course-based curriculums, taken in a prescribed sequence during the regular academic year. Many graduate students work over the summer anyway to support their full-time studies. A student in good standing who takes two consecutive summer work terms would, in most cases, graduate at exactly the same time as he or she would if they were not participating in the Co-op/I option. To see how work terms would be integrated in each graduate program, see below (Appendix 1).

Work terms during the academic year will be considered only in exceptional circumstances, upon evaluating the placement's relative value and impact on the student's curriculum and time-to-completion. Participation in a work term cannot be used as a reason to extend time-to-completion in the graduate program. Thesis or Practicum students wishing to participate in a work term must have the consent of their Advisor.

Graduate student participation in work terms must be approved by the Co-op/I Coordinator and Academic Liaison (which entails consultation with advisors).

In any case where a prospective work term would risk extending a student's maximum allowable time in the program, the student's participation in that work term would not be approved.

Resource Requirements

The Faculty of Architecture already has the resources in place to manage this Co-op/I graduate option. A new Co-op/I Program Coordinator was hired in August 2017. Over the last year, many procedural details have been developed and implemented in dialogue with Deans and Heads, Student Advisors, and the Faculty's Partners Program, including application forms, a new website, processes for engaging employers, site visits, evaluations, etc. Graduate student participation in work terms involves essentially the same mechanisms as undergraduate students. While the number of graduate student placements may grow to about 10 students next summer (perhaps up to 30 in total – including graduate and undergraduate students), procedures are already in place to manage the program. We do not expect any additional resource requirements. Library resources are not required.

GRADUATE COURSE INTRODUCTIONS

This proposal would entail the introduction of three (3) new interdisciplinary elective courses:

ARCG 7150 Cooperative Education / Integrated Work Term 1

Work assignment in practice, business, industry, or government for students accepted into the Faculty of Architecture Co-op/I graduate stream. Requires submission of a written report and portfolio covering the work completed for each four-month professional assignment. Zero credits. Course evaluated on a pass/fail basis.

ARCG 7250 Cooperative Education / Integrated Work Term 2

Work assignment in practice, business, industry, or government for students accepted into the Faculty of Architecture Co-op/I graduate stream. Requires submission of a written report and portfolio covering the work completed for each four-month professional assignment. Zero credits. Prerequisite: ARCG 7150. Course evaluated on a pass/fail basis.

ARCG 7350 Cooperative Education / Integrated Work Term 3

Work assignment in practice, business, industry, or government for students accepted into the Faculty of Architecture Co-op/I graduate stream. Requires submission of a written report and portfolio covering the work completed for each four-month professional assignment. Zero credits. Prerequisite: ARCG 7250. Course evaluated on a pass/fail basis.

RELATED MATTERS

Perceived Competition of Undergraduate and Graduate Students

Opening the Co-op/I program to graduate students may seem to put undergraduate and graduate students in competition for the same jobs. However, this is not quite the case. Two points should be considered:

- 1) Faculty of Architecture students tend to compete for some of the same jobs anyway. The Co-op/I program would help all students compete for jobs on more equal footing by giving them common access to opportunities and career-development workshops.
- 2) The undergraduate Environmental Design program is not a professional program. Only the Master programs are professionally accredited. Graduate students have made a clear commitment to pursue a particular professional education and career. Employers are generally aware of the different skill-sets and ambitions of undergraduate and graduate design students. Many employers have opportunities appropriate to both levels. Employers may cater job postings for particular levels of students and remunerate students accordingly. Many employers, as well as the professional regulators, expect graduate students in the Faculty of Architecture to be working in the field over the summer. It is appropriate to grant employers of our graduate students the Manitoba Paid Work Experience Tax Credits.

ED students continuing into Graduate Programs

ED4 students typically complete degree requirements in April and graduate in June. ED4 students who successfully secure a Co-op/I summer work term would normally defer convocation to October. If a Co-op/I student has been accepted to a graduate program for September, they would normally be permitted to commence the program, since all degree requirements would already be complete. In the case where an ED4 student has secured a summer work term and been admitted to a graduate program at the University of Manitoba's Faculty of Architecture, the program head may recommend the student be accepted to the graduate program early (in May) to enable the student to graduate with their class in June. The incoming M1 student would thus have the option of enrolling in the graduate option work term course.

Of the 16 students securing summer work terms in 2018, 6 were ED4 students – 2 of whom are continuing in a Faculty of Architecture graduate program in September 2018. Of these, one was recommended for admission to FGS in May (due to personal extenuating circumstances), so she could convocate with her class in June.

Supplemental Regulations

After the Faculty of Architecture's Cooperative Education / Integrated Work (Co-op/I) graduate option is approved, then each graduate Department may choose to amend their Supplemental Regulations, by adding the following such statement to section 4.4.2:

Students may elect into the Faculty of Architecture's Cooperative Education / Integrated Work program (Co-op/I) graduate option. Students must complete a minimum of two and maximum of three four-month work terms to have the Co-op/I option acknowledged on their graduation parchment. For each work term, students must enroll in the appropriate course: ARCG 7150 Work Term 1, and, subsequently, ARCG 7250 and 7350. Each course requires submission of a written report and portfolio covering the work completed for the professional assignment. Work Term courses are valued at zero credit hours and evaluated as pass/fail. These are Occasional Courses, above and beyond graduate course requirements. Additional fees will apply.



UNIVERSITY
OF MANITOBA

Faculty of Architecture

Architecture
City Planning
Environmental Design
Interior Design
Landscape Architecture

Office of the Dean
Winnipeg, Manitoba
Canada R3T 2M6
Telephone (204) 474-6433
Fax (204) 474-7532

Date: September 18, 2018

To: Dr. Xikui Wang, Associate Dean, Faculty of Graduate Studies

From: Dr. Jonathan Beddoes, Dean, Faculty of Architecture

Subject: **Cooperative Education Graduate Work Term Proposal – Letter of Support**

I am pleased to provide this letter of support for introducing new graduate work term courses as part of the Faculty of Architecture's Cooperative Education / Integrated Work option (Co-op/I).

The new graduate Co-op/I stream and ARCG work term electives will complement the existing undergraduate Co-op/I program and EVDS work term electives, which were approved by University Senate on December 6, 2017, having been previously endorsed by Faculty of Architecture Council on August 29, 2017.

This graduate Co-op/I proposal has been discussed at Deans and Heads meetings in the spring and summer 2018, as well as in the context of recent Department Council meetings, and in a Curriculum Committee meeting on September 12, 2018. The proposal was approved by Faculty of Architecture council on September 18, 2018.

As outlined in the proposal, a new Co-op/I Program Coordinator was hired in August 2017 and program procedures have already been developed and implemented. Course fees apply to the work term electives. No further resources are required.

JB/pa

APPENDIX 1**INTERGRATION OF *OPTIONAL* WORK TERMS IN GRADUATE PROGRAMS
TYPICAL CURRICULUM PATH****Master of Architecture (M.Arch)**

		<u>credits</u>
YEAR 1 – FALL		
GRAD 7500	Academic Integrity Tutorial	0
ARCH 7050	Arch Studio 5 and Comprehensive Program Report	9
ARCH 7040	Professional Practice	3
ARCH 7000	Advanced Technology Topics 1	1.5
ARCH 7020	Research Topics: History and Theory 1	1.5
YEAR 1 – WINTER		
ARCH 7060	Arch Studio 6	9
ARCH 7350	Legal Aspects of Architectural Practice	3
ARCH 7030	Research Topics: History and Theory 2	1.5
ARCH 7010	Advanced Technology Topics 2	1.5
YEAR 1 – SUMMER		
ARCG 7150	Coop/I Work Term 1 (OPTIONAL)	0 (pass/fail)
YEAR 2 – FALL		
ARCH 7070	Design Research Studio	9
Various	Elective (or two 1.5-credit Topics Courses)	3
YEAR 2 – WINTER		
GRAD 7090	Design Thesis (final presentations always in April)	0 (pass/fail)
ARCH 7080	Technology Thesis Report	3
Various	Elective (or two 1.5-credit Topics Courses)	3
YEAR 2 – SUMMER		
*GRAD 7090	Design Thesis (final Design Thesis Book always due May 15)	0 (pass/fail)
ARCG 7250	Coop/I Work Term 2 (OPTIONAL)	0 (pass/fail)
October Convocation		M.Arch required credit hours: 48

* The Department of Architecture Design Thesis is structured as a comprehensive project. Students pursue individual design projects, but participate as a cohort in interim and final reviews at specified dates. The final deadline for submitting the final Design Thesis Book is always May 15th. M.Arch students who secure a summer placement in their second year would be required to submit their final Design Thesis book *before* commencing a work term. Students who fail their interim presentation (in February), or their final presentation (in April) would not be eligible to participate in a work term that summer. M.Arch students may participate in a Co-op/I work term placement only with consent of the student's Advisor, to access impact on time-to-completion.

Master of City Planning (M.C.P.)		<u>Capstone OPTION</u>	<u>Thesis OPTION</u>
YEAR 1 – FALL		<u>credits</u>	<u>credits</u>
GRAD 7500	Academic Integrity Tutorial	0	0
CITY 7410	Planning Design Studio 1	6	6
CITY 7030	Planning Theory	3	3
Various	Option Course (CITY 7070/7460, ARCG 7080; EVLU 4018)	3	3
YEAR 1 – WINTER			
CITY 7420 or 7430	Planning Design Studio 2 or 3 or 4	6	6
CITY 7020	Planning Research Methods	3	3
CITY 7340	Urban Development	3	3
Various	Option Course (CITY 7070/7460, ARCG 7080; EVLU 4018)	3	3
YEAR 1 – SUMMER			
* <i>internships</i>			
ARCG 7150	Coop/I Work Term 1 (OPTIONAL)	0 (pass/fail)	0
YEAR 2 – FALL			
CITY 7420/30/40	Planning Design Studio 2 or 3 or 4	6	6
CITY 7310	Law & Local Government	3	3
Various	Elective	3	-
YEAR 2 – WINTER			
CITY 7470	Professional Planning Practice	3	3
CITY 7050	Capstone Project (continued)	6	-
Various	Elective	3	-
		-	Thesis 0 GRAD 7090
YEAR 2 – SUMMER			
**GRAD 7090	Thesis (due at the end of summer)	-	0
ARCG 7250	Coop/I Work Term 1 (OPTIONAL)	0 (pass/fail)	0
May, October or January Convocation		M.C.P. required credit hours:	51 <u>or</u> 39

* The Department of City Planning has an “internship” tradition, ie. a strong recommendation that students gain planning work experience after their first year of study. Colloquiums with professionals are organized to assist students finding jobs. A list of potential employers is maintained, and past placements recorded: http://umanitoba.ca/faculties/architecture/programs/cityplanning/internships_past.html. There is no corresponding course, or required deliverables.

The new Co-op/I graduate option may expand opportunities for City Planning students, provide incentives for employers, and assist with visa applications for international students.

** CP students in the Thesis option may participate in a Co-op/I work term placement only with consent of the student’s Advisor, to access impact on time-to-completion.

Master of Interior Design (M.I.D.)

		<u>credits</u>
YEAR 1 – FALL		
GRAD 7500	Academic Integrity Tutorial	0
IDES 7200	Masters Studio 1	6
IDES 7240	Sensory Technology 5	3
IDES 7280	Advanced Topics in Contemporary Interior Design	3
YEAR 1 – WINTER		
IDES 7210	Masters Studio 2	6
IDES 7180	Theory Seminar 1: Contemporary Issues	3
IDES 7170	Design Research Methods	3
Various	Elective	3
YEAR 1 – SUMMER		
* IDES 7290	Work Experience Program	0
ARCG 7150	Coop/I Work Term 1 (OPTIONAL)	0 (pass/fail)
YEAR 2 – FALL		
IDES 7220	Masters Studio 3	6
IDES 7000	Graduate Seminar in Interior Design	3
IDES 7190	Theory Seminar 2: Critical Perspectives	3
Various	Elective	3
YEAR 2 – WINTER		
GRAD 7030	Practicum Project	0 (pass/fail)
IDES 7230	Sensory Technology 4	3
IDES 7250	Professionalism and Practice	3
YEAR 2 – SUMMER		
**GRAD 7030	Practicum Project	0 (pass/fail)
ARCG 7250	Coop/I Work Term 1 (OPTIONAL)	0 (pass/fail)
October, January or May Convocation		M.I.D. required credit hours: 48

* Interior Design students must take a Work Experience course (IDES 7290), requiring five-weeks of paid employment in the interior design profession over the summer, plus preparatory workshops, meetings and assessments during the preceding winter term. It is each student's responsibility to identify potential jobs and secure employment. Students submit a final report and timesheets.

Requirements for the Co-op/I program and related ARCG Work Term courses exceed those of IDES 7290. At the discretion of the Head of the Interior Design Department, students may count a successfully completed Co-op/I work placement toward completion of IDES 7290.

**MID practicum students may participate in a Co-op/I work term placement only with consent of the student's Advisor, to access impact on time-to-completion.

Master of Landscape Architecture (M.L.A.) *course work requirements depend on students' background***YEAR 1 – FALL** *FOR STUDENTS WITH NON-DESIGN BACKGROUND: 36 cr. (+ 33 + 42 cr.)* **credits**

GRAD 7500	Academic Integrity Tutorial	0
LARC 6150	LA Communications	3
EVLU 3004	Ecology + Design 2	3
EVLU 3012	Site Morphology + Grading	3
LARC 7110	LA Studio 1	9

YEAR 1 – WINTER

EVLU 3000	History of Designed Environments	3
EVLU 3002	Site Planning (not offered 2018-19)	3
EVLU 3010	Landscape + Urbanism Theory	3
EVLU 3008	L+U Studio 4: Networks and Infrastructure	9

YEAR 1 – SUMMER

ARCG 7150	Coop/I Work Term 1 (OPTIONAL)	0 (pass/fail)
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YEAR 2 – FALL *FOR STUDENTS WITH NON ED L+U BACKGROUND: 33 credits (+ 42 cr.)*

LARC 7222	LA Studio 2	9
EVLU 4002	Construction Materials (not offered 2018-19)	3
EVLU 4008	Plant Ecosystems + Design	3
EVLU 4016	History of Landscape + Urbanism (not offered 2018-19)	3

YEAR 2 – WINTER

EVLU 4000	Philosophy, Ethics and Aesthetics	3
EVLU 4014	L+U Studio 6	9
EVLU 4018	Principles of Urban Design	3

YEAR 2 – SUMMER

ARCG 7250	Coop/I Work Term 2 (OPTIONAL)	0 (pass/fail)
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YEAR 3 – FALL *FOR STUDENTS WITH ED L+U BACKGROUND (42-credits)*

LARC 7330	LA Studio 3	9
LARC 7002	Landscape Construction and Professional Practice	3
LARC 7040	Design Research	3
LARC 7310	Landscape Design Seminar 1 <u>or</u> Elective	3

YEAR 3 – WINTER

LARC 7340	LA Studio 4	9
LARC 7250	LA Theory	3
LARC 7320	Landscape Design Seminar 2 <u>or</u> Elective	3

YEAR 3 – SUMMER

* ARCG 7102	Summer Topic Studio <u>or</u> LARC 7020 Field Studies/Elective(s)	6
ARCG 7350	Coop/I Work Term 3 (OPTIONAL)	0 (pass/fail)

LARC 7400	Landscape Topics	3
** GRAD 7000	Thesis <u>or</u> GRAD 7030 Practicum	0

October, January or May Convocation

M.L.A. required credit hours: **42-111**

* ARCG 7102 typically runs for four weeks, from the end of April to the end of May. This would allow students the option of participating in this 6-credit 4-week course, *then* a 10-week work term. Students may, if approved, take a maximum of 3 credits of course work simultaneously with a Co-op/I Work Term.

**MLA Practicum and Thesis students may participate in a Co-op/I work term placement only with consent of the student's Advisor, to access impact on time-to-completion.

Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>4.4.2 Course-based/Comprehensive Examination Route</p> <p>A minimum of 24 credit hours of coursework and comprehensive examination(s) is required. The minimum must include at least 18 credit hours at the 7000 level or above with the balance of the coursework at the 3000 level or above. A maximum of 48 credit hours of coursework is allowed unless a department/unit's supplemental regulations indicate otherwise.</p>	<p><i>Note: Minimum of 18 credit hours must now be taken at the 7000 level or above.</i></p> <p><i>Indicate if the minimum or maximum number of credit hours required in the program differs from that required by FGS. List required courses (including full numbers and minimum level, e.g., 7000), and credit hours.</i></p> <p>The Department of Architecture students complete their Master's degree with a Design Thesis.</p> <p>Students taking the first professional Master's degree in Architecture are required to take 48 credit hours of coursework and the Design Thesis.</p> <p>The course work (including studios) must be taken in the order offered in any year. Students may not defer any first year Master's (M1) studio or course until the second year (M2) except in exceptional circumstances, and with the permission of the department head.</p> <p><u>Required Core Courses:</u></p> <ul style="list-style-type: none"> • ARCH 7000/7010 (M1/M2) Advanced Technology Topics 1 (x2) (1.5 credit hours each) • ARCH 7020/7030 (M1/M2) Research Topics: History and Theory 1 (x2) (1.5 credit hours each) • ARCH 7350 (M1) Legal Aspects (3 credit hours) • ARCH 7040 (M1) Professional Practice (3 credit hours) • ARCH 7050 (M1) Arch Studio 5 and Comprehensive Program Report (9 credit hours) • ARCH 7060 (M1) Arch Studio 6 (9 credit hours) • ARCH 7070 (M2) Design Research Studio (9 Credit hours) • ARCH 7080 (M2) Technology Thesis Report (3 credit hours) • GRAD 7090 (M2) Design Thesis (0 credit hours) <p>During the two year program (M1-Master's year 1 and M2-Master's year 2) a minimum of two technology topics and two research topics are required. The remaining 6 credit hours may be made up of Advanced Technology Topics courses,</p>

Note:

Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

Faculty of Graduate Studies Regulation	Supplemental Regulation
	<p>Research Topics: History and Theory courses, and/or approved electives.</p> <p>Approved electives consist of any 3000 level (or higher) course within the Faculty of Architecture or another University course, as approved by the Department Head.</p> <p><u>Students may apply to the Faculty of Architecture's Cooperative Education / Integrated Work program (Co-op/I) graduate option. Students must complete a minimum of two and maximum of three four-month work terms to have the Co-op/I option acknowledged on their graduation parchment. For each work term, students must enroll in the appropriate course: ARCG 7150 Work Term 1, and, subsequently, ARCG 7250 and/or 7350. Each course requires submission of a written report and portfolio covering the work completed for the professional assignment. Work Term courses are valued at zero credit hours and evaluated as pass/fail. These are Occasional Courses, above and beyond graduate course requirements. Additional fees will apply.</u></p>
<p>4.4.3 Accredited Professional Route</p> <p>The credit hours and course requirements shall reflect the requirements of the department/unit's external accrediting body.</p>	
<p>4.4.4 Language Reading Requirements</p> <p>Some departments/units specify a language requirement for the Master's degree. Students should check department/unit supplemental regulations regarding this requirement.</p>	<p><i>Indicate if (or if not) required</i></p> <p>There is no language requirement.</p>
<p>4.4.5 Advanced Credit</p> <p>Advance credit for courses completed prior to admission to a Master's program will be considered on an individual basis. The student's department/unit must make a request to the Faculty of Graduate Studies by completing the "Advance Credit -Transfer of Courses" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).</p> <p>Note:</p> <ul style="list-style-type: none"> • Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section for course currency); • No more than half of the required coursework for the program can be given advance credit; 	

Note:

Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider proposals from the Asper School of Business.

Observations

1. The **Asper School of Business** proposes substantive program and supplemental regulation changes to its M.Sc. & Ph.D., MBA, and Master of Finance (M.Fin.) programs. The substantive program changes consist of the following:

M.Sc. & Ph.D.:

- Change of application deadline to February 1st
- Raising of GMAT score from 550 to 600 in the M.Sc.
- Imposing a maximum credit hour limit in the Ph.D. to 30 credit hours; in the Finance option, to 36 credit hours

MBA:

- Amending the course exemption policy
- Raising some of the English Language Test score minimums

M.Fin.:

- Allowing admission of 3-year bachelor degree holders
- Raising one of the English Language Test score minimums
- Allowing for GMAT exemptions

Recommendations

Faculty Council of Graduate Studies recommends THAT the program changes from the unit listed below be approved by Senate:

Asper School of Business

Respectfully submitted,

Dr. Todd A. Mondor, Chair
Faculty Council of Graduate Studies

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the report to Senate.

/ak



Asper School of Business
Faculty of Management

Date: October 26, 2018

To: Dr. Brooke Milne, Associate Dean, Faculty of Graduate Studies

From: Zhenyu Wu, Associate Dean Research and Graduate Research Programs, Asper School of Business

Re: Regulation Revisions

cc: Cheryl Hadaller, Faculty of Graduate Studies
Pam Yurushinsky, Faculty of Graduate Studies
Ewa Murphy, Asper School of Business

Dear Dr. Milne,

The Asper School of Business GRPC Committee has moved a number of amendments (some editorial/minor and some substantive) to the current Asper MSc/PhD Program Supplemental Regulations and I now request Faculty of Graduate Studies/Senate approval for the same. Attached are the edited supplemental regulations. Outlined below are the substantive amendments I have been asked to address specifically in detail by way of this memo.

Application Deadline

We wish to change the PhD/MSc programs application deadline to February 1 (from the current January 10). The recommendation deadlines at Faculty of Graduate Studies remain in place. We feel this will bring us closer in line with some of our competitor programs in Canada (thus enhancing our recruitment efforts), which generally have their application deadlines in late January or February:

University of Alberta - Alberta School of Business – February 1

University of Calgary - Haskayne School of Business - February 28

Minimum GMAT requirement for MSc program

We wish to increase the minimum entrance requirement on the GMAT exam for the MSc program to 600, from the previous 550 (please note that this was approved by Faculty of Graduate Studies early in 2016 and already appears as such in the February 2016 approved supplemental regulations for the program). This is not a result of a program/accreditation review. The rationale for the change is two-fold – firstly, a number of PhD/MSc programs in Canada have GMAT requirements higher than 550:

University of Alberta - Alberta School of Business - 690
McGill University - Desautels School of Management - 640
Queen's University - Smith School of Business – 640
McMaster University - DeGroote School of Business - 600
University of Calgary - Haskayne School of Business - 650
Simon Fraser U - Beedie School of Business – 600

Secondly, the requirement for our own PhD program is a 600 GMAT. Many of our students in the MSc program progress to PhD studies, either at Asper (following the MSc or transferring) or at another school in Canada. We wish to ensure they are set up for a successful application for doctoral study (without having to rewrite the GMAT unnecessarily).

PhD Program Requirements – clarification

Currently, our program requirements do not specifically stipulate the maximum number of credit hours to be taken as Standard degree courses in the PhD. We stipulate the minimum - 12 credit hours plus two 0-credit pass/fail courses (PHDM 7140 and PHDM 7150). The current regulations state:

“Course Requirements

All PhD students must complete both Core and Other Course Requirements (details below); however, the courses in the “Other requirements” category may have been completed in a prior program (e.g., in a Master’s program); whereas, the Core requirements must be completed in the PhD in Management regardless of background.

Core Course Requirements (at least 12 credit hours):

The four Core courses required are dependent on the student’s departmental concentration area. The core courses are listed below by department:

Business Administration Core

■ One of: GMGT 7410 Organizational Behaviour, GMGT 7440 Organizational Theory or GMGT 7530 Strategy;
and

- Three courses from: GMGT 7440 Organizational Theory, GMGT 7410 Organizational Behavior, GMGT 7530 Strategy or Topics courses in the area of organizational behavior, organization theory, strategy, entrepreneurship, international business, industrial relations and human resource management.

Finance Core

- FIN 7100 Financial Economics
- FIN 7110 Asset Pricing
- FIN 7520 Finance II: Corporate Finance
- FIN 7530 Advanced Topics in Finance

Marketing Core

- MKT 7110 Doctoral Seminar in Marketing
- MKT 7120 Doctoral Seminar in Buyer Behaviour
- MKT 7080 Research Design and Methods
- MKT 7100 Selected Topics in Marketing

Other requirements:

To the extent that prior preparation supports the student's Ph.D. program, some of the courses required within this section would not be required (as recommended by the Curriculum Advisory Committee and approved by the GRPC):

- 1 Philosophy of Science in Management (note – Finance students are exempt from this requirement)
- 3 methods or statistics courses
- 2 minor/cognate courses (at least one of which is outside the Asper School of Business)
- Since students completing an Asper School Ph.D. will be conducting research and teaching in topics related to management, they will be required to have a basic breadth of knowledge in management. Students with a previous business degree will not be required to complete this requirement.
- Students without a business degree will be required to audit at least one and up to three courses outside their core area in business as deemed necessary by the student's program committee.

To clarify these requirements, we wish to change the regulations to state the following:

Course Requirements

All PhD students must complete both Core and Other Course Requirements (details below – minimum 12 credit hours plus PHDM 7140 and PHDM 7150; maximum 30 credit hours [with the exception of Finance, where the maximum credit hours may be 36 credit hours – see details below in Finance section]); however, the courses in the "Other requirements" category may have been completed in a prior program (e.g., in a Master's program); whereas, the Core requirements must be completed in the PhD in Management regardless of background.

Core Course Requirements (at least 12 credit hours):

The four Core courses required are dependent on the student's departmental concentration area. The core courses are listed below by department:

Business Administration Core

- One of: GMGT 7410 Organizational Behaviour, GMGT 7440 Organizational Theory or GMGT 7530 Strategy; and
- Three courses from: GMGT 7440 Organizational Theory, GMGT 7410 Organizational Behavior, GMGT 7530 Strategy or Topics courses in the area of organizational behavior, organization theory, strategy, entrepreneurship, international business, industrial relations and human resource management.

Finance Core

- *FIN 7100 Financial Economics*
- *FIN 7110 Asset Pricing*
- *FIN 7520 Finance II: Corporate Finance*
- *FIN 7530 Advanced Topics in Finance*

Marketing Core

- *MKT 7110 Doctoral Seminar in Marketing*
- *MKT 7120 Doctoral Seminar in Buyer Behaviour*
- *MKT 7080 Research Design and Methods*
- *MKT 7100 Selected Topics in Marketing*

Other requirements:

To the extent that prior preparation supports the student's Ph.D. program, some of the courses required within this section would not be required (as recommended by the Curriculum Advisory Committee and approved by the GRPC):

- *1 Philosophy of Science in Management (note – Finance students are exempt from this requirement)*
- *3 methods or statistics courses (up to 6 for Finance)*
- *2 minor/cognate courses (at least one of which is outside the Asper School of Business) (up to 3 for Finance)*
- *Since students completing an Asper School Ph.D. will be conducting research and teaching in topics related to management, they will be required to have a basic breadth of knowledge in management. Students with a previous business degree will not be required to complete this requirement.*
- *Students without a business degree will be required to audit at least one and up to three courses outside their core area in business as deemed necessary by the student's program committee.*

The rationale for the additional courses in Finance is that the Ph.D. students in the Finance area need very strong skills in both economics (including both micro- and macro-economics) and statistics (or econometrics). In the Finance area, furthermore, it is common for students who were not fully exposed to a sufficient number of economics and/or finance courses in their studies prior to the Ph.D. program to pursue Ph.D. in Finance. To lay a solid foundation for their research studies, therefore, we request students in the Finance area to take additional courses when needed.

We look forward to hearing about the progress of all these amendments for Fall 2019 implementation. Truly yours,



Dr. Zhenyu Wu
Associate Dean Research and Graduate Research Programs
Asper School of Business

Faculty of Graduate Studies

Name of Unit: Asper School M.Sc. & Ph.D.

Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>The Faculty of Graduate Studies Academic Guide contains all the rules and policies pertaining to the Faculty of Graduate Studies. Adherence to these rules is of utmost importance for the effective functioning/operation of programs and for guiding and monitoring the progress of students. The integrity of the process is at stake. The major goal of this guide is to prevent potential problems that may affect the completion of a student's program. It is the responsibility of students and the department/unit offering a graduate program to read and follow the policies contained herein.</p> <p>All regulations as laid out in the Faculty of Graduate Studies Academic Guide are subject to revision by the appropriate bodies of the Faculty of Graduate Studies. This compendium is presented as the most recent set of regulations as a guideline for students and staff. Individual departments/units may have additional regulations that supplement these general regulations. All such supplementary procedures and regulations must be approved as specified by the By-Laws of the Faculty of Graduate Studies, be published and available to students, and kept on file in the Faculty of Graduate Studies Office.</p> <p>For those programs that are administered through a Faculty (as opposed to a Department) the term "Department" should be substituted by "Unit" within this document (i.e. Department Head becomes Unit Head.)</p> <p>PREFACE</p> <p>The Faculty of Graduate Studies is a pan-University faculty charged with the oversight of the administration of all graduate programs at the University. Therefore these regulations apply to all graduate students in all programs in all academic units. Individual units may require specific requirements above and beyond those in the following document, and students should consult unit supplemental regulations for these specific regulations. All unit supplemental regulations require approval of the Faculty of Graduate Studies.</p> <p>Definitions</p> <p>The "Dean of the Faculty of Graduate Studies" shall be taken to mean the Dean of the Faculty of Graduate Studies or designate.</p> <p>"Unit" shall be taken to mean the academic unit where the graduate student is pursuing his/her studies. Generally, this is the department. For Faculty-based programs, the Dean is the <i>de facto</i> Head of the unit. The term "unit" shall also include Schools of Faculties within the University. The Dean of the Faculty of Graduate Studies is the <i>de facto</i> <u>Head of interdisciplinary programs administered by the Faculty of Graduate Studies</u>. The Head of any unit may designate any of his/her responsibilities in this policy to another member of the unit, such as the Graduate Chair.</p>	<p>Only <u>Scholarly Qualified Members are eligible to advise graduate students</u>.</p> <p>Scholarly Qualified members attain currency and relevance through scholarship and related activities. The Association of the Academy of Collegiate Schools of Business Standards (AACSB) Standard 15 (1) SA status is granted to faculty members who earned their terminal doctorate degree in a field consistent and appropriate to their teaching assignment. Please contact the Asper School of Business for additional information.</p>
<p>1.1 APPLICATION AND ADMISSION PROCEDURES</p> <p>The application (and all required documentation) is to be submitted directly to the Faculty of Graduate Studies. Applicants should contact the department/unit to which</p>	<p><i>Departmental contact, address, generic email (no individual's names please), phone number:</i></p> <p>Applications should be completed online through the Faculty of Graduate Studies.</p>

Note:

Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

<p>they are applying for the procedures and, requirements of that department/unit. Contact information for each unit can be found at http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html.</p> <p>1.1.1 Process:</p> <p>1.1.1 (a) A completed official application for admission form must be submitted, together with the application fee and supporting documentation, to the Faculty of Graduate Studies, via the online application system.</p> <p>NOTE: International students must pay special attention to the appropriate requirements with respect to transcripts (see application form for details).</p> <p>1.1.1 (b) Applications are subsequently reviewed by the unit offering the program which will decide whether the applicant meets the unit's criteria including, but not limited to, availability of advisors, space, and facilities.</p> <p>1.1.1 (c) Notification of recommended/rejected applications is sent by the Head of the unit to the Faculty of Graduate Studies. Applications recommended for admission are checked to determine if they meet the Faculty of Graduate Studies' eligibility requirements. The Faculty of Graduate Studies then notifies applicants of their acceptance or rejection.</p>	<p>The GRPC (represented by the Associate Dean, Research, of the Asper School of Business) recommends the admission or rejection of the applicant to the Faculty of Graduate Studies.</p> <p>The Asper School of Business' Associate Dean of Research conveys admission recommendations to the Faculty of Graduate Studies.</p>																
<p>1.1.2 Deadlines for Recommended Applications (from Departments to the Faculty of Graduate Studies)</p> <p>The following are the deadlines for receipt by the Faculty of Graduate Studies of recommendations from graduate units.</p> <table><tr><th>Session</th><th>Start Date</th><th>Canadian/US</th><th>International</th></tr><tr><td>FALL</td><td>September</td><td>July 1</td><td>April 1</td></tr><tr><td>WINTER</td><td>January</td><td>November 1</td><td>August 1</td></tr><tr><td>SUMMER</td><td>May</td><td>March 1</td><td>December 1</td></tr></table> <p>IMPORTANT: These are not application deadlines. Applicants are required to submit the application and documentation to the Faculty of Graduate Studies to meet the application deadline in place for a particular department/unit. Applicants are advised to confirm the deadline of the department/unit to which the application is being made; Deadlines can be found on the applicable program page at http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html.</p> <p>The deadlines are meant to accommodate the needs of students in securing appropriate documentation. Late applications may be considered for the next available start date.</p>	Session	Start Date	Canadian/US	International	FALL	September	July 1	April 1	WINTER	January	November 1	August 1	SUMMER	May	March 1	December 1	<p><i>Internal Unit Application Deadlines or statements such as "one month earlier than FGS deadlines":</i></p> <p>M.Sc. Application Deadline: All completed applications must be submitted directly to the Faculty of Graduate Studies (on-line application). Normally the deadline for receipt of completed applications is February 1. Acceptance (start date) to the M.Sc. in Management will normally be for September 1.</p> <p>Ph.D. Application Deadline: All completed applications must be submitted directly to the Faculty of Graduate Studies (on-line application). Normally the deadline for receipt of completed applications is February 1. Acceptance (start date) to the Ph.D. in Management will normally be for September 1.</p>
Session	Start Date	Canadian/US	International														
FALL	September	July 1	April 1														
WINTER	January	November 1	August 1														
SUMMER	May	March 1	December 1														
<p>1.1.3 Application Fee</p> <p>A \$100.00 (CDN) fee must accompany admission applications from all Canadian, Permanent Resident, and International applicants. If submitting a paper application, a \$120.00 (CDN) fee must accompany the admission application.</p>																	

<p>1.1.4 Transcripts</p> <p>Unofficial copies of transcripts and final degree certificates are acceptable for initial assessment purposes. Upon admission to the Faculty of Graduate Studies, applicants must arrange for official transcripts from all post-secondary institutions attended to be sent to the Faculty of Graduate Studies, within one (1) month of date on the admission letter. All transcripts must arrive in sealed, university-stamped envelopes sent directly from the issuing institution(s) and be accompanied by official and literal English translations (where applicable). For international degrees or where the transcripts does not or will not clearly state that a degree has been conferred, a copy of the official degree certificate is also required.</p>	
<p>1.1.5 Transcripts: International</p> <p>Where academic records from a country other than Canada are produced in a language other than English, the applicant must arrange for the submission of official literal English translations of all records. To be official, original language documents and English translations must arrive together in envelopes which have been sealed and endorsed by the issuing institution.</p>	
<p>1.1.6 Transcripts: University of Manitoba</p> <p>University of Manitoba students are not required to submit University of Manitoba transcripts.</p>	
<p>1.1.7 Proficiency in English</p> <p>A successfully completed English Language Proficiency Test from the approved list is required of all applicants unless they have received a high school diploma or university degree from Canada or one of the countries listed on the English Language Proficiency Test Exemption List (see next section). The Faculty of Graduate Studies requires a passing, acceptable English Language Test score in order to offer admission. Please note: In all cases, test scores older than two (2) years are invalid.</p> <p>Thresholds required for successful completion are indicated in parentheses.</p> <ul style="list-style-type: none"> • University of Michigan English Language Examination Assessment Battery (MELAB) (80%) • Test of English as a Foreign Language (TOEFL)– Paper-based test (567); Internet based -iBT (86; minimum score of 20 in each of reading, writing, listening and speaking categories) • Canadian Test of English for Scholars and Teachers (CanTEST) (band 4.5 in listening and reading and band 4.0 in writing and oral interview) • International English Language Testing System (IELTS) (6.5) • Academic English Program for University and College Entrance (AEPUCE) (65%) • Canadian Academic English Language Assessment (CAEL) (60 overall and 60 on each subset) • PTE Academic (61% overall) 	

<p>Note: In addition, foreign language students may be asked by the department/unit to complete the CanTEST prior to or following registration in the Faculty of Graduate Studies and, if need be, the department/unit may recommend remedial measures in language skills based on the results of the CanTEST. Some departments/units may require a specific test or test scores greater than those indicated above. Students should check department/unit supplemental regulations for details.</p>	
<p>1.1.8 English Language Proficiency Test Exemption List</p> <p>Applicants holding secondary school diplomas and/or recognized university degrees from countries on the Faculty of Graduate Studies English Language exemption list are not required to submit an English Language Proficiency score. For more information please see our website at http://umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.html.</p>	
<p>1.1.9 Letters of Recommendation</p> <p>Letters of Recommendation are to be completed via UMGradConnect, the online application. Applicants are required to add their 'Recommendation Provider(s)' contact information so that each recommender is sent an automated email notification.</p> <p>Generally, two (2) Letters of Recommendation must be submitted to the Faculty of Graduate Studies. For the number of recommendation letters necessary, applicants should review our 'Additional Document Requirements' webpage: http://umanitoba.ca/faculties/graduate_studies/admissions/additional_requirements.html</p>	<p><i>Indicate if more than 2 letters are required</i></p> <p>Each applicant must submit three completed letters of recommendation, two of which must be from academics who are familiar with the applicant's academic performance. An academic is herein defined as someone who has taught or supervised the applicant in a post-secondary educational and/or research setting.</p>
<p>1.1.10 Admission Tests</p> <p>Some departments/units require admissions tests, such as the Graduate Record Examination (GRE) or the Graduate Management Aptitude Test (GMAT). These requirements are listed in the supplemental regulations of the particular department/unit, and if required, the scores must be submitted at the time of application.</p>	<p>Results of a graduate aptitude test, preferably the Graduate Management Admission Test (GMAT), with a minimum score of 600 for the Ph.D. program and 600 for the M.Sc. program, must be included with an application for admission. The Graduate Record Examination (GRE) will be accepted based on the GRE and GMAT conversion tool provided by the Educational Testing Service (ETS) GMAT-equivalent scores. The score must be no older than five years.</p>
<p>1.1.11 Entrance Requirements</p> <p>The minimum standard for acceptance into any category in the Faculty of Graduate Studies is a 3.0 Grade Point Average (GPA) or equivalent in the last two (2) previous years of full time university study (60 credit hours).</p> <p>Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.</p>	<p>Those applying to the M.Sc. Management Program must possess the following minimum qualifications:</p> <ol style="list-style-type: none"> 1) A 4-year degree from an institution recognized by the Faculty of Graduate Studies at the University of Manitoba in either: <ol style="list-style-type: none"> a) management/business with a major in the same area or a similar area to that pursued in the M.Sc. or b) a degree in a cognate or foundational disciplinary area (i.e.: psychology, sociology, economics, mathematics) 2) An interest in research, as evidenced by a statement of purpose (described below). Other evidence of

	<p>research capability may be considered by the M.Sc. Admissions Committee.</p> <p>Those applying to the Faculty-based Ph.D. in Management Program must possess:</p> <ol style="list-style-type: none"> 1) Either: <ol style="list-style-type: none"> a) an earned Master's degree, or b) an earned Bachelor's degree with Honours (or its identifiable equivalent) from a recognized institution in a management, business, or a cognate or foundational disciplinary area (i.e.: psychology, sociology, economics, mathematics) 2) Appropriate research interest and capability as evidenced by a statement of purpose. The applicant must submit a statement of up to 500 words outlining his/her objectives/purpose for pursuing the degree. Additional evidence the GRPC may consider includes: <ul style="list-style-type: none"> • a thesis from a recognized institution; • a major research paper from a recognized institution; • a research article published in a refereed journal; • a research working paper presented at a conference; and/or, • other evidence of an appropriate nature, such as written class research projects and term papers. <p>NOTE: all M.Sc. and Ph.D. applicants must meet all minimum entrance requirements to be considered for admission.</p>
<p>1.1.12 Eligibility of University of Manitoba Staff Members</p> <p>A staff member at The University of Manitoba at the rank of Assistant Professor or above is not eligible to apply for admission to a graduate program in the department/unit in which the appointment is held.</p>	
<p>1.2 Registration Procedures</p> <p>1.2.1 Registration</p> <p>Pre-Master's students are not normally allowed to register in 7000-level courses or above, with the exception of GRAD 7500, unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate. Undergraduate students may be permitted to register in 7000-level courses or above on recommendation of the department/unit offering the graduate course, subject to the conditions listed below:</p> <ul style="list-style-type: none"> • Undergraduate students must obtain permission from the Department/Unit head and course instructor before registering for a graduate course. • Only undergraduate students completing an undergraduate degree at the University of Manitoba are eligible to enroll in a graduate course. 	

- Undergraduate students are not eligible for admission to be admitted to any graduate course that is cross-listed with an undergraduate course, or that is scheduled to be taught at the same time and location as an undergraduate class.
- Undergraduate students will only be eligible to receive graduate-level credit for a course designated as 7000-level or above if at least 75% of the students registered in the course are graduate students.
- Undergraduate students who complete a graduate course are not guaranteed admission to a graduate program.

On admission to a graduate program at the University of Manitoba, application may be made to the Faculty of Graduate Studies to apply any previously completed graduate courses toward meeting program requirements, subject to the restrictions listed below:

- No more than 50% of the course-work required in a graduate program may be imported.
- Only courses for in which a C+ grade or higher, or the minimum grade required by the program to which the course would be applied, is achieved are eligible to be considered to be used toward may be applied to meeting the requirements of any graduate program.
- Any graduate course completed by an undergraduate student may subsequently be applied to a graduate program only if it has not been used toward completion of any other degree program.
- Any graduate course completed by an undergraduate student for which a passing grade has been obtained (i.e., C+ or higher) may not be repeated should the student later gain admission to a graduate program.

All graduate students must initially register in the term specified in their letter of acceptance as specified in the Academic Schedule of the Graduate Calendar.

Any student not registering by the registration deadline for the term specified in their letter of offer will be required to re-apply for admission. In exceptional circumstances and with prior approval from the department/unit, a student may defer registration for up to one (1) term following acceptance into the Faculty of Graduate Studies. In the case of international students, admission may be deferred, with prior approval from the department/unit, for up to one (1) year following acceptance.

All programs must be approved by the Head of the major department/unit or designate. Approval to take courses from departments/units outside the major department/unit must be obtained from the outside department/unit.

The approval or denial of admission and registration to two (2) programs rests with the Dean of the Faculty of Graduate Studies in consultation with the department/unit concerned. The approval/denial must be submitted to the Faculty of Graduate Studies prior to the student's admission/registration on the "Concurrent Curriculum Permission" form (<http://intranet.umanitoba.ca/student/records/2323.html>)

Where a student does register in two (2) programs, it is important to note that dual registration may affect funding, and that completing a graduate program as a part-time student will affect eligibility for The University of Manitoba Graduate Fellowship (UMGF) and may limit other funding possibilities.

<p>1.2.2 Re-Registration</p> <p>All students must re-register in all Fall, Winter and Summer terms of his/her program until a degree is obtained (with the exception of pre-Master's students). Failure to re-register will result in the student being discontinued from his/her graduate program. A student who has been discontinued and would like to be considered for continuation in a program must apply for re-admission, which is not guaranteed. The re-registration requirement does not apply to occasional students, visiting students, pre-Master's students, or students on an Exceptional or Parental Leave of Absence (please refer to "Leave of Absence", Section 8 of this Guide).</p> <p>The notation 'Discontinued Graduate Program' will be placed on the academic record of any graduate student who has failed to maintain continuous registration.</p>	
<p>1.2.3 Registration Revisions</p> <p>For designated periods subsequent to registration, approved revisions may be made. It is required that students adhere to dates and deadlines as published in the Academic Schedule of the Graduate Academic Calendar.</p> <p>Note: Graduate students are not permitted to withdraw from courses without written permission from their Department/unit Head on recommendation from their advisor/co-advisor (and/or advisory committee). The notation "Required to Withdraw" may be placed on the academic record of any graduate student who has withdrawn from courses without such approval.</p>	
<p>1.2.4 Advisor Student Guidelines</p> <p>All students in thesis/practicum programs, in consultation with their advisor/co-advisor, are required to complete the Advisor Student Guidelines as soon as possible after registration but no later than at the time of submission of the first Progress Report. The Advisor Student Guidelines form is available through JUMP.</p>	
<p>1.2.5. Western Deans' Agreement</p> <p>This agreement was established in 1974 as an expression of co-operation and mutual support among universities offering graduate programs in western Canada. Its primary purpose is the reciprocal enrichment of graduate programs throughout western Canada. This agreement is not intended to preclude other agreements between participating institutions. A list of the participating Universities can be found at http://wcdgs.ca/</p> <p>1.2.5.1 The Western Deans' Agreement normally provides an automatic tuition fee waiver for visiting students. Graduate students paying normal required tuition fees to their home institution will not pay tuition fees to the host institution.</p> <p>1.2.5.2 Only degree level courses from recognized post-secondary institutions will be considered; courses that are part of certificate or diploma programs will not be approved.</p>	

1.2.5.3 Program fees are always to be paid to the home institution, regardless of coursework taken at another institution. Students may be required to pay student, activity, application, or other ancillary fees to the host institution, according to general policies in effect at the host institution. Wherever possible, these fees will also be waived.

1.2.5.4 Students will qualify for the fee waiver if they:

- a) present the "Authorization Form: Western Deans' Agreement" signed by the Dean or designate and the department/unit Head or advisor/co-advisor of a participating Western institution at least one (1) month prior to the start of term, specifying the courses to be taken for credit toward a graduate degree program at their home institution;
- b) are in good standing in a graduate program at the home institution;
- c) do not owe tuition and/or fees at the home institution.

1.2.5.5 Students must meet all requirements as prescribed by the host university's regulations, deadlines, class capacities, and course prerequisites.

1.2.5.6 Registration is possible in courses at both the graduate and undergraduate levels, and in credit courses offered through distance education or other means. To be eligible, courses must be an integral part of the applicant's graduate degree program. Fee waiver is not permitted for audit or non-credit courses.

1.2.5.7 Students must have the Authorization Form approved by the relevant department/unit Head and the Faculty of Graduate Studies at the host institution at least one (1) month prior to the commencement of the course(s) requested. The fee waiver is not available retroactively.

1.2.5.8 Students are subject to regulations of the home institution governing credit for the courses to be undertaken. As a condition of registration at the host institution, students will arrange for official transcripts from the host institution to be sent to the home institution confirming successful completion of courses selected.

1.2.5.9 Students must send confirmation of registration and notice of any change to the Registrar's Office of the home institution at the time of registration or course change is completed.

1.2.5.10 Students may not claim fee waivers under the terms of this Agreement for a period of more than twelve (12) months in total.

1.2.5.11 Each institution has its own regulations regarding the maximum number of transfer credits permitted in a given degree program. A list of the participating Universities can be found at <http://wcdgs.ca/>

1.3 Course Classifications

1.3.1 General Classifications

Students who register through Aurora Student Information System (Aurora Student) must also have prior approval of the department/unit Head or designate. Students

<p>registering through Aurora Student should add only those courses that are a Major (Standard "S") course in their program. Courses with Auxiliary "X", Audit "A", or Occasional "O" status (see below) must be added by the department/unit.</p> <p>"X" Auxiliary course: Course is not a major requirement of the program but is required/recommended by the student's advisor/co-advisor.** Extra courses that are not part of the Master's or Ph.D. program but which are specified and required/recommended by the student's advisor/co-advisor, may be classified as X (Auxiliary) and the grade will not be included in the degree GPA which appears on the transcript. However, X course grades may be used in the calculation of the GPA for continuation in the program and a minimum grade requirement may be required for X coursework by the department/unit. (Please consult the individual department/unit's supplemental regulations.) Additionally, X courses are used in the calculation of the GPA for the purposes of Admission and Awards. (The University of Manitoba Graduate Fellowship [UMGF] and International Graduate Student Scholarship [IGSS] use X courses in the calculation of the GPA.) The student's advisor/co-advisor and department/unit Head must determine if there is a valid need for the registration in courses under the X classification. A maximum of twelve (12) credit hours under the X course classification is permitted while registered in a given program.</p> <p>"A" Audit course: Course is not taken for credit. No grade is recorded. Additional fees will be assessed.</p> <p>"O" Occasional course: Course is not a requirement of the program. Additional fees will be assessed.</p> <p>** Note: Changes in course classifications are regarded as course/program changes and may not be made without approval (refer to the "Registration Revision" section 1.2.3 of this Guide) or after the deadline dates for course changes as indicated in the Academic Schedule of the <i>Calendar</i>.</p>	
<p>1.3.2 Continuing Courses (CO)</p> <p>For those graduate level courses (6000, 7000, and 8000) which are being taken by students enrolled in the Faculty of Graduate Studies and which continue beyond the normal academic term, the instructor shall recommend that a mark classification of "CO" be used until such time as a final grade can be established. If the course is not completed by August 31, the student must re-register for the course(s). In the absence of an assigned mark of "CO", the student may receive a mark of "F" in that term.</p> <p>Note: A CO will normally not be permitted longer than twelve (12) months. In exceptional circumstances, where a CO grade is requested for a second twelve (12) months, at the time the CO grade is submitted, the instructor and department/unit Head must also submit the "Recommendation for Continuing Status of a Course" form stating the reason for the CO and the deadline by which the course must be completed.</p>	
<p>1.3.3 Incomplete Courses</p> <p>Students who are unable to complete the term work prescribed in a course may apply to the instructor prior to the end of term for consideration of a grade classification of "Incomplete". It is understood that the student is to write the final examination if one is scheduled for the course. Taking into account the results of the final examination, the</p>	

<p>value of the term work completed, and the extent of the incomplete term work, the instructor shall calculate the temporary grade using a zero value for incomplete work.</p> <p>Normally, the following maximum extensions are allowed:</p> <ul style="list-style-type: none"> • August 1st for courses terminated in April • December 1st for courses terminated in August • April 1st for courses terminated in December <p>If a final grade is not reported within one (1) month of the extension deadline, the Incomplete (I) classification will be dropped and the grade will remain as awarded. The student will no longer have an opportunity to improve the grade. In no case will the satisfaction of the incomplete requirements result in a lower grade being awarded.</p>	
<p>1.3.4 Cross-Listed Courses</p> <p>Cross-listed courses are defined as courses taught at the same time and in the same location.</p> <p>The regulations below place limits on the extent to which cross-listed courses may be used to meet graduate program requirements:</p> <ol style="list-style-type: none"> 1. In order to receive credit for any 7000-level course that is cross-listed with a 3000- or 4000-level undergraduate course, the 7000-level course it must have a distinct syllabus, and the course content and evaluation methods must be at the graduate-level. Significantly different readings and evaluation methods from the undergraduate course. 2. Graduate students will not receive credit toward meeting program requirements for any 7000-level course cross-listed with a 1000- or 2000-level undergraduate course unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate. 3. Graduate students will not receive credit toward meeting program requirements for any 7000-level course cross-listed with a previously completed course. 	<p><i>Note: New calculation of full time equivalency of part-time status</i></p>
<p>1.4 Student Status/Categories of Students</p> <p>1.4.1 Full-Time And Part-Time Students</p> <p>Graduate students are initially admitted with full time status unless a “Part-Time Status form” (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) has been received. Graduate student status is not determined by the number of credit hours taken per term. Therefore, students who spend much of the time in a laboratory or library engaged in research or writing a thesis/practicum, or who spend part of the academic year engaged in research elsewhere, are regarded as full-time students.</p> <p>Student status should be determined by the student and advisor/co-advisor, and changes must be requested on the “Part-Time Status form” (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). The form must be approved by the department/unit Head and submitted to the Faculty of Graduate Studies.</p>	

<p>Declaration of full/part time status must be made prior to the end of the registration revision period in the Fall and/or Winter terms and within one (1) month of the start of the Summer term.</p> <p>For every full year (12 months) 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) 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. For every two (2) years (24 months) a Ph.D. student is declared as part time they will receive an additional four (4) months in time to complete their program. Retroactive status changes will not be made.</p>	
<p>1.4.2 Pre-Master's Or Qualifying Students</p> <p>In specific cases where the academic background of the student is judged to be insufficient for the given program in a department/unit, the department/unit may recommend that the student be admitted to a pre-Master's program of study. The pre-Master's program is intended to bring the student's standing to approximately the level of an Honours graduate in the major department/unit, and to provide any necessary prerequisites for courses.</p>	
<p>1.4.3 Occasional Students</p> <p>A student wishing to take graduate courses with no intention of applying them toward an advanced degree at The University of Manitoba is classified as an occasional student. Occasional students must meet the same degree and grade point average entrance requirements as regular graduate students and must write final examinations in the courses taken (unless audited), but will not receive credit toward a degree. In special circumstances, an occasional student may apply for permission to proceed to a degree program and also apply for transfer, for credit, of courses previously taken in the occasional category.</p> <p>1.4.3.1 Undergraduate Students</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Transfer of courses from the "occasional" category to a degree program is not automatic: request for advance credit must be made within the first year of a degree program on the "Advance Credit – Transfer of Credit" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) 2. Fees paid by a student while registered as an occasional student are not transferable, at a later date, to a degree program. 3. Registration in the occasional student category can be for no more than one (1) academic year (September 1 – August 31 without reapplication). 4. At least 60% of coursework per academic year must be taken at the graduate level while registered as an occasional student. 	
<p>1.4.4 Joint Masters (With the University of Winnipeg)</p>	

<p>The University of Manitoba and the University of Winnipeg offer four (4) joint Master's programs: History, Religion, Public Administration, and Peace and Conflict Studies. The University of Manitoba Faculty of Graduate Studies is responsible for the administration of the joint programs, and students must complete the regular University of Manitoba application and registration forms. Students taking pre-Master's qualifying work for these programs register at the university where the courses are being taken.</p>	
<p>1.4.5 Visiting Students</p> <p>Visiting students are students who are registered at another institution who are taking one (1) or more courses at The University of Manitoba on a Letter of Permission from their home university. Visiting students must submit an online application, along with a \$100.00 (CDN) application fee, in addition to copies of transcripts from all institutions attended and a successfully completed English Language Proficiency Test from the approved list, if applicable. Applications must be submitted to the Faculty of Graduate Studies a minimum of one (1) month prior to the start of the intended term of study.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Fees paid by a student while registered as a visiting student are not transferable, at a later date, to a degree program. 2. Registration in the visiting student category can be for no more than one (1) academic year (September 1 – August 31) without reapplication. 3. At least 60% of coursework per academic year must be taken at the graduate level while registered as a visiting student. 	
<p>1.5. Student Accessibility</p> <p>See Student Accessibility Procedure:</p> <p>http://umanitoba.ca/admin/governance/governing_documents/students/280.html</p>	
<p>SECTION 2: Academic Performance - General</p> <p>2.1 General Note</p> <p>Students are responsible for ensuring that they meet all degree and program requirements. The advisor (and if appropriate co-advisor), advisory committee, and 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 the requirements will render a student ineligible to graduate.</p> <p>Departments/units may make recommendations with respect to the regulations concerning minimum academic performance; however, enforcement of academic regulations rests with the Faculty of Graduate Studies. The following procedures apply to recommendations made by departments/units:</p> <ul style="list-style-type: none"> • The department/unit is responsible for informing the Faculty of Graduate Studies when a student's performance is unsatisfactory in research or 	<p><i>For information specific to the Master's use section (box) 4.7.3, and for information specific to the Ph.D. use section (box) 5.6; for information common to both programs, use this box; if this box is used, put references to this section in 4.7.3 and 5.6.</i></p>

coursework and the department/unit must outline any recommended remedial action(s);

- The department/unit must notify the student of the deficiency and of its recommendation.

If the student fails to satisfy any remedial action recommended, the student may be required to withdraw from the Faculty of Graduate Studies.

Note: When a graduate student is required to withdraw from a program of study, the notation on the academic record will be: "Required to withdraw".

A student who has been required to withdraw from a graduate program may be permitted to apply for admission to another graduate program only if the application for admission is approved by the Dean of the Faculty of Graduate Studies.

Voluntary withdrawal from a program is only permitted if the student is in good academic standing.

Recommendations of departments/units will supersede student requests for voluntary withdrawal.

2.2 BONAFIDE ACADEMIC REQUIREMENTS (BFAR)

The following Bona Fide Academic Requirements (BFAR) represent the core academic requirements a graduate student must acquire in order to gain, and demonstrate acquisition of, essential knowledge and skills. Students must also meet additional requirements that may be specified for their program.

Students must meet requirements as outlined in both BFARs and Supplementary Regulation documents as approved by Senate.

Unless otherwise indicated, students may elect to complete any/all of the following requirements with or without appropriate and authorized assistive technology/aids. Students must consult Student Accessibility Services (SAS) regarding authorization for these procedures.

BFAR Statement	Taught	Assessed
Student must successfully complete a co-operative experience or practicum, if required by their program.	Master's GRAD 7030	GRAD 7030
Student must successfully complete a comprehensive exam, project, studio exhibition, or equivalent, as required by their program and determined by the assigned examining committee.	GRAD 7010 GRAD 7050 GRAD 7090 GRAD 7200	GRAD 7010 GRAD 7050 GRAD 7090 GRAD 7200 Examining/Adjudication Committee

Student must produce a recorded/published thesis commensurate with degree being sought.	Master's GRAD 7000 Doctoral GRAD 8000	GRAD 7000 GRAD 8000	
Student must successfully defend their thesis (where required), as determined by the assigned examining committee, in real-time.	Master's GRAD 7000 Doctoral GRAD 8000	GRAD 7000 GRAD 8000	
Student in doctoral program must complete a candidacy exam (or equivalent) as required by their program and determined by the assigned examining committee.	GRAD 8010	GRAD 8010	
Student must demonstrate knowledge of the University of Manitoba's policy on academic integrity, plagiarism, and cheating.	GRAD 7500	GRAD 7500	
Student must conduct research in a safe and ethical manner, referring to their respective ethics board and supervisor(s) to ensure respect is maintained for: human dignity and/or animal welfare; vulnerable persons; informed consent; justice and diversity; confidentiality and privacy; beneficence and non- maleficence in the work that they conduct.	GRAD 7300	GRAD 7300	
Student must complete coursework as required by their program.			
2.3 Academic Performance Student progress shall be reported at least annually, (but not to exceed once every four months, to the Faculty of Graduate Studies on the "Progress Report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair and/or department/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two (2) consecutive "in need of improvement" or an "unsatisfactory" rating will normally result in withdrawal of the student from the Faculty of Graduate Studies.			<i>Note: Progress Reports may be submitted more than annually</i>

<p>2.4 Performance in Coursework</p> <p>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.</p> <p>A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course. Each failed course may be repeated or replaced only once, to a maximum of 6 credit hours of coursework. If a course is repeated or replaced, the highest grade obtained will be used in the determination of the degree grade point average. Students receiving a grade of C or less in more than 6 credit hours of coursework are normally required to withdraw, unless otherwise stated in the department/unit's supplemental regulations.</p> <p>Graduate students are not permitted to repeat a previously passed course.</p> <p>Note: In exceptional circumstances, the department/unit may appeal to the Faculty of Graduate Studies for approval of remedial recommendation(s) falling outside those prescribed above.</p> <p>Supplemental exams are not permitted to students in the Master's or Ph.D. program, unless otherwise stated in the department/unit's supplemental regulations.</p> <p>A summary of all actions taken administratively are to be reported to the Faculty of Graduate Studies Executive Committee.</p>	<p><i>For information specific to the Master's use section (box) 4.7.4, and for information specific to the Ph.D. use section (box) 5.6.1; for information common to both programs, use this box; if this box is used, put references to this section in 4.7.4 and 5.6.1.</i></p> <p>The Asper School of Business adheres to a zero tolerance policy with respect to academic dishonesty. As such, should a student in the M.Sc. or Ph.D. program in the Asper School of Business receive a grade of F in any course or requirement in their program (such as, the Candidacy Exam and thesis) due to disciplinary action related to an act of academic dishonesty, a recommendation will be forwarded to the Faculty of Graduate Studies that the student be required to withdraw from the program.</p>
<p>2.5 Mandatory Academic Integrity Course</p> <p>All students, including those in a pre-Master's program, are required to successfully complete GRAD 7500 Academic Integrity Tutorial (0 credit hours) within their first term of initial registration.</p> <p>Notes: Students who successfully complete GRAD 7500 Academic Integrity Tutorial at the Masters level are not required to repeat the course at the Ph.D. level so long as no more than one (1) term separates one graduate degree program from another graduate degree program.</p> <p>Failure to complete this course will result in suspension of registration privileges and a grade of "F/NP" being assigned to the course which may lead to being "Required to withdraw" from the graduate program.</p> <p>Students on an exceptional/parental/regular leave of absence must register in GRAD 7500 upon return from leave if it has not already been completed.</p> <p>Visiting and Occasional students are expected to complete GRAD 7500 prior to commencing a course at The University of Manitoba. (see GRAD 7500 FAQ: http://umanitoba.ca/faculties/graduate_studies/registration/grad7500FAQ.html)</p>	

<p>SECTION 3: General Regulations: Pre-Master's</p> <p>3.1 Admission and Program Requirements</p> <p>Graduates of bachelor degree programs with a minimum grade point average (GPA) of 3.0 in the last two (2) full years of university study will be considered for admission to a pre-Master's program. These are the minimum requirements of the Faculty of Graduate Studies. Departments/units may specify higher or additional criteria.</p> <p><u>Admission to a pre-Master's program does not guarantee future admission to a Master's program.</u></p> <p>As the pre-Master's program of study is intended to bring a student's background up to the equivalent of the required four (4) year degree, departments/units should assign to students, as part of their pre-Master's program of study, an appropriate number of applicable upper level (3000 or 4000) undergraduate courses. Pre-Master's students are not normally allowed to register in 7000-level courses above, with the exception of GRAD 7500, unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate.</p>	
<p>3.2 Academic Performance</p> <p>3.2.1. The department/unit Head is responsible for assigning the courses and monitoring the progress of each student.</p> <p>3.2.2. A minimum degree grade point average of 3.0 with no grade below C+ must be maintained to continue in a pre-Master's program. Students who fail to maintain this standing will be required to withdraw unless remedial action recommended by the department/unit (as described below) is approved by the Dean of the Faculty of Graduate Studies.</p> <p>3.2.3. Students deficient in six (6) hours of credit or less may be permitted to write a supplemental examination (when offered in the department/unit's supplemental regulations) in courses in which a grade of C or less was obtained.</p> <p>3.2.4. Students deficient in six (6) hours of credit or less with a grade of C, D, or F in a course or courses may be permitted, if the overall average is C or better, to write one (1) supplemental examination in each course (when permitted by the department/unit's supplemental regulations), to repeat the courses, or to take equivalent substitute courses.</p> <p>Note: In exceptional circumstances, when a student is deficient in more than six (6) credit hours, the student may be permitted to repeat the pre-Master's year, or to write supplemental examinations (when offered), or to substitute equivalent coursework in order to make up the deficiencies.</p> <p>A student may be permitted to repeat the pre-Master's year only once, and to remove deficiencies in grades by writing a supplemental examination or repeating courses only a maximum of once for each course to a maximum of nine (9) credit hours of coursework.</p> <p>If a course is repeated or a supplemental examination is written, the highest grade obtained in that course will be used in the determination of the degree GPA.</p>	

<p>The degree GPA is cumulative in a pre-Master's program if more than one (1) year is required to complete the course requirements.</p> <p>A summary of all action taken administratively is to be reported to the Faculty of Graduate Studies Executive Committee.</p>	
<p>SECTION 4: General Regulations: Master's</p> <p>4.1 General</p> <p>Although general regulations apply to all students, individual departments/units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), published, available to students (http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html), and be kept on record in the Faculty of Graduate Studies. All students should consult department/unit supplemental regulations for specific details regarding admission, program requirements, progression, and completion. Individual departments/units may offer Master's programs by one or more of the following programs:</p> <ul style="list-style-type: none"> • Thesis/practicum-based; • Course-based; • Comprehensive Exam; • Project; • Accredited Professional. 	
<p>4.2 Diploma Programs</p> <p>The regulations for the Master's program shall also prevail for diploma programs. All students should consult the department/unit supplemental regulations regarding diploma programs.</p>	
<p>4.3 Admission</p> <p>4.3.1 General Criteria</p> <p>Students who are eligible to be considered for direct admission to a program of study leading to the Master's degree include:</p> <ul style="list-style-type: none"> • Graduates of four (4) year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from: <ul style="list-style-type: none"> ○ Canadian institutions empowered by law to grant degrees; or ○ Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies; • Graduates from first-cycle Bologna compliant degrees; • Students who have completed a pre-Master's program from: <ul style="list-style-type: none"> ○ The University of Manitoba; ○ Canadian institutions empowered by law to grant degrees; or ○ Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies. 	<p><i>Relevant information could include:</i></p> <ul style="list-style-type: none"> • <i>Minimum admission criteria (beyond FGS requirements)</i> • <i>Admission/selection committee composition (if applicable)</i> • <i>Admission/selection procedures</i> • <i>Indicate which specific major areas are acceptable</i> <p>Preliminary Screening</p> <p>All applications go through a preliminary screening process where the Admissions Advisor ensures the application package is complete and it meets the minimum standards for admission to the program as outlined by the GRPC and the Faculty of Graduate Studies.</p> <p>Selection</p>

All students applying for a Master's degree program must have attained a minimum GPA of 3.0 in the last two (2) full years (60 credit hours) of study. This includes those applying for direct admission and those entering from a pre-Master's program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.

Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.

The Asper School of Business' departmental committees will review the M.Sc. applications forwarded to them by the Admissions Advisor and make recommendations to the GRPC.

Selection Criteria

A number of factors are taken into account in arriving at an admission decision.

The following are necessary conditions:

- The availability of a Scholarly Qualified and willing faculty member within the applicant's chosen department of concentration who will serve as the Curriculum Advisor; and
- The satisfactory performance in an admissions interview that will be conducted by the proposed Curriculum Advisor, and/or another faculty member from the concentration area. This interview is intended to test English language competence (in the case of international applicants), and to determine the applicant's interest in research beyond information provided in the application materials.

The following will also be considered:

- 1) The applicant's academic background;
- 2) The referees' assessments of the applicant;
- 3) Evidence of proficiency in the English language;
- 4) Evidence of academic research interest, as provided by the statement of purpose;
- 5) Evidence of research and teaching abilities may be considered, but is not required;
- 6) The ability of the Asper School of Business to provide the program of studies in the applicant's chosen area of concentration.

Minimum Requirements:

- 1) Students admitted to the M.Sc. in Management will generally possess: A Management/business degree with a major or minor in the same area or a similar area to that pursued in the M.Sc. or, a degree a cognate or foundational disciplinary area (i.e.: psychology, sociology, economics, mathematics);
- 2) An interest in research, as evidenced by a statement of purpose, as described above. Other evidence of research capability may be considered by the GRPC;
- 3) Proficiency in written and spoken English of at least the level required by the Faculty of Graduate Studies;
- 4) A minimum GMAT of 600 or comparable GRE score (as defined above in 1.1.10). The score must be no older than five years;
- 5) Satisfactory recommendations from three referees, at least two of whom must be academics. For the purposes of recommendation letters, an academic is defined as someone who has taught or supervised

	research of the applicant in a post-secondary educational setting.
<p>4.3.2 Pre-Master's Programs</p> <p>In specific cases where the academic background of the student is judged to be insufficient for the given program in a department/unit, the department/unit may recommend that the student be admitted to a pre-Master's program of study (Section 3).</p> <p>The pre-Master's program of study is intended to bring a student's background up to the equivalent of the required four (4) year degree in the major department/unit, and to provide the student with any necessary prerequisites for courses to be taken in the Master's program.</p>	
<p>4.4 Program Requirements</p> <p>In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the department/unit and may follow the department/unit's supplemental regulations. Any single course cannot be used for credit toward more than one program.</p>	<p>Additional courses (other than the required 18 credit hours) may be required subject to the discretion of the Curriculum Advisory Committee if it is deemed that the student's undergraduate preparation is not sufficient for their area of specialization. The Curriculum Advisory Committee may require the student to take additional courses to make up for any deficiency. The student must achieve a grade of C+ or better on each of these courses. Deficient courses must be taken via Occasional Student status.</p>
<p>4.4.1 Thesis/Practicum Route</p> <p>A minimum of 12 credit hours of coursework, unless otherwise stated in the department/unit's supplemental regulations, plus a thesis or practicum is required. The minimum must include at least 6 credit hours at the 7000 level or above, with the balance of the coursework at the 3000 level or above. A maximum of 24 credit hours of coursework is allowed unless the department/unit's supplemental regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.</p>	<p><i>Indicate if the minimum or maximum number of credit hours required in the program differs from that required by FGS. List required courses (including full numbers and minimum level, e.g., 7000), and credit hours</i></p> <p>Regardless of program streams, students will be required to complete a minimum of 18 credit hours plus a thesis or practicum. All courses must be at the 7000 level or above.</p> <p>The course requirements for each of the streams within the Master of Science in Management are as follows:</p> <p>Actuarial Mathematics:</p> <p>Two (2) of the following four (3) credit hour courses are required:</p> <ul style="list-style-type: none"> • ACT 7540 Advanced Topics in Actuarial Mathematics • ACT 7300 Seminars in actuarial Sciences • ACT 7400 Longevity Risk Modeling and Management • ACT 7600 Applied Statistical Methods in Actuarial Science <p>Plus an additional twelve (12) credit hours from the following:</p>

	<ul style="list-style-type: none"> • ACT 7050 Readings in Quantitative Methods (varied topics) • ACT 7540 Advanced Topics in Actuarial Mathematics • ACT 7300 Seminars in Actuarial Science • ACT 7400 Longevity Risk Modeling and Management • ACT 7600 Applied Statistical Methods in Actuarial Science • STAT 7310 Research Tools for Statistics • ABIZ 7410 Risk Management • FIN 7020 Corporate Finance • FIN 7100 Financial Economics • Or other 7000 level courses relevant to the Actuarial Mathematics specialization (e.g., Finance, Investments.), as approved by the Curriculum Advisory Committee. <p><u>Business Administration:</u></p> <p>One (1) of the following three (3) credit hour courses:</p> <ul style="list-style-type: none"> • GMGT 7440 Organizational Theory • GMGT 7410 Organizational Behaviour <p>One (1) of the following three (3) credit hour courses:</p> <ul style="list-style-type: none"> • GMGT 7540 Doctoral Seminar in Research Methods • GMGT 7080 Research Methods • Or, an equivalent graduate level course in quantitative methods from another cognate discipline including Nursing, Social Work, Psychology, Sociology, and Economics, as approved by the Curriculum Advisory Committee. <p>Twelve (12) additional credit hours from the following:</p> <ul style="list-style-type: none"> • A statistics or econometrics course (3 ch) • A second research methods course (quantitative or qualitative) (3 ch) • PHDM 7110 Doctoral Seminar in Management or a related course of advanced theory in philosophy, sociology, psychology, or economics, preferably with a philosophy of science content (3 ch); and, • Six (6) credit hours of coursework that is relevant to the student's area of specialization from inside or outside of the Asper School of Business. Selection of these courses will be subject to approval by the student's advisory committee. <p><u>Finance:</u></p> <p>Two (2) of the following three (3) credit hour courses:</p> <ul style="list-style-type: none"> • FIN 7100 Financial Economics; • FIN 7110 Asset Pricing; or • FIN 7520 Finance 2: Corporate Finance (Ph.D) <p>Twelve (12) credit hours from the following:</p>
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	<ul style="list-style-type: none"> • <u>One (1) three (3) credit hour course in research methods in Econometrics, which may include: ECON 7010, ECON 7020, and ECON 7032:</u> • <u>At least one (1) 7000 level three (3) credit hour course in Microeconomics or Macroeconomics, which may include ECON 7722, ECON 7732, ECON 7650, and ECON 7660:</u> • <u>Two (2) additional three (3) credit hour 7000 level electives chosen in Finance, Econometrics, Microeconomics or Macroeconomics.</u> • <u>Note: specific course requirements may be adjusted depending on the student's background, and with the approval of the student's Curriculum Advisory Committee. The minimum number of credit hours will not be reduced.</u> <p><u>Marketing:</u></p> <p><u>Six (6) credit hours from the following :</u></p> <ul style="list-style-type: none"> • <u>MKT 7100 Selected Topics in Marketing</u> • <u>MKT 7110 Doctoral Seminar in Marketing</u> • <u>MKT 7120 Doctoral Seminar in Buyer Behaviour</u> • <u>MKT 7080 Research Design and Methods</u> <p><u>Six (6) credit hours of research methods coursework (quantitative or qualitative) at the 7000-level or above. These graduate level courses in research methods are available at the Asper School of Business and in other cognate disciplines including Psychology, Anthropology, and Sociology. Students should choose one (1), three (3) credit hour course focusing on research methods and techniques, and one (1) three (3) credit hour course focusing on statistical analyses.</u></p> <p><u>Six (6) credit hours of coursework relevant to the student's area of specialization from inside or outside of the Asper School of Business. Selection of these courses will be subject to approval by the student's advisory committee.</u></p> <p><u>Supply Chain Management:</u></p> <p><u>Nine (9) credit hours as follows:</u></p> <ul style="list-style-type: none"> • <u>OPM 7300 Topics in Advanced Production and Operations (Seminar in Supply Chain Management)</u> • <u>OPM 7120 Operations and Supply Chain Management (recommended) - or other graduate level course in Supply Chain Management</u> • <u>MKT 7080 Topics in Marketing: Research Design and Methods (recommended) - or equivalent graduate level course</u> • <u>_____</u>
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	<ul style="list-style-type: none"> • <u>Optional courses (9 credit hours) - at least three courses relevant to the student's area of specialization at the 3000 level or higher, from inside or outside the Asper School of Business, subject to the approval of the Curriculum Advisory Committee. Graduate level courses are recommended."</u>
4.4.2 Course-based/Comprehensive Examination Route A minimum of 24 credit hours of coursework and comprehensive examination(s) is required. The minimum must include at least 18 credit hours at the 7000 level or above with the balance of the coursework at the 3000 level or above. A maximum of 48 credit hours of coursework is allowed unless a department/unit's supplemental regulations indicate otherwise.	<p><i>Note: Minimum of 18 credit hours must now be taken at the 7000 level or above.</i></p> <p><i>Indicate if the minimum or maximum number of credit hours required in the program differs from that required by FGS. List required courses (including full numbers and minimum level, e.g., 7000), and credit hours</i></p> <p>Asper School of Business does not offer the Comprehensive Examination Route for the M.Sc.</p>
4.4.3 Accredited Professional Route The credit hours and course requirements shall reflect the requirements of the department/unit's external accrediting body.	
4.4.4 Language Reading Requirements Some departments/units specify a language requirement for the Master's degree. Students should check department/unit supplemental regulations regarding this requirement.	<p><i>Indicate if (or if not) required</i></p> <p>Asper School of Business does not have a language reading requirement.</p>
4.4.5 Advanced Credit Advance credit for courses completed prior to admission to a Master's program will be considered on an individual basis. The student's department/unit must make a request to the Faculty of Graduate Studies by completing the " Advance Credit -Transfer of Courses" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Note: <ul style="list-style-type: none"> • Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section for course currency); • No more than half of the required coursework for the program can be given advance credit; • A course may not be used for credit toward more than one (1) degree, diploma, or certificate; and • The student must register at The University of Manitoba for at least two (2) terms within a single academic year and must also complete the thesis/practicum/project/comprehensive exam at The University of Manitoba. <p>Regardless of the extent of advanced credit granted, all students are required to pay applicable program fees.</p>	

<p>4.4.6 Transfer Credit</p> <p>Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:</p> <ul style="list-style-type: none"> • must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate Studies before the student may register for them; • are considered on an individual basis; • cannot be used for credit towards another degree; and • may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required. <p>Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office: (http://umanitoba.ca/student/records/leave_return/710.html). An original transcript and course equivalency must be provided.</p>	
<p>4.4.7 Time in Program</p> <p>The minimum time for students in the Master's program is equivalent to two (2) terms. Completion of most programs requires more than this and students should check department/unit supplemental regulations regarding specific requirements.</p> <p>The maximum time allowed for the completion of the Master's degree is four (4) years for students declared as full-time and six (6) years for students declared as part-time (see section 1.4.1 for information on calculating maximum time for students). Individual departments/units and/or programs may have specified minimum and maximum time limits, and students should periodically check department/unit supplemental regulations regarding these specific requirements.</p> <p>Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies using the "Time Extension Request Form" http://umanitoba.ca/faculties/graduate_studies/forms/index.html at least three (3) , but no more than four (4), months prior to expiration of the respective maximum time limit.</p> <p>A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".</p>	<p><i>Note: Maximum time to completion is now 4 years for full-time students. See section 1.4.1 for criteria relating to full-time and part-time status.</i></p>
<p>4.5 Student's Advisor/Co-Advisor</p> <p>Each student should have an advisor upon entry into the program, and must have one assigned no later than one (1) term following registration. The advisor must:</p> <ul style="list-style-type: none"> • hold at least a Master's degree or equivalent; • be a member of the Faculty of Graduate Studies*; • have expertise in a discipline related to the student's program; and 	<p><i>Must a student have an advisor identified at time of admission?</i></p> <p>Two stages of study are required to complete an M.Sc. in Management. The first stage involves coursework and the second stage requires completion of a research thesis or practicum. The Curriculum Advisor and Curriculum Advisory Committee guide the coursework</p>

<ul style="list-style-type: none"> • hold an appointment in the student's department/unit. <p>*(http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)</p> <p>It is the responsibility of the department/unit Head to determine whether faculty members meet these criteria, and also to report to the Dean of the Faculty of Graduate Studies on equivalency as necessary. Any exceptions or special circumstances must be recommended by the department/unit Head and approved by the Dean of the Faculty of Graduate Studies who considers each case on an individual basis.</p> <p>In departments/units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the department/unit Head, within one (1) term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen.</p> <p>In special circumstances, an advisor and a maximum of one (1) co-advisor, upon approval of the department/unit Head, may advise a student. The co-advisor must meet all of the same qualifications and expectations as the advisor. When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both co-advisors' signatures are required on all documents where the advisor's signature is required.</p> <p>The advisor/co-advisor will advise the student on a program of study, direct research, and supervise the thesis or practicum work.</p> <p>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.</p> <p>The advisor, co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. The advisor/co-advisor and the student are required to sign the agreement. If the parties cannot agree on any component(s) of the ASG, the matter should be referred to the department/unit Graduate Chair, Head of the department/unit, or the Dean of the Faculty of Graduate Studies.</p> <p>Should, during the student's program, the relationship between the student and advisor/co-advisor significantly deteriorate, the matter should be referred to the department/unit Graduate Chair, the Head of the department/unit, or the Dean of the Faculty of Graduate Studies.</p> <p>All students should consult department/unit supplemental regulations for specific details regarding advisor/co-advisor requirements.</p>	<p>stage, and the Thesis Advisor and Thesis Advisory Committee guide the research thesis or practicum stage.</p> <p>The Curriculum Advisor must be a member of the Faculty of Graduate Studies and a member of the concentration department selected by the student. The Curriculum Advisor will oversee the student's program of courses and advise the student regarding which optional courses the student should take considering the student's area of interest.</p> <p>The procedures for appointing the Curriculum Advisor and forming the Curriculum Advisory Committees are as follows:</p> <p>In consultation with the department, a Curriculum Advisor in the student's department of concentration volunteers to chair the student's Curriculum Advisory Committee. The departmental graduate coordinator conveys this information to the GRPC during its admissions meetings.</p> <p><u>An Advisor is determined when a student is admitted based on mutual interests shared by both parties. Students are permitted to engage in research during the completion of their coursework.</u></p> <p>In a situation where a student's advisor relocates to another University and becomes an adjunct professor at the University of Manitoba, another member of the student's area at Asper School of Business will be assigned as the new primary advisor.</p>
<p>4.6 Advisory Committee</p> <p>4.6.1 Thesis/Practicum Route</p> <p>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</p>	<p>The Curriculum Advisor, in consultation with the student, shall form a Curriculum Advisory Committee. The primary responsibility of the Curriculum Advisory Committee is to guide the student in the selection of courses that make up the student's curriculum and to facilitate completion of the thesis or practicum.</p>

<p>necessary to provide additional advice and guidance to the student during his/her research program. The advisory committee must consist of a minimum of three (3) members (including the advisor/co-advisor), two (2) of whom must be members of the Faculty of Graduate Studies</p> <p>(http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html), one (1) of whom must hold a primary appointment from within the department/unit and one (1) of whom must hold no appointment within the department/unit. It is expected, under normal circumstances, that Advisory Committee members have a Master's degree or equivalent. 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.</p> <p>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. Graduate students may not serve on graduate student advisory committees.</p> <p>The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee.</p> <p>Additional specifications, if any, regarding the advisory committee are found in the department/unit supplemental regulations and students should consult these regulations for specific requirements.</p>	<p>The program of study and any subsequent changes to the student's program must be approved by the student's Curriculum Advisory Committee and, where required, by the Dean of the Faculty of Graduate Studies.</p> <p>The Curriculum Advisory Committee shall consist of a minimum of three members, at least two of which shall be members of the Faculty of Graduate Studies. At least one-half of the Advisory Committee (normally, not less than two members) must be from the student's department inside the Asper School of Business, and at least one member must be from another department at the University of Manitoba, either inside or outside the Asper School of Business, or an approved academic member from outside the University of Manitoba. The Curriculum Advisor acts as Chair of the Curriculum Advisory Committee. Where a Committee has Co-Advisors, at least four members of the Curriculum Advisory Committee are needed since each Co-Advisor is considered to be a "one-half" member and will share a single vote between them.</p> <p>The composition of the Curriculum Advisory Committee and any subsequent changes to the committee must be approved by the Associate Dean of Research before being forwarded for approval to the Faculty of Graduate Studies.</p> <p>The Curriculum Advisor and the Curriculum Advisory Committee will also be responsible for completing the student's Progress Report until a Thesis Advisor is appointed. Upon satisfactory completion of the student's coursework, the duties of the Curriculum Advisor and the Curriculum Advisory Committee are complete.</p> <p><u>Thesis or Practicum Advisor</u></p> <p>The Thesis or Practicum Advisor (selected by the student following completion of all coursework), in consultation with the student, shall form a Thesis/Practicum Advisory Committee. The primary responsibility of the Thesis/Practicum Advisory Committee is to guide the student in the conduct and completion of the thesis or practicum. Should a student be unable to secure a Thesis Advisor, then the Dean of the Asper School of Business (or designate) will be responsible for appointing one.</p> <p>The topic of the thesis or practicum must be approved by the student's Thesis/Practicum Advisory Committee</p> <p>Where desired, Faculty of Graduate Studies regulations allow for a Thesis/Practicum Co-Advisor. However, one Co-Advisor must take administrative responsibility for the Faculty of Graduate Studies as the Thesis/Practicum Advisor.</p> <p>A faculty member eligible to serve as a Thesis or Practicum Advisor must be a member of the Faculty of Graduate Studies, have an active research record, and be a member of the concentration department of the student. After appointment, the Thesis or Practicum</p>
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	<p>Advisor will be responsible for supervising the student's thesis process.</p> <p>The Thesis/Practicum Advisor, in consultation with the student, shall form a Thesis/Practicum Advisory Committee. The primary responsibilities of the Thesis/Practicum Advisory Committee are to guide the student in the development of a thesis or practicum proposal, to prepare the student for the thesis or practicum proposal oral defence, and to conduct the oral defence of the thesis research or practicum.</p> <p>The Thesis/Practicum Advisory Committee shall consist of a minimum of three members, at least two of whom must be members of the Faculty of Graduate Studies . At least one-half of the Thesis/Practicum Advisory Committee (normally not less than two members) must be from the student's department inside the Asper School of Business, and at least one member must be from another department at the University of Manitoba, either inside or outside the Asper School of Business, or an approved academic member from outside the University of Manitoba.. The Thesis /Practicum Advisor acts as Chair of the Thesis/Practicum Advisory Committee. Where a Committee has Co-Advisors, at least four members of the Advisory Committee are needed since each Co-Advisor is considered to be a "one-half" member, and will share a single vote between them.</p> <p>In addition to the Thesis Advisor requirements specified by the Faculty of Graduate Studies, advisors must be Scholarly Qualified by the current standards specified by the Asper School of Business in line with Association of the Academy of Collegiate Schools of Business (AACSB) standards.</p> <p>In a situation where a student's advisor relocates to another University and becomes an adjunct professor at the University of Manitoba, another member of the student's area at Asper School of Business will be assigned as the new primary advisor.</p>
<p>4.6.2 Course-based or Comprehensive Examination Route</p> <p>Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the department/unit's supplemental regulations and students should consult these regulations for specific requirements.</p>	
<p>4.6.3 Accredited professional programs</p> <p>Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the department/unit's supplemental regulations and students should consult these regulations for specific requirements.</p>	
<p>4.7 Courses and Performance</p>	<p><i>It is recommended that units require a Program of Study and Appointment of Advisory Committee form (analogous to that required by FGS for PhD students) for internal use</i></p>

<p>4.7.1 Course or Program Changes</p> <p>Students are not permitted to change their program of study, including withdrawal from individual courses, without the approval of their advisor/co-advisor (and/or advisory committee) and department/unit Head. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.</p>	
<p>4.7.2 Lapse of Credit of Courses</p> <p>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.</p> <p>Courses completed more than ten (10) years prior to the date of awarding of a degree can not be used for credit toward that degree.</p> <p>In the event that course-work 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.</p>	<p><i>Note: Lapse of course credit is now 7 years.</i></p>
<p>4.7.3 Academic Performance</p> <p>Student progress shall be reported at least annually, but no more than once every four (4) months, to the Faculty of Graduate Studies on the "Progress Report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair and/or department/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two (2) consecutive "in need of improvement" or an "unsatisfactory" rating will normally result in withdrawal of the student from the Faculty of Graduate Studies.</p>	<p><i>Is a reference to section 2.1 necessary?</i></p> <p>The student's Curriculum Advisor and Curriculum Advisory Committee are responsible for making this report, until such time as the Thesis/practicum advisor is appointed. When the Thesis/practicum advisor is appointed, he/she assumes responsibility for the progress report. Students who fail to meet the minimum specified grades or fail to make sufficient progress toward the completion of the degree may be required to withdraw on the recommendation of the GRPC to the Dean of the Faculty of Graduate Studies.</p> <p>The purpose of the progress reports is to provide feedback to the student and information on tracking the student's progress through the program. All Curriculum Advisory and Thesis/Practicum Advisory Committees are required to meet in person at least once a year to provide a report on the progress of the student to the GRPC and the Faculty of Graduate Studies.</p> <p><u>The report process:</u></p> <p>The Graduate Program Manager will provide Advisors with a reporting template by the end of March of each year. By the end of April, Advisors (Curriculum or Thesis/Practicum depending on stage of the program) in consultation with their students and their Committees will fill out the template, providing a short (one-two page)</p>

	<p>report of objectives and achievements during the last year, and objectives for the next year. The template in this case entails both the internal Asper School of Business form, as well as the Faculty of Graduate Studies Progress Report form.</p> <p>The student's Advisory Committee, whether Curriculum or Thesis/Practicum (depending on stage of the program), shall meet to discuss the student's progress and proposed objectives. The Committee must meet with the student to discuss the Committee's opinions before finalizing the report form. The student has the option to present his/her views at the meeting, and may take the written reports with him/her following the meeting in order to make additional comments. When this process has been followed, each student must sign the completed report form and provide additional comments, if necessary, within two days. The Advisor will forward the reports to the Graduate Program Manager, who in turn will provide them to the departmental Graduate Coordinator. The Graduate Coordinator will then present the reports to the GRPC.</p> <p>The GRPC will inform Advisors and students of any re-classification, or specification of further details on time to completion. When the GRPC is satisfied, the Graduate Program Manager will send the originals (signed by the Associate Dean Research) to the Faculty of Graduate Studies, and keep copies of that report on the student's file.</p>
<p>4.7.4 Performance in Coursework</p> <p>A minimum degree grade point average (GPA) 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.</p>	<p><i>Is a reference to section 2.3 necessary?</i></p> <p>Any of the following may lead to a student being required to withdraw from their program:</p> <ul style="list-style-type: none"> • Failure of a course; • Failure to receive a B (3.0) grade in all courses fulfilling the requirements for their M.Sc. program; • Failure to receive at least a C+ (2.5) grade or a pass grade in a pass/fail graded course for all auxiliary courses. <p>Any such recommendation will be made by the GRPC to the Faculty of Graduate Studies.</p> <p>The Asper School of Business adheres to a zero tolerance policy with respect to academic dishonesty. As such, should any student in the M.Sc. program in the Asper School of Business receive a grade of F in any course or requirement in their program (such as the thesis) due to disciplinary action related to an act of academic dishonesty, then a recommendation will be forwarded to the Faculty of Graduate Studies that the student be required to withdraw from the program.</p>
<p>4.7.5 Performance not related to Coursework</p> <p>In some departments/units, students are required to demonstrate satisfactory academic performance in areas not related to performance in courses, such as attendance at or participation in course lectures, seminars and in laboratories and progress in research,</p>	<p><i>Additional examples could include attendance in seminars, standards of ethical behavior, professional dress codes, etc.</i></p>

<p>thesis or practicum. The specific nature of satisfactory academic performance is outlined in individual department/unit supplemental regulations and students should consult these supplemental regulations for specific requirements. Unacceptable performance must be reported to the Faculty of Graduate Studies on the "Progress Report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the department/unit Head to the Dean of the Faculty of Graduate Studies.</p>	
<p>4.8 Requirements for Graduation</p> <p>All students must:</p> <ul style="list-style-type: none"> • maintain a minimum degree grade point average of 3.0 with no grade below C+; • meet the minimum and not exceed the maximum course requirements; and • meet the minimum and not exceed the maximum time requirements. <p>Individual departments/units may have additional specific requirements for graduation and students should consult department/unit supplemental regulations for these specific requirements.</p>	
<p>4.8.1 Thesis/Practicum Route</p> <p>4.8.1.1 Thesis vs. Practicum</p> <p>Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum.</p> <p>A practicum differs from the thesis in its emphasis on the application of theory, it is however similar in scope, span, and rigour. The practicum takes the form of an exercise in the practical application of knowledge and skill. It usually involves the careful definition of a problem, the application of appropriate knowledge and skills to the problem, and a report of the results in a manner suitable for evaluation by an examining committee. Individual department/units have specific requirements for graduation and students should consult department/unit supplemental regulations for specific requirements.</p> <p>The thesis is developed under the mentorship of the advisor/co-advisor. Individual departments/units may have specific guidelines regarding the thesis proposal and its acceptance by the student's advisory committee and/or department/unit Head; students should consult department/unit supplemental regulations for specific requirements. Research must be approved by the appropriate Human Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the thesis research.</p>	<p><u>Thesis/Practicum Proposal:</u></p> <p><i>Provide details of proposal format, page limits, other guidelines, evaluation procedures, who approves the proposal; at what point in the program is the thesis proposal to be completed; is the oral presentation completed in open or closed session; is unanimous approval required; can a thesis proposal that is not approved the first time be resubmitted, etc.</i></p> <p>Each student must complete either a thesis or practicum and the student will register for the thesis or practicum in the session immediately following the completion of coursework. The development of the thesis or practicum is under the general supervision of the Thesis or Practicum Advisor. Research involving human subjects requires approval by the Psychology Sociology Research Ethics Board (PSREB) at the University of Manitoba before any research is initiated.</p> <p><u>Thesis</u></p> <p>The thesis should be a work of original research and must attempt to make a meaningful contribution to the study of its particular field.</p> <p>If during thesis research, in the opinion of the Thesis Advisor or student there are any major changes in the thesis research, then the Thesis Advisory Committee must review and approve the changes.</p> <p><u>Practicum</u></p> <p>The practicum should provide a meaningful professional experience for the candidate as determined by the Practicum Advisor and the student's Practicum Advisory</p>

	<p>Committee. While the practicum is considered to be of equal academic merit to the thesis, it emphasizes applied knowledge and may or may not include primary data collection. A practicum will address a meaningful organizational or management issue or problem within at least one sponsoring organization and requires sound methodological application of knowledge to address the organizational or management issue or problem. Research involving human subjects requires approval by the Psychology Sociology Research Ethics Board (PSREB) at the University of Manitoba before any research is initiated.</p> <p><u>Thesis Proposal</u></p> <p>With the advice of the Thesis Advisor, the student will choose a thesis topic and prepare a thesis proposal, which shall minimally include:</p> <ul style="list-style-type: none"> • a proposed title; • a brief statement on the nature, scope and objective(s) of the project (i.e., an abstract) of up to 250 words; • a preliminary review of the general literature dealing with the project and theoretical justification for the research questions/hypotheses; and • where applicable, a statement of the methods to be used to collect data and how the data will be analyzed. <p>The thesis proposal must be written and approved at least three months before the defence of the thesis is scheduled. Once the thesis proposal has been prepared by the student and approved by the Thesis Advisor, the student will present it to the Thesis Advisory Committee. The M.Sc. candidate shall present a brief (no longer than 25 minutes) oral presentation of his/her proposed research, and then answer questions posed by the Thesis Advisory Committee in defence of the proposed research. . The Thesis Advisory Committee will then discuss, in the absence of the M.Sc. candidate, the proposal defence and decide to accept (pass) or reject (fail) the proposed research and its defence. The Thesis Advisory Committee members (including the Thesis Advisor) must come to a unanimous pass/fail decision. The Committee may also suggest modifications to the proposed thesis research without requiring another thesis proposal defence.</p> <p>Candidates who fail the thesis proposal defence will have one additional opportunity (for a total of two thesis proposal defences) to defend. If required by the Thesis Advisory Committee, the student may need to resubmit a revised thesis proposal document for the new oral defence. The Thesis Advisor will report to the Graduate Program Manager and the Associate Dean (Research) the outcome of all thesis proposal defences as soon as they are complete.</p> <p>If, during the thesis research, in the opinion of the Thesis Advisor or student there are any major changes in the thesis research question, then the Thesis Advisory Committee must review and approve the changes.</p>
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	<p><u>Practicum Proposal</u></p> <p>With the advice of the Practicum Advisor and a representative of the hosting organization(s), the student will prepare a practicum proposal which shall minimally include:</p> <ul style="list-style-type: none"> • a proposed title; • a brief statement on the nature, scope and objective(s) of the practicum (i.e., an abstract) of not more than 250 words; • a preliminary review of the general literature dealing with the practicum and the applied research question; and • a plan of action which will outline the methods and time lines, as well as the nature of the relationship between the student and the hosting organization(s) contact person(s) and their expected role(s) in the practicum process. <p>Once the practicum proposal has been prepared by the student and approved by the Practicum Advisor, the student will orally defend it in front of the student's Practicum Advisory Committee. The M.Sc. candidate shall present a brief (i.e. no longer than 25 minutes) oral presentation of his/her proposed practicum research, and then answer questions posed by the Practicum Advisory Committee in defence of the proposed practicum research. The Practicum Advisory Committee will then discuss, in the absence of the M.Sc. candidate, the proposal defence and decide to accept (pass) or reject (fail) the proposed research and its defence. The majority of Practicum Advisory Committee members (including the Practicum Advisor) must come to a majority pass/fail decision. The Committee may also suggest modifications to the proposed practicum research without requiring another practicum proposal defence.</p> <p>Candidates who fail the practicum proposal defence will have one additional opportunity (for a total of two practicum proposal defences) to re-defend. If required by the Practicum Advisory Committee, the student may need to resubmit a substantially-revised practicum proposal document for the new oral defence. The Practicum Advisor will report to the Graduate Program Manager and the Associate Dean (Research) the outcome of all practicum proposal defences as soon as they are complete.</p> <p>If, during the practicum work, the Practicum Advisor and/or student determine that major changes in the practicum problem or project are required, the Practicum Advisory Committee must review and approve the changes before the practicum work resumes.</p> <p>Any student who fails the second attempt of their thesis/practicum proposal examination may be required to withdraw from the program and the Faculty of Graduate Studies.</p>
<p>4.8.1.2 Examining Committee</p>	<p><i>Specify how the examining committee differs from the advisory committee</i></p>

The advisor/co-advisor will recommend an examining committee to the department/unit Head for approval, which shall then be reported to the Faculty of Graduate Studies on the "Master's Thesis/Practicum Title and Appointment of Examiners" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). This form must be approved by the Dean of the Faculty of Graduate Studies at least two (2) weeks prior to the distribution of the thesis.

Under normal circumstances, the examining committee will be the same as the advisory committee unless otherwise stipulated in the department/unit's supplemental regulations. The examining committee must consist of a minimum of three (3) members (including the advisor/co-advisor), two (2) of whom must be members of the Faculty of Graduate Studies, one (1) of whom must hold an appointment from within the department/unit, and one (1) of whom must hold no appointment within the department/unit. All examiners must be deemed qualified by the department/unit Head and be willing to serve. It is expected that, under normal circumstances, Examination Committee members will have a Master's degree or equivalent. The composition of, and any changes to, the examining committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. Individual departments/units establish specific requirements for examination and students should consult department/unit supplemental regulations for specific requirements.

The Head of the department/unit arranges for the distribution of the thesis/practicum to the examiners. It is the duty of all examiners to read the thesis/practicum and report on its merits according to the following categories:

- Acceptable, without modification or with minor revision(s); or
- Acceptable, subject to modification and/or revision(s); or
- Not acceptable.

If two (2) or more examiners do not approve the thesis, then the student is deemed to have failed the distribution.

Thesis Examining Committee

When the Thesis Advisor deems that the written thesis is ready, he/she will recommend a Thesis Examining Committee, which is normally the Thesis Advisory Committee. The Thesis Examining Committee must consist of a minimum of three persons, two of whom are from the student's Department within the Asper School of Business, and one of whom must be from outside the Asper School of Business, either in another academic department/unit at the University of Manitoba, or an approved external member from outside the University of Manitoba. At least two members of the student's committee must be members of the Faculty of Graduate Studies.

The Thesis Advisor will report the members of the Thesis Examining Committee to the Faculty of Graduate Studies on the "Thesis or Practicum Title and Appointment of Examiners" form at least two weeks before distribution of the thesis.

Practicum Examining Committee

When the Practicum Advisor deems that the written practicum report is ready, he/she will recommend a suggested Practicum Examining Committee, which is normally the Practicum Advisory Committee. The Practicum Examining Committee must consist of a minimum of three persons, one of whom must be from outside the Asper School of Business, either in another academic department/unit at the University of Manitoba or an approved external member from outside the University of Manitoba, including a non-academic "community expert" in the field of the student's research. At least two committee members must also be members of the Faculty of Graduate Studies. The Committee will be reported to the Faculty of Graduate Studies on the "Thesis or Practicum Title and Appointment of Examiners" form at least two weeks prior to the distribution of the practicum report.

Thesis Distribution and Examination of the Written Document

The Thesis Advisor will arrange for the distribution of the thesis to the members of the Examining Committee. The Thesis Advisor will ensure that the Associate Dean of Research receives a copy of the thesis should they request it. The Thesis Advisor will make copies available to interested faculty members upon request.

It is the duty of all members of the Thesis Examining Committee to read the thesis document and convey to the student's Thesis Advisor in writing within four weeks on the merits according to the following categories:

- Acceptable without modification or with minor revision(s)
- Acceptable subject to modification and/or revision(s)
- Not Acceptable

	<p>The ratings above must be unanimous (acceptable vs unacceptable). If at least one member deems the thesis to be unacceptable, the advisor must provide the feedback of the committee to the student within two (2) weeks of the reviews being submitted. The student will then have three (3) months to make the necessary revisions (one time only).</p> <p><u>Practicum Distribution and Examination of the Written Document</u></p> <p>The Practicum Advisor will arrange for the distribution of the practicum document to the members of the Practicum Examining Committee. It is the duty of all examiners to read the practicum document and convey to the student's Practicum Advisor in writing within four weeks on the merits according to the following categories:</p> <ul style="list-style-type: none"> • Acceptable without modification or with minor revision(s) • Acceptable subject to modification and/or revision(s) • Not Acceptable <p>The ratings above must be unanimous (acceptable vs unacceptable). If at least one member deems the thesis to be unacceptable, the advisor must provide the feedback of the committee to the student within two (2) weeks of the reviews being submitted. The student will then have three (3) months to make the necessary revisions (one time only).</p> <p>A copy of the thesis or practicum examination reports shall be submitted to the Graduate Program Manager by the Thesis/Practicum Advisor to keep in the student's file.</p>
<p>4.8.1.3 Oral Examination</p> <p>For departments/units requiring students to pass an oral examination on the subject of the thesis/practicum and matters relating thereto, the format of the oral examination is described in the supplementary regulations of the department/unit. Students should consult these supplemental regulations for specific requirements. A student has the right to an examination of the thesis/practicum if he/she believes it is ready for examination. It is the department/unit's responsibility to advise the student of any risk involved should he/she decide to proceed against the department/unit's recommendation.</p> <p>All members of the examining committee are required to be present at the examination. Under exceptional circumstances, and with the prior approval of the Dean of the Faculty of Graduate Studies, one (1) member may participate electronically. Under no circumstances can the student or the Advisor/Co-Advisor participate electronically. No recording devices will be permitted.</p> <p>The oral examination shall be open to all members of The University of Manitoba community except in exceptional cases. The oral examination may be closed, for example, when the results of the thesis/practicum research must be kept confidential for a period of time. In such cases, the examining committee and department/unit Head shall recommend such action to the Dean of the Faculty of Graduate Studies who shall</p>	<p><i>Note: There is provision for a dissenting voice in the outcome of the evaluation of the oral examination and written thesis.</i></p> <p><i>Provide details of scheduling of the oral examination, format and procedures of the examination, time constraints on oral presentation, duration of questioning by examiners, number of rounds of questions, etc.</i></p> <p><u>Thesis Oral Examination</u></p> <p>Provided the thesis is deemed "acceptable without modification or with minor revision(s)" or "acceptable subject to modification and/or revision(s)" by the Thesis Examining Committee, the candidate will stand for an oral examination on the subject and matters related thereto. Once the Thesis Advisor has received all Examination Committee members' written reports, he/she will notify members of the Thesis Examining Committee and the Associate Dean (Research) about the date and place of the oral examination two (2) weeks in advance. The Thesis Advisor will make an announcement to all Asper School of Business faculty members and graduate students about the time and</p>

then decide whether to grant that the final examination be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies.

Following completion of the examination of the thesis/practicum, examiners will consider the oral examination and the written thesis/practicum.

The examiners will also determine the nature of and procedures for approval of any revisions that will be required prior to submission of the thesis/practicum to the Faculty of Graduate Studies. The advisor/co-advisor is normally responsible for ensuring that revisions are completed according to the instructions from the examining committee.

The judgement of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms "approved" or "not approved" on the "Thesis/practicum final report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Each examiner must indicate his/her opinion by his/her signature. If two (2) or more examiners do not approve the thesis, then the student is deemed to have failed the defence.

The examining committee may recommend to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.

place of the oral examination at least one (1) week in advance.

In the oral examination, the Thesis Advisor acts as the Chair of the Thesis Examining Committee. However, should the Thesis Advisor request an alternate be appointed, then the Associate Dean of Research will act as the Chair of the Thesis Examining Committee. The student will be asked to make a brief summary presentation (no more than 25 minutes) on the nature and significance of the research. This will be followed by a question period, which consists of a maximum of two rounds of questions from the Thesis Examining Committee members. Questions are normally posed first by the external Examining Committee member, followed by the other Committee members and then, if necessary, by the Thesis Advisor (Chair). After this rotation is repeated, the audience members may be invited to pose questions, time permitting.

Final Approval

Following completion of the examination of the thesis, the examiners will consider their assessment of both the oral examination and the written thesis and will determine the nature of any revisions that will be required prior to final submission of the thesis to the Faculty of Graduate Studies. The Thesis Advisor is normally responsible for ensuring that revisions are completed according to the instructions from the Examining Committee, and to submit to the Faculty of Graduate Studies, a signed statement verifying that revisions have been completed.

The acceptability of the thesis (written and oral), as satisfying, in part, the requirements of the M.Sc. in Management program, is reported to the Faculty of Graduate Studies on a form to be signed by all thesis examiners. The Chair of the Thesis Examining Committee reports the outcome of the oral examination, on a pass/fail basis, to the Faculty of Graduate Studies office. The Thesis Advisor must inform the Associate Dean (Research) and the Graduate Program Manager of the outcome of the oral exam.

Practicum Oral Examination

Provided the practicum is deemed "acceptable without modification or with minor revision(s)" or "acceptable subject to modification and/or revision(s)" by the Practicum Examining Committee, the candidate will stand for an oral examination on the practicum document. Once the Practicum Advisor has received all Examination Committee members' written reports, he/she will notify members of the Examining Committee and the Associate Dean (Research) about the date and place of the oral examination two (2) weeks in advance. The Practicum Advisor will make an announcement to all Asper School of Business faculty members and graduate students about the time and place of the oral examination at least one (1) week in advance.

The oral examination will follow the same procedures as those used in the oral examination of the M.Sc. thesis.

	<p><u>Final Approval</u></p> <p>Following completion of the examination of the oral practicum, the Practicum Examination Committee will consider the student's oral examination performance and the submitted written Practicum document. The Practicum Examination Committee will also determine the nature of any revisions to the written Practicum document that will be required prior to final submission to the Faculty of Graduate Studies. The Practicum Advisor is normally responsible for ensuring that revisions are completed according to the instructions from the Practicum Examination Committee.</p> <p>The acceptability of the practicum as satisfying, in part, the requirements of the M.Sc. in Management program is reported to the Faculty of Graduate Studies on a form to be signed by all Practicum Examination Committee members. The Chair of the Practicum Examining Committee reports the outcome of the oral examination, on a pass/fail basis to the Faculty of Graduate Studies office. The Practicum Advisor must inform the Associate Dean of Research and the Graduate Program Manager of the outcome of the oral exam.</p>
<p>4.8.1.4 Failure</p> <p>In the case of a failure of the thesis/practicum at the Master's level, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate Studies, who will make the report available to the student and advisor/co-advisor.</p> <p>A student will be required to withdraw when the thesis/practicum has been rejected twice at the stage where:</p> <ul style="list-style-type: none"> • The examining committee reports on the merits of the written thesis; • The defence; or • A combination of both stages. <p>The examining process should be completed within one (1) month of distribution of the thesis/practicum.</p>	<p><i>The report from the Chair should include how the first failure will be addressed and a timeline for when the second attempt should occur.</i></p> <p><u>Failure of the Written Thesis/Practicum</u></p> <p>Following review of the written thesis or practicum deemed to have failed, a report indicating failure will be submitted by the Thesis/Practicum Advisor and would include copies of the Thesis/Practicum Examining Committee reports.</p> <p><u>Failure of the Oral Examination</u></p> <p>Following failure of the oral examination, the Thesis/Practicum Advisor (acting as Chair of the oral examination) will submit a report to Faculty of Graduate Studies and copied to the Associate Dean of Research indicating a failure. The report must include a timeline for when the second (and final) attempt will occur. The second (and final) attempt will normally occur within six (6) months of the first attempt at the oral examination.</p>
<p>4.8.2 Course-based/Comprehensive Examination Route</p> <p>Students must demonstrate his/her mastery of their field. The specific procedures for evaluation of this mastery are stated in individual department/units' supplemental regulations. Students should consult the department/unit's supplemental regulations for specific requirements.</p> <p>In those departments/units where comprehensive examinations are required, students should consult the department/unit's supplemental regulations for specific requirements. The results of the comprehensive examinations shall be submitted to the</p>	<p><i>Provide details of structure, format, duration of examination, composition of examining committee, evaluation criteria, etc.</i></p>

<p>Faculty of Graduate Studies on the "Report on comprehensive examination" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) in the terms "pass" or "fail." No student may sit comprehensive examinations more than twice. Any student who receives a "fail" on the comprehensive examination twice will be required to withdraw from the Faculty of Graduate Studies.</p>	
<p>4.9 Style and Format</p> <p>The thesis/practicum must be written according to a standard style acknowledged by a particular field of study (see Appendix 1).</p>	<p>M.Sc. candidates and Thesis/Practicum Advisors need to ensure that the final version of the M.Sc. thesis/practicum submitted to Faculty of Graduate Studies complies with formatting requirements specified by the Faculty of Graduate Studies. These formatting requirements supersede those acknowledged by the particular field of study. These formatting requirements are available on the Faculty of Graduate Studies website.</p>
<p>4.10 Deadlines for Graduation</p> <p>The final requirements of the degree, in the form of the final report on the thesis/practicum (and the corrected copy of the thesis/practicum); comprehensive examination; M.Eng. project; or Design thesis, must be submitted to the Faculty of Graduate Studies by the appropriate deadline. For those programs that do not have a Culminating exercise (i.e.: thesis/practicum/comprehensive examination/M.Eng. project/Design thesis), the department/unit must forward potential graduate names to the Faculty of Graduate Studies by the deadline. The deadline for each of the graduation dates is published on the Faculty of Graduate Studies website at umanitoba.ca/faculties/graduate_studies/deadlines/index.html.</p>	
<p>4.11 Details for Submission of the Final Copy</p> <p>Following the approval of the thesis/practicum by the examining committee and the completion of any revisions required by that committee, the thesis/practicum, must be submitted to the Faculty of Graduate Studies as follows:</p> <ul style="list-style-type: none"> • One digital version submitted as an e-thesis/practicum at the MSpace website; (http://mspace.lib.umanitoba.ca/xmlui/login) • Thesis/Practicum final report; • Copyright License Declaration form. 	
<p>4.12 Publication and Circulation of Thesis/Practicum</p> <p>Every graduate student registering in a thesis/practicum Master's program at The University of Manitoba shall be advised that, as a condition of being awarded the degree, he/she will be required to grant a license of partial copyright to the University and to the Library and Archives Canada for any thesis or practicum submitted as part of their degree program.</p> <p>Note: This license makes the thesis/practicum available for further research only. Publication for commercial purposes remains the sole right of the author.</p> <p>The thesis release form, including the copyright declaration/infringement form, must be completed on MSpace. This and other related regulations may give rise to important questions of law, and students may need additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning</p>	

<p>their subsequent rights are advised to do so prior to signing the agreements. Signing of the license agreements is normally done after the contents of the thesis/practicum have been delineated and the importance of copyright and/or patents fully understood and appreciated.</p> <p>Publication in the above manner does not preclude further publication of the thesis or practicum report or any part of it in a journal or in a book. In such cases, an acknowledgement that the work was originally part of a thesis/practicum at The University of Manitoba should be included.</p> <p>Notes:</p> <p>Patents –Refer to section 6 “Policy of Withholding Theses Pending Patent Applications” in this Guide.</p> <p>Restriction of Thesis/Practicum for Publication – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one (1) year after submission of the digital version of a thesis or practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.</p> <p>Library and Archives Canada – Library and Archives Canada obtains a copy of the thesis via the University’s MSpace repository.</p>	
<p>SECTION 5: Doctor of Philosophy General Regulations</p> <p>The degree of Doctor of Philosophy (Ph.D.) is granted only upon evidence of general proficiency and of distinctive attainment in a special field. In particular, the candidate must demonstrate an ability for independent investigation, original research or creative scholarship. This is expected to be presented in a thesis with a degree of literary skill and by an oral examination wherein the candidate exhibits mastery of their field. The Ph.D. is a research degree and is not conferred by The University of Manitoba solely as a result of coursework study.</p> <p>Although general regulations apply to all students, individual units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html), and be kept on record in the Faculty of Graduate Studies. All students should consult unit supplemental regulations for specific details regarding admission, program requirements, progression, and completion.</p>	<p><i>Relevant information could include:</i></p> <ul style="list-style-type: none"> • <i>Minimum admission criteria (beyond FGS requirements)</i> • <i>Admission/selection committee composition (if applicable)</i> • <i>Admission/selection procedures</i> • <i>Indicate which major areas are acceptable</i> • <i>Is a thesis-based Master's degree required</i> <p><u>Admission Requirements</u></p> <p>Those applying to the Faculty-based Ph.D. in Management Program should possess:</p> <ol style="list-style-type: none"> 1) (a) An earned Master's degree from a recognized institution in a management or business discipline, or in a cognate or foundational disciplinary area (e.g. psychology, sociology, economics, mathematics); 2) Appropriate research interest and capability as evidenced by a statement of purpose; and, 3) In addition to the Faculty of Graduate Studies minimum requirements, the following may be submitted: <ul style="list-style-type: none"> • A thesis from a recognized institution; • A major research paper from a recognized institution; • An independently completed research article published in a refereed journal; • An independently completed research working paper presented at a conference; and/or

	<ul style="list-style-type: none"> • Other evidence of an appropriate nature, such as written class research projects and term papers. <p><u>Application Requirements</u></p> <p>In addition to the minimum requirements of the Faculty of Graduate Studies, applicants for the Ph.D. in Management will be evaluated based on a complete application, which shall include the following:</p> <ol style="list-style-type: none"> 1) A completed application form of the Faculty of Graduate Studies; 2) A completed supplementary application form that includes the applicant's choice of department of concentration and any evidence of research and teaching ability; 3) Statement of Purpose: The applicant must submit a statement of up to 500 words outlining his/her objectives/purpose for pursuing the degree; and 4) Evidence of research capability. <p><u>Admission Procedures</u></p> <p><u>To be considered for admission for the Ph.D. in Management, a complete application must be received no later than February 1.</u></p> <p><u>Preliminary Screening</u></p> <p>A preliminary screening of applications will be made by the Graduate Program Manager:</p> <ol style="list-style-type: none"> 1) Completeness of information, 2) Meeting the minimum standards for admission outlined by the Faculty's GRPC and the Faculty of Graduate Studies. <p><u>Selection Criteria</u></p> <p>A number of factors are taken into account in arriving at an admission decision:</p> <ol style="list-style-type: none"> 1) A minimum 3.0 G.P.A.; 2) A minimum 600 GMAT score or equivalent; 3) The availability of a Scholarly Qualified and willing faculty member to advise the doctoral student in the applicant's chosen department of concentration; 4) The applicant's academic background; 5) The referees' assessments of the applicant; 6) Evidence of English language proficiency. In the case of international students, satisfactory performance in an in-person or video admissions interview conducted by a member of the department admissions committee is required. 7) Evidence of research abilities and satisfactory performance in an admissions interview that will be conducted by the proposed Curriculum Advisor and/or another faculty member in the area. This interview is intended to determine the applicant's interest in research beyond information provided in the application materials; and,
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	<p>8) The ability of the Faculty to provide the program of study in the applicant's chosen department of concentration.</p> <p><u>Selection</u></p> <p>Each Department in the Asper School of Business will review the Ph.D. applications forwarded to it by the Admissions Advisor. Each Department will then make its recommendations to the GRPC.</p> <p>The Ph.D. Selection Committee shall comprise the GRPC.</p>
<p>5.1 Admission</p> <p>5.1.1 General criteria</p> <p>Normally, the completion of a Master's degree or equivalent from a recognized university and a cumulative GPA of 3.0 or equivalent in the last two (2) previous years of full time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program.</p> <p>Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria. However, the criteria for admissions into the Ph.D. program are more stringent than for Masters' programs; therefore, the completion of a Master's program does not guarantee admission into the Ph.D. program. Some departments/units require completion of a thesis-based Master's program prior to admission to a Ph.D. program.</p>	<p><i>If direct admission is considered, specify conditions</i></p>
<p>5.1.2 Direct Admission from the Bachelor's Honours or equivalent</p> <p>With special recommendation of the department/unit concerned, applicants with an honours Bachelor's degree or equivalent may be considered for entry to Ph.D. study. These students must be outstanding in their academic background (GPA well above 3.0 in the last two (2) full years of undergraduate study).</p> <p>Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria. Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual department/unit's approved supplemental regulations specify otherwise, and will be assessed Ph.D. fees for three (3) years.</p>	
<p>5.1.3 Transfer from the Master's to the Ph.D. program</p> <p>Students who have not completed a Master's program may transfer to the Ph.D. program within the same department/unit upon the recommendation by the Head of the department/unit to the Faculty of Graduate Studies. The recommendation should be made within 16 months or four (4) terms (including Summer term) from the start of the Master's program. The coursework completed and time spent in the Master's program will normally be credited towards the Ph.D. program. Students must complete at least 24 credit hours of coursework, unless the individual department/unit's approved supplemental regulations specify otherwise.</p>	<p><i>Note: Transfer from Master's to PhD within a unit must now be completed within the first 18 months in the Master's program.</i></p> <p>Transfers to the Ph.D. program will be considered in equal competition with other applicants to that program, and will normally occur for the Fall term (i.e., admission starting in September).</p>

<p>The request to transfer from a Master's to the Ph.D. program must be submitted to the Faculty of Graduate Studies at least one (1) month prior to the term for which the student intends to commence the Ph.D. program. The following are required when making the request:</p> <ul style="list-style-type: none"> • The online Application for Admission indicating a request for transfer; • If the transfer is made within one (1) year, no additional application fee must be paid; and • In the case where the student does not hold a Master's degree, a letter of recommendation from the Head of the department/unit is also required. <p>If the transfer occurs within 12 months of the initial registration in the Master's program, the student will be assessed Ph.D. fees for three (3) years. If the transfer occurs after 12 months, the student will be assessed Ph.D. program fees for two (2) years (as they will have already paid fees for the Master's program). Students are cautioned that such transfers may impact on The University of Manitoba Graduate Fellowship duration.</p> <p>Where a student with a Master's degree or equivalent is initially admitted and registered in a Master's program, that student may be transferred to the Ph.D. program within the same department/unit on the recommendation of the student's advisor/co-advisor and Head of the department/unit, provided that follow up transfer recommendation occurs within 12 months of the initial registration in the Master's program. In such a case, the application fee is waived and fees assessed towards the Master's program will be deducted from the full two (2) years of Ph.D. program fees. Transfers later than 12 months must pay an application fee and their fees will be assessed as a three (3) year Ph.D.</p> <p>Where a student holds a Master's degree that would be sufficient for admission to the Ph.D. program, students must complete at least 12 credit hours of coursework, unless the individual department/unit's approved supplemental regulations specify otherwise.</p>	
<p>5.1.4 Provisional Admission to the Ph.D.</p> <p>Students nearing the completion of the Master's degree may be accepted provisionally to the Ph.D. program for a 12 month period (commencing with the first registration in the Ph.D. program). Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master's degree within the 12 months. Students must maintain continuous registration in their Master's program until its completion. Students will require assistance from the department/unit and the Faculty of Graduate Studies to complete dual registration on the "Concurrent Curriculum Permission" form (http://intranet.umanitoba.ca/student/records/2323.html) in the Master's and Ph.D. program simultaneously.</p>	
<p>5.1.5 English Language Proficiency</p> <p>See section 1.1.7. Some departments/units specify an additional language requirement for the Ph.D. degree. Students should check department/unit supplemental regulations regarding this requirement.</p>	
<p>5.1.6 Students with Disabilities</p>	

<p>See Accommodation Policy for Students with Disabilities: http://umanitoba.ca/admin/governance/governing_documents/students/281.html</p>	
<p>5.2 Student Advisor, Co-advisor and Advisory Committee</p> <p>5.2.1 Student Advisor</p> <p>Every Ph.D. student must have an advisor, appointed by the Head of the department/unit. The advisor is responsible for supervising the student's graduate program. The advisor is the student's first point of contact at The University of Manitoba, and therefore should be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic department/unit. The advisor is directly responsible for the supervision of the student's graduate program. In this capacity, the advisor assists the student in planning the graduate program, and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic department/unit, the Faculty of Graduate Studies, the university, and external funding agencies. The advisor provides counsel for all aspects of the graduate program, and stays informed of the student's scholarly activities and progress. The student's advisor also acts as a channel of communication to the student's advisory committee, the department/unit, and the Faculty of Graduate Studies.</p> <p>The advisor must:</p> <ul style="list-style-type: none"> • be a member of the Faculty of Graduate Studies*; • hold a Ph.D. or equivalent**; • be active in research; • have expertise in a discipline related to the student's program; and • hold an appointment in the student's department/unit. <p>*(http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)</p> <p>**Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case by case basis and assessed by the potential advisor's demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not equivalent to a Ph.D.</p> <p>Usually the student and the advisor choose to work together by mutual agreement. In departments/units where the choice of thesis topic advisor is postponed for some time after entry into the program, the Head of the department/unit or the selection committee shall appoint a faculty member to advise the student as to the rules and regulations and on a program and course requirements. This interim period must not exceed eighteen months after entry in to the program before a permanent advisor is chosen.</p> <p>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.</p> <p>The advisor, co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. If the parties cannot agree on any component(s) of the ASG, the</p>	<p><i>Note: See revised criteria for advisor/co-advisor.</i></p> <p><i>Must there be an advisor in place at admission? (Details of composition of advisory committee go in section 5.2.3)</i></p> <p>A Curriculum Advisor must be in place at the point of admission.</p> <p>In addition to the advisor requirements specified by Faculty of Graduate Studies, Thesis and Curriculum advisors must be Scholarly Qualified (as defined by the Asper School of Business).</p> <p>In a situation where a student's advisor relocates to another University and becomes an adjunct professor at the University of Manitoba, another member of the student's area at Asper School of Business will be assigned as the new primary advisor.</p>

<p>matter should be referred to the department/unit Graduate Chair, the Head of the department/unit, or the Dean of the Faculty of Graduate Studies.</p> <p>Should, during the student's program, the relationship between the student and advisor significantly deteriorate, the matter should be referred sequentially to the department/unit Graduate Chair, the Head of the department/unit, then to the Dean of the Faculty of Graduate Studies.</p>	
<p>5.2.2 Co-advisor</p> <p>In special circumstances, upon approval of the Head of the department/unit, an advisor and a maximum of one (1) co-advisor may advise a student. The co-advisor must meet all of the same qualifications and expectations as the advisor.</p> <p>The co-advisor will usually be identified either:</p> <p>A) at the beginning of a student's program in situations where:</p> <ol style="list-style-type: none"> 1. the student desires to draw equally upon the expertise of two (2) individuals; or 2. the project is interdisciplinary in nature and requires the expertise of two (2) advisors from their respective disciplines. <p>or</p> <p>B) mid-way through a student's program due to:</p> <ol style="list-style-type: none"> 1. the student's project develops in such a way that he/she requires an additional advisor from a different discipline; or 2. the department/unit introduction of a new Faculty member, to the standards of the department/unit, whose expertise facilitates the student's project. <p>When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One (1) advisor must be identified as the primary advisor; however, both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.</p> <p>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.</p> <p>In all instances the Faculty of Graduate Studies must be informed of, and approve, the co-assignment.</p>	
<p>5.2.3 Advisory Committee</p> <p>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 his/her program. The advisory committee must consist of a minimum of three (3) members of the Faculty of Graduate Studies (http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html), one (1) of whom must hold a primary appointment from within the department/unit</p>	<p><i>Specify composition of advisory committee, at what point the advisory committee is structured, and who assembles advisory committee</i></p> <p>Appointment of Curriculum Advisors and Curriculum Advisory Committees</p> <p>A two-stage procedure in the advisory role will be used to provide the necessary flexibility to deal with students with diverse backgrounds. The first stage involves the preparation of the student for the candidacy examination</p>

and one (1) of whom must hold no appointment within the department/unit. 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 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). 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.

and the second stage the preparation for the thesis research and final oral examination.

The Curriculum Advisory Committee is the first stage advisory committee. The Curriculum Advisor and Curriculum Advisory Committee guide the coursework stage up until the completion of the comprehensive exam, and the Thesis Advisor and Thesis Advisory Committee guide the research thesis stage.

The Curriculum Advisor must be a member of the Faculty of Graduate Studies and a member of the concentration area selected by the student. The Curriculum Advisor will oversee the student's program of courses and advise the student regarding which optional courses the student should take considering the student's area of interest.

The procedure for appointing the Curriculum Advisor and forming the Curriculum Advisory Committees is as follows:

In consultation with the department, a Curriculum Advisor in the student's department of concentration volunteers to chair the student's Curriculum Advisory Committee. The departmental graduate coordinator conveys this information to the GRPC during its admissions meetings.

The Curriculum Advisor, in consultation with the student, shall recommend a Curriculum Advisory Committee. The primary responsibilities of the Curriculum Advisory Committee are to guide the student in the development of a program of studies and in the preparation for the Candidacy Examination.

The Curriculum Advisory Committee shall consist of a minimum of three members of the Faculty of Graduate Studies. At least one-half of the Curriculum Advisory Committee must be members from the student's department inside the Asper School of Business, and at least one member must be from another department at the University of Manitoba, either inside or outside the Asper School of Business. The Curriculum Advisor acts as Chair of the Curriculum Advisory Committee.

The composition of the Curriculum Advisory Committee and any subsequent changes to that committee must be approved by Associate Dean of Research, and by the Faculty of Graduate Studies.

The Curriculum Advisor and the Committee will also be responsible for completing the student's Annual Progress Report until a Thesis advisor is appointed. Upon satisfactory completion of the student's coursework and candidacy examinations, the Curriculum Advisor and Curriculum Advisory Committee's duties will be complete.

Thesis Advisor and Thesis Advisory Committee:

The Curriculum Advisory Committee will be dissolved after the student has passed the candidacy examination and successfully completed the theoretical and empirical

	<p>papers, <u>each of which are requirements in PHDM 7140 and PHDM 7150, respectively. These courses are mandatory pass/fail, and the papers are assessed by the course instructor(s).</u> A Thesis Advisory Committee will be formed for the thesis research part of the student's <u>Ph.D. Program.</u></p> <p>Following the successful completion of the candidacy exam, the student selects a Thesis Advisor. A Faculty member eligible to serve as Thesis Advisor must be a member of the Faculty of Graduate Studies, have an active research record, and be a member in the concentration department selected by the student. Should a student be unable to secure a Thesis Advisor, then the Dean of the Asper School of Business (or designate) will be responsible for appointing one.</p> <p>In addition to the Thesis Advisor requirements specified by Faculty of Graduate Studies, advisors must be Scholarly Qualified.</p> <p>After appointment, the Thesis Advisor will be responsible for supervising the student's thesis process.</p> <p>The Thesis Advisor, in consultation with the student, shall recommend a Thesis Advisory Committee. The primary responsibilities of the Thesis Advisory Committee are to guide the student in the development of a thesis proposal, thesis research, and writing, and preparation for the Final Oral Examination.</p> <p>The Thesis Advisory Committee shall consist of a minimum of three members of the Faculty of Graduate Studies. At least one-half of the Thesis Advisory Committee must be members from the student's department inside the Asper School of Business, and one member must be from another department/unit of the University of Manitoba outside the Asper School of Business. The Thesis Advisor acts as Chair of the Thesis Advisory Committee. Where a Committee has Co-Advisors, at least four members of the Thesis Advisory Committee are needed since each Co-Advisor is considered to be a "one-half" member and will share a single vote between them.</p> <p>Students may wish to consider change their Thesis Advisors. In such a case, the student should discuss the decision with his/her Thesis Advisor, the proposed (new) Thesis Advisor, and the Graduate Program Manager. A student who intends to change their Thesis Advisor must inform the original; Thesis Advisor before such a change can proceed. The newly appointed Thesis Advisor must also inform the Faculty of Graduate Studies that such a change has occurred.</p>
<p>5.3 Program of Study</p> <p>As soon as possible, but no later than 24 months after a student has commenced their program, the student's program of study should be registered with 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) and should include:</p>	<p>The program of study and any subsequent changes to the program of the student must be approved by the student's Curriculum Advisory Committee and, where required, by the Dean of the Faculty of Graduate Studies.</p>

<ul style="list-style-type: none"> • information about the minimum or expected time for completion of the degree; • coursework to be taken; • any language requirement; and • the research area in which the thesis will be written. <p>The approval of the student's advisor/co-advisor and the Head of the department/unit are sufficient for registration. The program of study, including withdrawal from individual courses and any subsequent changes, must be approved by the student's advisor/co-advisor, the advisory committee, and the Head of the department/unit. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.</p>	
<p>5.4 Program Requirements</p> <p>All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved unit supplemental regulations:</p> <ul style="list-style-type: none"> • Where admission to the Ph.D. is directly from a Master's degree, a <u>minimum</u> of 12 credit hours at the 7000 level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000 level must be at the 3000 level or above. For those students who hold a Master's degree, a maximum of 24 credit hours of coursework is allowed toward the Ph.D. program.* • Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a <u>minimum</u> of 24 credit hours plus a thesis is required. The coursework must include a <u>minimum</u> of 18 credit hours at the 7000 level or higher with the balance of the coursework at the 3000 level or higher. For those students who do not hold a Master's degree, a maximum of 48 credit hours of coursework is allowed toward the Ph.D. program. <p>*Unless professional accreditation requirements and/or the department/unit's supplemental regulations indicate otherwise.</p>	<p><i>Indicate if the minimum or maximum number of credit hours required in the program differs from that required by FGS. List required courses (including full numbers and minimum level e.g. 7000), and credit hours</i></p> <p><u>Course Requirements</u></p> <p><u>All PhD students must complete both core and other course requirements. The core course requirements must be completed regardless of previous professional and/or academic background. All Ph.D. students must complete PHDM 7140 Management Research Project 1 and PHDM 7150 Management Research Project 2, both of which are zero credit-hour, pass/fail courses. The Curriculum Advisory Committee must ensure that at least one of these courses (i.e. PHDM 7140 or PHDM 7150) is completed prior to the candidacy examination.</u></p> <p><u>Core Course Requirements (at least 12 credit hours):</u></p> <p>The four <u>required</u> core courses are dependent on the student's departmental concentration area <u>and are listed as follows:</u></p> <p><u>Business Administration Core</u></p> <ul style="list-style-type: none"> • <u>One (1) three (3) credit hour course from:</u> <ul style="list-style-type: none"> ○ <u>GMGT 7410 Organizational Behaviour;</u> ○ <u>GMGT 7440 Organizational Theory;</u> or ○ <u>GMGT 7530 Strategy.</u> • <u>Three (3) additional three (3) credit hour courses from:</u> <ul style="list-style-type: none"> ○ <u>GMGT 7440 Organizational Theory;</u> ○ <u>GMGT 7410 Organizational Behavior;</u> ○ <u>GMGT 7530 Strategy;</u> or ○ <u>Topics courses in the area of organizational behavior, organization theory, strategy, entrepreneurship, international business, industrial relations and human resource management.</u> <p><u>Finance Core</u></p> <ul style="list-style-type: none"> • <u>FIN 7100 Financial Economics (3 ch);</u> • <u>FIN 7110 Asset Pricing (3 ch);</u> • <u>FIN 7520 Finance II: Corporate Finance (3 ch); and</u> • <u>FIN 7530 Advanced Topics in Finance (3 ch).</u> <p><u>Marketing Core</u></p>

	<ul style="list-style-type: none"> • MKT 7110 Doctoral Seminar in Marketing (3 ch); • MKT 7120 Doctoral Seminar in Buyer Behaviour (3 ch); • MKT 7080 Research Design and Methods (3 ch); and, • MKT 7100 Selected Topics in Marketing (3 ch). <p><u>Other Course requirements:</u></p> <p><u>Additional course-work may be required and could include:</u></p> <ul style="list-style-type: none"> • 1 Philosophy of Science in Management (Note: Finance students are exempt from this requirement) (3 credit hours); • 3 Methods or statistics courses (9 credit hours; or up to 6 courses [24 credit hours] for Finance); • 2 Minor/cognate courses (at least one of which is outside the Asper School of Business : 6 credit hours or up to 3 courses [9 credit hours] for Finance students); • Since students completing an Asper School of Business Ph.D. will be conducting research and teaching in topics related to management, they will be required to have a basic breadth of knowledge in management. Students with a previous business degree will not be required to complete this requirement; and • Students without a business degree will be required to audit at least one (1) and up to three (3) courses, preferably at the 7000 level, outside their core area in business as deemed necessary by the student's Curriculum Advisory Committee. <p>The student's Curriculum Advisor will develop the proposed course program in consultation with the student, and will ensure that the Advisory Committee is satisfied with the program. The Curriculum Advisor will then send the proposed program, including the stated breadth requirements, to the Graduate Program Manager. A list of a student's required course-work must be completed in the first term of registration within the Ph.D. program.</p> <p><u>Evaluation Procedures</u></p> <p>Students will be evaluated in each course on the basis of criteria stated in course outlines (i.e.: examinations, term papers, term projects, etc.). Students must maintain a minimum GPA of 3.0, with no grades on core courses lower than B (3.0)</p> <p>Student progress will be reported at least annually to the Faculty of Graduate Studies and the GRPC on the "Progress Report Form," which consists of a Faculty of Graduate Studies progress form and an Asper School of Business progress form. The student's Curriculum Advisor and Advisory Committee is responsible for completing and submitting this report in consultation with the student. Students who fail to meet the minimum specified grades or make sufficient progress toward the completion of the degree may be required to withdraw on the recommendation of the GRPC to the Dean of the</p>
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<p>I</p>	<p>Faculty of Graduate Studies. In addition, the GRPC will assess the ratings of the student against the ratings of all other students in the program (of similar discipline and program stage), and reserves the right to adjust the rating of the student prior to the report being submitted to the Faculty of Graduate Studies.</p> <p><u>Apprenticeships</u></p> <p>In their future careers, doctoral students in Management will need to develop skills in conducting research, communicating their research findings, and teaching to various target communities. Also doctoral students with demonstrated research skills as evidenced by research projects completed and papers published before graduating will find themselves more marketable. To this end, the following are in addition to the formal program:</p> <ol style="list-style-type: none"> 1) Students may be required to attend credit and non-credit courses, seminars and training sessions in teaching and research communication, as determined by the student's Curriculum Advisory Committee, as part of their program; 2) Students will be required to participate in classroom teaching, including observing teaching, and/or assisting teaching, for the equivalent of three (3) credit hours, and assuming full teaching responsibilities for the equivalent of approximately three (3) credit hours. Students unable to demonstrate satisfactory teaching performance will be encouraged to pursue remedial instructional training (i.e.: Centre for the Advancement of Teaching and Learning). Exceptions may be made at the discretion of the Curriculum Advisory Committee in consultation with the Associate Dean (Research); 3) Research Apprenticeship. The purpose of a research apprenticeship is to train students in the skill sets required to become a successful researcher. All students are required to complete a research apprenticeship with their Curriculum Advisor and/or faculty members in their department. The outcomes of this critical academic apprenticeship should result in the student attaining publishable papers of journal quality and conference presentations in conjunction with their advisor and/or other faculty members in their department. The measurable outcomes of the apprenticeship should be documented on the student's annual progress report; 4) Finally, the goal of the apprenticeship should be to develop research skills, thus it is viewed as an ongoing apprenticeship where the student will normally work 10 hours a week with their Curriculum Advisor or other faculty member(s) on research projects. This research activity is not and cannot be related to a student's funding. <p>Curriculum or Thesis Advisors, as applicable, are responsible for ensuring that teaching and research skills are developed, and that students take the prescribed courses and engage in their prescribed teaching and research apprenticeships. Advisors must take an active</p>
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<p>electronic format biographical information and an abstract of the thesis to the Faculty of Graduate Studies at least two (2) weeks in advance of the date of the oral examination.</p>	
<p>5.12.2 Attendance</p> <p>The Dean of the Faculty of Graduate Studies or designate shall act as Chair of the examination committee.</p> <p>The attendance of the external examiner in person at the candidate's oral examination is encouraged. If the external examiner will not be present in person, his/her participation electronically is expected. If the external examiner cannot participate electronically, he/she will be asked to provide questions in advance. These questions will be read to the candidate at the defence by the Chair.</p> <p>All internal members of the examining committee are required to be present at the defence, unless exceptional circumstances prevent this. Under such circumstances, and with the prior approval of the Dean of the Faculty of Graduate Studies, one (1) internal member may participate electronically . Consequently, no more than one (1) Internal member and the External examiner may participate electronically.</p> <p>The candidate must be present in person at the examination. Under no circumstances can the candidate participate electronically or by telephone.</p> <p>Normally, the oral examination shall be open to all members of The University of Manitoba community and the general public. In exceptional cases the final oral examination may be closed; for example, when the results of the thesis research must be kept confidential for a period of time. In such cases, the examination committee and Head of the unit shall request prior approval in writing from the Dean of the Faculty of Graduate Studies. If approved, the final oral examination shall be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies or designate.</p> <p>Regardless of open or closed status, no recording devices will be permitted.</p>	
<p>5.12.3 Format of the Examination</p> <p>The first part of the oral examination shall consist of an oral presentation by the candidate. This is followed by examination of the candidate by the examination committee. If time permits the Chair, at their discretion, may allow questions from members of the audience.</p>	
<p>5.12.4 Procedures for the Conduct of the Examination</p> <p>The Chair should discuss the examination procedures with the examiners in camera prior to the beginning of the formal examination.</p> <p>The Chair will introduce the candidate and request him/her to give a concise (20 to 25 minute) oral presentation of the thesis to include a summary of the problem addressed, the results obtained, and the conclusions drawn from the study.</p> <p>Following the presentation, the Chair will invite questions from each member of the examining committee, taking care to ensure that each examiner has approximately</p>	<p>Final Oral Examination:</p> <p><u>Upon</u> receiving the necessary approval from the Faculty of Graduate Studies, the Graduate Program Manager will send notices of the oral examination and an abstract of the thesis to faculty, graduate students and other interested parties at least one week prior to the scheduled oral examination. This should be coordinated with the Faculty of Graduate Studies.</p>



UNIVERSITY
OF MANITOBA

I. H. Asper School of Business
Faculty of Management

David A. Stangeland, PhD, CPA, CMA
Associate Dean Professional Programs
Professor of Finance
322 Drake Centre
181 Freedman Crescent
Winnipeg, Manitoba
Canada R3T 5V4
Telephone (204) 474-6477

November 20, 2018

Dr. Brooke Milne
Associate Dean, Faculty of Graduate Studies

Dr. Milne,

The Asper School of Business MBA Program Committee has moved a number of amendments (some editorial/minor and some substantive) to the current Asper MBA Program Supplemental Regulations and I now request Faculty of Graduate Studies/Senate approval for the same. Attached are the edited supplemental regulations. Outlined below are the substantive amendments I have been asked to address specifically in detail by way of this memo. We left track changes on, as requested, so it is clear where changes are made – please excuse the way this looks.

Amendments to the Asper MBA Program course exemption policy.

Below is the wording of the current course exemption policy:

“Advanced credit and course exemptions are permitted in the MBA program.

1. General criteria for Asper MBA exemptions:
 - a. Exemptions are granted to individuals holding at least a 3 year bachelor university degree.
 - b. When an exemption is based on completed undergraduate degree level courses, two courses in the same specific discipline as the Asper course for which exemption is sought are required to be considered for one core MBA course exemption.
 - c. A minimum grade of "B" or equivalent is required on each of the two courses required for the exemption.
 - d. The second of the two required courses must have been completed within 5 years prior to the start of the Asper MBA program (see exception in the professional designation section below).
 - e. A course cannot count toward two exemptions.
 - f. The maximum exemptions granted shall not exceed 30 credit hours.
 - g. Exemptions are granted for work completed prior to admission into the MBA program. Courses taken at other institutions to satisfy MBA course requirements after a student has been admitted to the Asper MBA program are governed by existing standards and procedures for a Letter of Permission.

It is the student's responsibility to provide, at the time of application for an exemption, the following official documentation to support the request for exemption (not necessary for courses taken at the University of Manitoba):

- a. Official transcript (if one was submitted as part of application for admission, another is not required),
- b. Copies of detailed course outlines,
- c. Course name/number,

- d. Course objectives/content,
 - e. Length of course/number of contact hours,
 - f. Textbook,
 - g. Method of evaluation; and
 - h. Other information/documents as necessary.
2. Exemptions based on Asper MBA courses completed as an Occasional Student:
 - a. Exemptions (core and elective courses) totaling no more than 12 credit hours may be granted based on Asper School of Business MBA courses completed in the last 5 years with a grade of "C+" or higher while on Occasional Student status ('Audit' courses may not be used toward exemptions).
 3. Exemptions based on undergraduate courses:
 - a. Exemptions in core courses are granted on the basis of degree credit courses completed at a recognized degree-granting institution taken as part of a completed degree program (a 3 year degree minimum).
 - b. Asper BComm graduates who pursue the Financial Analyst concentration in the MBA and who completed the undergraduate Financial Modelling and Behavioural Finance courses (FIN 4240 and FIN 4250, currently) in the Asper School in the last 5 years with a grade of B or higher will be exempted from the Master's level corresponding courses (currently FIN 7140 and FIN 7180, respectively).
 - c. Maximum exemptions based on undergraduate courses total 19.5 credit hours (or 25.5 if section 3(b) above applies).
 4. Exemptions based on courses taken from the Asper MBA while in another graduate program at University of Manitoba.

Asper School of Business MBA courses (cores and electives) with a grade of C+ or higher taken in the last 5 years while a graduate student is enrolled in another graduate program may be exempted upon entry to the Asper MBA (to a 12 credit hour maximum).

5. Exemptions based on courses taken in another MBA program:
 - a. Exemptions are allowed for MBA core courses.
 - b. Exemptions are granted on the basis of MBA or equivalent degree credit courses completed at a recognized degree-granting institution.
 - c. Maximum exemptions based on MBA or equivalent degree courses total 19.5 credit hours.
6. Exemptions based on an earned professional designation*:
 - a. Professional designations are eligible for a maximum of 4.5 core or elective credit hours of exemption credit (per designation). Individuals holding these exemptible designations must provide proof of current membership and practice in their respective professional organization and will be assessed on a case-by-case basis.
 - b. The maximum exemptions granted based on professional designations shall not exceed 12 credit hours.

* Currently approved designations include: CFA (FIN 7000 and FIN 7020), CPA (ACC 7010 and 7020), CHRP (GMGT 7220), CLU (3 credit hours unallocated Finance elective).

7. Exemptions based on Asper School Executive Education courses:
 - a. A maximum of 6 credit hours of unallocated elective exemptions in the MBA may be granted based on related Asper Executive Education courses, assessed case-by-case.

- b. A total of 4.5 credit hours of core exemptions from IDM 7510 and IDM 7120 will be granted based on completion of the Advanced Program in Leadership and Strategy.
- c. The maximum exemptions based on Asper Executive Education courses will be 10.5 credit hours.

8. Exemptions from the Math and IT Bootcamps – MIS 5110 and MSCI 5110

Students may write a challenge exam for the auxiliary courses MIS 5110 and MSCI 5110. The challenge exam shall be written prior to the start of the course. Passing the challenge exam will result in an exemption being granted for the challenged course. Failing the challenge exam will result in the student having to take the course before graduating from the Asper MBA. There is no fee to write the challenge exam. The challenge exam in either course may be attempted only once (attending the exam and choosing to leave before it is completed constitutes an attempt at the exam) and only before taking the course (a challenge exam cannot be written after the course has been failed). If a student is granted exemptions from all courses for which a boot camp is a prerequisite, the student will also be exempted from that specific boot camp.

Only the following Asper MBA core courses are eligible for exemption:

The designated core courses eligible for exemptions are:

ACC 7010 Accounting Fundamentals

ACC 7020 Managerial Accounting

FIN 7000 Corporate Finance

MIS 7120 Management Information Systems

GMGT 7220 Managing People in Organizations

MKT 7010 Marketing Management

OPM 7120 Operations and Supply Chain Management

FIN 7000 Managerial Economics

Exemptions are granted on a case-by-case basis, and require both MBA Program Committee and Department Head approval.

Exemption consideration is contingent on the student/applicant providing the following supporting materials:

- a. Official transcript (if one was submitted as part of application for admission, another is not required);
- b. Copy of course outline/calendar description,
- c. Course name/number;
- d. Course objectives/content;
- e. Length of course/number of contact hours;
- f. Textbook;
- g. Method of evaluation; and
- h. Other information/documents as necessary.

Courses taken prior to admission to the Asper MBA for which a student receives an exemption are not counted in the calculation of the grade point average."

We propose the following amendments to the course exemption policy:

"Advanced credit and course exemptions are permitted in the MBA program.

1. General criteria for Asper MBA exemptions (not advanced standing):

~~a. a.~~ Exemptions are granted to individuals holding at least a 3 year bachelor university degree.

~~b. b.~~ Any course previously taken can only be applied/counted/considered towards a single course exemption. ~~A course cannot count toward two exemptions.~~

~~j.c.~~ The maximum exemptions granted shall not exceed 30 credit hours.

~~k.d.~~ Exemptions are granted for work completed prior to admission into the MBA program. Courses taken at other institutions to satisfy MBA course requirements after a student has been admitted to the Asper MBA program are governed by existing standards and procedures for a Letter of Permission.

It is the student's responsibility to provide, at the time of application for an exemption, the following official documentation to support the request for an exemption(s) (not necessary for courses taken at the University of Manitoba):

~~i.a.~~ Official transcript (if one was submitted as part of application for admission, another is not required),

~~j.b.~~ Copies of detailed course outlines,

~~k.c.~~ Course name/number,

~~l.d.~~ Course objectives/content,

~~m.e.~~ Length of course/number of contact hours,

~~n.f.~~ Textbook,

~~o.g.~~ Method of evaluation; and

~~p.h.~~ Other information/documents as necessary.

9.2. Exemptions based on Asper MBA courses completed as an Occasional Student:

a. Exemptions (core and elective courses) totaling no more than 12 credit hours may be granted based on Asper School of Business MBA courses completed in the last 5 years with a grade of "C+" or higher while on Occasional Student status.

b. ~~Exemptions cannot be granted for "Audit" courses. ("Audit" courses may not be used toward exemptions).~~

~~10.3.~~ Exemptions based on undergraduate courses:

d.a. Exemptions in core courses are granted on the basis of degree credit courses completed at a recognized degree-granting institution taken as part of a completed degree program (a 3 year degree minimum).

b. Asper BComm graduates who pursue the Financial Analyst concentration in the MBA and who completed the undergraduate Financial Modelling and Behavioural Finance courses (FIN 4240 and FIN 4250, currently) in the Asper School in the last 5 years with a grade of B or higher will be exempted from the Master's level corresponding courses (currently FIN 7140 and FIN 7180, respectively).

e.c. ~~When seeking an exemption of an Asper MBA course using undergraduate courses not listed above in section b, two undergraduate courses are required to get an exemption from one Asper MBA course. The two undergraduate courses must be in the same discipline and cover substantially all of the content of the Asper MBA course. The second of the two required courses must have been completed within 5 years prior to the start of the Asper MBA program (see exception in the professional designation section below). A minimum grade of B or equivalent is required on each of the two courses required for the exemption.~~

f.d. Maximum exemptions based on undergraduate courses total 19.5 credit hours (or 25.5 if section 3(b) above applies).

4. Exemptions based on courses taken from the Asper MBA while in another graduate program at University of Manitoba (including the Master of Finance [MFin] program).

a. Asper School of Business MBA courses (cores and electives) with a grade of C+ or higher taken in the last 5 years while a graduate student is enrolled in another graduate program (non-MFin) may be exempted upon entry to the Asper MBA (to a 12 credit hour maximum).

a.b. ~~Students who completed the MFin program at the University of Manitoba and join the Asper MBA will be exempted from a maximum 30 credit hours of course work in the Asper MBA (if these courses were completed in the last 5 years with grades of C+ or higher). MFin programs completed at another institution will be evaluated on a case by case basis (similar to point #5 below).~~

11-5. Exemptions based on courses taken in another MBA program:

- a. Exemptions are allowed for MBA core courses.
- b. Exemptions are granted on the basis of MBA or equivalent degree credit courses completed at a recognized degree-granting institution.
- c. Maximum exemptions based on MBA or equivalent degree courses total 19.5 credit hours.

12-6. Exemptions based on an earned professional designation*:

d-a. Professional designations are eligible for a maximum of 4.5 core or elective credit hours of exemption credit (per designation). Individuals holding these exemptible designations must provide proof of current membership and practice in their respective professional organization and will be assessed on a case-by-case basis.

d-b. The maximum exemptions granted based on professional designations shall not exceed 12 credit hours.

* Currently approved designations include: CFA (FIN 7000 and FIN 7020), CPA (ACC 7010 and 7020), CHRP (GMGT 7220), CLU (3 credit hours unallocated Finance elective), ~~and PMP (3 credit hours for OPM 7170).~~

13-7. Exemptions based on Asper School Executive Education courses:

d-a. A maximum of 6 credit hours of unallocated elective exemptions in the MBA may be granted based on related Asper Executive Education courses, assessed case-by-case.

e-b. A total of 4.5 credit hours of core exemptions from IDM 7510 and IDM 7120 will be granted based on completion of the Advanced Program in Leadership and Strategy.

f-c. The maximum exemptions based on Asper Executive Education courses will be 10.5 credit hours.

14-8. Exemptions from the Math and IT Bootcamps – MIS 512~~10~~ and MSCI 5110

Students may write a challenge exam for the auxiliary courses MIS 512~~10~~ and MSCI 5110. ~~The challenge exam shall be written prior to the start of the course. See Section 1.3.1~~ Passing the challenge exam will result in an exemption being granted from the or the challenged course. ~~Failing the challenge exam will result in the student having to take the course before graduating from the Asper MBA. There is no fee to write the challenge exam.~~ The challenge exam in either course may be attempted only once (attending the exam and choosing to leave before it is completed constitutes an attempt at the exam) and only before taking the course (a challenge exam cannot be written after the course has been failed). If a student is granted exemptions from all courses for which MSCI 5110 a boot camp is a prerequisite, the student will also be exempted from that specific boot camp.

Only the following Asper MBA core courses are eligible for exemption:

The designated core courses eligible for exemptions are:

ACC 7010 Accounting Fundamentals

ACC 7020 Managerial Accounting

FIN 702~~0~~ Corporate Finance

MIS 7120 Management Information Systems

GMGT 7220 Managing People in Organizations

MKT 7010 Marketing Management

OPM 7120 Operations and Supply Chain Management

FIN 7000 Managerial Economics

Exemptions are granted on a case-by-case basis, and require both MBA Program Committee and Department Head approval.

Exemption consideration is contingent on the student/applicant providing the following supporting materials:

- a. Official transcript (if one was submitted as part of application for admission, another is not required);
- b. Copy of course outline/calendar description,
- c. Course name/number;
- d. Course objectives/content;
- e. Length of course/number of contact hours;
- f. Textbook;
- g. Method of evaluation; and
- h. Other information/documents as necessary.

Courses taken prior to admission to the Asper MBA for which a student receives an exemption are not counted in the calculation of the grade point average."

These amendments are not a result of a program/accreditation review. Mainly, they are clarifications of the policy and a few additions to the policy (namely in light of our new Master of Finance program and its connectedness to the MBA (Financial Analyst concentration) in terms of course overlap. They are to recognize and credit recently completed academic work which directly overlaps with the content of the MBA (while maintaining our residency requirement in tact), as well as recognizing an additional professional designation (PMP) for a course exemption. Finally, a change has been made to the exemptions for the two auxiliary bootcamp courses in the MBA. Previously, if a student was granted exemptions from all courses that required the bootcamps as prerequisites, both bootcamps were also waived. Going forward, the MIS 5120 bootcamp will no longer be waived if follow-on courses are exempted – it will still be required as we want to ensure all students leaving the MBA are proficient in using Excel.

Asper MBA Entrance Requirement – English Language Test scores

Our current regulations state the following:

"Asper MBA Language Proficiency in English requirements are:

IELTS 7.0 (no band score less than 5)

TOEFL 100 (internet); 600 (paper-based)

MELAB 85

CAEL 60

PTE (A) 65"

We propose the following changes to our regulations:

"Asper MBA Language Proficiency in English requirements are:

IELTS 7.0 (no band score less than ~~6.5~~) *this was already approved at Senate on April 5, 2017

TOEFL 100 (internet); 600 (paper-based)

MELAB 85

CAEL 60

PTE (A) 65

CanTEST 4.5 in all four sections

AEPUC – 85% if entering AEPUC with an IELTS of 6.5"

The rationale for this amendment is that Asper MBA would like to accept the same English language proficiency tests that the University accepts, no longer excluding the CanTEST and the AEPUCE program, as we have received some applicant inquiries about these options and we do allow them in our other graduate programs. However, we are setting the minimum requirements higher than the current requirements used by the Faculty of Graduate Studies, to keep in line with our already approved higher requirements for the IELTS and TOEFL. These CanTEST and AEPUCE minimum scores have been recommended by Mr. Garry Dyck of the English Language Centre as aligning with our current requirements on the TOEFL and IELTS.

We look forward to hearing about the progress of all these amendments for Fall 2019 implementation.

Sincerely,

A handwritten signature in black ink, appearing to read 'D Stangeland', with a stylized flourish at the end.

David A. Stangeland, PhD, CPA, CMA
Associate Dean (Professional Programs: MBA, MFin, Exec. Ed.)
Asper School of Business

Faculty of Graduate Studies

Name of Unit: Master of Business Administration

Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>The Faculty of Graduate Studies Academic Guide contains all the rules and policies pertaining to the Faculty of Graduate Studies. Adherence to these rules is of utmost importance for the effective functioning/operation of programs and for guiding and monitoring the progress of students. The integrity of the process is at stake. The major goal of this guide is to prevent potential problems that may affect the completion of a student's program. It is the responsibility of students and the department/unit offering a graduate program to read and follow the policies contained herein.</p> <p>All regulations as laid out in the Faculty of Graduate Studies Academic Guide are subject to revision by the appropriate bodies of the Faculty of Graduate Studies. This compendium is presented as the most recent set of regulations as a guideline for students and staff. Individual departments/units may have additional regulations that supplement these general regulations. All such supplementary procedures and regulations must be approved as specified by the By-Laws of the Faculty of Graduate Studies, be published and available to students, and kept on file in the Faculty of Graduate Studies Office.</p> <p>For those programs that are administered through a Faculty (as opposed to a Department) the term "Department" should be substituted by "Unit" within this document (i.e. Department Head becomes Unit Head.)</p> <p>PREFACE</p> <p>The Faculty of Graduate Studies is a pan-University faculty charged with the oversight of the administration of all graduate programs at the University. Therefore these regulations apply to all graduate students in all programs in all academic units. Individual units may require specific requirements above and beyond those in the following document, and students should consult unit supplemental regulations for these specific regulations. All unit supplemental regulations require approval of the Faculty of Graduate Studies.</p> <p>Definitions</p> <p>The "Dean of the Faculty of Graduate Studies" shall be taken to mean the Dean of the Faculty of Graduate Studies or designate.</p> <p>"Unit" shall be taken to mean the academic unit where the graduate student is pursuing his/her studies. Generally, this is the department. For Faculty-based programs, the Dean is the <i>de facto</i> Head of the unit. The term "unit" shall also include Schools of Faculties within the University. The Dean of the Faculty of Graduate Studies is the <i>de facto</i> <u>Head of interdisciplinary programs administered by the Faculty of Graduate Studies.</u> The Head of any unit may designate any of his/her responsibilities in this policy to another member of the unit, such as the Graduate Chair.</p>	
<p>1.1 APPLICATION AND ADMISSION PROCEDURES</p> <p>The application (and all required documentation) is to be submitted directly to the</p>	<p>Application questions should be directed to aspermba@umanitoba.ca</p>

Note:

Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

<p>Faculty of Graduate Studies. Applicants should contact the department/unit to which they are applying for the procedures and, requirements of that department/unit. Contact information for each unit can be found at http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html.</p> <p>1.1.1 Process:</p> <p>1.1.1 (a) A completed official application for admission form must be submitted, together with the application fee and supporting documentation, to the Faculty of Graduate Studies, via the online application system.</p> <p>NOTE: International students must pay special attention to the appropriate requirements with respect to transcripts (see application form for details).</p> <p>1.1.1 (b) Applications are subsequently reviewed by the unit offering the program which will decide whether the applicant meets the unit's criteria including, but not limited to, availability of advisors, space, and facilities.</p> <p>1.1.1 (c) Notification of recommended/rejected applications is sent by the Head of the unit to the Faculty of Graduate Studies. Applications recommended for admission are checked to determine if they meet the Faculty of Graduate Studies' eligibility requirements. The Faculty of Graduate Studies then notifies applicants of their acceptance or rejection.</p>	<p>See section 4.3.1 for Asper School of Business MBA Admission requirements and procedures.</p>																
<p>1.1.2 Deadlines for Recommended Applications (from Departments to the Faculty of Graduate Studies)</p> <p>The following are the deadlines for receipt by the Faculty of Graduate Studies of recommendations from graduate units.</p> <table><tr><th>Session</th><th>Start Date</th><th>Canadian/US</th><th>International</th></tr><tr><td>FALL</td><td>September</td><td>July 1</td><td>April 1</td></tr><tr><td>WINTER</td><td>January</td><td>November 1</td><td>August 1</td></tr><tr><td>SUMMER</td><td>May</td><td>March 1</td><td>December 1</td></tr></table> <p>IMPORTANT: These are not application deadlines. Applicants are required to submit the application and documentation to the Faculty of Graduate Studies to meet the application deadline in place for a particular department/unit. Applicants are advised to confirm the deadline of the department/unit to which the application is being made; Deadlines can be found on the applicable program page at http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html.</p> <p>The deadlines are meant to accommodate the needs of students in securing appropriate documentation. Late applications may be considered for the next available start date.</p>	Session	Start Date	Canadian/US	International	FALL	September	July 1	April 1	WINTER	January	November 1	August 1	SUMMER	May	March 1	December 1	<p>Asper School of Business MBA applications are accepted on a rolling basis at any time throughout the year, and applications will be reviewed and considered by the Asper School of Business MBA Admissions Committee upon receipt. However, deadlines do exist for September and January program commencement purposes, and applications received after the deadline dates will be considered for the next entry point.</p> <p>For a September start, International applicants must submit a complete application by March 1 while Canadian (including permanent residents) and US applicants must submit complete applications by May 1.</p> <p>For a January start, International applicants must submit a complete application by July 1 while Canadian (including permanent residents) and US applicants must submit complete applications by October 1.</p> <p>Applicants applying to take courses as Occasional students may apply for Summer admission, as well as admission during the regular Fall and Winter terms.</p>
Session	Start Date	Canadian/US	International														
FALL	September	July 1	April 1														
WINTER	January	November 1	August 1														
SUMMER	May	March 1	December 1														
<p>1.1.3 Application Fee</p> <p>A \$100.00 (CDN) fee must accompany admission applications from all Canadian, Permanent Resident, and International applicants. If submitting a paper application, a \$120.00 (CDN) fee must accompany the admission application.</p>																	

<p>1.1.4 Transcripts</p> <p>Unofficial copies of transcripts and final degree certificates are acceptable for initial assessment purposes. Upon admission to the Faculty of Graduate Studies, applicants must arrange for official transcripts from all post-secondary institutions attended to be sent to the Faculty of Graduate Studies, within one (1) month of date on the admission letter. All transcripts must arrive in sealed, university-stamped envelopes sent directly from the issuing institution(s) and be accompanied by official and literal English translations (where applicable). For international degrees or where the transcripts does not or will not clearly state that a degree has been conferred, a copy of the official degree certificate is also required.</p>	
<p>1.1.5 Transcripts: International</p> <p>Where academic records from a country other than Canada are produced in a language other than English, the applicant must arrange for the submission of official literal English translations of all records. To be official, original language documents and English translations must arrive together in envelopes which have been sealed and endorsed by the issuing institution.</p>	
<p>1.1.6 Transcripts: University of Manitoba</p> <p>University of Manitoba students are not required to submit University of Manitoba transcripts.</p>	
<p>1.1.7 Proficiency in English</p> <p>A successfully completed English Language Proficiency Test from the approved list is required of all applicants unless they have received a high school diploma or university degree from Canada or one of the countries listed on the English Language Proficiency Test Exemption List (see next section). The Faculty of Graduate Studies requires a passing, acceptable English Language Test score in order to offer admission. Please note: In all cases, test scores older than two (2) years are invalid.</p> <p>Thresholds required for successful completion are indicated in parentheses.</p> <ul style="list-style-type: none"> University of Michigan English Language Examination Assessment Battery (MELAB) (80%) Test of English as a Foreign Language (TOEFL)– Paper-based test (567); Internet based -iBT (86; minimum score of 20 in each of reading, writing, listening and speaking categories) Canadian Test of English for Scholars and Teachers (CanTEST) (band 4.5 in listening and reading and band 4.0 in writing and oral interview) International English Language Testing System (IELTS) (6.5) Academic English Program for University and College Entrance (AEPUCE) (65%) Canadian Academic English Language Assessment (CAEL) (60 overall and 60 on each subset) PTE Academic (61% overall) 	<p>Asper School of Business MBA English Language Proficiency requirements are:</p> <p>IELTS 7.0 (no band score less than 6) TOEFL 100 (internet); 600 (paper-based) MELAB 85 CAEL 60 PTE (A) 65</p> <p>CanTEST 4.5 in all four sections AEPUCE – 85% if entering AEPUCE with an IELTS of 6.5</p> <p>Starting in Winter 2015, all students admitted with an English language proficiency test score of less than 5 on the speaking section of the IELTS or less than 25 on the speaking section of the TOEFL (or equivalent on other accepted tests) will be required to take part in a mandatory conversational skill assessment (and subsequent tutorials, as deemed necessary) administered by the English Language Centre at the University of Manitoba. The cost of the assessment and subsequent tutorial will be the responsibility of the student.</p>

<p>Note: In addition, foreign language students may be asked by the department/unit to complete the CanTEST prior to or following registration in the Faculty of Graduate Studies and, if need be, the department/unit may recommend remedial measures in language skills based on the results of the CanTEST. Some departments/units may require a specific test or test scores greater than those indicated above. Students should check department/unit supplemental regulations for details.</p>	
<p>1.1.8 English Language Proficiency Test Exemption List</p> <p>Applicants holding secondary school diplomas and/or recognized university degrees from countries on the Faculty of Graduate Studies English Language exemption list are not required to submit an English Language Proficiency score. For more information please see our website at http://umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.html.</p>	
<p>1.1.9 Letters of Recommendation</p> <p>Letters of Recommendation are to be completed via UMGradConnect, the online application. Applicants are required to add their 'Recommendation Provider(s)' contact information so that each recommender is sent an automated email notification.</p> <p>Generally, two (2) Letters of Recommendation must be submitted to the Faculty of Graduate Studies. For the number of recommendation letters necessary, applicants should review our 'Additional Document Requirements' webpage: http://umanitoba.ca/faculties/graduate_studies/admissions/additional_requirements.html</p>	<p>The aim of the Asper School of Business MBA is to identify and prepare individuals for senior and executive general management positions in business. Applicants are asked to provide two letters of recommendation associated with their professional/work background, as well as an employment history/résumé. Ideally, at least one referee should be a current immediate or higher level supervisor or primary business contact. Referees must be able to comment, from authoritative observation, on the applicant's professional abilities and business leadership potential. In the situation where an applicant has limited full-time work experience, the referees can be:</p> <ul style="list-style-type: none"> a) professor(s) with whom the student worked closely during previous studies; and/or b) immediate summer/part-time employment supervisor(s).
<p>1.1.10 Admission Tests</p> <p>Some departments/units require admissions tests, such as the Graduate Record Examination (GRE) or the Graduate Management Aptitude Test (GMAT). These requirements are listed in the supplemental regulations of the particular department/unit, and if required, the scores must be submitted at the time of application.</p>	<p>For admission to the Asper School of Business MBA program, applicants must provide a GMAT or GRE score. A score above 550 is preferred (or equivalent GRE score). No student scoring below 500 on the GMAT (or equivalent GRE) will be considered for admission.</p>
<p>1.1.11 Entrance Requirements</p> <p>The minimum standard for acceptance into any category in the Faculty of Graduate Studies is a 3.0 Grade Point Average (GPA) or equivalent in the last two (2) previous years of full time university study (60 credit hours).</p> <p>Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.</p>	<p>See section 4.3.1 for Asper School of Business MBA admission requirements and procedures.</p>

<p>1.1.12 Eligibility of University of Manitoba Staff Members</p> <p>A staff member at The University of Manitoba at the rank of Assistant Professor or above is not eligible to apply for admission to a graduate program in the department/unit in which the appointment is held.</p>	
<p>1.2 Registration Procedures</p> <p>1.2.1 Registration</p> <p>Pre-Master's students are not normally allowed to register in 7000-level courses or above, with the exception of GRAD 7500, unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate. Undergraduate students may be permitted to register in 7000-level courses or above on recommendation of the department/unit offering the graduate course, subject to the conditions listed below:</p> <ul style="list-style-type: none"> • Undergraduate students must obtain permission from the Department/Unit head and course instructor before registering for a graduate course. • Only undergraduate students completing an undergraduate degree at the University of Manitoba are eligible to enroll in a graduate course. • Undergraduate students are not eligible for admission to be admitted to any graduate course that is cross-listed with an undergraduate course, or that is scheduled to be taught at the same time and location as an undergraduate class. • Undergraduate students will only be eligible to receive graduate-level credit for a course designated as 7000-level or above if at least 75% of the students registered in the course are graduate students. • Undergraduate students who complete a graduate course are not guaranteed admission to a graduate program. <p>On admission to a graduate program at the University of Manitoba, application may be made to the Faculty of Graduate Studies to apply any previously completed graduate courses toward meeting program requirements, subject to the restrictions listed below:</p> <ul style="list-style-type: none"> • No more than 50% of the course-work required in a graduate program may be imported. • Only courses for in which a C+ grade or higher, or the minimum grade required by the program to which the course would be applied, is achieved are eligible to be considered to be used toward may be applied to meeting the requirements of any graduate program. • Any graduate course completed by an undergraduate student may subsequently be applied to a graduate program only if it has not been used toward completion of any other degree program. 	<p>Course registration is administered by the Asper School of Business Graduate Program Office, with oversight provided by the MBA Graduate Program Chair (Associate Dean) and the Graduate Program Manager.</p> <p>Registration in the Individual Interdisciplinary Studies concentration must be approved by the MBA Program Committee or Committee designate(s). A student will declare a concentration or theme by the last term in the program.</p>

<ul style="list-style-type: none"> Any graduate course completed by an undergraduate student for which a passing grade has been obtained (i.e., C+ or higher) may not be repeated should the student later gain admission to a graduate program. <p>All graduate students must initially register in the term specified in their letter of acceptance as specified in the Academic Schedule of the Graduate Calendar. Any student not registering by the registration deadline for the term specified in their letter of offer will be required to re-apply for admission. In exceptional circumstances and with prior approval from the department/unit, a student may defer registration for up to one (1) term following acceptance into the Faculty of Graduate Studies. In the case of international students, admission may be deferred, with prior approval from the department/unit, for up to one (1) year following acceptance.</p> <p>All programs must be approved by the Head of the major department/unit or designate. Approval to take courses from departments/units outside the major department/unit must be obtained from the outside department/unit.</p> <p>The approval or denial of admission and registration to two (2) programs rests with the Dean of the Faculty of Graduate Studies in consultation with the department/unit concerned. The approval/denial must be submitted to the Faculty of Graduate Studies prior to the student's admission/registration on the "Concurrent Curriculum Permission" form (http://intranet.umanitoba.ca/student/records/2323.html)</p> <p>Where a student does register in two (2) programs, it is important to note that dual registration may affect funding, and that completing a graduate program as a part-time student will affect eligibility for The University of Manitoba Graduate Fellowship (UMGF) and may limit other funding possibilities.</p>	
<p>1.2.2 Re-Registration</p> <p>All students must re-register in all Fall, Winter and Summer terms of his/her program until a degree is obtained (with the exception of pre-Master's students). Failure to re-register will result in the student being discontinued from his/her graduate program. A student who has been discontinued and would like to be considered for continuation in a program must apply for re-admission, which is not guaranteed. The re-registration requirement does not apply to occasional students, visiting students, pre-Master's students, or students on an Exceptional or Parental Leave of Absence (please refer to "Leave of Absence", Section 8 of this Guide).</p> <p>The notation 'Discontinued Graduate Program' will be placed on the academic record of any graduate student who has failed to maintain continuous registration.</p>	<p>The Asper School of Business Graduate Program Office administers MBA re-registration.</p> <p>It is the responsibility of each student to ensure that they are registered for courses and have paid all relevant fees to avoid being discontinued from the program. It is the responsibility of the Graduate Program Manager to facilitate the student's registration process and to update the student's records as required.</p>
<p>1.2.3 Registration Revisions</p> <p>For designated periods subsequent to registration, approved revisions may be made. It is required that students adhere to dates and deadlines as published in the Academic Schedule of the Graduate Academic Calendar.</p> <p>Note: Graduate students are not permitted to withdraw from courses without written permission from their Department/unit Head on recommendation from their advisor/co-advisor (and/or advisory committee). The notation "Required to Withdraw"</p>	<p>Asper School of Business MBA students can withdraw from courses (with the approval of the MBA Program administrators) prior to published voluntary withdrawal dates by advising the Asper School of Business Graduate Program Office in writing (letter or email).</p> <p>NOTE: The voluntary withdrawal and refund schedule for Asper School of Business MBA courses is not the same as that published for all other departments and thus</p>

<p>may be placed on the academic record of any graduate student who has withdrawn from courses without such approval.</p>	<p>Asper School of Business MBA students are responsible for being familiar with the schedules for their program courses (this schedule is posted on the Asper School of Business MBA website).</p>
<p>1.2.4 Advisor Student Guidelines</p> <p>All students in thesis/practicum programs, in consultation with their advisor/co-advisor, are required to complete the Advisor Student Guidelines as soon as possible after registration but no later than at the time of submission of the first Progress Report. The Advisor Student Guidelines form is available through JUMP.</p>	
<p>1.2.5. Western Deans' Agreement</p> <p>This agreement was established in 1974 as an expression of co-operation and mutual support among universities offering graduate programs in western Canada. Its primary purpose is the reciprocal enrichment of graduate programs throughout western Canada. This agreement is not intended to preclude other agreements between participating institutions. A list of the participating Universities can be found at http://wcdgs.ca/</p> <p>1.2.5.1 The Western Deans' Agreement normally provides an automatic tuition fee waiver for visiting students. Graduate students paying normal required tuition fees to their home institution will not pay tuition fees to the host institution.</p> <p>1.2.5.2 Only degree level courses from recognized post-secondary institutions will be considered; courses that are part of certificate or diploma programs will not be approved.</p> <p>1.2.5.3 Program fees are always to be paid to the home institution, regardless of coursework taken at another institution. Students may be required to pay student, activity, application, or other ancillary fees to the host institution, according to general policies in effect at the host institution. Wherever possible, these fees will also be waived.</p> <p>1.2.5.4 Students will qualify for the fee waiver if they:</p> <ul style="list-style-type: none"> a) present the "Authorization Form: Western Deans' Agreement" signed by the Dean or designate and the department/unit Head or advisor/co-advisor of a participating Western institution at least one (1) month prior to the start of term, specifying the courses to be taken for credit toward a graduate degree program at their home institution; b) are in good standing in a graduate program at the home institution; c) do not owe tuition and/or fees at the home institution. <p>1.2.5.5 Students must meet all requirements as prescribed by the host university's regulations, deadlines, class capacities, and course prerequisites.</p> <p>1.2.5.6 Registration is possible in courses at both the graduate and undergraduate levels, and in credit courses offered through distance education or other means. To be eligible, courses must be an integral part of the applicant's graduate degree program. Fee waiver is not permitted for audit or non-credit courses.</p> <p>1.2.5.7 Students must have the Authorization Form approved by the relevant</p>	<p>The Western Dean's Agreement does not normally apply to MBA students (both Asper School of Business MBA students and visiting students).</p> <p>See section 4.4.6 for MBA inter-university course transfers.</p>

<p>department/unit Head and the Faculty of Graduate Studies at the host institution at least one (1) month prior to the commencement of the course(s) requested. The fee waiver is not available retroactively.</p> <p>1.2.5.8 Students are subject to regulations of the home institution governing credit for the courses to be undertaken. As a condition of registration at the host institution, students will arrange for official transcripts from the host institution to be sent to the home institution confirming successful completion of courses selected.</p> <p>1.2.5.9 Students must send confirmation of registration and notice of any change to the Registrar's Office of the home institution at the time of registration or course change is completed.</p> <p>1.2.5.10 Students may not claim fee waivers under the terms of this Agreement for a period of more than twelve (12) months in total.</p> <p>1.2.5.11 Each institution has its own regulations regarding the maximum number of transfer credits permitted in a given degree program. A list of the participating Universities can be found at http://wcdgs.ca/</p>	
<p>1.3 Course Classifications</p> <p>1.3.1 General Classifications</p> <p>Students who register through Aurora Student Information System (Aurora Student) must also have prior approval of the department/unit Head or designate. Students registering through Aurora Student should add only those courses that are a Major (Standard "S") course in their program. Courses with Auxiliary "X", Audit "A", or Occasional "O" status (see below) must be added by the department/unit.</p> <p>"X" Auxiliary course: Course is not a major requirement of the program but is required/recommended by the student's advisor/co-advisor.** Extra courses that are not part of the Master's or Ph.D. program but which are specified and required/recommended by the student's advisor/co-advisor, may be classified as X (Auxiliary) and the grade will not be included in the degree GPA which appears on the transcript. However, X course grades may be used in the calculation of the GPA for continuation in the program and a minimum grade requirement may be required for X coursework by the department/unit. (Please consult the individual department/unit's supplemental regulations.) Additionally, X courses are used in the calculation of the GPA for the purposes of Admission and Awards. (The University of Manitoba Graduate Fellowship [UMGF] and International Graduate Student Scholarship [IGSS] use X courses in the calculation of the GPA.) The student's advisor/co-advisor and department/unit Head must determine if there is a valid need for the registration in courses under the X classification. A maximum of twelve (12) credit hours under the X course classification is permitted while registered in a given program.</p> <p>"A" Audit course: Course is not taken for credit. No grade is recorded. Additional fees will be assessed.</p> <p>"O" Occasional course: Course is not a requirement of the program. Additional fees will be assessed.</p> <p>** Note: Changes in course classifications are regarded as course/program changes and may not be made without approval (refer to the "Registration Revision" section</p>	<p>The Asper School of Business MBA has three regularly offered pass/fail auxiliary courses (X):</p> <ul style="list-style-type: none"> • MSCI 5110 Basic Quantitative Analysis for Management • MIS 5120 IT Seminar • IDM 5120 Career Development Seminar <p>MBA students are required to complete these courses as part of their program. Exemptions only apply to students who have passed the challenge exams in MSCI 5110 and MIS 5110. An exam pass must equal or exceed 65%. The exam is administered and graded by the course instructor. The Graduate Program Manager then grants the exemption upon successful completion of a challenge exam as indicated by the course instructor. Exemptions are not available for IDM 5120.</p> <p>See section 4.4.5.8 for course exemption criteria.</p>

<p>1.2.3 of this Guide) or after the deadline dates for course changes as indicated in the Academic Schedule of the <i>Calendar</i>.</p>	
<p>1.3.2 Continuing Courses (CO)</p> <p>For those graduate level courses (6000, 7000, and 8000) which are being taken by students enrolled in the Faculty of Graduate Studies and which continue beyond the normal academic term, the instructor shall recommend that a mark classification of "CO" be used until such time as a final grade can be established. If the course is not completed by August 31, the student must re-register for the course(s). In the absence of an assigned mark of "CO", the student may receive a mark of "F" in that term.</p> <p>Note: A CO will normally not be permitted longer than twelve (12) months. In exceptional circumstances, where a CO grade is requested for a second twelve (12) months, at the time the CO grade is submitted, the instructor and department/unit Head must also submit the "Recommendation for Continuing Status of a Course" form stating the reason for the CO and the deadline by which the course must be completed.</p>	
<p>1.3.3 Incomplete Courses</p> <p>Students who are unable to complete the term work prescribed in a course may apply to the instructor prior to the end of term for consideration of a grade classification of "Incomplete". It is understood that the student is to write the final examination if one is scheduled for the course. Taking into account the results of the final examination, the value of the term work completed, and the extent of the incomplete term work, the instructor shall calculate the temporary grade using a zero value for incomplete work.</p> <p>Normally, the following maximum extensions are allowed:</p> <ul style="list-style-type: none"> • August 1st for courses terminated in April • December 1st for courses terminated in August • April 1st for courses terminated in December <p>If a final grade is not reported within one (1) month of the extension deadline, the Incomplete (I) classification will be dropped and the grade will remain as awarded. The student will no longer have an opportunity to improve the grade. In no case will the satisfaction of the incomplete requirements result in a lower grade being awarded.</p>	
<p>1.3.4 Cross-Listed Courses</p> <p>Cross-listed courses are defined as courses taught at the same time and in the same location.</p> <p>The regulations below place limits on the extent to which cross-listed courses may be used to meet graduate program requirements:</p> <ol style="list-style-type: none"> 1. In order to receive credit for any 7000-level course that is cross-listed with a 3000- or 4000-level undergraduate course, the 7000-level course it must have a distinct syllabus, and the course content and evaluation methods must be at the graduate-level. Significantly different readings and evaluation 	

<p>methods from the undergraduate course.</p> <ol style="list-style-type: none"> Graduate students will not receive credit toward meeting program requirements for any 7000-level course cross-listed with a 1000- or 2000-level undergraduate course unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate. Graduate students will not receive credit toward meeting program requirements for any 7000-level course cross-listed with a previously completed course. 	
<p>1.4 Student Status/Categories of Students</p> <p>1.4.1 Full-Time And Part-Time Students</p> <p>Graduate students are initially admitted with full time status unless a “Part-Time Status form” (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) has been received. Graduate student status is not determined by the number of credit hours taken per term. Therefore, students who spend much of the time in a laboratory or library engaged in research or writing a thesis/practicum, or who spend part of the academic year engaged in research elsewhere, are regarded as full-time students.</p> <p>Student status should be determined by the student and advisor/co-advisor, and changes must be requested on the “Part-Time Status form” (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). The form must be approved by the department/unit Head and submitted to the Faculty of Graduate Studies.</p> <p>Declaration of full/part time status must be made prior to the end of the registration revision period in the Fall and/or Winter terms and within one (1) month of the start of the Summer term.</p> <p>For every full year (12 months) 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) 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. For every two (2) years (24 months) a Ph.D. student is declared as part time they will receive an additional four (4) months in time to complete their program. Retroactive status changes will not be made.</p>	<p>An Asper School of Business MBA student is considered full-time in a given term if undertaking at least <u>nine (9)</u> credit hours of study in that term.</p>
<p>1.4.2 Pre-Master’s Or Qualifying Students</p> <p>In specific cases where the academic background of the student is judged to be insufficient for the given program in a department/unit, the department/unit may recommend that the student be admitted to a pre-Master’s program of study. The pre-Master’s program is intended to bring the student’s standing to approximately the level of an Honours graduate in the major department/unit, and to provide any necessary prerequisites for courses.</p>	<p>No specific pre-Master’s program exists in the MBA because, as noted in section 4.3.1, the Asper School of Business MBA is an applied or professional 60 credit hour cross-disciplinary course-based Master’s degree. As such, it has embedded in it a significant pre-Master’s component. However, all courses taken, and all grades received, apply as part of the Master’s degree.</p>
<p>1.4.3 Occasional Students</p>	<p>Individuals holding a bachelor degree from a recognized</p>

A student wishing to take graduate courses with no intention of applying them toward an advanced degree at The University of Manitoba is classified as an occasional student. Occasional students must meet the same degree and grade point average entrance requirements as regular graduate students and must write final examinations in the courses taken (unless audited), but will not receive credit toward a degree. In special circumstances, an occasional student may apply for permission to proceed to a degree program and also apply for transfer, for credit, of courses previously taken in the occasional category.

1.4.3.1 Undergraduate Students

Note:

1. Transfer of courses from the "occasional" category to a degree program is not automatic: request for advance credit must be made within the first year of a degree program on the "Advance Credit – Transfer of Credit" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html)
2. Fees paid by a student while registered as an occasional student are not transferable, at a later date, to a degree program.
3. Registration in the occasional student category can be for no more than one (1) academic year (September 1 – August 31 without reapplication).
4. At least 60% of coursework per academic year must be taken at the graduate level while registered as an occasional student.

institution may apply to the Asper [School of Business](#) MBA program [to take](#) courses on an occasional basis for [personal interest](#) or [to upgrade their knowledge in a given area](#). However, these courses may not be used, [for transfer credit to apply toward a future MBA degree should they later be admitted to the program](#). Such students will be admitted to the Faculty of Graduate Studies as [occasional students](#) and any courses taken will be classed OS ([occasional status](#)). Occasional students will pay full MBA course fees.

Occasional [students](#) may register for any 7000-level [Asper School of Business](#) MBA courses [from the list specified below](#), up to a maximum of 12 credit hours, provided:

- a. [Approval of the MBA Graduate Program Chair \(Associate Dean\) is obtained to do so;](#)
- a-b. [The prerequisites for the course are met \(unless waived by the department head\); and,](#)
- b-c. [The necessary space and resources are available.](#)

Occasional students who later apply, and are admitted, to the Asper [School of Business](#) MBA may be exempted (up to 12 credit hours) for courses they completed as Occasional students (provided they meet the criteria of the broader exemption policy).

[Following is the list of MBA courses currently open to occasional students:](#)

- [GMGT 7200 Critical and Creative Thinking \(1.5\)](#)
- [GMGT 7220 Managing People in Organizations \(3\)](#)
- [IDM 7510 Strategic Leadership and Managing Change \(1.5\)](#)
- [MKT 7010 Marketing Management \(3\)](#)
- [IDM 7130 Contemporary Themes in Business \(1.5\)](#)
- [OPM 7120 Operations and Supply Chain Management \(3\)](#)

Asper [School of Business](#) MBA students may take [other](#) courses [for their own personal interest](#) while [enrolled in the MBA program](#). [These personal interest courses may be at any degree level offered in any other academic department/unit within the University of Manitoba](#). [Personal interest courses will be taken as Occasional Status or Special Status and will not count towards completion of the student's MBA degree program, nor will they be included in the calculation of the MBA degree grade point average.](#)

1.4.4 Joint Masters (With the University of Winnipeg)

The University of Manitoba and the University of Winnipeg offer four (4) joint Master's programs: History, Religion, Public Administration, and Peace and Conflict Studies. The University of Manitoba Faculty of Graduate Studies is responsible for the administration of the joint programs, and students must complete the regular University of Manitoba application and registration forms. Students taking pre-Master's qualifying work for these programs register at the university where the courses are being taken.

<p>1.4.5 Visiting Students</p> <p>Visiting students are students who are registered at another institution who are taking one (1) or more courses at The University of Manitoba on a Letter of Permission from their home university. Visiting students must submit an online application, along with a \$100.00 (CDN) application fee, in addition to copies of transcripts from all institutions attended and a successfully completed English Language Proficiency Test from the approved list, if applicable. Applications must be submitted to the Faculty of Graduate Studies a minimum of one (1) month prior to the start of the intended term of study.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Fees paid by a student while registered as a visiting student are not transferable, at a later date, to a degree program. 2. Registration in the visiting student category can be for no more than one (1) academic year (September 1 – August 31) without reapplication. 3. At least 60% of coursework per academic year must be taken at the graduate level while registered as a visiting student. 	<p>Visiting graduate students who are admitted to the Faculty of Graduate Studies as Visiting Students <u>may</u> register in Asper <u>School of Business</u> MBA courses. Visiting Students must pay full MBA course fees. A graduate student from a recognized university is admitted to an MBA course provided:</p> <ol style="list-style-type: none"> 1. The student has written confirmation from the home university that the course in question can be counted toward the student's degree (a Letter of Permission); 2. The student has approval of the MBA Program <u>Chair (Associate Dean)</u> or designate and is admitted to the Faculty of Graduate Studies <u>at</u> the University of Manitoba; 3. The student meets the prerequisites set for the course (unless waived by <u>the</u> department head); 4. The necessary space and resources are available (i.e., Asper <u>School of Business</u> MBA students have all had an opportunity to register first); and 5. The student request is approved by the <u>MBA Graduate Program Chair (Associate Dean)</u>. <p>Further, Asper <u>School of Business</u> MBA courses attract a number of Master's and Ph.D. students from other <u>academic department/units at</u> the University of Manitoba. The MBA Program tries <u>whenever possible</u> to accommodate <u>course registration requests from non-MBA students pending available</u> resources and space. The registration of <u>non-MBA graduate students in MBA courses</u> is permitted, provided:</p> <ol style="list-style-type: none"> 1. The student has the written approval of the home Faculty and Department; 2. The course will count for credit towards the student's degree; 3. Course prerequisites are met by the student (unless waived by <u>the</u> department head); 4. All Asper <u>School of Business</u> MBA students have first had an opportunity to register and space still permits; and 5. The <u>MBA Graduate Program Chair (Associate Dean)</u> grants approval.
<p>1.5. Student Accessibility</p> <p>See Student Accessibility Procedure:</p> <p>http://umanitoba.ca/admin/governance/governing_documents/students/280.html</p>	
<p>SECTION 2: Academic Performance - General</p> <p>2.1 General Note</p> <p>Students are responsible for ensuring that they meet all degree and program</p>	<p>See section 4.7.3</p>

requirements. The advisor (and if appropriate co-advisor), advisory committee, and 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 the requirements will render a student ineligible to graduate.

Departments/units may make recommendations with respect to the regulations concerning minimum academic performance; however, enforcement of academic regulations rests with the Faculty of Graduate Studies. The following procedures apply to recommendations made by departments/units:

- The department/unit is responsible for informing the Faculty of Graduate Studies when a student's performance is unsatisfactory in research or coursework and the department/unit must outline any recommended remedial action(s);
- The department/unit must notify the student of the deficiency and of its recommendation.

If the student fails to satisfy any remedial action recommended, the student may be required to withdraw from the Faculty of Graduate Studies.

Note: When a graduate student is required to withdraw from a program of study, the notation on the academic record will be: "Required to withdraw".

A student who has been required to withdraw from a graduate program may be permitted to apply for admission to another graduate program only if the application for admission is approved by the Dean of the Faculty of Graduate Studies.

Voluntary withdrawal from a program is only permitted if the student is in good academic standing.

Recommendations of departments/units will supersede student requests for voluntary withdrawal.

2.2 BONAFIDE ACADEMIC REQUIREMENTS (BFAR)

The following Bona Fide Academic Requirements (BFAR) represent the core academic requirements a graduate student must acquire in order to gain, and demonstrate acquisition of, essential knowledge and skills. Students must also meet additional requirements that may be specified for their program.

Students must meet requirements as outlined in both BFARs and Supplementary Regulation documents as approved by Senate.

Unless otherwise indicated, students may elect to complete any/all of the following requirements with or without appropriate and authorized assistive technology/aids. Students must consult Student Accessibility Services (SAS) regarding authorization for these procedures.

BFAR Statement	Taught	Assessed
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See section 4.7.4

Student must successfully complete a co-operative experience or practicum, if required by their program.	Master's GRAD 7030	GRAD 7030	
Student must successfully complete a comprehensive exam, project, studio exhibition, or equivalent, as required by their program and determined by the assigned examining committee.	GRAD 7010 GRAD 7050 GRAD 7090 GRAD 7200	GRAD 7010 GRAD 7050 GRAD 7090 GRAD 7200 Examining/Adjudication Committee	
Student must produce a recorded/published thesis commensurate with degree being sought.	Master's GRAD 7000 Doctoral GRAD 8000	GRAD 7000 GRAD 8000	
Student must successfully defend their thesis (where required), as determined by the assigned examining committee, in real-time.	Master's GRAD 7000 Doctoral GRAD 8000	GRAD 7000 GRAD 8000	
Student in doctoral program must complete a candidacy exam (or equivalent) as required by their program and determined by the assigned examining committee.	GRAD 8010	GRAD 8010	
Student must demonstrate knowledge of the University of Manitoba's policy on academic integrity, plagiarism, and cheating.	GRAD 7500	GRAD 7500	
Student must conduct research in a safe and ethical manner, referring to their respective ethics board and supervisor(s) to ensure respect is maintained for: human dignity and/or animal welfare; vulnerable persons; informed consent; justice and diversity; confidentiality and privacy; beneficence and non- maleficence in the work that they conduct.	GRAD 7300	GRAD 7300	
Student must complete			

coursework as required by their program.			
2.3 Academic Performance Student progress shall be reported at least annually, (but not to exceed once every four months, to the Faculty of Graduate Studies on the "Progress Report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair and/or department/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two (2) consecutive "in need of improvement" or an "unsatisfactory" rating will normally result in withdrawal of the student from the Faculty of Graduate Studies.			
2.4 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. A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course. Each failed course may be repeated or replaced only once, to a maximum of 6 credit hours of coursework. If a course is repeated or replaced, the highest grade obtained will be used in the determination of the degree grade point average. Students receiving a grade of C or less in more than 6 credit hours of coursework are normally required to withdraw, unless otherwise stated in the department/unit's supplemental regulations. Graduate students are not permitted to repeat a previously passed course. Note: In exceptional circumstances, the department/unit may appeal to the Faculty of Graduate Studies for approval of remedial recommendation(s) falling outside those prescribed above. Supplemental exams are not permitted to students in the Master's or Ph.D. program, unless otherwise stated in the department/unit's supplemental regulations. A summary of all actions taken administratively are to be reported to the Faculty of Graduate Studies Executive Committee.			
2.5 Mandatory Academic Integrity Course All students, including those in a pre-Master's program, are required to successfully complete GRAD 7500 Academic Integrity Tutorial (0 credit hours) within their first term of initial registration. Notes: Students who successfully complete GRAD 7500 Academic Integrity Tutorial at the Masters level are not required to repeat the course at the Ph.D. level so long as no more than one (1) term separates one graduate degree program from another graduate degree program.			

<p>Failure to complete this course will result in suspension of registration privileges and a grade of "F/NP" being assigned to the course which may lead to being "Required to withdraw" from the graduate program.</p> <p>Students on an exceptional/parental/regular leave of absence must register in GRAD 7500 upon return from leave if it has not already been completed.</p> <p>Visiting and Occasional students are expected to complete GRAD 7500 prior to commencing a course at The University of Manitoba. (see GRAD 7500 FAQ: http://umanitoba.ca/faculties/graduate_studies/registration/grad7500FAQ.html)</p>	
<p>SECTION 3: General Regulations: Pre-Master's</p> <p>3.1 Admission and Program Requirements</p> <p>Graduates of bachelor degree programs with a minimum grade point average (GPA) of 3.0 in the last two (2) full years of university study will be considered for admission to a pre-Master's program. These are the minimum requirements of the Faculty of Graduate Studies. Departments/units may specify higher or additional criteria.</p> <p><u>Admission to a pre-Master's program does not guarantee future admission to a Master's program.</u></p> <p>As the pre-Master's program of study is intended to bring a student's background up to the equivalent of the required four (4) year degree, departments/units should assign to students, as part of their pre-Master's program of study, an appropriate number of applicable upper level (3000 or 4000) undergraduate courses. Pre-Master's students are not normally allowed to register in 7000-level courses above, with the exception of GRAD 7500, unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate.</p>	<p>No specific pre-Master's program in the MBA because, as noted in section 4.3.1, the Asper School of Business MBA is an applied or professional 60 credit hour cross-disciplinary course-based Master's degree. As such, it has embedded in it a significant pre-Master's component. However, all courses taken <u>while in the MBA program, and their respective grades, are counted for credit within the MBA (with the exception of occasional status and auxiliary courses taken while within the MBA program).</u></p>
<p>3.2 Academic Performance</p> <p>3.2.1. The department/unit Head is responsible for assigning the courses and monitoring the progress of each student.</p> <p>3.2.2. A minimum degree grade point average of 3.0 with no grade below C+ must be maintained to continue in a pre-Master's program. Students who fail to maintain this standing will be required to withdraw unless remedial action recommended by the department/unit (as described below) is approved by the Dean of the Faculty of Graduate Studies.</p> <p>3.2.3. Students deficient in six (6) hours of credit or less may be permitted to write a supplemental examination (when offered in the department/unit's supplemental regulations) in courses in which a grade of C or less was obtained.</p> <p>3.2.4. Students deficient in six (6) hours of credit or less with a grade of C, D, or F in a course or courses may be permitted, if the overall average is C or better, to write one (1) supplemental examination in each course (when permitted by the department/unit's supplemental regulations), to repeat the courses, or to take equivalent substitute courses.</p> <p>Note: In exceptional circumstances, when a student is deficient in more than six (6) credit hours, the student may be permitted to repeat the pre-Master's year, or to write</p>	

<p>supplemental examinations (when offered), or to substitute equivalent coursework in order to make up the deficiencies.</p> <p>A student may be permitted to repeat the pre-Master's year only once, and to remove deficiencies in grades by writing a supplemental examination or repeating courses only a maximum of once for each course to a maximum of nine (9) credit hours of coursework.</p> <p>If a course is repeated or a supplemental examination is written, the highest grade obtained in that course will be used in the determination of the degree GPA.</p> <p>The degree GPA is cumulative in a pre-Master's program if more than one (1) year is required to complete the course requirements.</p> <p>A summary of all action taken administratively is to be reported to the Faculty of Graduate Studies Executive Committee.</p>	
<p>SECTION 4: General Regulations: Master's</p> <p>4.1 General</p> <p>Although general regulations apply to all students, individual departments/units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), published, available to students (http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html), and be kept on record in the Faculty of Graduate Studies. All students should consult department/unit supplemental regulations for specific details regarding admission, program requirements, progression, and completion. Individual departments/units may offer Master's programs by one or more of the following programs:</p> <ul style="list-style-type: none"> • Thesis/practicum-based; • Course-based; • Comprehensive Exam; • Project; • Accredited Professional. 	<p>Program oversight is provided by the Asper School of Business MBA Program Committee which is a standing committee of the Faculty Council of the I.H. Asper School of Business. It is the policy making body for the Asper School of Business MBA program and meets as needed to decide curriculum related issues, to review the administration of the Asper School of Business MBA Program, to consider student requests and appeals, and to process students into and out of the program.</p> <p>MBA Program Committee members and the chair are nominated by the Faculty Council of the I.H. Asper School of Business Nomination Committee and elected by a vote of council. Only those faculty members who are members of the Faculty of Graduate Studies are eligible to serve on the committee.</p> <p>Membership consists of:</p> <ul style="list-style-type: none"> • The chair and three members elected from eligible faculty members; • An eligible faculty member appointed by the Dean of the I.H. Asper School of Business, as his/her representative on the committee, usually the Graduate Program Chair (Associate Dean); and, • A student member, selected from the Asper School of Business MBA program student body. <p>In cases where confidential/sensitive student academic issues are being discussed, the student member may be asked to step out of the meeting.</p> <p>As it is often necessary to have the advice of administrators and Department Heads concerning student qualifications, student histories <i>etc.</i>, the chairperson of the MBA Program Committee may invite individuals in those positions to attend the Committee's meetings for consultation. The Consulting Members of the Committee are:</p>

	<ul style="list-style-type: none"> • The Graduate Program Manager in charge of daily administrative procedures; • Department Heads of the I.H. Asper School of Business or eligible Faculty Members delegated by them; and • Representatives from the office of the Dean of the Faculty of Graduate Studies. <p>The Graduate Program Manager acts as the Secretary of the Committee and attends the Committee's meetings regularly.</p> <p>As the policy-making body for the Asper School of Business MBA Program, the committee meets regularly to consider and, if appropriate, recommend to the Faculty of Graduate Studies, on a wide range of matters, including:</p> <ol style="list-style-type: none"> a. Curriculum review and revision; b. Review and revision of all program policies and practices; c. Student requests, reading/research course approval; d. Admission decisions in borderline cases (i.e. those not handled by the MBA Admissions Committee); e. Scholarships and bursaries; f. Recommendation of remedial action for students with deficient grades or in academic difficulty; g. Confirmation that applicants for graduation have met academic requirements and are qualified to receive the MBA degree; h. Confirmation of honour list students and award recipients; and, i. Other matters as required.
<p>4.2 Diploma Programs</p> <p>The regulations for the Master's program shall also prevail for diploma programs. All students should consult the department/unit supplemental regulations regarding diploma programs.</p>	
<p>4.3 Admission</p> <p>4.3.1 General Criteria</p> <p>Students who are eligible to be considered for direct admission to a program of study leading to the Master's degree include:</p> <ul style="list-style-type: none"> • Graduates of four (4) year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from: <ul style="list-style-type: none"> ○ Canadian institutions empowered by law to grant degrees; or ○ Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies; • Graduates from first-cycle Bologna compliant degrees; • Students who have completed a pre-Master's program from: <ul style="list-style-type: none"> ○ The University of Manitoba; 	<p>The Asper School of Business MBA is an applied/professional 60 credit hour cross-disciplinary, course-based Master's degree (no research/thesis requirements). The program is open to individuals:</p> <ul style="list-style-type: none"> • Who have at least a three year bachelors degree from any recognized academic discipline and institution in Canada or outside Canada; or, • Who are called Special Students that who do not hold a degree but who have A strong resume and GMAT or GRE score. New Special Student admissions are limited to no more than 15% of the program's student intake for the preceding year. Preference in allocation of the Special Student admission spots will be given to Manitobans. <p>The Asper School of Business MBA admission criteria</p>

- Canadian institutions empowered by law to grant degrees; or
- Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies.

All students applying for a Master's degree program must have attained a minimum GPA of 3.0 in the last two (2) full years (60 credit hours) of study. This includes those applying for direct admission and those entering from a pre-Master's program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.

Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.

are:

1. Previous Academic Achievement—a minimum 3.0 grade point average in the most recent 60 credit hours of university study, or recognized equivalent for special admissions. However, under circumstances where managerial and/or professional work experience and/or community involvement have demonstrated strong business leadership potential, a lower entry GPA, but not one below 2.5, may be considered for regular admission.
2. Professional & Leadership Experience—a minimum of two years of work experience is preferred, ideally, in a managerial role. Some students may be admitted with less than two years of experience; however, in those cases, they will have strong grade point averages and competitive GMAT or GRE scores, and their work histories will include some mixture of part-time or seasonal experience and/or involvement in a family venture or a community organization.
3. MBA Study Readiness—a GMAT score of 550 is preferred or equivalent GRE. No GMAT score lower than 500 will be accepted.

Additionally, for students whose first language is not English:

English Language Proficiency— a TOEFL of 100, or comparable CanTest, AEPUCE, IELTS, MELAB results. (see 1.1.7 for details).

Admission oversight and applicant review is the responsibility of the MBA Admissions Committee, a sub-committee of the MBA Program Committee. This committee reviews complete applications and recommends admission or rejection of candidates to the Faculty of Graduate Studies.

The MBA Admissions Committee has a minimum of two members and must include at least one of: the MBA Graduate Program Chair (Associate Dean) who serves as chair, a Faculty member from the MBA Program Committee, or the Graduate Program Manager.

The decisions of the MBA Admissions Committee will be made by majority vote (or unanimous vote if only two members are present).

The MBA Admissions Committee will consider completed applications only. The MBA Graduate Program Chair (Associate Dean) or designate may require an applicant to participate in an interview if they are a special student or if additional assessment of their language skills is required.

Exceptional applicants who have normally more than 24 months of work experience, a score of 50th percentile or better on all GMAT scales or equivalent GRE, and a GPA of 3.0 or better on their last 60 credit hours of coursework may be recommended for admission to the program by the Graduate Program Manager without

	further committee consideration.
<p>4.3.2 Pre-Master's Programs</p> <p>In specific cases where the academic background of the student is judged to be insufficient for the given program in a department/unit, the department/unit may recommend that the student be admitted to a pre-Master's program of study (Section 3).</p> <p>The pre-Master's program of study is intended to bring a student's background up to the equivalent of the required four (4) year degree in the major department/unit, and to provide the student with any necessary prerequisites for courses to be taken in the Master's program.</p>	
<p>4.4 Program Requirements</p> <p>In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the department/unit and may follow the department/unit's supplemental regulations. Any single course cannot be used for credit toward more than one program.</p>	
<p>4.4.1 Thesis/Practicum Route</p> <p>A minimum of 12 credit hours of coursework, unless otherwise stated in the department/unit's supplemental regulations, plus a thesis or practicum is required. The minimum must include at least 6 credit hours at the 7000 level or above, with the balance of the coursework at the 3000 level or above. A maximum of 24 credit hours of coursework is allowed unless the department/unit's supplemental regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.</p>	
<p>4.4.2 Course-based/Comprehensive Examination Route</p> <p>A minimum of 24 credit hours of coursework and comprehensive examination(s) is required. The minimum must include at least 18 credit hours at the 7000 level or above with the balance of the coursework at the 3000 level or above. A maximum of 48 credit hours of coursework is allowed unless a department/unit's supplemental regulations indicate otherwise.</p>	<p>The Asper School of Business MBA is a course-based program with GMGT 7210 Strategy (3.0 cr. hrs.) as the program's capstone course and comprehensive examination equivalent.</p> <p>The Asper School of Business MBA is a 60 credit hour program, with 30 credit hours of mandatory leadership and management courses, and 30 credit hours of electives. <u>All students must complete a minimum of 18 credit hours of coursework at the 7000-level.</u> The core of the program provides a common business leadership and managerial base for all students. All core courses are required, unless exemption, advance standing, or course substitution is granted.</p> <p>Exemption may be granted for graduates of a recognized B.Comm. (Hons.) or MBA program (or for students who hold a four year undergraduate degree and are transferring to the Asper School of Business from another recognized MBA degree program).</p>

	<p>Advanced standing is granted only for equivalent graduate level courses from universities recognized by the Faculty of Graduate Studies.</p> <p><u>Course substitutions are used in cases when the core course is redundant because the student has prior academic or professional education in that body of knowledge. In those cases, students are required to take an advanced level elective of 3000 level or higher in the same area as the substituted core course.</u></p> <p>Unless exemptions are granted, the following core courses (30 credit hours) are required:</p> <p><u>Business Foundations (24 credit hours):</u></p> <ol style="list-style-type: none"> 1. GMGT 7200_Critical and Creative Thinking (1.5 <u>credit hours</u>) 2. ACC 7010_Accounting Fundamentals (3 <u>credit hours</u>) 3. FIN 7000_Manual Economics (1.5 <u>credit hours</u>) 4. FIN 7020_Corporate Finance (3 <u>credit hours</u>) 5. GMGT 7220_Managing People in Organizations (3 <u>credit hours</u>) 6. OPM 7120_Operations and Supply Chain Management (3 <u>credit hours</u>) 7. MKT 7010_Marketing Management (3 <u>credit hours</u>) 8. ACC 7020_Manual Accounting (1.5 <u>credit hours</u>) 9. MIS 7120_Management Information Systems (1.5 <u>credit hours</u>) 10. GMGT 7210_Strategy (3 <u>credit hours</u>; capstone course) <p><u>Leadership (4.5 credit hours):</u></p> <ol style="list-style-type: none"> 11. IDM 7120_Executive Leadership and Responsibility (3 <u>credit hours</u>) 12. IDM 7510 /strategic Leadership and Managing Change (1.5 <u>credit hours</u>) <p><u>Business Themes (1.5 credit hours):</u></p> <ol style="list-style-type: none"> 13. IDM 7130_Contemporary Themes in Business (1.5 <u>credit hours</u>) <p>Beyond the core courses, students can choose one of the following concentrations or themes:</p> <ol style="list-style-type: none"> a. <u>Financial Analyst</u> a-b. <u>Finance</u> b-c. <u>Leadership and Organizations</u> c-d. <u>Supply Chain Management</u> d-e. <u>General Management</u> e-f. <u>Marketing</u> f-g. <u>Health Administration (restrictions exist)</u> g-h. <u>Managing Public Enterprises (joint program with MPA program)</u> h-i. <u>Individual Interdisciplinary studies (a management-themed, cohesive, self-designed grouping of graduate courses from outside the Asper School of Business - package to be approved by the MBA Program Committee).</u> i-j. <u>Entrepreneurship and Innovation</u>
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	<p> j-k. International and Emerging Markets k-l. Sustainability </p> <p>Students may choose to take additional courses for credit in the Asper School of Business MBA by taking up to a maximum of 12 extra credit hours of courses (for a maximum total of 72 credit hours). All additional courses will count in the degree grade point average and any failure will count as a failure in the program (unless taken as an occasional student [i.e.: not for credit]).</p> <p>Students may complete a maximum of 2 (6 credit hours total) consulting Industry Projects (listed under course number IDM 7090) for general elective credit in the MBA program.</p> <p>MBA students are permitted to take up to a maximum of 12 credit hours of undergraduate courses for MBA credit. A maximum of 6 credit hours of those can be at the 1000/2000 level and the remaining 6 credit hours must be at the 3000 level or higher.</p> <p>From time to time, MBA students request permission to take certain undergraduate elective courses for MBA credit. They normally choose specific elective courses which are requirements for professional designations they are pursuing, courses of particular relevance to their career, or courses of special interest that are not offered in the MBA program. These courses tend to be in the areas of accounting, agribusiness, finance, and commercial law. Students wishing to take courses offered in academic department/units at the University of Manitoba that are outside of the Asper School of Business, or Asper School of Business courses that are not listed below, will require MBA Committee approval.</p> <p>The following courses have been specifically approved by the MBA Committee for MBA core or elective credit. Students wishing to take 3000/4000 level courses will not be required to seek special permission individually from the MBA Committee, but will need permission from the Department Head of each area. If at any time the same elective course is offered in the MBA program, students will be expected to complete it at the MBA level (unless approved by the MBA Committee in special circumstances).</p> <p>Faculty of Agriculture:</p> <ul style="list-style-type: none"> • ABIZ 3120 Futures Markets (3) • ABIZ 3560 Agribusiness Portfolio Management (3) <p>Department of Accounting and Finance (Asper School of Business):</p> <ul style="list-style-type: none"> — ACC 1100 Introductory Financial Accounting — ACC 1110 Introductory Managerial Accounting — FIN 2200 Corporation Finance • ACC 3030 Advanced Accounting (if student has prerequisite) (3) • ACC 3040 Cost Accounting (if student has prerequisite) (3) • ACC 3050 Taxation Accounting (3)
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	<ul style="list-style-type: none"> • FIN 4240 Financial Modeling (3) • FIN 4250 Behavioral Finance (3) <p>Department of Business Administration (Asper School of Business):</p> <ul style="list-style-type: none"> • GMGT 3300 Commercial Law (3)
4.4.3 Accredited Professional Route <p>The credit hours and course requirements shall reflect the requirements of the department/unit's external accrediting body.</p>	
4.4.4 Language Reading Requirements <p>Some departments/units specify a language requirement for the Master's degree. Students should check department/unit supplemental regulations regarding this requirement.</p>	
4.4.5 Advanced Credit <p>Advance credit for courses completed prior to admission to a Master's program will be considered on an individual basis. The student's department/unit must make a request to the Faculty of Graduate Studies by completing the "Advance Credit -Transfer of Courses" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).</p> <p>Note:</p> <ul style="list-style-type: none"> • Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section for course currency); • No more than half of the required coursework for the program can be given advance credit; • A course may not be used for credit toward more than one (1) degree, diploma, or certificate; and • The student must register at The University of Manitoba for at least two (2) terms within a single academic year and must also complete the thesis/practicum/project/comprehensive exam at The University of Manitoba. <p>Regardless of the extent of advanced credit granted, all students are required to pay applicable program fees.</p>	<p>Advanced credit and course exemptions are permitted in the MBA program.</p> <p>1. General criteria for Asper School of Business MBA exemptions:</p> <ul style="list-style-type: none"> • Exemptions are granted to individuals holding at least a 3 year bachelor university degree; • When <u>an</u> exemption is based on completed undergraduate degree level courses, <u>two</u> courses in the specific discipline (as the Asper course for which exemption is sought) are required to be considered for one core MBA course exemption; • A minimum grade of "B" or equivalent is required on each of the two courses required for the exemption; • The second of the two required courses must have been completed within 5 years prior to the start of the Asper MBA program (see exception in the professional designation section below); • <u>Any course previously taken can only be applied/counted/considered towards a single course exemption;</u> • The maximum exemptions granted shall not exceed 30 credit hours; • Exemptions are granted for work completed prior to admission into the MBA program. Courses taken at other institutions to satisfy MBA course requirements after a student has been admitted to the Asper School of Business MBA program are governed by existing standards and procedures for a Letter of Permission. <p>2. Exemptions based on Asper School of Business MBA courses completed as an Occasional</p>

	<p>Student:</p> <ul style="list-style-type: none"> Exemptions (core and elective courses) totaling no more than 12 credit hours may be granted based on Asper <u>School of Business</u> MBA courses completed in the last 5 years with a grade of “<u>C+</u>” or higher while on <u>occasional student status</u>. Exemptions cannot be granted for ‘Audit’ courses. <p>3. Exemptions based on undergraduate courses:</p> <ul style="list-style-type: none"> Exemptions in core courses are granted on the basis of degree credit courses completed at a recognized degree-granting institution taken as part of a completed degree program (a 3 year degree minimum). Maximum exemptions based on undergraduate courses total 19.5 credit hours. <p>4. Exemption based on <u>courses taken from the Asper School of Business while in another graduate program at the University of Manitoba (including the M.Fin. program)</u>:</p> <ul style="list-style-type: none"> Asper <u>School of Business</u> MBA courses (core and electives) <u>with a grade of “C+” or higher taken in the last 5 years</u> while a graduate student in another graduate program (<u>non-M.Fin.</u>) may be exempted upon entry to the Asper <u>School of Business</u> MBA (to a 12 credit hour maximum). <p>5. Exemptions based on courses taken in another MBA program:</p> <ul style="list-style-type: none"> Exemptions are granted on the basis of MBA or equivalent degree credit courses completed at a recognized degree-granting institution. Maximum exemptions based on MBA or equivalent degree courses total 19.5 credit hours. <p>6. Exemptions based on an earned professional designation:</p> <ul style="list-style-type: none"> Professional designations are eligible for a maximum of 4.5 core credit hours of exemption credit (per designation). Individuals holding these exemptible designations must provide proof of current membership and practice in their respective professional organization and will be assessed on a case-by-case basis; The maximum exemptions granted based on professional designations shall not exceed 12 credit hours. <p>7. Exemptions based on Asper <u>School of Business</u> Executive Education courses:</p> <ul style="list-style-type: none"> A maximum of 6 credit hours of unallocated elective exemptions in the MBA may be granted based on related Asper <u>School of Business</u> Executive Education courses, assessed case-by-case;
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	<ul style="list-style-type: none"> • A total of 4.5 credit hours of core exemptions from IDM 7510 and IDM 7120 will be granted based on completion of the Advanced Program in Leadership and Strategy. • The maximum exemptions based on Asper School of Business Executive Education courses will be 10.5 credit hours. <p>8. Exemptions from the Math and IT Bootcamps – MIS 5120 and MSCI 5100</p> <ul style="list-style-type: none"> • Students may write a challenge exam for the auxiliary courses MIS 5120 and MSCI 5100. The challenge exam shall be written prior to the start of the course. Passing the challenge exam will result in an exemption being granted from the course. Failing the challenge exam will result in the student having to take the course before graduating from the Asper MBA. There is no fee to writing the challenge exam. The challenge exam in either course may be attempted only once (attending the exam and choosing to leave before it is completed constitutes an attempt at the exam). <p>9. Exemptions based on PBCAL Program offered by Extended Education at the University of Manitoba Students who have completed the PBCAL program through Extended Education at the University of Manitoba will be granted 13.5 credit hours of exemption upon entry to the Asper MBA—12.5 credit hours of electives forming the Leadership and Organizations concentration as well as core course IDM 7510 (Leadership and Managing Change).</p> <p>The designated core courses eligible for exemptions are:</p> <ul style="list-style-type: none"> • ACC 7010 Accounting Fundamentals • ACC 7020 Managerial Accounting • FIN 7020 Corporate Finance • MIS 7120 Management Information Systems • GMGT 7220 Managing People in Organizations • MKT 6080 Marketing • OPM 7120 Operations and Supply Chain Management • FIN 7000 Managerial Economics <p>Exemptions are granted on a case-by-case basis, and require both MBA Program Committee and Department Head approval.</p> <p>Exemption consideration is contingent on the student/applicant providing the following supporting materials:</p> <ul style="list-style-type: none"> • Official transcript (if one was submitted as part of application for admission, another is not required); • Copy of course outline/calendar description; • Course name/number; • Course objectives/content; • Length of course/number of contact hours; • Textbook; • Method of evaluation; and.
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	<ul style="list-style-type: none"> Other information/documents as necessary. <p>Courses taken prior to admission to the Asper School of Business MBA program for which a student receives an exemption are not counted in the calculation of the grade point average.</p>
<p>4.4.6 Transfer Credit</p> <p>Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:</p> <ul style="list-style-type: none"> must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate Studies before the student may register for them; are considered on an individual basis; cannot be used for credit towards another degree; and may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required. <p>Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office: (http://umanitoba.ca/student/records/leave_return/710.html). An original transcript and course equivalency must be provided.</p>	<p>1) Transfer Credits on Admission or Letter of Permission</p> <ol style="list-style-type: none"> MBA students may be permitted to take up to a maximum of 30 credit hours of MBA study at another University <u>(with the exception of the capstone GMGT 7210 Strategy course, which must be completed at the Asper School of Business)</u>. However, in the case where exemptions were granted at admission, a student must complete at least half of the remaining credit hours (30) at <u>the</u> University of Manitoba. If permission is given to the student to take courses at another university as part of his/her program of studies toward the MBA degree at the University of Manitoba, the marks obtained in those courses will be used in the calculation of the student's grade point average. <u>This also applies to courses taken on exchange or study-abroad. A 'study-abroad program is one where Asper School of Business students take courses at a foreign institution but students from that institution do not take courses at the Asper School of Business (i.e.: there is no exchange of students).</u> Applications for permission to take courses at other accredited universities for credit towards an MBA degree at the University of Manitoba must be directed to the MBA Graduate Program Chair (Associate Dean) or designate and must contain the following documentation: <ol style="list-style-type: none"> A statement concerning the circumstances which led to the student's request; A description of probable disadvantages and unusual hardships that would be imposed on the student if the request were rejected; Documentation supporting the above statement; A statement specifying at which university and in what graduate program the proposed courses are offered; A detailed description of the courses that the student wishes to take, including course description, course requirements, textbooks and reading materials used; A list of MBA courses at the University of Manitoba which are considered to be equivalent to the courses the student proposes to take at the University in question; The expected start and completion dates

	<p>of the course work involved; and</p> <p>viii. A written confirmation of provisional acceptance from the appropriate academic and administrative authorities of the University where the student wishes to take the course in question.</p> <p>The MBA <u>Graduate Program Chair (Associate Dean)</u> will consider fully completed and documented applications after the appropriate department head has approved the course for transfer. In the case of approval, the student can request from the Registrar's Office at the University of Manitoba a "Letter of Permission". The Letter of Permission, once issued, will confirm that the student's course work at another recognized university is duly recorded as part of the program of studies toward an Asper <u>School of Business</u> MBA degree at the University of Manitoba. At the end of each term at the other institution, the student must submit to the Asper <u>School of Business</u> MBA Graduate Program Manager an official transcript showing the grade(s) received in the course(s). At the time the course is transferred back to the Asper <u>School of Business</u> MBA, the student will be charged the equivalent Asper <u>School of Business</u> tuition fee for the course (in addition to any fees that were charged by the other institution).</p> <p><u>2) Transfer Credits from Courses Taken while on Exchange or Study-Abroad</u></p> <p>a) <u>Asper School of Business students in good academic standing are allowed to go on exchange or study-abroad for a term (or for shorter/longer period, depending on length of courses at the host school) to educational institutions that are approved for exchange and/or study-abroad by the MBA Program Committee and that the Asper School of Business has an agreement with;</u></p> <p>b) <u>Courses taken while on exchange or study-abroad are eligible for transfer credit to the Asper School of Business MBA program and will be used in the calculation of the GPA;</u></p> <p>c) <u>Courses have to be approved as eligible for transfer by the Asper School of Business Exchange Coordinator (who will do so in consultation with the Graduate Program Manager of the Asper School of Business) prior to the student going on exchange or study-abroad;</u></p> <p>d) <u>The exchange and study-abroad programs are open to both part-time and full-time MBA students;</u></p> <p>e) <u>Students are allowed to go on exchange or study-abroad only once during their MBA program. Exception to this will require consideration on a case-by-case basis by the MBA Program Committee;</u></p> <p>f) <u>Students have to take a minimum of nine (9) credit hours of courses while on exchange.</u></p>
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	<p>The maximum possible is twelve (12) credit hours. Exceptions (to the maximum credit hours only) will require consideration on a case-by-case basis by the MBA Program Committee. There is no minimum for study-abroad programs; however, the maximum is 12 credit hours;</p> <p>g) Students are permitted to go on exchange or study-abroad only after they have completed at least 21 credit hours in the MBA program. Any course credits from transferred courses or course exemptions will not count toward the 21 credit hours. That is, the 21 credit hours have to be from courses taken in the Asper School of Business MBA program;</p> <p>h) While on exchange or study-abroad, students are allowed to take core or elective MBA courses with approval by the Exchange Coordinator and MBA Program Chair (Associate Dean). Students are not permitted to take courses for remediation of failed grades at the exchange school. The following courses cannot be taken on exchange:</p> <ul style="list-style-type: none"> i) IDM 7130 Contemporary Themes in Business (1.5); ii) GMGT 7200 Critical and Creative Thinking (1.5); iii) IDM 7120 Executive Leadership and Responsibility (3); iv) IDM 7510 Leadership and Change (1.5); v) GMGT 7210 Strategy (capstone) (3); vi) IDM 7050 International Study Trip (3); vii) IDM 5120 Career Development Seminar (1 – AX); and viii) IDM 7090 (3) (capstone topics experiential course, except for the International and Emerging Markets concentration for which a study-abroad program or an exchange could also be treated as the capstone experiential course). <p>i) Students are not normally permitted to go on exchange or study-abroad to their home country. Permission for an international student to go on exchange or study-abroad to an institution in their home country, or for any student to go to another Canadian institution, will require a valid academic reason such as the desire to take certain highly-specialized courses offered that are not offered at the Asper School of Business. Such exceptions will be considered on a case-by-case basis by the MBA Program Committee;</p> <p>j) Asper School of Business MBA students will pay tuition fees to the University of Manitoba for the number of credit hours they take at the host school, as per Asper School of Business MBA tuition rates;</p> <p>k) Students are expected to bear the costs of their travel, accommodation, insurance, passport and visa fees, and any other incidental expenses when going on exchange</p>
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	<p><u>or study-abroad. Any additional fees or surcharges charged by the host school are the responsibility of the student.</u></p>
<p>4.4.7 Time in Program</p> <p>The minimum time for students in the Master's program is equivalent to two (2) terms. Completion of most programs requires more than this and students should check department/unit supplemental regulations regarding specific requirements.</p> <p>The maximum time allowed for the completion of the Master's degree is four (4) years for students declared as full-time and six (6) years for students declared as part-time (see section 1.4.1 for information on calculating maximum time for students). Individual departments/units and/or programs may have specified minimum and maximum time limits, and students should periodically check department/unit supplemental regulations regarding these specific requirements.</p> <p>Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies using the "Time Extension Request Form" http://umanitoba.ca/faculties/graduate_studies/forms/index.html at least three (3) , but no more than four (4), months prior to expiration of the respective maximum time limit.</p> <p>A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".</p>	<p>Minimum time requirements for MBA students engaged in study in the Asper School of Business MBA program is one academic year, unless exemptions are granted and previously approved by the MBA Graduate Program Chair (Associate Dean) or designate.</p> <p>All MBA students have a maximum time in the program of 6 years (unless granted an Exceptional or Parental leave).</p>
<p>4.5 Student's Advisor/Co-Advisor</p> <p>Each student should have an advisor upon entry into the program, and must have one assigned no later than one (1) term following registration. The advisor must:</p> <ul style="list-style-type: none"> • hold at least a Master's degree or equivalent; • be a member of the Faculty of Graduate Studies*; • have expertise in a discipline related to the student's program; and • hold an appointment in the student's department/unit. <p>*(http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)</p> <p>It is the responsibility of the department/unit Head to determine whether faculty members meet these criteria, and also to report to the Dean of the Faculty of Graduate Studies on equivalency as necessary. Any exceptions or special circumstances must be recommended by the department/unit Head and approved by the Dean of the Faculty of Graduate Studies who considers each case on an individual basis.</p> <p>In departments/units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the department/unit Head, within one (1) term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen.</p> <p>In special circumstances, an advisor and a maximum of one (1) co-advisor, upon</p>	<p>As a course-based Master's program, students do not have individual advisors. The MBA Graduate Program Chair (Associate Dean) and the Graduate Program Manager provide program advice to, and oversight for all students.</p>

<p>approval of the department/unit Head, may advise a student. The co-advisor must meet all of the same qualifications and expectations as the advisor. When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both co-advisors' signatures are required on all documents where the advisor's signature is required.</p> <p>The advisor/co-advisor will advise the student on a program of study, direct research, and supervise the thesis or practicum work.</p> <p>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.</p> <p>The advisor, co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. The advisor/co-advisor and the student are required to sign the agreement. If the parties cannot agree on any component(s) of the ASG, the matter should be referred to the department/unit Graduate Chair, Head of the department/unit, or the Dean of the Faculty of Graduate Studies.</p> <p>Should, during the student's program, the relationship between the student and advisor/co-advisor significantly deteriorate, the matter should be referred to the department/unit Graduate Chair, the Head of the department/unit, or the Dean of the Faculty of Graduate Studies.</p> <p>All students should consult department/unit supplemental regulations for specific details regarding advisor/co-advisor requirements.</p>	
<p>4.6 Advisory Committee</p> <p>4.6.1 Thesis/Practicum Route</p> <p>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 research program. The advisory committee must consist of a minimum of three (3) members (including the advisor/co-advisor), two (2) of whom must be members of the Faculty of Graduate Studies (http://umanitoba.ca/faculties/graduate_studies/governance/academic_memberships.html), one (1) of whom must hold a primary appointment from within the department/unit and one (1) of whom must hold no appointment within the department/unit. It is expected, under normal circumstances, that Advisory Committee members have a Master's degree or equivalent. 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.</p> <p>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. Graduate students may not serve on graduate student advisory committees.</p>	

<p>The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee.</p> <p>Additional specifications, if any, regarding the advisory committee are found in the department/unit supplemental regulations and students should consult these regulations for specific requirements.</p>	
<p>4.6.2 Course-based or Comprehensive Examination Route</p> <p>Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the department/unit's supplemental regulations and students should consult these regulations for specific requirements.</p>	
<p>4.6.3 Accredited professional programs</p> <p>Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the department/unit's supplemental regulations and students should consult these regulations for specific requirements.</p>	
<p>4.7 Courses and Performance</p> <p>4.7.1 Course or Program Changes</p> <p>Students are not permitted to change their program of study, including withdrawal from individual courses, without the approval of their advisor/co-advisor (and/or advisory committee) and department/unit Head. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.</p> <p> </p> <p> </p>	<p>Course change requests must be submitted to the Asper School of Business MBA Graduate Program Office. The Graduate Program Manager will ensure that individual student progress is regularly monitored and updated, and will provide advice concerning any course change requests. In a situation where student difficulties are apparent, the Graduate Program Manager will advise the MBA Graduate Program Chair (Associate Dean) and the responsible Department Head(s), and provide recommendations to the Faculty of Graduate Studies as appropriate.</p> <p>Student appeals pertaining to the Faculty of Graduate Studies regulations or MBA Supplementary Regulations must be made in writing and forwarded to the MBA Committee Chair for committee consideration and, where applicable, action and/or forwarding. Some situations may require that appeals be filed directly with the Dean of the Faculty of Graduate Studies. Information on appeals can be found on the website of the Faculty of Graduate Studies.</p>
<p>4.7.2 Lapse of Credit of Courses</p> <p>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.</p> <p>Courses completed more than ten (10) years prior to the date of awarding of a degree can not be used for credit toward that degree.</p>	

<p>In the event that course-work 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.</p>	
<p>4.7.3 Academic Performance</p> <p>Student progress shall be reported at least annually, but no more than once every four (4) months, to the Faculty of Graduate Studies on the "Progress Report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair and/or department/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two (2) consecutive "in need of improvement" or an "unsatisfactory" rating will normally result in withdrawal of the student from the Faculty of Graduate Studies.</p>	<p>A consolidated student progress list will be annually submitted to the Faculty of Graduate Studies. Individual annual progress report forms will be submitted only for students encountering program difficulties (<u>i.e., in need of improvement or unsatisfactory progress</u>).</p> <p>The MBA <u>Graduate Program Chair (Associate Dean)</u> or designate is responsible for informing the Faculty of Graduate Studies when a student's performance is unsatisfactory in course work (<u>i.e., recommendation to deal with failed grades</u>), and notifying the student of the deficiency and required follow-on action(s).</p> <p><u>The MBA Graduate Program Chair (Associate Dean) or designate is responsible for reviewing unsatisfactory progress and making recommendation(s) on remedial action(s) or program withdrawal to the Faculty of Graduate Studies.</u></p>
<p>4.7.4 Performance in Coursework</p> <p>A minimum degree grade point average (GPA) 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.</p>	<p>Students may be permitted to repeat, or take equivalent substitute courses, for not more than six credit hours of coursework in which a grade of C, D, F, or NP are obtained. Normally, students who fail more than six (6) credit hours or fail a required course more than once are required to withdraw from the Asper <u>School of Business</u> MBA Program. However, in exceptional circumstances, the MBA Program Committee may appeal to the Faculty of Graduate Studies for approval of remedial recommendation(s) falling outside those prescribed above.</p> <p>In general, supplemental exams are not permitted. However, where a "C" grade has been obtained and the situation warrants, <u>a supplemental examination may be sanctioned by the MBA Graduate Program Chair (Associate Dean), as a one-time-only remedial action per a student's MBA program. A supplemental exam is a rewriting of a cumulative final examination for the course (i.e., content from the whole course is examinable). The impact of a supplemental examination on the final grade will be such that it counts for 100% of the final grade for the course, subject to the final grade being a maximum of C+.</u></p> <p>A supplemental examination is not permitted for GMGT 7210 Strategy (the MBA program's comprehensive exam equivalent). All actions taken administratively are to be reported, in summary form to the Faculty of Graduate Studies.</p> <p><u>Course instructors will grade supplemental</u></p>

	<p><u>examinations. Processes and procedures will be monitored by the MBA Graduate Program Chair (Associate Dean) and/or the Graduate Program Manager.</u></p> <p>Students granted permission to write a supplemental exam must apply for Special Exam Privileges via the Registrar's <u>Office</u> and pay the accompanying fee.</p> <p>Students with a cumulative degree grade point average of 3.75 or higher at graduation are eligible for inclusion on the Asper <u>School of Business</u> MBA Dean's Honour Roll of Graduates for the calendar year in which they graduate.</p>
<p>4.7.5 Performance not related to Coursework</p> <p>In some departments/units, students are required to demonstrate satisfactory academic performance in areas not related to performance in courses, such as attendance at or participation in course lectures, seminars and in laboratories and progress in research, thesis or practicum. The specific nature of satisfactory academic performance is outlined in individual department/unit supplemental regulations and students should consult these supplemental regulations for specific requirements. Unacceptable performance must be reported to the Faculty of Graduate Studies on the "Progress Report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the department/unit Head to the Dean of the Faculty of Graduate Studies.</p>	<p>MBA education is about exploring, exchanging and testing views, ideas and concepts; it excels in rich face-to-face interaction. While understanding that missing a class/session is sometimes unavoidable, class/session preparation and attendance is the expected norm. When attendance is not possible, instructors are to be advised <u>and supporting documentation presented (e.g., a Doctor's note, a note from an employer)</u>. <u>Missing more than 20% of all classes may result in failure of the course. Course instructors monitor attendance and will make any final attendance decision regarding course grades.</u></p>
<p>4.8 Requirements for Graduation</p> <p>All students must:</p> <ul style="list-style-type: none"> • maintain a minimum degree grade point average of 3.0 with no grade below C+; • meet the minimum and not exceed the maximum course requirements; and • meet the minimum and not exceed the maximum time requirements. <p>Individual departments/units may have additional specific requirements for graduation and students should consult department/unit supplemental regulations for these specific requirements.</p>	
<p>4.8.1 Thesis/Practicum Route</p> <p>4.8.1.1 Thesis vs. Practicum</p> <p>Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum.</p> <p>A practicum differs from the thesis in its emphasis on the application of theory, it is however similar in scope, span, and rigour. The practicum takes the form of an exercise in the practical application of knowledge and skill. It usually involves the careful definition of a problem, the application of appropriate knowledge and skills to the problem, and a report of the results in a manner suitable for evaluation by an</p>	



UNIVERSITY
OF MANITOBA

I. H. Asper School of Business
Faculty of Management

David A. Stangeland, PhD, CPA, CMA
Associate Dean Professional Programs
Professor of Finance
322 Drake Centre
181 Freedman Crescent
Winnipeg, Manitoba
Canada R3T 5V4
Telephone (204) 474-6477

November 20, 2018

Dr. Brooke Milne
Associate Dean, Faculty of Graduate Studies

Dr. Milne,

The Asper School of Business Master of Finance (MFin) Program Committee has moved a number of amendments (some editorial/minor and some substantive) to the current Asper MFin Program Supplemental Regulations (DRAFT) and I now request Faculty of Graduate Studies/Senate approval for the same. Attached are the edited draft supplemental regulations. Outlined below are the substantive amendments I have been asked to address specifically in detail by way of this memo. We left track changes on, as requested, so it is clear where changes are made – please excuse the way this looks.

Entrance requirements for the MFin Program

The MFin Program Committee has approved changes to the entrance requirements from those originally outlined in the program proposal.

Firstly, we wish to allow for admission of **3-year bachelor degree** holders, as is permitted for the MBA degree. The following (with statistical analysis below) is rationale as outlined by Dr. Subbu Sivaramakrishnan in December, 2017 (at that time he was the Associate Dean in charge of the MFin program).

“In a country like India, BComm, BA, and BSc are 3-year degrees. I know such is the case in some European and African countries as well. Therefore, we lose the opportunity to attract graduates from those markets to the MFin program.

In the Asper MBA program, we have been admitting 3-year degree holders for many years. [Is there] evidence that 3-year degree holders will not be academically disadvantaged in comparison to 4-year degree students? For this, I conducted an analysis of our MBA graduates over the past three years (n=119). The dependent variable was the GPA they graduated with in our MBA. Independent variable was the length of their UG degree (3 vs 4 vs 5; we had a few 5 year students). The ANOVA results are attached. As you can see (from the Capture.png attachment), there is no statistically significant difference. Moreover, the spread of GPAs as indicated by the standard deviation is actually lower for 3-year degree holders.

GPA

					95% Confidence Interval for Mean			
	N	Mean	Std. Deviation	Std. Error	Lower Bound	Upper Bound	Minimum	Maximum
3	25	3.7400	.16693	.03339	3.6711	3.8089	3.42	4.05
4	87	3.7352	.25207	.02702	3.6814	3.7889	3.18	4.19
5	7	3.7814	.25589	.09672	3.5448	4.0181	3.42	4.06
Total	119	3.7389	.23542	.02158	3.6962	3.7816	3.18	4.19

Group Statistics					
	Intl Status	N	Mean	Std. Deviation	Std. Error Mean
GPA	0	11	3.7064	.20680	.06235
	1	14	3.7664	.12977	.03468

Independent Samples Test

		Levene's Test for Equality of Variances				
		F	Sig.	t	df	Sig. (2-tailed)
GPA	Equal variances assumed	2.773	.109	-.889	23	.383
	Equal variances not assumed			-.842	15.969	.412

Considering many of our 3-year degree holders may be from overseas, to dispel any suspicions that international 3-year degrees may not be as good Canadian ones, within the 3-year group I compared the internationals with Canadians with a *t*-test. Again, no significant difference (see Capture2.png; 0 is Cdn and 1 is International). I don't have much reason to believe that MFin students would be different from MBA students; I would expect no difference in the MFin program as well. I hope you find the results of the analysis convincing. I will be willing to share the raw data, should you need to see it."

Secondly, we wish to amend the stated **English Language Proficiency entrance requirements**. Currently, the required test scores are as follows:

IELTS 7.0 (no band score less than 5)
TOEFL 100 (internet)
MELAB 85
CAEL 60
PTE (A) 65

We are proposing amending the requirement to match up with that of the Faculty of Graduate Studies requirements with one difference, namely a **speaking band minimum on the IELTS**:

MELAB - Achieve a minimum Final MELAB score of 80%

TOEFL - Achieve a minimum Internet-based iBT (86; minimum score of 20 in each of reading, writing, listening and speaking categories)

CanTEST - Achieve a minimum band of 4.5 in Listening and Reading, and a band of 4.0 in Writing and Oral Interview

IELTS - Achieve a minimum score of 6.5 in the Academic Module, **speaking band minimum of 6**

CAEL - Achieve a minimum 60 overall and 60 on each subject

AEPUCE - Achieve a minimum 65% overall

PTE Academic - minimum 61% overall

The rationale is to align with the current language requirements at Graduate Studies and expand our applicant pool, while still ensuring a high spoken English competency, which is key for these students as they share their courses with MBAs and class discussion and participation are major components of these classes.

Finally, we are proposing some changes to our **GMAT exemptions** – we now wish to exempt CFA Level 1 Exam holders from writing the GMAT, as well as for those applicants who have successfully completed a bachelor degree from the University of Manitoba (previously limited to Asper School of Business graduates only) with a minimum 3.25 GPA and who have also:

- 1) Completed FIN 2200 (Corporate Finance) at the Asper School of Business with a minimum grade of B+, within the last five years from the term of admission; or
- 2) Achieved an average 3.5 GPA across the four Asper finance courses counting toward the finance major requirements within the last five years from the term of admission.

The rationale for allowing the GMAT exemption for CFA Level 1 holders is to recognize this high achievement (the CFA Level 1 exam has a current failure rate of approximately 61%) and acknowledge that those who have passed the Level 1 CFA exams have demonstrated a strong background in the quantitative skills needed for the MFin program (the content on the CFA level 1 exam is more rigorous than the quantitative components of the GMAT). It is also a recruitment tool as we grow our program, aligning us with other MFin programs in Canada, most of whom offer GMAT waivers for CFA Level 1 holders (Rotman at University of Toronto is the exception – they require a Level 2 completion for the GMAT waiver).

In summary, the following are the changes to the calendar listing of our entrance requirements (and to our final supplemental regulations):

Admission to the Master of Finance program is based on the following criteria:

- At minimum, a ~~three~~four-year Bachelor degree from a post-secondary recognized educational institution (in any discipline);
- At a minimum, a 3.0 admission GPA (on 4.5 scale) on the last 60 credit hours of university degree-level study;
- Results of the Graduate Management Admissions Test (GMAT), with a minimum score of 550. The GRE will be accepted with a percentile score across its components equivalent to the current acceptable percentile level of the GMAT. The percentile score on the quantitative section of the GMAT or GRE examinations must be at the 60th percentile or higher. GMAT and GRE scores must not be older than five years. NOTE: GMAT or GRE scores are not required for those applicants who have successfully complete the Level 1 CFA exam and those who have successfully completed an undergraduate a Bachelor of Commerce degree from the University of Manitoba-Asper School of Business with a minimum 3.25 GPA and who have also:
 - 1) Completed FIN 2200 (Corporate Finance) at the Asper School of Business with a minimum grade of B+, within the last five years from the term of admission; or

2) Achieved an average 3.5 GPA across the four Asper finance courses counting toward the finance major requirements within the last five years from the term of admission.

- Language proficiency. Applicants holding secondary school diplomas and/or university degrees from Canada, or from one of the countries on the English Language Proficiency Test Exemption list are exempt from the English Language Proficiency Test requirement. If you do not qualify for an exemption, you must provide an official score from one of these accepted tests:

- MELAB - Achieve a minimum Final MELAB score of 80%
- TOEFL - Achieve a minimum Internet-based -iBT (86; minimum score of 20 in each of reading, writing, listening and speaking categories)
- CanTEST - Achieve a minimum band of 4.5 in Listening and Reading, and a band of 4.0 in Writing and Oral Interview
- IELTS - Achieve a minimum score of 6.5 in the Academic Module, speaking band minimum of 6
- CAEL - Achieve a minimum 60 overall and 60 on each subject
- AEPUCE - Achieve a minimum 65% overall
- PTE Academic - minimum 61% overall
- ~~IELTS 7.0 (no band score less than 5)~~
- ~~TOEFL 100 (internet)~~
- ~~MELAB 85~~
- ~~CAEL 60~~
- ~~PTE (A) 65~~

Scores older than two years are not acceptable.

- Two letters of recommendation from persons who are knowledgeable about the applicant's academic ability.

We look forward to hearing about the progress of all these amendments for Fall 2019 implementation.

Sincerely,



David A. Stangeland, PhD, CPA, CMA

Associate Dean (Professional Programs: MBA, MFin, Exec. Ed.)

Asper School of Business

Faculty of Graduate Studies

Name of Unit: Master of Finance (Asper School of Business)

Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>The Faculty of Graduate Studies Academic Guide contains all the rules and policies pertaining to the Faculty of Graduate Studies. Adherence to these rules is of utmost importance for the effective functioning/operation of programs and for guiding and monitoring the progress of students. The integrity of the process is at stake. The major goal of this guide is to prevent potential problems that may affect the completion of a student's program. It is the responsibility of students and the department/unit offering a graduate program to read and follow the policies contained herein.</p> <p>All regulations as laid out in the Faculty of Graduate Studies Academic Guide are subject to revision by the appropriate bodies of the Faculty of Graduate Studies. This compendium is presented as the most recent set of regulations as a guideline for students and staff. Individual departments/units may have additional regulations that supplement these general regulations. All such supplementary procedures and regulations must be approved as specified by the By-Laws of the Faculty of Graduate Studies, be published and available to students, and kept on file in the Faculty of Graduate Studies Office.</p> <p>For those programs that are administered through a Faculty (as opposed to a Department) the term "Department" should be substituted by "Unit" within this document (i.e. Department Head becomes Unit Head.)</p> <p>PREFACE</p> <p>The Faculty of Graduate Studies is a pan-University faculty charged with the oversight of the administration of all graduate programs at the University. Therefore these regulations apply to all graduate students in all programs in all academic units. Individual units may require specific requirements above and beyond those in the following document, and students should consult unit supplemental regulations for these specific regulations. All unit supplemental regulations require approval of the Faculty of Graduate Studies.</p> <p>Definitions</p> <p>The "Dean of the Faculty of Graduate Studies" shall be taken to mean the Dean of the Faculty of Graduate Studies or designate.</p> <p>"Unit" shall be taken to mean the academic unit where the graduate student is pursuing his/her studies. Generally, this is the department. For Faculty-based programs, the Dean is the <i>de facto</i> Head of the unit. The term "unit" shall also include Schools of Faculties within the University. The Dean of the Faculty of Graduate Studies is the <i>de facto</i> <u>Head of interdisciplinary programs administered by the Faculty of Graduate Studies</u>. The Head of any unit may designate any of his/her responsibilities in this policy to another member of the unit, such as the Graduate Chair.</p>	
<p>1.1 APPLICATION AND ADMISSION PROCEDURES</p> <p>The application (and all required documentation) is to be submitted directly to the</p>	<p>Application questions should be directed to the Asper Graduate Program Office.</p>

Note:

Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

<p>Faculty of Graduate Studies. Applicants should contact the department/unit to which they are applying for the procedures and, requirements of that department/unit. Contact information for each unit can be found at http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html.</p> <p>1.1.1 Process:</p> <p>1.1.1 (a) A completed official application for admission form must be submitted, together with the application fee and supporting documentation, to the Faculty of Graduate Studies, via the online application system.</p> <p>NOTE: International students must pay special attention to the appropriate requirements with respect to transcripts (see application form for details).</p> <p>1.1.1 (b) Applications are subsequently reviewed by the unit offering the program which will decide whether the applicant meets the unit's criteria including, but not limited to, availability of advisors, space, and facilities.</p> <p>1.1.1 (c) Notification of recommended/rejected applications is sent by the Head of the unit to the Faculty of Graduate Studies. Applications recommended for admission are checked to determine if they meet the Faculty of Graduate Studies' eligibility requirements. The Faculty of Graduate Studies then notifies applicants of their acceptance or rejection.</p>	<p>See 4.3.1 for Master of Finance Admission requirements and admission procedures.</p> <p>Graduates of the Asper MBA program within the last 5 years with a Finance concentration are not eligible to enroll in the Asper Master of Finance program.</p>																
<p>1.1.2 Deadlines for Recommended Applications (from Departments to the Faculty of Graduate Studies)</p> <p>The following are the deadlines for receipt by the Faculty of Graduate Studies of recommendations from graduate units.</p> <table><tr><td>Session</td><td>Start Date</td><td>Canadian/US</td><td>International</td></tr><tr><td>FALL</td><td>September</td><td>July 1</td><td>April 1</td></tr><tr><td>WINTER</td><td>January</td><td>November 1</td><td>August 1</td></tr><tr><td>SUMMER</td><td>May</td><td>March 1</td><td>December 1</td></tr></table> <p>IMPORTANT: These are not application deadlines. Applicants are required to submit the application and documentation to the Faculty of Graduate Studies to meet the application deadline in place for a particular department/unit. Applicants are advised to confirm the deadline of the department/unit to which the application is being made; Deadlines can be found on the applicable program page at http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html.</p> <p>The deadlines are meant to accommodate the needs of students in securing appropriate documentation. Late applications may be considered for the next available start date.</p>	Session	Start Date	Canadian/US	International	FALL	September	July 1	April 1	WINTER	January	November 1	August 1	SUMMER	May	March 1	December 1	<p>New students are accepted only for Fall term (August) start each year.</p> <p>Application deadlines:</p> <ul style="list-style-type: none">- March 1 for international applicants- May 1 for domestic applicants <p>Applications will be received throughout the year and, reviewed and considered by the Admissions Committee. However, deadlines do exist for Fall program commencement purposes, and applications received after the specified submission deadline dates will be considered for the next Fall admission period.</p>
Session	Start Date	Canadian/US	International														
FALL	September	July 1	April 1														
WINTER	January	November 1	August 1														
SUMMER	May	March 1	December 1														
<p>1.1.3 Application Fee</p> <p>A \$100.00 (CDN) fee must accompany admission applications from all Canadian, Permanent Resident, and International applicants. If submitting a paper application, a \$120.00 (CDN) fee must accompany the admission application.</p>																	

<p>1.1.4 Transcripts</p> <p>Unofficial copies of transcripts and final degree certificates are acceptable for initial assessment purposes. Upon admission to the Faculty of Graduate Studies, applicants must arrange for official transcripts from all post-secondary institutions attended to be sent to the Faculty of Graduate Studies, within one (1) month of date on the admission letter. All transcripts must arrive in sealed, university-stamped envelopes sent directly from the issuing institution(s) and be accompanied by official and literal English translations (where applicable). For international degrees or where the transcripts does not or will not clearly state that a degree has been conferred, a copy of the official degree certificate is also required.</p>	
<p>1.1.5 Transcripts: International</p> <p>Where academic records from a country other than Canada are produced in a language other than English, the applicant must arrange for the submission of official literal English translations of all records. To be official, original language documents and English translations must arrive together in envelopes which have been sealed and endorsed by the issuing institution.</p>	
<p>1.1.6 Transcripts: University of Manitoba</p> <p>University of Manitoba students are not required to submit University of Manitoba transcripts.</p>	
<p>1.1.7 Proficiency in English</p> <p>A successfully completed English Language Proficiency Test from the approved list is required of all applicants unless they have received a high school diploma or university degree from Canada or one of the countries listed on the English Language Proficiency Test Exemption List (see next section). The Faculty of Graduate Studies requires a passing, acceptable English Language Test score in order to offer admission. Please note: In all cases, test scores older than two (2) years are invalid.</p> <p>Thresholds required for successful completion are indicated in parentheses.</p> <ul style="list-style-type: none"> • University of Michigan English Language Examination Assessment Battery (MELAB) (80%) • Test of English as a Foreign Language (TOEFL)– Paper-based test (567); Internet based -iBT (86; minimum score of 20 in each of reading, writing, listening and speaking categories) • Canadian Test of English for Scholars and Teachers (CanTEST) (band 4.5 in listening and reading and band 4.0 in writing and oral interview) • International English Language Testing System (IELTS) (6.5) • Academic English Program for University and College Entrance (AEPUCE) (65%) • Canadian Academic English Language Assessment (CAEL) (60 overall and 60 on each subset) • PTE Academic (61% overall) 	<p>Effective for Fall 2019, applicants submitting an IELTS score must have a minimum score of 6.0 on the Speaking band of the test.</p>

<p>Note: In addition, foreign language students may be asked by the department/unit to complete the CanTEST prior to or following registration in the Faculty of Graduate Studies and, if need be, the department/unit may recommend remedial measures in language skills based on the results of the CanTEST. Some departments/units may require a specific test or test scores greater than those indicated above. Students should check department/unit supplemental regulations for details.</p>	
<p>1.1.8 English Language Proficiency Test Exemption List</p> <p>Applicants holding secondary school diplomas and/or recognized university degrees from countries on the Faculty of Graduate Studies English Language exemption list are not required to submit an English Language Proficiency score. For more information please see our website at http://umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.html.</p>	
<p>1.1.9 Letters of Recommendation</p> <p>Letters of Recommendation are to be completed via UMGradConnect, the online application. Applicants are required to add their 'Recommendation Provider(s)' contact information so that each recommender is sent an automated email notification.</p> <p>Generally, two (2) Letters of Recommendation must be submitted to the Faculty of Graduate Studies. For the number of recommendation letters necessary, applicants should review our 'Additional Document Requirements' webpage: http://umanitoba.ca/faculties/graduate_studies/admissions/additional_requirements.html</p>	<p>Each applicant will submit two academic reference letters written by past professors, not professional, who are familiar with the applicant's academic performance.</p>
<p>1.1.10 Admission Tests</p> <p>Some departments/units require admissions tests, such as the Graduate Record Examination (GRE) or the Graduate Management Aptitude Test (GMAT). These requirements are listed in the supplemental regulations of the particular department/unit, and if required, the scores must be submitted at the time of application.</p>	<p>For admission to the Master of Finance program, applicants must provide results of a graduate aptitude test, preferably the Graduate Management Admissions Test (GMAT), with a minimum score of 550. The GRE will be accepted with a percentile score across its components similar to the current acceptable percentile level of the GMAT. The percentile score on the quantitative section of the GMAT or GRE examinations must be at the 60th percentile or higher. GMAT and GRE scores must not be older than five years.</p> <p>GMAT or GRE scores are not required for those applicants who have successfully completed a bachelor degree in any field of study from the University of Manitoba with a minimum 3.25 GPA and who have also:</p> <ul style="list-style-type: none"> • Completed FIN 2200 (Corporate Finance) at the Asper School of Business with a minimum grade of B+ within the last five years from the term of admission

		<p><u>Or</u></p> <ul style="list-style-type: none"> • <u>Achieved an average 3.5 GPA</u> across the four Asper <u>School of Business</u> finance courses counting toward the finance major requirements, <u>with all four courses completed within the last five years from the term of admission</u> <p>Also, effective <u>as of Fall</u> 2019, applicants holding a CPA designation or those who have successfully passed the CFA Level 1 examination are not required to <u>submit with their application</u> a GMAT <u>or GRE</u> score.</p>
	<p>1.1.11 Entrance Requirements</p> <p>The minimum standard for acceptance into any category in the Faculty of Graduate Studies is a 3.0 Grade Point Average (GPA) or equivalent in the last two (2) previous years of full time university study (60 credit hours).</p> <p>Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.</p>	<p>See section 4.3.1 for Masters of Finance admission requirements and admission procedures.</p>
	<p>1.1.12 Eligibility of University of Manitoba Staff Members</p> <p>A staff member at The University of Manitoba at the rank of Assistant Professor or above is not eligible to apply for admission to a graduate program in the department/unit in which the appointment is held.</p>	
	<p>1.2 Registration Procedures</p> <p>1.2.1 Registration</p> <p>Pre-Master's students are not normally allowed to register in 7000-level courses or above, with the exception of GRAD 7500, unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate. Undergraduate students may be permitted to register in 7000-level courses or above on recommendation of the department/unit offering the graduate course, subject to the conditions listed below:</p> <ul style="list-style-type: none"> • Undergraduate students must obtain permission from the Department/Unit head and course instructor before registering for a graduate course. • Only undergraduate students completing an undergraduate degree at the University of Manitoba are eligible to enroll in a graduate course. • Undergraduate students are not eligible for admission to be admitted to any graduate course that is cross-listed with an undergraduate course, or that is scheduled to be taught at the same time and location as an undergraduate class. • Undergraduate students will only be eligible to receive graduate-level 	<p>Course registration is administered by the Asper School of <u>Business</u> Graduate Program Office. Master of Finance students <u>do</u> not have access to their own online registration.</p>

<p>credit for a course designated as 7000-level or above if at least 75% of the students registered in the course are graduate students.</p> <ul style="list-style-type: none"> Undergraduate students who complete a graduate course are not guaranteed admission to a graduate program. <p>On admission to a graduate program at the University of Manitoba, application may be made to the Faculty of Graduate Studies to apply any previously completed graduate courses toward meeting program requirements, subject to the restrictions listed below:</p> <ul style="list-style-type: none"> No more than 50% of the course-work required in a graduate program may be imported. Only courses for in which a C+ grade or higher, or the minimum grade required by the program to which the course would be applied, is achieved are eligible to be considered to be used toward may be applied to meeting the requirements of any graduate program. Any graduate course completed by an undergraduate student may subsequently be applied to a graduate program only if it has not been used toward completion of any other degree program. Any graduate course completed by an undergraduate student for which a passing grade has been obtained (i.e., C+ or higher) may not be repeated should the student later gain admission to a graduate program. <p>All graduate students must initially register in the term specified in their letter of acceptance as specified in the Academic Schedule of the Graduate Calendar. Any student not registering by the registration deadline for the term specified in their letter of offer will be required to re-apply for admission. In exceptional circumstances and with prior approval from the department/unit, a student may defer registration for up to one (1) term following acceptance into the Faculty of Graduate Studies. In the case of international students, admission may be deferred, with prior approval from the department/unit, for up to one (1) year following acceptance.</p> <p>All programs must be approved by the Head of the major department/unit or designate. Approval to take courses from departments/units outside the major department/unit must be obtained from the outside department/unit.</p> <p>The approval or denial of admission and registration to two (2) programs rests with the Dean of the Faculty of Graduate Studies in consultation with the department/unit concerned. The approval/denial must be submitted to the Faculty of Graduate Studies prior to the student's admission/registration on the "Concurrent Curriculum Permission" form (http://intranet.umanitoba.ca/student/records/2323.html)</p> <p>Where a student does register in two (2) programs, it is important to note that dual registration may affect funding, and that completing a graduate program as a part-time student will affect eligibility for The University of Manitoba Graduate Fellowship (UMGF) and may limit other funding possibilities.</p>	
<p>1.2.2 Re-Registration</p> <p>All students must re-register in all Fall, Winter and Summer terms of his/her program</p>	<p>The Asper School of Business Graduate Program Office administers Master of Finance re-registration.</p>

<p>until a degree is obtained (with the exception of pre-Master's students). Failure to re-register will result in the student being discontinued from his/her graduate program. A student who has been discontinued and would like to be considered for continuation in a program must apply for re-admission, which is not guaranteed. The re-registration requirement does not apply to occasional students, visiting students, pre-Master's students, or students on an Exceptional or Parental Leave of Absence (please refer to "Leave of Absence", Section 8 of this Guide).</p> <p>The notation 'Discontinued Graduate Program' will be placed on the academic record of any graduate student who has failed to maintain continuous registration.</p>	<p>It is the responsibility of the Asper Graduate Program Office to facilitate the student's registration process and to update the student's records as required.</p>
<p>1.2.3 Registration Revisions</p> <p>For designated periods subsequent to registration, approved revisions may be made. It is required that students adhere to dates and deadlines as published in the Academic Schedule of the Graduate Academic Calendar.</p> <p>Note: Graduate students are not permitted to withdraw from courses without written permission from their Department/unit Head on recommendation from their advisor/co-advisor (and/or advisory committee). The notation "Required to Withdraw" may be placed on the academic record of any graduate student who has withdrawn from courses without such approval.</p>	<p>Master of Finance students can withdraw from courses prior to the University of Manitoba's published voluntary withdrawal dates by submitting in writing a request for approval to do so from the Asper School of Business Graduate Program Office.</p>
<p>1.2.4 Advisor Student Guidelines</p> <p>All students in thesis/practicum programs, in consultation with their advisor/co-advisor, are required to complete the Advisor Student Guidelines as soon as possible after registration but no later than at the time of submission of the first Progress Report. The Advisor Student Guidelines form is available through JUMP.</p>	<p>Not applicable in the Master of Finance program.</p>
<p>1.2.5. Western Deans' Agreement</p> <p>This agreement was established in 1974 as an expression of co-operation and mutual support among universities offering graduate programs in western Canada. Its primary purpose is the reciprocal enrichment of graduate programs throughout western Canada. This agreement is not intended to preclude other agreements between participating institutions. A list of the participating Universities can be found at http://wcdgs.ca/</p> <p>1.2.5.1 The Western Deans' Agreement normally provides an automatic tuition fee waiver for visiting students. Graduate students paying normal required tuition fees to their home institution will not pay tuition fees to the host institution.</p> <p>1.2.5.2 Only degree level courses from recognized post-secondary institutions will be considered; courses that are part of certificate or diploma programs will not be approved.</p> <p>1.2.5.3 Program fees are always to be paid to the home institution, regardless of coursework taken at another institution. Students may be required to pay student, activity, application, or other ancillary fees to the host institution, according to general policies in effect at the host institution. Wherever possible, these fees will also be</p>	<p>See section 4.4.6 for inter-university course transfers.</p> <p>The Western Dean's Agreement does not normally apply to Master of Finance students (both those at University of Manitoba and visiting students).</p>

<p>4.1 General</p> <p>Although general regulations apply to all students, individual departments/units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), published, available to students (http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html), and be kept on record in the Faculty of Graduate Studies. All students should consult department/unit supplemental regulations for specific details regarding admission, program requirements, progression, and completion. Individual departments/units may offer Master's programs by one or more of the following programs:</p> <ul style="list-style-type: none"> • Thesis/practicum-based; • Course-based; • Comprehensive Exam; • Project; • Accredited Professional. <p> </p> <p> </p> <p> </p> <p> </p>	<p>committee of the Faculty Council of the I.H. Asper School of Business. It is the policy making body for the program and meets regularly to decide curriculum related issues, to review the administration of the program, to select award or bursary recipients, to advise on admission decisions (when needed), to consider special student requests and appeals, and to review lists of graduands.</p> <p>The Committee comprises the following:</p> <ul style="list-style-type: none"> • Associate Dean, Professional Programs, I.H. Asper School of Business • Head, Department of Accounting & Finance • 4 Finance faculty* • 1 Accounting faculty* • 1 Asper faculty from outside the Finance and Accounting areas • 1 Master of Finance student representative • Administrative staff member of the Asper School's Graduate Program Office (non-voting recording secretary) <p>* To be elected by the Department of Accounting & Finance</p> <p>The Chair of the Committee (two-year term) will be elected by the members every two years.</p> <p>Curriculum changes that impact courses utilized by both the Master of Finance program and the Asper MBA program will be approved separately by the Master of Finance Program Committee and the Asper MBA Program Committee, and consensus will have to be reached by the two committees.</p>
<p>4.2 Diploma Programs</p> <p>The regulations for the Master's program shall also prevail for diploma programs. All students should consult the department/unit supplemental regulations regarding diploma programs.</p>	
<p>4.3 Admission</p> <p>4.3.1 General Criteria</p> <p>Students who are eligible to be considered for direct admission to a program of study leading to the Master's degree include:</p> <ul style="list-style-type: none"> • Graduates of four (4) year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from: <ul style="list-style-type: none"> ◦ Canadian institutions empowered by law to grant degrees; or ◦ Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies; <p> </p>	<p>The Master of Finance is 30 credit hour course-based Masters degree (no research/thesis requirements). Admission to the Master of Finance program will be based on the following criteria:</p> <ul style="list-style-type: none"> • At minimum, a three-year Bachelor degree from a postsecondary recognized educational institution (in any discipline); • <u>Admission test, as stated in 1.1.10</u>

<ul style="list-style-type: none"> • Graduates from first-cycle Bologna compliant degrees; • Students who have completed a pre-Master's program from: <ul style="list-style-type: none"> ○ The University of Manitoba; ○ Canadian institutions empowered by law to grant degrees; or ○ Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies. <p>All students applying for a Master's degree program must have attained a minimum GPA of 3.0 in the last two (2) full years (60 credit hours) of study. This includes those applying for direct admission and those entering from a pre-Master's program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.</p> <p>Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.</p>	<ul style="list-style-type: none"> • Language Proficiency test, as stated in 1.1.7. <p>Admission oversight and applicant review is the responsibility of the Master of Finance Admissions Committee, a sub-committee of the Master of Finance Program Committee. This committee reviews complete applications and recommends admission or rejection of candidates to the Faculty of Graduate Studies.</p> <p>The Master of Finance Admissions Committee consists of at least two of the following three members: MFin Program Chair (Associate Dean), MFin Program Chair (Associate Dean), Graduate Program Manager, faculty member from the Master of Finance Program Committee.</p> <p>The decisions of the Master of Finance Admissions Committee will be made by majority vote (or unanimous vote if only two members are present).</p> <p>The Associate Dean, Professional Programs or designate may require an applicant to participate in an interview if deemed necessary.</p> <p>Applicants who exceed all admission criteria may be recommended for admission to the program by the Associate Dean of Professional Programs without further committee consideration.</p>
<p>4.3.2 Pre-Master's Programs</p> <p>In specific cases where the academic background of the student is judged to be insufficient for the given program in a department/unit, the department/unit may recommend that the student be admitted to a pre-Master's program of study (Section 3).</p> <p>The pre-Master's program of study is intended to bring a student's background up to the equivalent of the required four (4) year degree in the major department/unit, and to provide the student with any necessary prerequisites for courses to be taken in the Master's program.</p>	
<p>4.4 Program Requirements</p> <p>In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the department/unit and may follow the department/unit's supplemental regulations. Any single course cannot be used for credit toward more than one program.</p>	

<p>4.4.1 Thesis/Practicum Route</p> <p>A minimum of 12 credit hours of coursework, unless otherwise stated in the department/unit's supplemental regulations, plus a thesis or practicum is required. The minimum must include at least 6 credit hours at the 7000 level or above, with the balance of the coursework at the 3000 level or above. A maximum of 24 credit hours of coursework is allowed unless the department/unit's supplemental regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.</p>	
<p>4.4.2 Course-based/Comprehensive Examination Route</p> <p>A minimum of 24 credit hours of coursework and comprehensive examination(s) is required. The minimum must include at least 18 credit hours at the 7000 level or above with the balance of the coursework at the 3000 level or above. A maximum of 48 credit hours of coursework is allowed unless a department/unit's supplemental regulations indicate otherwise.</p>	<p>The Master of Finance is a 30-credit hour program <u>that includes</u> the following 11 mandatory courses:</p> <ol style="list-style-type: none"> 1. FIN 7000 Managerial Economics (1.5 CH) 2. FIN 7020 Corporate Finance (3CH) 3. FIN 7152 Investment Policy (3CH) 4. FIN 7080 International Finance (3CH) 5. FIN 7260 Special Topics in Finance/Portfolio Management (3CH) 6. FIN 7260 Special Topics in Finance/Fixed Income Securities (3CH) 7. FIN 7240 Readings in Accounting and Finance (3CH) 8. ACC 7010 Accounting Fundamentals (3CH) 9. FIN 7140 Financial Modeling (3CH) 10. FIN 7180 Behavioral Finance (3CH) 11. FIN 7130 Alternative Markets and Instruments (1.5 CH) 12. <u>IDM 5120 (1 CH – AX – Pass/Fail)</u> Career Development Seminar (this course is mandatory for those starting the program Fall 2018 and on) 13. <u>MIS 5120 (1 CH – AX – Pass/Fail)</u> Spreadsheet Skills for Management 14. <u>MSCI 5110 (1 CH – AX – Pass/Fail)</u> Basic Quantitative Analysis for Management <p>All courses are required, unless <u>the student is eligible for an exemption as per the exemption policy below. This determination is made by the Graduate Program Manager.</u></p> <p>Exemptions <u>are available only to students who have graduated from</u> the Asper B.Comm. (Hons.) program and/or the Asper MBA program. A maximum of 6 credit hours of exemptions <u>are possible for the following courses if the equivalent course(s) were completed with a grade of B or</u></p>

		<p><u>higher in the Asper B.Comm. (Hons.) program and/or the Asper MBA program within the last five years:</u></p> <ul style="list-style-type: none"> • <u>FIN 7140 (Financial Modeling)</u> • <u>FIN 7180 (Behavioral Finance)</u> <p>Asper MBA program graduates with a non-Finance major are eligible for a maximum of 7.5 credit hours of exemptions <u>for the following courses if completed with a grade of C+ or higher within the last five years in the Asper MBA program:</u></p> <ul style="list-style-type: none"> • <u>FIN 7000 (Managerial Economics)</u> • <u>FIN 7020 (Corporate Finance)</u> • <u>ACC 7010 (Accounting Fundamentals)</u> <p><u>MFin students who choose to take additional courses outside of their program must register for them as an occasional student (OS) and pay the assessed fees. These OS courses will not be counted for credit towards the completion of the Master of Finance.</u></p>
	<p>4.4.3 Accredited Professional Route</p> <p>The credit hours and course requirements shall reflect the requirements of the department/unit's external accrediting body.</p>	
	<p>4.4.4 Language Reading Requirements</p> <p>Some departments/units specify a language requirement for the Master's degree. Students should check department/unit supplemental regulations regarding this requirement.</p>	<p>Not required.</p>
	<p>4.4.5 Advanced Credit</p> <p>Advance credit for courses completed prior to admission to a Master's program will be considered on an individual basis. The student's department/unit must make a request to the Faculty of Graduate Studies by completing the "Advance Credit -Transfer of Courses" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).</p> <p>Note:</p> <ul style="list-style-type: none"> • Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section for course currency); • No more than half of the required coursework for the program can be given advance credit; • A course may not be used for credit toward more than one (1) degree, diploma, or certificate; and • The student must register at The University of Manitoba for at least two (2) terms within a single academic year and must also complete the thesis/practicum/project/comprehensive exam at The University of Manitoba. 	<p>See Section 4.4.2 on exemption regulations.</p>

<p>Regardless of the extent of advanced credit granted, all students are required to pay applicable program fees.</p>	
<p>4.4.6 Transfer Credit</p> <p>Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:</p> <ul style="list-style-type: none"> • must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate Studies before the student may register for them; • are considered on an individual basis; • cannot be used for credit towards another degree; and • may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required. <p>Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office: (http://umanitoba.ca/student/records/leave_return/710.html). An original transcript and course equivalency must be provided.</p>	
<p>4.4.7 Time in Program</p> <p>The minimum time for students in the Master's program is equivalent to two (2) terms. Completion of most programs requires more than this and students should check department/unit supplemental regulations regarding specific requirements.</p> <p>The maximum time allowed for the completion of the Master's degree is four (4) years for students declared as full-time and six (6) years for students declared as part-time (see section 1.4.1 for information on calculating maximum time for students). Individual departments/units and/or programs may have specified minimum and maximum time limits, and students should periodically check department/unit supplemental regulations regarding these specific requirements.</p> <p>Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies using the "Time Extension Request Form" http://umanitoba.ca/faculties/graduate_studies/forms/index.html at least three (3) , but no more than four (4), months prior to expiration of the respective maximum time limit.</p> <p>A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".</p>	
<p>4.5 Student's Advisor/Co-Advisor</p> <p>Each student should have an advisor upon entry into the program, and must have one</p>	<p>As a course-based Master's degree, students in</p>

<p>assigned no later than one (1) term following registration. The advisor must:</p> <ul style="list-style-type: none"> • hold at least a Master's degree or equivalent; • be a member of the Faculty of Graduate Studies*; • have expertise in a discipline related to the student's program; and • hold an appointment in the student's department/unit. <p>*(http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)</p> <p>It is the responsibility of the department/unit Head to determine whether faculty members meet these criteria, and also to report to the Dean of the Faculty of Graduate Studies on equivalency as necessary. Any exceptions or special circumstances must be recommended by the department/unit Head and approved by the Dean of the Faculty of Graduate Studies who considers each case on an individual basis.</p> <p>In departments/units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the department/unit Head, within one (1) term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen.</p> <p>In special circumstances, an advisor and a maximum of one (1) co-advisor, upon approval of the department/unit Head, may advise a student. The co-advisor must meet all of the same qualifications and expectations as the advisor. When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both co-advisors' signatures are required on all documents where the advisor's signature is required.</p> <p>The advisor/co-advisor will advise the student on a program of study, direct research, and supervise the thesis or practicum work.</p> <p>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.</p> <p>The advisor, co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. The advisor/co-advisor and the student are required to sign the agreement. If the parties cannot agree on any component(s) of the ASG, the matter should be referred to the department/unit Graduate Chair, Head of the department/unit, or the Dean of the Faculty of Graduate Studies.</p> <p>Should, during the student's program, the relationship between the student and advisor/co-advisor significantly deteriorate, the matter should be referred to the department/unit Graduate Chair, the Head of the department/unit, or the Dean of the Faculty of Graduate Studies.</p> <p>All students should consult department/unit supplemental regulations for specific details regarding advisor/co-advisor requirements.</p>	<p>the Master of Finance program do not have individual advisors. The Asper Graduate Program Office in consultation with the MFin Program Chair (Associate Dean) provides program advice and oversight for all students in the Master of Finance program.</p>
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<p>4.6 Advisory Committee</p> <p>4.6.1 Thesis/Practicum Route</p> <p>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 research program. The advisory committee must consist of a minimum of three (3) members (including the advisor/co-advisor), two (2) of whom must be members of the Faculty of Graduate Studies (http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html), one (1) of whom must hold a primary appointment from within the department/unit and one (1) of whom must hold no appointment within the department/unit. It is expected, under normal circumstances, that Advisory Committee members have a Master's degree or equivalent. 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.</p> <p>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. Graduate students may not serve on graduate student advisory committees.</p> <p>The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee.</p> <p>Additional specifications, if any, regarding the advisory committee are found in the department/unit supplemental regulations and students should consult these regulations for specific requirements.</p>	
<p>4.6.2 Course-based or Comprehensive Examination Route</p> <p>Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the department/unit's supplemental regulations and students should consult these regulations for specific requirements.</p>	
<p>4.6.3 Accredited professional programs</p> <p>Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the department/unit's supplemental regulations and students should consult these regulations for specific requirements.</p>	
<p>4.7 Courses and Performance</p> <p>4.7.1 Course or Program Changes</p> <p>Students are not permitted to change their program of study, including withdrawal from individual courses, without the approval of their advisor/co-advisor (and/or advisory committee) and department/unit Head. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.</p>	<p>Course registration is administered by the Asper Graduate Program Office. The Graduate Program Office will ensure that individual student progress is regularly monitored and updated, and will provide advice concerning course changes or withdrawal requests.</p>

<p>4.7.2 Lapse of Credit of Courses</p> <p>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.</p> <p>Courses completed more than ten (10) years prior to the date of awarding of a degree can not be used for credit toward that degree.</p> <p>In the event that course-work 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.</p>	
<p>4.7.3 Academic Performance</p> <p>Student progress shall be reported at least annually, but no more than once every four (4) months, to the Faculty of Graduate Studies on the "Progress Report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair and/or department/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two (2) consecutive "in need of improvement" or an "unsatisfactory" rating will normally result in withdrawal of the student from the Faculty of Graduate Studies.</p>	<p>A consolidated student progress list will be submitted annually to the Faculty of Graduate Studies. Individual annual progress report forms will be submitted only for students encountering program difficulties (unsatisfactory progress).</p> <p>The MFin Graduate Program Chair (Associate Dean) or designate is responsible for informing the Faculty of Graduate Studies when a student's performance is unsatisfactory in coursework (i.e., recommendation to deal with failed grades and notifying the student of the deficiency and actions to follow).</p> <p>The MFin Graduate Program Chair (Associate Dean) or designate is responsible for reviewing unsatisfactory progress reports and making recommendation(s) on remedial action(s) or program withdrawal to the Faculty of Graduate Studies.</p>
<p>4.7.4 Performance in Coursework</p> <p>A minimum degree grade point average (GPA) 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.</p>	<p>Please refer to section 2.3.</p>

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal from the Dept. of Environment & Geography.

Observations

1. The **Department of Environment & Geography** proposes removing the requirement for Master of Environment (M.Env.) students to complete GEOG 7360.

The M.Env. is a degree that is research intensive and interdisciplinary (across the natural and social sciences). GEOG 7360 was intended to cover a variety of approaches and themes in the literature and current research, while orienting to the class' own research/thesis topics in environmental sciences and studies fields. However, there is such a large diversity of thesis topics in the M.Env. that it is not really relevant or even possible to fully represent this diversity within a single 3 credit hour course. This problem resulted in a very generalized and thus surface-level course from a pedagogical perspective, when the M.Env. students arguably benefit most from methodology courses which are hands-on and analytical in approach or readings type courses that are tailored to meet their very specific needs. At 10 years in, it is clear that the huge majority of the M.Env. students come from environment-focused undergraduate degrees, and so they already have this interdisciplinary background. If anything, these M.Env. students benefit much more from having more opportunities to develop stronger analytical and research-specialized coursework.

Although originally proposed by the department as a course deletion, the Programs & Guidelines Committee recommended that GEOG 7360 be kept 'on the books' in the event that it can be used as a topics course.

Recommendations

Faculty Council of Graduate Studies recommends THAT the program change from the unit listed below be approved by Senate:

Dept. of Environment & Geography

Respectfully submitted,

Dr. Todd A. Mondor, Chair
Faculty Council of Graduate Studies

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the report to Senate.

/ak

Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>unit's supplemental regulations. Any single course cannot be used for credit toward more than one program.</p> <p>All students must complete GRAD 7500 Academic Integrity Tutorial (0 credit hours) within one year of initial registration.</p>	
<p>4.4.1 Thesis/Practicum Route</p> <p>A minimum of 12 credit hours of coursework, unless otherwise stated in the unit's supplemental regulations, plus a thesis or practicum. The minimum must include at least 6 credit hours at the 7000 level or above, with the balance of the coursework at the 3000 level or above. A maximum of 24 credit hours of coursework is allowed unless the unit's supplemental regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.</p>	<p><i>Indicate if the minimum or maximum number of credit hours required in the program differs from that required by FGS. List required courses (including full numbers and minimum level, e.g., 7000), and credit hours</i></p> <p>Thesis Route: Students registered in the M.Env. must complete GEOG 7360 as part of the 12CH.</p>
<p>4.4.2 Course-based/Comprehensive Examination Route</p> <p>A minimum of 24 credit hours of coursework and comprehensive examination(s). The minimum must include at least 18 credit hours at the 7000 level or above with the balance of the coursework at the 3000 level or above. A maximum of 48 credit hours of coursework is allowed unless supplemental regulations indicate otherwise.</p>	<p><i>Note: Minimum of 18 credit hours must now be taken at the 7000 level or above.</i></p> <p><i>Indicate if the minimum or maximum number of credit hours required in the program differs from that required by FGS. List required courses (including full numbers and minimum level, e.g., 7000), and credit hours</i></p>
<p>4.4.3 Accredited Professional Route</p> <p>The credit hours and course requirements shall reflect the requirements of the unit's external accrediting body.</p>	
<p>4.4.4 Language Reading Requirements</p> <p>Some units specify a language requirement for the Master's degree. Students should check unit supplemental regulations regarding this requirement.</p>	<p><i>Indicate if (or if not) required</i></p>
<p>4.4.5 Advanced Credit</p> <p>Advance credit for courses completed prior to admission to a Master's program will be considered on an individual basis. The student's unit makes the request to the Faculty of Graduate Studies by completing the "Recommendation for Advance Credit (Transfer of Courses)" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).</p> <ul style="list-style-type: none"> • Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section). • No more than half of the required coursework for the program can be given advance credit. • A course may not be used for credit toward more than one program. • The student must register at The University of Manitoba for at least two terms within a single academic year as a full-time student and must also complete the thesis at The University of Manitoba. <p>Regardless of the extent of advanced credit received, all students are required to pay applicable program fees.</p>	
<p>4.4.6 Transfer Credit</p> <p>Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:</p> <ul style="list-style-type: none"> • must be approved for transfer to the program of study by the unit and the Faculty of Graduate Studies before the student may register for them; • are considered on an individual basis; 	

Note:

Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal from the Dept. of Occupational Therapy.

Observations

1. The **Department of Occupational Therapy** proposes the following substantive supplemental regulation changes:
 - a. Section 4.3.1: the percentage of Canadian Indigenous People be changed from 15% to 20% of available;
 - b. Section 4.7.5: "Adult Abuse Registry Check" be added to reflect the program requirements listed;
 - c. Section 1.1.10: admission tests include the addition of the CASPer tool for screening and choosing applicants for the interview process.

Recommendations

Faculty Council of Graduate Studies recommends THAT the program changes from the unit listed below be approved by Senate:

Dept. of Occupational Therapy

Respectfully submitted,

Dr. Todd A. Mondor, Chair
Faculty Council of Graduate Studies

/ak

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the report to Senate.

Faculty of Graduate Studies Regulation	Supplemental Regulation
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<p>1.1.9 Letters of Recommendation</p> <p>Letters of Recommendation are to be completed via UMGradConnect, the online application. Applicants are required to add their 'Recommendation Provider(s)' contact information so that each recommender is sent an automated email notification.</p> <p>Generally, two (2) Letters of Recommendation must be submitted to the Faculty of Graduate Studies. For the number of recommendation letters necessary, applicants should review our 'Additional Document Requirements' webpage: http://umanitoba.ca/faculties/graduate_studies/admissions/additional_requirements.html</p>	<p><i>Indicate if more than 2 letters are required</i></p> <p>Not required for MOT Regular program.</p>
<p>1.1.10 Admission Tests</p> <p>Some departments/units require admissions tests, such as the Graduate Record Examination (GRE) or the Graduate Management Aptitude Test (GMAT). These requirements are listed in the supplemental regulations of the particular department/unit, and if required, the scores must be submitted at the time of application.</p>	<p>Not required for MOT Regular program: <u>CASPer Test administered by Altus Assessments.</u></p>
<p>1.1.11 Entrance Requirements</p> <p>The minimum standard for acceptance into any category in the Faculty of Graduate Studies is a 3.0 Grade Point Average (GPA) or equivalent in the last two (2) previous years of full time university study (60 credit hours).</p> <p>Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.</p>	
<p>1.1.12 Eligibility of University of Manitoba Staff Members</p> <p>A staff member at The University of Manitoba at the rank of Assistant Professor or above is not eligible to apply for admission to a graduate program in the department/unit in which the appointment is held.</p>	
<p>1.2 Registration Procedures</p> <p>1.2.1 Registration</p> <p>Pre-Master's students are not normally allowed to register in 7000-level courses or</p>	<p>Students admitted to the MOT program who are granted a deferral of registration must defer for a period of 1 year. No term deferrals are permitted.</p>

Note:

Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

<p>students should consult the department/unit supplemental regulations regarding diploma programs.</p>	
<p>4.3 Admission</p> <p>4.3.1 General Criteria</p> <p>Students who are eligible to be considered for direct admission to a program of study leading to the Master's degree include:</p> <ul style="list-style-type: none"> • Graduates of four (4) year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from: <ul style="list-style-type: none"> o Canadian institutions empowered by law to grant degrees; or o Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies; • Graduates from first-cycle Bologna compliant degrees; • Students who have completed a pre-Master's program from: <ul style="list-style-type: none"> o The University of Manitoba; o Canadian institutions empowered by law to grant degrees; or o Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies. <p>All students applying for a Master's degree program must have attained a minimum GPA of 3.0 in the last two (2) full years (60 credit hours) of study. This includes those applying for direct admission and those entering from a pre-Master's program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.</p> <p>Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.</p>	<p><i>Relevant information could include:</i></p> <ul style="list-style-type: none"> • <i>Minimum admission criteria (beyond FGS requirements)</i> • <i>Admission/selection committee composition (if applicable)</i> • <i>Admission/selection procedures</i> • <i>Indicate which specific major areas are acceptable</i> <p>The Admissions and Selection Committee-Committees will review all applicants and select an annual quota of up to 50 students. Students are selected on a competitive basis using the entry requirements and ranking criteria indicated below. In addition, Canadian Indigenous people who meet all entry requirements will be given priority for up to 15%20% of the seats available. Eligible applicants will be considered in the following order of priority:</p> <ol style="list-style-type: none"> 1) Manitoban 2) Other Canadian 3) International <p><u>Regular Program Entry Requirements</u></p> <ul style="list-style-type: none"> ➤ completion of a 3 or 4 year undergraduate degree; ➤ minimum B (3.0) average in last 60 credit hours of study; ➤ completion of the following prerequisite courses or equivalents*, with no grade below a B (3.0): <ul style="list-style-type: none"> • Anatomy of the Human Body • Physiology of the Human Body • Introductory Statistics • Minimum 3 credit hours in Psychology • Minimum 3 credit hours in Social Sciences <p>*A list of prerequisite courses and equivalents is available from the Department of Occupational Therapy website.</p> <p>Selected eligible applicants are interviewed and are ranked within their priority group as listed above, using an equal weighting of:</p> <ol style="list-style-type: none"> 1) GPA of the last 60 credit hours 2) interview score <p>Successful applicants who accept an offer of admission to the Master of Occupational Therapy program must submit the following documentation by the deadlines published yearly and provided to successful applicants with the offer of admission.</p> <ul style="list-style-type: none"> ➤ completed Health Questionnaire, Immunization

		<p>Status/Record and MIMS Release of Information;</p> <ul style="list-style-type: none"> ➤ current certification in CPR at the Level C certification in Basic Rescuer Cardio Pulmonary Resuscitation Basic Life Support (BLS) Provider level (or higher) (CPR); ➤ recentcurrent Criminal Record Check including a vulnerable persons screensector check; ➤ recentcurrent Child Abuse Registry Check; ➤ recentcurrent Adult Abuse Registry Check; ➤ a Certificate in Emergency First Aid is strongly recommended but not required. <p>Additional requirements are mandatory in subsequent year(s) of the program-. No student will be allowed to participate in fieldwork placements without meeting all requirements. Please see information provided by the department for greater detail.</p> <p><u>Accelerated Program Entry Requirements</u></p> <ul style="list-style-type: none"> ➤ completion of a BMR (OT) degree or equivalent; ➤ minimum B (3.0) average in last 60 credit hours of study; ➤ successful completion of 42 non-BMR(OT) degree credit hours; ➤ evidence of having passed the Canadian Association of Occupational Therapists certification examination and/or eligibility for registration in Manitoba by the College of Occupational Therapists of Manitoba.
	<p>4.3.2 Pre-Master's Programs</p> <p>In specific cases where the academic background of the student is judged to be insufficient for the given program in a department/unit, the department/unit may recommend that the student be admitted to a pre-Master's program of study (Section 3).</p> <p>The pre-Master's program of study is intended to bring a student's background up to the equivalent of the required four (4)year degree in the major department/unit, and to provide the student with any necessary prerequisites for courses to be taken in the Master's program.</p>	
	<p>4.4 Program Requirements</p> <p>In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the department/unit and may follow the department/unit's supplemental regulations. Any single course cannot be used for credit toward more than one program.</p>	

	<p>repeat privileges, then that student <u>may be permitted</u> to continue in the fieldwork course.</p> <p>When it is known prior to the start of a fieldwork course that a student has received a fail and been granted a supplemental examination or repeat in preceding academic course work, that student <u>may be permitted</u> to progress into the fieldwork course prior to writing the supplemental examination or repeating the course.</p> <p>3. <u>Progression Following a Fail in a Supplemental Evaluation:</u> A student who fails a supplemental evaluation <u>may be permitted</u> to repeat the failed course when it is next offered in the program.</p> <p>A student who fails a supplemental evaluation and/or is offered a repeat of a failed course <u>may be permitted</u> to proceed into selected courses in the next academic component prior to successful completion of the repeated course, at the discretion of the Student Progress Committee on recommendation of the Occupational Therapy Department Head. The Department Head will consult with the student's Program Advisor and course coordinators prior to recommending selected courses.</p> <p><u>Progression into Advanced Fieldwork Course</u> Progression into the Advanced Fieldwork course is permitted <u>only</u> once a student has a) successfully completed all previous fieldwork courses, and b) successfully completed or is nearing completion of all academic coursework. Progression into Advanced Fieldwork will be determined by the Academic Fieldwork Coordinator, or designate, in consultation with the Occupational Therapy Department Head, relevant course coordinator(s), and the student's Program Advisor. This ensures that a student completes the final fieldwork experience just prior to graduation and entry into occupational therapy practice.</p>
<p>4.7.5 Performance not related to Coursework</p> <p>In some departments/units, students are required to demonstrate satisfactory academic performance in areas not related to performance in courses, such as attendance at or participation in course lectures, seminars and in laboratories and progress in research, thesis or practicum. The specific nature of satisfactory academic performance is outlined in individual department/unit supplemental regulations and students should consult these supplemental regulations for specific requirements. Unacceptable performance must be reported to the Faculty of Graduate Studies on</p>	<p><i>Additional examples could include attendance in seminars, standards of ethical behavior, professional dress codes, etc.</i></p> <p><u>Professional Behaviour</u> As an entry to practice professional degree program, there are program expectations designed to ensure that students in the program are developing the competencies and accountability standards that reflect the public expectation of practicing professionals in the</p>

<p>the “Progress Report” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the department/unit Head to the Dean of the Faculty of Graduate Studies.</p>	<p>field. As such, students are expected to take responsibility for their learning and to document their progress in a portfolio, and to adhere to policies of attendance and participation related to classes and fieldwork placements.</p> <p><u>Personal Integrity</u> Each student must provide results of a Child Abuse Registry Check, <u>an Adult Abuse Registry Check</u>, and a Criminal Record Check.</p> <p>Any student who demonstrates behaviour with respect to other students, colleagues, faculty, clients or the general public that is exploitative, irresponsible, or destructive or unsafe in connection with any work engaged in while enrolled in the program will be subject to discipline as described in the University of Manitoba Student Discipline By-Law: http://umanitoba.ca/admin/governance/governing_documents/students/discipline/index.html</p> <p>In addition, the Department of Occupational Therapy has developed Procedures for Safe and Ethical Professional Practice to ensure appropriate participation in fieldwork environments.</p>
<p>4.8 Requirements for Graduation</p> <p>All students must:</p> <ul style="list-style-type: none"> • maintain a minimum degree grade point average of 3.0 with no grade below C+; • meet the minimum and not exceed the maximum course requirements; and • meet the minimum and not exceed the maximum time requirements. <p>Individual departments/units may have additional specific requirements for graduation and students should consult department/unit supplemental regulations for these specific requirements.</p>	
<p>4.8.1 Thesis/Practicum Route</p> <p>4.8.1.1 Thesis vs. Practicum</p> <p>Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum.</p> <p>A practicum differs from the thesis in its emphasis on the application of theory, it is however similar in scope, span, and rigour. The practicum takes the form of an exercise in the practical application of knowledge and skill. It usually involves the careful definition of a problem, the application of appropriate knowledge and skills to the problem, and a report of the results in a manner suitable for evaluation by an examining committee. Individual department/units have specific requirements for</p>	<p><u>Thesis/Practicum Proposal:</u> <i>Provide details of proposal format, page limits, other guidelines, evaluation procedures, who approves the proposal; at what point in the program is the thesis proposal to be completed; is the oral presentation completed in open or closed session; is unanimous approval required; can a thesis proposal that is not approved the first time be resubmitted, etc.</i></p> <p>Not applicable for MOT program.</p>

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal from the Dept. of Pathology.

Observations

1. The **Department of Pathology** proposes the following supplemental regulation changes affecting the M.Sc. thesis-based and Pathologists' Assistant programs:

Section 1.1	- To provide clarity about admission requirements for the MSc. thesis-based program
Section 1.1.2	- Changing the timeline for applications to the Pathologists' Assistant program, i.e., all applicants must be received between October - March
	- Pathologists' Assistant program: adding wording to incorporate the Self-Declaration Criminal Record Form into the application requirements (this is to adhere to the Max Rady College of Medicine Policy that requires all applicants accepted to the College's medical education programs need to submit a Criminal Record Check, Adult Abuse Registry, and a Child Abuse Registry)
Section 1.1.11	To increase the minimum GPA to 3.2 for admission to either program.
Section 1.4	- Both programs accept students on a full-time basis only
Section 2.4	- Clarifying wording for the Pathologists' Assistant program re coursework expectations, unsatisfactory performance and supplemental exams
Section 4.3.1	- Adding requirements for a Criminal Record Check, Adult Abuse Registry, and a Child Abuse Registry Check as in 1.1.2
Section 4.4	- Revising required coursework for both programs to reflect Senate approvals
Section 4.4.1	- Updating the wording for the thesis-based program to reflect a minimum of 9 credit hours. Included in the 9 credit hours, the student must complete IMED 7212
	- Eliminating repeat text for the Pathologists' Assistant program which is now stated in Section 4.4
Section 4.4.7	- Clarifying recommended timeframe for completion of coursework in Pathologists' Assistant program
Section 4.6	- Deleted redundant information per FGS Academic Guide (left column of document)

Recommendations

Faculty Council of Graduate Studies recommends THAT the program changes from the unit listed below be approved by Senate:

Dept. of Pathology

Respectfully submitted,

Dr. Todd A. Mondor, Chair
Faculty Council of Graduate Studies

/ak

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the report to Senate.

Faculty of Graduate Studies

Name of Unit: Pathology

Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>The Faculty of Graduate Studies Academic Guide contains all the rules and policies pertaining to the Faculty of Graduate Studies. Adherence to these rules is of utmost importance for the effective functioning/operation of programs and for guiding and monitoring the progress of students. The integrity of the process is at stake. The major goal of this guide is to prevent potential problems that may affect the completion of a student's program. It is the responsibility of students and the department/unit offering a graduate program to read and follow the policies contained herein.</p> <p>All regulations as laid out in the Faculty of Graduate Studies Academic Guide are subject to revision by the appropriate bodies of the Faculty of Graduate Studies. This compendium is presented as the most recent set of regulations as a guideline for students and staff. Individual departments/units may have additional regulations that supplement these general regulations. All such supplementary procedures and regulations must be approved as specified by the By-Laws of the Faculty of Graduate Studies, be published and available to students, and kept on file in the Faculty of Graduate Studies Office.</p> <p>For those programs that are administered through a Faculty (as opposed to a Department) the term "Department" should be substituted by "Unit" within this document (i.e. Department Head becomes Unit Head.)</p> <p>PREFACE</p> <p>The Faculty of Graduate Studies is a pan-University faculty charged with the oversight of the administration of all graduate programs at the University. Therefore these regulations apply to all graduate students in all programs in all academic units. Individual units may require specific requirements above and beyond those in the following document, and students should consult unit supplemental regulations for these specific regulations. All unit supplemental regulations require approval of the Faculty of Graduate Studies.</p> <p>Definitions</p> <p>The "Dean of the Faculty of Graduate Studies" shall be taken to mean the Dean of the Faculty of Graduate Studies or designate.</p> <p>"Unit" shall be taken to mean the academic unit where the graduate student is pursuing his/her studies. Generally, this is the department. For Faculty-based programs, the Dean is the <i>de facto</i> Head of the unit. The term "unit" shall also include Schools of Faculties within the University. The Dean of the Faculty of Graduate Studies is the <i>de facto</i> <u>Head of interdisciplinary programs administered by the Faculty of Graduate Studies</u>. The Head of any unit may designate any of his/her responsibilities in this policy to another member of the unit, such as the Graduate Chair.</p>	
<p>1.1 APPLICATION AND ADMISSION PROCEDURES</p> <p>The application (and all required documentation) is to be submitted directly to the Faculty of Graduate Studies. Applicants should contact the department/unit to which</p>	<p><i>Departmental contact, address, generic email (no individual's names please), phone number:</i></p> <p>Enquiries regarding admission can be made by email or in person at:</p>

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Note:

Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

FGS Template updated June 2018

they are applying for the procedures and, requirements of that department/unit. Contact information for each unit can be found at http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html.

1.1.1 Process:

1.1.1 (a) A completed official application for admission form must be submitted, together with the application fee and supporting documentation, to the Faculty of Graduate Studies, via the online application system.

NOTE: International students must pay special attention to the appropriate requirements with respect to transcripts (see application form for details).

1.1.1 (b) Applications are subsequently reviewed by the unit offering the program which will decide whether the applicant meets the unit's criteria including, but not limited to, availability of advisors, space, and facilities.

1.1.1 (c) Notification of recommended/rejected applications is sent by the Head of the unit to the Faculty of Graduate Studies. Applications recommended for admission are checked to determine if they meet the Faculty of Graduate Studies' eligibility requirements. The Faculty of Graduate Studies then notifies applicants of their acceptance or rejection.

Department of Pathology
401 Brodie Centre
727 McDermot Avenue
Winnipeg, Manitoba, R3E 3P5

Phone: 204-789-3212
email: pathology@umanitoba.ca

Application and admission procedures and forms are the same as FGS requirements except:

Two additional application documents are required:

- 1) A curriculum vitae or resume
- 2) A "statement of intent" indicating the applicant's scientific background, scientific interests, and interests and intended area of study future goals, and the rationale for applying to the program (one page write up)

For the Research/MSc Research/Thesis-based MSc Program: Applicants are strongly advised to **must** seek the provisional acceptance of a thesis advisor before submitting their application to the Faculty of Graduate Studies (*see department website for list of potential supervisors/advisors*). The onus is on the student applicant to contact a potential advisor supervisors among the Department Faculty to discuss potential graduate student positions and thesis projects. Prospective student applicants will only be approved for admission when the proposed advisor agrees to accept the student applicant. If an applicant has no provisional advisor supervisor the application will be rejected.

For the Practicum/ MSc Pathologists' Assistant MSc Program: prior provisional acceptance by an advisor is **NOT** required.

1.1.2 Deadlines for Recommended Applications (from Departments to the Faculty of Graduate Studies)

The following are the deadlines for receipt by the Faculty of Graduate Studies of recommendations from graduate units.

Session	Start Date	Canadian/US	International
FALL	September	July 1	April 1
WINTER	January	November 1	August 1
SUMMER	May	March 1	December 1

IMPORTANT: These are not application deadlines. Applicants are **required** to submit the application and documentation to the Faculty of Graduate Studies to meet the application deadline in place for a particular department/unit. Applicants are advised to confirm the deadline of the department/unit to which the application is being made; Deadlines can be found on the applicable program page at http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html.

Internal Unit Application Deadlines or statements such as "one month earlier than FGS deadlines":

Deadlines for submission for Regular Session (September) Start Date:

Research/For the MSc. Research/Thesis-based Program (MSc.): June 15 for Canadian/US & International Students

For the MSc. Pathologists' Assistant Program (MSc.): June 15 for Canadian/US; May 15 for International Students

Application-The class size is normally limited to two students every second year so that more individual attention can be given to the students during their practicum. Thus, there is normally a single intake in each September of odd-numbered years). The application

<p>The deadlines are meant to accommodate the needs of students in securing appropriate documentation. Late applications may be considered for the next available start date.</p>	<p>process for Canadian/US and International Students will begins September 1st (in during even-numbered years). All supporting materials including letters of reference, and official transcripts, and the Self-Declaration Criminal Record Form, must be submitted by March 31st (in odd-numbered years). Application Reviewreview and interviews will take placeoccur during in April/May. Offers The Department will submit their recommendations to the Faculty of Graduate Studies, and the Faculty of Graduate Studies will will be made in notify the successful candidates of acceptance by June (in odd years). There is a single intake, in September (in odd years).</p> <p>A Criminal Record and Child Abuse Registry Check and a Self-Declaration Form must be submitted to the Department of Pathology by the September start date.</p>
<p>1.1.3 Application Fee</p> <p>A \$100.00 (CDN) fee must accompany admission applications from all Canadian, Permanent Resident, and International applicants. If submitting a paper application, a \$120.00 (CDN) fee must accompany the admission application.</p>	
<p>1.1.4 Transcripts</p> <p>Unofficial copies of transcripts and final degree certificates are acceptable for initial assessment purposes. Upon admission to the Faculty of Graduate Studies, applicants must arrange for official transcripts from all post-secondary institutions attended to be sent to the Faculty of Graduate Studies, within one (1) month of date on the admission letter. All transcripts must arrive in sealed, university-stamped envelopes sent directly from the issuing institution(s) and be accompanied by official and literal English translations (where applicable). For international degrees or where the transcripts does not or will not clearly state that a degree has been conferred, a copy of the official degree certificate is also required.</p>	
<p>1.1.5 Transcripts: International</p> <p>Where academic records from a country other than Canada are produced in a language other than English, the applicant must arrange for the submission of official literal English translations of all records. To be official, original language documents and English translations must arrive together in envelopes which have been sealed and endorsed by the issuing institution.</p>	
<p>1.1.6 Transcripts: University of Manitoba</p> <p>University of Manitoba students are not required to submit University of Manitoba transcripts.</p>	
<p>1.1.7 Proficiency in English</p> <p>A successfully completed English Language Proficiency Test from the approved list is required of all applicants unless they have received a high school diploma or university</p>	

<p>degree from Canada or one of the countries listed on the English Language Proficiency Test Exemption List (see next section). The Faculty of Graduate Studies requires a passing, acceptable English Language Test score in order to offer admission. Please note: In all cases, test scores older than two (2) years are invalid.</p> <p>Thresholds required for successful completion are indicated in parentheses.</p> <ul style="list-style-type: none"> • University of Michigan English Language Examination Assessment Battery (MELAB) (80%) • Test of English as a Foreign Language (TOEFL)– Paper-based test (567); Internet based -iBT (86; minimum score of 20 in each of reading, writing, listening and speaking categories) • Canadian Test of English for Scholars and Teachers (CanTEST) (band 4.5 in listening and reading and band 4.0 in writing and oral interview) • International English Language Testing System (IELTS) (6.5) • Academic English Program for University and College Entrance (AEPUCE) (65%) • Canadian Academic English Language Assessment (CAEL) (60 overall and 60 on each subset) • PTE Academic (61% overall) <p>Note: In addition, foreign language students may be asked by the department/unit to complete the CanTEST prior to or following registration in the Faculty of Graduate Studies and, if need be, the department/unit may recommend remedial measures in language skills based on the results of the CanTEST. Some departments/units may require a specific test or test scores greater than those indicated above. Students should check department/unit supplemental regulations for details.</p>	
<p>1.1.8 English Language Proficiency Test Exemption List</p> <p>Applicants holding secondary school diplomas and/or recognized university degrees from countries on the Faculty of Graduate Studies English Language exemption list are not required to submit an English Language Proficiency score. For more information please see our website at http://umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.html.</p>	
<p>1.1.9 Letters of Recommendation</p> <p>Letters of Recommendation are to be completed via UMGradConnect, the online application. Applicants are required to add their 'Recommendation Provider(s)' contact information so that each recommender is sent an automated email notification.</p> <p>Generally, two (2) Letters of Recommendation must be submitted to the Faculty of Graduate Studies. For the number of recommendation letters necessary, applicants should review our 'Additional Document Requirements' webpage: http://umanitoba.ca/faculties/graduate_studies/admissions/additional_requirements.html</p>	<p><i>Indicate if more than 2 letters are required</i></p> <p>For the MSc. Research/Thesis-based MSc Program, 2 letters of recommendation must accompany the application.</p> <p>For the MSc. Pathologists' Assistant MSc Program, 3 letters of recommendation must accompany the application.</p>
<p>1.1.10 Admission Tests</p>	<p>For the MSc. Pathologists' Assistant MSc Program: after initial screening, selected applicants will be interviewed by the Pathologists' Assistant Program</p>

<p>Some departments/units require admissions tests, such as the Graduate Record Examination (GRE) or the Graduate Management Aptitude Test (GMAT). These requirements are listed in the supplemental regulations of the particular department/unit, and if required, the scores must be submitted at the time of application.</p>	<p>Committee, consisting of the Program Director, Program Administrator, one other pathologist and one other practicing pathologists' assistant. Normally, two students will be selected for admission into the program.</p>
<p>1.1.11 Entrance Requirements</p> <p>The minimum standard for acceptance into any category in the Faculty of Graduate Studies is a 3.0 Grade Point Average (GPA) or equivalent in the last two (2) previous years of full time university study (60 credit hours).</p> <p>Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.</p>	<p>The minimum standard for acceptance into the Department of Pathology is a 3.1 3.2 Grade Point Average (GPA) or equivalent in the last two previous years of full time university study (60 credit hours).</p>
<p>1.1.12 Eligibility of University of Manitoba Staff Members</p> <p>A staff member at The University of Manitoba at the rank of Assistant Professor or above is not eligible to apply for admission to a graduate program in the department/unit in which the appointment is held.</p>	
<p>1.2 Registration Procedures</p> <p>1.2.1 Registration</p> <p>Pre-Master's students are not normally allowed to register in 7000-level courses or above, with the exception of GRAD 7500, unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate. Undergraduate students may be permitted to register in 7000-level courses or above on recommendation of the department/unit offering the graduate course, subject to the conditions listed below:</p> <ul style="list-style-type: none"> • Undergraduate students must obtain permission from the Department/Unit head and course instructor before registering for a graduate course. • Only undergraduate students completing an undergraduate degree at the University of Manitoba are eligible to enroll in a graduate course. • Undergraduate students are not eligible for admission to be admitted to any graduate course that is cross-listed with an undergraduate course, or that is scheduled to be taught at the same time and location as an undergraduate class. • Undergraduate students will only be eligible to receive graduate-level credit for a course designated as 7000-level or above if at least 75% of the students registered in the course are graduate students. • Undergraduate students who complete a graduate course are not guaranteed admission to a graduate program. 	

<p>1.3.4 Cross-Listed Courses</p> <p>Cross-listed courses are defined as courses taught at the same time and in the same location.</p> <p>The regulations below place limits on the extent to which cross-listed courses may be used to meet graduate program requirements:</p> <ol style="list-style-type: none"> 1. In order to receive credit for any 7000-level course that is cross-listed with a 3000- or 4000-level undergraduate course, the 7000-level course it must have a distinct syllabus, and the course content and evaluation methods must be at the graduate-level. Significantly different readings and evaluation methods from the undergraduate course. 2. Graduate students will not receive credit toward meeting program requirements for any 7000-level course cross-listed with a 1000- or 2000-level undergraduate course unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate. 3. Graduate students will not receive credit toward meeting program requirements for any 7000-level course cross-listed with a previously completed course. 	
<p>1.4 Student Status/Categories of Students</p> <p>1.4.1 Full-Time And Part-Time Students</p> <p>Graduate students are initially admitted with full time status unless a “Part-Time Status form” (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) has been received. Graduate student status is not determined by the number of credit hours taken per term. Therefore, students who spend much of the time in a laboratory or library engaged in research or writing a thesis/practicum, or who spend part of the academic year engaged in research elsewhere, are regarded as full-time students.</p> <p>Student status should be determined by the student and advisor/co-advisor, and changes must be requested on the “Part-Time Status form” (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). The form must be approved by the department/unit Head and submitted to the Faculty of Graduate Studies.</p> <p>Declaration of full/part time status must be made prior to the end of the registration revision period in the Fall and/or Winter terms and within one (1) month of the start of the Summer term.</p> <p>For every full year (12 months) 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) 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. For every two (2) years (24 months) a Ph.D. student is declared as part time they will receive an additional four (4) months in time to complete their program. Retroactive status changes will not be made.</p>	<p><i>Note: New calculation of full time equivalency of part-time status</i></p> <p>For the MSc. Master’s Research/Thesis-based Program:</p> <p><i>Admission and maintenance of full-time status is highly recommended throughout this program. It is highly recommended admission is made on a full-time basis for this program.</i></p> <p><i>It is highly recommended students maintain full-time registration throughout this Program.</i></p> <p>For the MSc. Pathologists’ Assistant <u>MSc</u> Program:</p> <p><i>It is mandatory admissions be made on a full-time basis only. Students must maintain a full-time registration throughout the Program. Full-time status is mandatory.</i></p>

candidacy exam (or equivalent) as required by their program and determined by the assigned examining committee.			
Student must demonstrate knowledge of the University of Manitoba's policy on academic integrity, plagiarism, and cheating.	GRAD 7500	GRAD 7500	
Student must conduct research in a safe and ethical manner, referring to their respective ethics board and supervisor(s) to ensure respect is maintained for: human dignity and/or animal welfare; vulnerable persons; informed consent; justice and diversity; confidentiality and privacy; beneficence and non-maleficence in the work that they conduct.	GRAD 7300	GRAD 7300	
Student must complete coursework as required by their program.			
2.3 Academic Performance Student progress shall be reported at least annually, (but not to exceed once every four months, to the Faculty of Graduate Studies on the "Progress Report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair and/or department/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two (2) consecutive "in need of improvement" or an "unsatisfactory" rating will normally result in withdrawal of the student from the Faculty of Graduate Studies.			<i>Note: Progress Reports may be submitted more than annually</i>
2.4 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. A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course. Each failed course may be repeated or replaced only once, to a maximum of 6 credit hours of coursework. If a course is			<i>For information specific to the Master's use section (box) 4.7.4, and for information specific to the Ph.D. use section (box) 5.6.1; for information common to both programs, use this box; if this box is used, put references to this section in 4.7.4 and 5.6.1.</i> For Students in either the MSc. Research/Thesis-based MSc Program or the MSc. Pathologists' Assistant MSc Program are required to maintain achieve a minimum grade of a B average in the "Introduction to Pathology (PATH 7020)–or

<p>repeated or replaced, the highest grade obtained will be used in the determination of the degree grade point average. Students receiving a grade of C or less in more than 6 credit hours of coursework are normally required to withdraw, unless otherwise stated in the department/unit's supplemental regulations.</p> <p>Graduate students are not permitted to repeat a previously passed course.</p> <p>Note: In exceptional circumstances, the department/unit may appeal to the Faculty of Graduate Studies for approval of remedial recommendation(s) falling outside those prescribed above.</p> <p>Supplemental exams are not permitted to students in the Master's or Ph.D. program, unless otherwise stated in the department/unit's supplemental regulations.</p> <p>A summary of all actions taken administratively are to be reported to the Faculty of Graduate Studies Executive Committee.</p>	<p>"Introduction to Disease Mechanisms " (IMED 7212)</p> <p>Students who are unsuccessful in remediation will be required to withdraw from the Thesis/PA Program.</p> <p>For the MSc. Pathologists' Assistant MSc Program: At the completion of their Pathology rotations/courses (see course list in section 4.4), students are expected to attain a grade of "Pass" or a grade of a B- as determined by the rotation/course preceptor and submitted to the unit.</p> <p>Students who obtain an unsatisfactory grade in any of the required pathology assistant rotations/courses may be permitted time, at the discretion of the Progress Committee, to complete a remedial process. Students are advised that the scheduling of the remedial process may result in delays in their completion of their studies. Failure of any remedial process will result in the student being required to withdraw from the PA Program. Should the Progress Committee determine that a student's unsatisfactory performance is not remediable, the student will be required to withdraw from the PA Program.</p> <p>Supplemental examinations are permitted to students in the Pathologists' Assistant Program, in exceptional circumstances.</p>
<p>2.5 Mandatory Academic Integrity Course</p> <p>All students, including those in a pre-Master's program, are required to successfully complete GRAD 7500 Academic Integrity Tutorial (0 credit hours) within their first term of initial registration.</p> <p>Notes: Students who successfully complete GRAD 7500 Academic Integrity Tutorial at the Masters level are not required to repeat the course at the Ph.D. level so long as no more than one (1) term separates one graduate degree program from another graduate degree program.</p> <p>Failure to complete this course will result in suspension of registration privileges and a grade of "F/NP" being assigned to the course which may lead to being "Required to withdraw" from the graduate program.</p> <p>Students on an exceptional/parental/regular leave of absence must register in GRAD 7500 upon return from leave if it has not already been completed.</p> <p>Visiting and Occasional students are expected to complete GRAD 7500 prior to commencing a course at The University of Manitoba. (see GRAD 7500 FAQ: http://umanitoba.ca/faculties/graduate_studies/registration/grad7500FAQ.html)</p>	
<p>SECTION 3: General Regulations: Pre-Master's</p> <p>3.1 Admission and Program Requirements</p> <p>Graduates of bachelor degree programs with a minimum grade point average (GPA) of 3.0 in the last two (2) full years of university study will be considered for admission to a</p>	<p>Pathology does not offer a Pre-Master's program.</p>

<p>SECTION 4: General Regulations: Master's</p> <p>4.1 General</p> <p>Although general regulations apply to all students, individual departments/units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), published, available to students (http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html), and be kept on record in the Faculty of Graduate Studies. All students should consult department/unit supplemental regulations for specific details regarding admission, program requirements, progression, and completion. Individual departments/units may offer Master's programs by one or more of the following programs:</p> <ul style="list-style-type: none"> • Thesis/practicum-based; • Course-based; • Comprehensive Exam; • Project; • Accredited Professional. 	
<p>4.2 Diploma Programs</p> <p>The regulations for the Master's program shall also prevail for diploma programs. All students should consult the department/unit supplemental regulations regarding diploma programs.</p>	<p>The Department of Pathology does not offer a diploma program.</p>
<p>4.3 Admission</p> <p>4.3.1 General Criteria</p> <p>Students who are eligible to be considered for direct admission to a program of study leading to the Master's degree include:</p> <ul style="list-style-type: none"> • Graduates of four (4) year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from: <ul style="list-style-type: none"> ◦ Canadian institutions empowered by law to grant degrees; or ◦ Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies; • Graduates from first-cycle Bologna compliant degrees; • Students who have completed a pre-Master's program from: <ul style="list-style-type: none"> ◦ The University of Manitoba; ◦ Canadian institutions empowered by law to grant degrees; or ◦ Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies. <p>All students applying for a Master's degree program must have attained a minimum GPA of 3.0 in the last two (2) full years (60 credit hours) of study. This includes those applying for direct admission and those entering from a pre-Master's program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.</p> <p>Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.</p>	<p><i>Relevant information could include:</i></p> <ul style="list-style-type: none"> • <i>Minimum admission criteria (beyond FGS requirements)</i> • <i>Admission/selection committee composition (if applicable)</i> • <i>Admission/selection procedures</i> • <i>Indicate which specific major areas are acceptable</i> <p>For the MSc. Pathologists' Assistant MSc Program: preference is given to applicants with experience related to laboratory work and/or pathology related fields (forensic science, human anatomy and physiology)</p> <p><u>Additional Requirements:</u> <u>Applicants who are selected to the Program will have to obtain a Criminal Record Check, Adult Abuse Registry, and a Child Abuse Registry.</u></p>

<p>4.3.2 Pre-Master's Programs</p> <p>In specific cases where the academic background of the student is judged to be insufficient for the given program in a department/unit, the department/unit may recommend that the student be admitted to a pre-Master's program of study (Section 3).</p> <p>The pre-Master's program of study is intended to bring a student's background up to the equivalent of the required four (4) year degree in the major department/unit, and to provide the student with any necessary prerequisites for courses to be taken in the Master's program.</p>	
<p>4.4 Program Requirements</p> <p>In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the department/unit and may follow the department/unit's supplemental regulations. Any single course cannot be used for credit toward more than one program.</p>	<p>The two programs offered by the Department of Pathology are:</p> <ul style="list-style-type: none"> - MSc. Research/Thesis-based MSe Program - MSc. Pathologists' Assistant MSe Program <p>For the MSc. Research/Thesis-based Program: Introduction to Pathology (PATH 7020) or Introduction to Disease Mechanisms (IMED 7212) is a mandatory course for all students who are enrolled in the Department of Pathology Master's Thesis Program.</p> <p>For the MSc. Pathologists' Assistant MSe program, the following courses are required by students who enter the program in 2019:</p> <p>ANTA 7470 Graduate Gross Anatomy (Part A) (6 credit hrs) IMED 7212 Introduction to Disease Mechanisms (3 credit hrs) PATH 7032 Pathologists Assist Field Program I (4 credit hrs) <u>or</u> PATH 7030 Pathologist Assistant Field Practicum (Part A) (4 credit hrs) ANAT 7470 Graduate Gross Anatomy (Part B) (6 credit hrs) PATH 7120 Diseases of Human Organ System (1.5 credit hrs) PATH 7034 Pathologists Assist Field Program II (4 credit hrs) <u>or</u> PATH 7030 Pathologist Assistant Field Practicum (Part B) (4 credit hrs) PATH 7036 Pathologists Assist Field Program III (4 credit hrs) <u>or</u> PATH 7030 Pathologist Assistant Field Practicum (Part C) (4 credit hrs) PATH 7130 Clinical Pathological Correlations 1 (1.5 credit hrs) PATH 7038 Pathologists Assist Field Program IV (4 credit hrs) <u>or</u> PATH 7030 Pathologist Assistant Field Practicum (Part D) (4 credit hrs) PATH 7140 Clinical Pathological Correlations 2 (1.5 credit hrs) PATH 7042 Pathologists Assist Field Program V (4 credit hrs) <u>or</u> PATH 7030 Pathologist Assistant Field Practicum (Part E) (4 credit hrs)</p> <p>The following courses are required by students who have entered the program in 2017:</p>

	<p>ANTA 7470 Graduate Gross Anatomy (Part A) (6 credit hrs) IMED 7212 Introduction to Disease Mechanisms (3 credit hrs) ANAT 7470 Graduate Gross Anatomy (Part B) (6 credit hrs) PATH 7120 Diseases of Human Organ System (1.5 credit hrs) PATH 7130 Clinical Pathological Correlations 1 (1.5 credit hrs) PATH 7140 Clinical Pathological Correlations 2 (1.5 credit hrs) PATH 7030 Field Practicum (20 credit hrs) - which extends over three terms in Year 1 and two terms in Year 2 with an equivalent of 4 credit hours per term. Each term will be evaluated by a Pass/Fail grade.</p>
<p>4.4.1 Thesis/Practicum Route</p> <p>A minimum of 12 credit hours of coursework, unless otherwise stated in the department/unit's supplemental regulations, plus a thesis or practicum is required. The minimum must include at least 6 credit hours at the 7000 level or above, with the balance of the coursework at the 3000 level or above. A maximum of 24 credit hours of coursework is allowed unless the department/unit's supplemental regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.</p>	<p><i>Indicate if the minimum or maximum number of credit hours required in the program differs from that required by FGS. List required courses (including full numbers and minimum level, e.g., 7000), and credit hours</i></p> <p>Students in either the Research/Thesis-based MSc program or the Pathologists' Assistant MSc program are <u>required</u> to complete "Introduction to Pathology" (PATH7020) which is a 6-credit hour course.</p> <p>For the MSc. Master's Research/Thesis-based Program: All students in this program are required to take a minimum of 9 credit hours of coursework, to carry out a supervised research project, and to present an acceptable thesis. Mandatory: IMED 7212 or PATH 7020; and additional 6-credit hours at the 7000 level are mandatory <u>for the Research/Thesis-based program</u> to total a minimum of 9 credit hours. Course selection should be made in consultation with the advisor.</p> <p>For the MSc. Pathologists' Assistant MSc Program: All Students are required to successfully complete the major courses as listed in section 4.4 Program Requirements</p> <p>Further requirements for students in the MSc. Pathologists' Assistant MSc program are:</p> <ol style="list-style-type: none"> 1. Students <u>must</u> successfully be recommended to complete a Medical Terminology workbook/course prior to the start at the beginning of the program. 2. Students must successfully complete ANAT 7470 Human Gross Anatomy (6 credit hours). 3. Students must complete the Field Practicum (PATH7030) which extends over three terms in Year 1 and two terms in Year 2 with an equivalent of 4 credit hours per term. One term in each year will focus on Autopsy. A 3-month surgical pathology rotation will take place in Year 1, Term III. <p>Each term will be evaluated by a Pass/Fail grade.</p>

	<p>2. The students <u>Students</u> must are required to complete a log book of a _required number of surgical and autopsy cases. The student will spend, on average, 3 hours per day in practical work experience; attend weekly micro-sessions and scheduled lectures.</p> <p>3. A written and Practical Examination is given at the completion of PATH 7036 and PATH 7042 or PATH 7030At the end of Year 1 Term III and Year 2 Term II, students must acquire a Pass grade/or a grade equivalent to a B. in a comprehensive written and practical examination.</p> <p>4. Students must successfully complete a research/practicum project and practicum based on a subject related to the application of Pathologists' Assistant work Pathology work (see 4.1 Thesis Requirements and Regulations).</p>
<p>4.4.2 Course-based/Comprehensive Examination Route</p> <p>A minimum of 24 credit hours of coursework and comprehensive examination(s) is required. The minimum must include at least 18 credit hours at the 7000 level or above with the balance of the coursework at the 3000 level or above. A maximum of 48 credit hours of coursework is allowed unless a department/unit's supplemental regulations indicate otherwise.</p>	<p><i>Note: Minimum of 18 credit hours must now be taken at the 7000 level or above.</i></p> <p><i>Indicate if the minimum or maximum number of credit hours required in the program differs from that required by FGS. List required courses (including full numbers and minimum level, e.g., 7000), and credit hours</i></p>
<p>4.4.3 Accredited Professional Route</p> <p>The credit hours and course requirements shall reflect the requirements of the department/unit's external accrediting body.</p>	
<p>4.4.4 Language Reading Requirements</p> <p>Some departments/units specify a language requirement for the Master's degree. Students should check department/unit supplemental regulations regarding this requirement.</p>	<p><i>Indicate if (or if not) required</i></p> <p>There is no language requirement for the Master's degree in the Department of Pathology; however students are expected to have achieved an acceptable score in an English Language Proficiency Test (see box 7).</p> <p>The Master's degree in the Department of Pathology requires students for whom English is a second language to have achieved an acceptable score in an English Language Proficiency Test (see section 1.1.7 Proficiency in English).</p>
<p>4.4.5 Advanced Credit</p> <p>Advance credit for courses completed prior to admission to a Master's program will be considered on an individual basis. The student's department/unit must make a request to the Faculty of Graduate Studies by completing the " Advance Credit -Transfer of Courses" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).</p>	

<p>Note:</p> <ul style="list-style-type: none"> • Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section for course currency); • No more than half of the required coursework for the program can be given advance credit; • A course may not be used for credit toward more than one (1) degree, diploma, or certificate; and • The student must register at The University of Manitoba for at least two (2) terms within a single academic year and must also complete the thesis/practicum/project/comprehensive exam at The University of Manitoba. <p>Regardless of the extent of advanced credit granted, all students are required to pay applicable program fees.</p>	
<p>4.4.6 Transfer Credit</p> <p>Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:</p> <ul style="list-style-type: none"> • must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate Studies before the student may register for them; • are considered on an individual basis; • cannot be used for credit towards another degree; and • may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required. <p>Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office: http://umanitoba.ca/student/records/leave_return/710.html). An original transcript and course equivalency must be provided.</p>	
<p>4.4.7 Time in Program</p> <p>The minimum time for students in the Master's program is equivalent to two (2) terms. Completion of most programs requires more than this and students should check department/unit supplemental regulations regarding specific requirements.</p> <p>The maximum time allowed for the completion of the Master's degree is four (4) years for students declared as full-time and six (6) years for students declared as part-time (see section 1.4.1 for information on calculating maximum time for students). Individual departments/units and/or programs may have specified minimum and maximum time limits, and students should periodically check department/unit supplemental regulations regarding these specific requirements.</p> <p>Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies using the "Time Extension Request Form" http://umanitoba.ca/faculties/graduate_studies/forms/index.html at least three (3) , but no more than four (4), months prior to expiration of the respective maximum time limit.</p>	<p><i>Note: Maximum time to completion is now 4 years for full-time students. See section 1.4.1 for criteria relating to full-time and part-time status.</i></p> <p>The minimum time requirement for students studying in the Pathologists' Assistant MSc. Program is 3 terms in year 1 and 2 terms in year 2</p> <p>For the MSc. Pathologists' Assistant MSc Program: It is highly recommended that students complete this program in 2 years.</p> <p>Although students in the Pathologist Assistant Program are required to maintain full-time registration, the Graduate Committee may recommend to the Dean of Faculty of Graduate Studies that students be granted Parental or Exceptional leave.</p>

<p>A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".</p>	
<p>4.5 Student's Advisor/Co-Advisor</p> <p>Each student should have an advisor upon entry into the program, and must have one assigned no later than one (1) term following registration. The advisor must:</p> <ul style="list-style-type: none"> • hold at least a Master's degree or equivalent; • be a member of the Faculty of Graduate Studies*; • have expertise in a discipline related to the student's program; and • hold an appointment in the student's department/unit. <p>*(http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)</p> <p>It is the responsibility of the department/unit Head to determine whether faculty members meet these criteria, and also to report to the Dean of the Faculty of Graduate Studies on equivalency as necessary. Any exceptions or special circumstances must be recommended by the department/unit Head and approved by the Dean of the Faculty of Graduate Studies who considers each case on an individual basis.</p> <p>In departments/units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the department/unit Head, within one (1) term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen.</p> <p>In special circumstances, an advisor and a maximum of one (1) co-advisor, upon approval of the department/unit Head, may advise a student. The co-advisor must meet all of the same qualifications and expectations as the advisor. When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both co-advisors' signatures are required on all documents where the advisor's signature is required.</p> <p>The advisor/co-advisor will advise the student on a program of study, direct research, and supervise the thesis or practicum work.</p> <p>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.</p> <p>The advisor, co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. The advisor/co-advisor and the student are required to sign the agreement. If the parties cannot agree on any component(s) of the ASG, the matter should be referred to the department/unit Graduate Chair, Head of the department/unit, or the Dean of the Faculty of Graduate Studies.</p> <p>Should, during the student's program, the relationship between the student and advisor/co-advisor significantly deteriorate, the matter should be referred to the</p>	<p><i>Must a student have an advisor identified at time of admission?</i></p> <p>For the MSc. Research/Thesis-based MSc Program: Students applying to the Research/Thesis-based MSc program must seek out and must negotiate a position with a potential advisor prior to making application applying. As well, they must have an agreement with an advisor prior to admission. The agreement must be written confirmation that the advisor is accepting the student and will provide mentorship and laboratory resources must be attached to the application (email correspondence would be acceptable). The written confirmation must be attached to the student's application form.</p> <p>For the MSc. Pathologists' Assistant MSc Program: For the Pathologists' Assistant MSc program, the student's chief advisor and/or co-advisor is are: The Program Director and/or Program Co-ordinator serve as advisor and/or co-advisor and who will also assist the student in choosing a research topic and supervisor from the faculty for their research/practicum project.</p>

<p>department/unit Graduate Chair, the Head of the department/unit, or the Dean of the Faculty of Graduate Studies.</p> <p>All students should consult department/unit supplemental regulations for specific details regarding advisor/co-advisor requirements.</p>	
<p>4.6 Advisory Committee</p> <p>4.6.1 Thesis/Practicum Route</p> <p>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 research program. The advisory committee must consist of a minimum of three (3) members (including the advisor/co-advisor), two (2) of whom must be members of the Faculty of Graduate Studies (http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html), one (1) of whom must hold a primary appointment from within the department/unit and one (1) of whom must hold no appointment within the department/unit. It is expected, under normal circumstances, that Advisory Committee members have a Master's degree or equivalent. 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.</p> <p>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. Graduate students may not serve on graduate student advisory committees.</p> <p>The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee.</p> <p>Additional specifications, if any, regarding the advisory committee are found in the department/unit supplemental regulations and students should consult these regulations for specific requirements.</p>	<p>This requirement is for the Master's Thesis-based Program and Pathologists' Assistant Program:</p> <p>An Advisory Committee is required consisting of a minimum of 3 people (including the advisor):</p> <ul style="list-style-type: none"> the advisor/supervisor who must be a member of the Faculty of Graduate Studies one person must be from outside the Department of Pathology; <p>1-2 additional members of the committee must be members of the Faculty of Graduate Studies</p>
<p>4.6.2 Course-based or Comprehensive Examination Route</p> <p>Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the department/unit's supplemental regulations and students should consult these regulations for specific requirements.</p>	
<p>4.6.3 Accredited professional programs</p> <p>Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the department/unit's supplemental regulations and students should consult these regulations for specific requirements.</p>	
<p>4.7 Courses and Performance</p>	<p><i>It is recommended that units require a Program of Study and Appointment of Advisory Committee</i></p>

<p>4.7.1 Course or Program Changes</p> <p>Students are not permitted to change their program of study, including withdrawal from individual courses, without the approval of their advisor/co-advisor (and/or advisory committee) and department/unit Head. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.</p>	<p><i>form (analogous to that required by FGS for PhD students) for internal use</i></p>
<p>4.7.2 Lapse of Credit of Courses</p> <p>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.</p> <p>Courses completed more than ten (10) years prior to the date of awarding of a degree can not be used for credit toward that degree.</p> <p>In the event that course-work 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.</p>	<p><i>Note: Lapse of course credit is now 7 years.</i></p>
<p>4.7.3 Academic Performance</p> <p>Student progress shall be reported at least annually, but no more than once every four (4) months, to the Faculty of Graduate Studies on the "Progress Report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair and/or department/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two (2) consecutive "in need of improvement" or an "unsatisfactory" rating will normally result in withdrawal of the student from the Faculty of Graduate Studies.</p>	<p><i>Is a reference to section 2.1 necessary?</i></p> <p>A Progress Report for each student in both programs must be submitted to the department by May 31. All reports must be received by FGS by June 15 of each year.</p> <p>For the MSc. Research/Thesis-based MSc program – the Department of Pathology requires that students undergo a departmental review in the Fall of each year. The purpose of these reviews is to provide the student with an opportunity to determine whether they are meeting the expectations of the program.</p> <p>The Fall Departmental Reviews will be scheduled between November 1 and November 30 of each year that a student is enrolled in the program. Master's students who have submitted their thesis for distribution and examination by November 1 will not need to be evaluated that year.</p>
<p>4.7.4 Performance in Coursework</p> <p>A minimum degree grade point average (GPA) 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</p>	<p><i>Is a reference to section 2.3 necessary?</i></p> <p>For the MSc. Pathologists' Assistant Program:</p> <p>This applies to students who entered the program in 2017: Students in the Pathologists' Assistant MSc program who fail the Field Practicum (Path 7030) written</p>

<p>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.</p>	<p>theory/methods exam and/or practical exam are given an opportunity to gain further experience, rewrite the exams, and be re-evaluated as to Pass/Fail. Failure on the second attempt at either exam will lead to a recommendation to FGS that the student be required to withdraw from the program.</p> <p>This applies to students who entering the program starting in 2019: Students in the Pathologists' Assistant MSc program who fail the written and/or practical exam after completing <u>PATH 7030 or</u> PATH 7036 and PATH 7042 are given an opportunity to gain further experience, rewrite the exams, and be re-evaluated as to Pass/Fail. Failure on the second attempt at either exam will lead to a recommendation to FGS that the student be required to withdraw from the program.</p>
<p>4.7.5 Performance not related to Coursework</p> <p>In some departments/units, students are required to demonstrate satisfactory academic performance in areas not related to performance in courses, such as attendance at or participation in course lectures, seminars and in laboratories and progress in research, thesis or practicum. The specific nature of satisfactory academic performance is outlined in individual department/unit supplemental regulations and students should consult these supplemental regulations for specific requirements. Unacceptable performance must be reported to the Faculty of Graduate Studies on the "Progress Report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the department/unit Head to the Dean of the Faculty of Graduate Studies.</p>	<p><i>Additional examples could include attendance in seminars, standards of ethical behavior, professional dress codes, etc.</i></p> <p>Students are required to attend and participate in several areas including, but not restricted to:</p> <ul style="list-style-type: none"> • Laboratory research • Annual research presentations and progress reports • Participation in research group seminars (where applicable) • Participation in journal clubs as deemed necessary by supervisor. • Participation in required academic activities such as weekly teaching/research seminars. <p><u>Students are required to Develop-develop</u> a strong knowledge base in the specific research area by independent reading of current scientific literature.</p> <p>Students in the MSc. Pathologists' Assistant program must maintain a 90% attendance record.</p>
<p>4.8 Requirements for Graduation</p> <p>All students must:</p> <ul style="list-style-type: none"> • maintain a minimum degree grade point average of 3.0 with no grade below C+; • meet the minimum and not exceed the maximum course requirements; and • meet the minimum and not exceed the maximum time requirements. <p>Individual departments/units may have additional specific requirements for graduation and students should consult department/unit supplemental regulations for these specific requirements.</p>	
<p>4.8.1 Thesis/Practicum Route</p> <p>4.8.1.1 Thesis vs. Practicum</p>	<p><u><i>Thesis/Practicum Proposal:</i></u> <i>Provide details of proposal format, page limits, other guidelines, evaluation procedures, who approves the proposal; at what point in the program is the thesis proposal to be completed; is</i></p>

<p>Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum.</p> <p>A practicum differs from the thesis in its emphasis on the application of theory, it is however similar in scope, span, and rigour. The practicum takes the form of an exercise in the practical application of knowledge and skill. It usually involves the careful definition of a problem, the application of appropriate knowledge and skills to the problem, and a report of the results in a manner suitable for evaluation by an examining committee. Individual department/units have specific requirements for graduation and students should consult department/unit supplemental regulations for specific requirements.</p> <p>The thesis is developed under the mentorship of the advisor/co-advisor. Individual departments/units may have specific guidelines regarding the thesis proposal and its acceptance by the student's advisory committee and/or department/unit Head; students should consult department/unit supplemental regulations for specific requirements. Research must be approved by the appropriate Human Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the thesis research.</p>	<p><i>the oral presentation completed in open or closed session; is unanimous approval required; can a thesis proposal that is not approved the first time be resubmitted, etc.</i></p> <p>The MSc. Research/Thesis-based MSc program requires a written thesis with an oral defense.</p> <p>The MSc. Pathologists' Assistant MSc program Program: Requires a written practicum with an oral defense.</p> <p>For the Pathologists' Assistant MSc Program: nine Nine months following the commencement of their program and following consultation with the Program Director, the student should submit a detailed thesis outline to their committee for advice and approval. The outline should be 1-2 pages long, adhering to the following format: Introduction (Background); Hypothesis; Objectives; Proposed Methods/Potential Significance of Work.</p> <p>For the MSc. Research/Thesis-based Program: three Three months following the commencement of their program and following consultation with their supervisor, the student should submit a detailed thesis outline to their committee for advice and approval. The outline should be 1-2 pages long, adhering to the following format: Introduction (Background); Hypothesis; Objectives; Proposed Methods/ Potential Significance of Work.</p>
<p>4.8.1.2 Examining Committee</p> <p>The advisor/co-advisor will recommend an examining committee to the department/unit Head for approval, which shall then be reported to the Faculty of Graduate Studies on the "Master's Thesis/Practicum Title and Appointment of Examiners" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). This form must be approved by the Dean of the Faculty of Graduate Studies at least two (2) weeks prior to the distribution of the thesis.</p> <p>Under normal circumstances, the examining committee will be the same as the advisory committee unless otherwise stipulated in the department/unit's supplemental regulations. The examining committee must consist of a minimum of three (3) members (including the advisor/co-advisor), two (2) of whom must be members of the Faculty of Graduate Studies, one (1) of whom must hold an appointment from within the department/unit, and one (1) of whom must hold no appointment within the department/unit. All examiners must be deemed qualified by the department/unit Head and be willing to serve. It is expected that, under normal circumstances, Examination Committee members will have a Master's degree or equivalent. The composition of, and any changes to, the examining committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. Individual departments/units establish specific requirements for examination and students should consult department/unit supplemental regulations for specific requirements.</p> <p>The Head of the department/unit arranges for the distribution of the thesis/practicum to the examiners. It is the duty of all examiners to read the thesis/practicum and report on its merits according to the following categories:</p>	<p><i>Specify how the examining committee differs from the advisory committee</i></p> <p>The examining committee will normally consist of the members of the student's advisory committee.</p> <p>The Chair of the Graduate Program or designate will preside as Chair during the thesis/practicum defense.</p> <p>Following the advisory committee review of the thesis or practicum, a date will be established for the thesis/practicum defense.</p>

<p>4.8.1.4 Failure</p> <p>In the case of a failure of the thesis/practicum at the Master's level, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate Studies, who will make the report available to the student and advisor/co-advisor.</p> <p>A student will be required to withdraw when the thesis/practicum has been rejected twice at the stage where:</p> <ul style="list-style-type: none"> • The examining committee reports on the merits of the written thesis; • The defence; or • A combination of both stages. <p>The examining process should be completed within one (1) month of distribution of the thesis/practicum.</p>	<p><i>The report from the Chair should include how the first failure will be addressed and a timeline for when the second attempt should occur.</i></p> <p>In the event that the student fails the oral examination, a second examination will be scheduled within six months of the first examination.</p> <p>Should the student fail the second oral examination, they will be requested to withdraw from the program.</p>
<p>4.8.2 Course-based/Comprehensive Examination Route</p> <p>Students must demonstrate his/her mastery of their field. The specific procedures for evaluation of this mastery are stated in individual department/units' supplemental regulations. Students should consult the department/unit's supplemental regulations for specific requirements.</p> <p>In those departments/units where comprehensive examinations are required, students should consult the department/unit's supplemental regulations for specific requirements. The results of the comprehensive examinations shall be submitted to the Faculty of Graduate Studies on the "Report on comprehensive examination" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) in the terms "pass" or "fail." No student may sit comprehensive examinations more than twice. Any student who receives a "fail" on the comprehensive examination twice will be required to withdraw from the Faculty of Graduate Studies.</p> <p> </p> <p> </p> <p> </p>	<p><i>Provide details of structure, format, duration of examination, composition of examining committee, evaluation criteria, etc.</i></p> <p>For the MSc. Research/Thesis-based Program: The Department of Pathology does not have a comprehensive exam for the Research/Thesis-based MSc program.</p> <p>For the MSc. Pathologists' Assistant Program: This applies to students who are in the program prior to 2018: Students in the Pathologists' Assistant MSc program who fail the Field Practicum (Path 7030) written theory/methods exam and/or practical exam are given an opportunity to gain further experience, rewrite the exams, and be re-evaluated as to Pass/Fail. Failure on the second attempt at either exam will lead to a recommendation to FGS that the student be required to withdraw from the program.</p> <p>This applies to students entering the program starting in 2019: Students in the Pathologists' Assistant MSc program who fail the written and/or practical exam after completing PATH 7030 or PATH 7036 and PATH 7042 are given an opportunity to gain further experience, rewrite the exams, and be re-evaluated as to Pass/Fail. Failure on the second attempt at either exam will lead to a recommendation to FGS that the student be required to withdraw from the program.</p>
<p>4.9 Style and Format</p> <p>The thesis/practicum must be written according to a standard style acknowledged by a particular field of study (see Appendix 1).</p>	
<p>4.10 Deadlines for Graduation</p>	

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal from the Dept. of Physiology & Pathophysiology.

Observations

1. The **Dept. of Physiology & Pathophysiology** proposes substantive program and supplemental regulation changes to its M.Sc. & Ph.D. programs. The substantive program changes consist of the following:
 - Increase in amount of financial support to students in the M.Sc. and Ph.D.
 - Language to support availability of supplementary examinations
 - Language to support direct entry to the Ph.D.

Recommendations

Faculty Council of Graduate Studies recommends THAT the program changes from the unit listed below be approved by Senate:

Dept. of Physiology & Pathophysiology

Respectfully submitted,

Dr. Todd A. Mondor, Chair
Faculty Council of Graduate Studies

/ak

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the report to Senate.



UNIVERSITY
OF MANITOBA

Rady Faculty of
Health Sciences

Max Rady College of Medicine
Professor and Head
Department of Physiology
& Pathophysiology
434 BMSB - 745 Bannatyne Av
Winnipeg Manitoba R3E 0J9
Phone 204 789 3694
Email Peter.Cattini@umanitoba.ca

November 19, 2018

Dr. Todd Mondor
Dean, Faculty of Graduate Studies
500 University Centre
Fort Garry Campus

Dear Dr. Mondor, *Todd*

Based on feedback received, we are submitting an updated request to amend our Supplementary Regulations for the Department of Physiology & Pathophysiology and specifically in regard to three itemized areas below.

1. Increase in financial support

In brief, we are requesting that the amount of financial support of \$18,000 referenced in three sections of our current Supplementary Regulations be increased by \$400 and as such changed to “\$18,400” in these sections of the revised Supplementary Regulations.

These sections (1.1.1, 4.3.1, and 5.1) include:

- **From section 1.1.1:** “Third, the proposed advisor must provide a letter stating they will provide financial support at a level of at least \$18,000 for a period of not less than two years for a M.Sc. and three years for a Ph.D.”

Requested change: “Third, the proposed advisor must provide a letter stating they are able to provide financial support at a level of at least \$18,400 per annum (pa) for a period of not less than two years for a M.Sc. and three years for a Ph.D.”

- **From section 4.3.1:** “A letter from the proposed advisor confirming the availability of financial support at a level of at least \$18,000 for a period of not less than two years for a M.Sc. is required before the application is further considered.”

Requested change: “A letter from the proposed advisor confirming the availability of financial support at a level of at least \$18,400 for a period of not less than two years for a M.Sc. is required before the application is further considered.”

- **From section 5.1:** “A letter stating financial support of at least \$18,000 will be provided for a minimum of three years, is required from the proposed advisor before the application is further considered.”

Requested change: “A letter confirming the availability of financial support at a level of at least \$18,400 for a period of not less than three years is required from the proposed advisor before the application is further considered.”

The size of the increase represents a response to factors including health insurance payments, care costs for dependents and travel and was approved by the Department Executive and the majority of Department faculty members.

2. Language to support availability of supplementary examinations

This addition to our supplementary regulations follows resolution of an issue related to two students in consultation with the Faculty of Graduate Studies (FGS) requiring changes to their grade forms after they receiving a supplementary examination (e-mail from K. Manchur, 2018-06-20). While the changes to the grade forms were approved we also received the message that the Associate Dean, FGS, “recommends “adding supplemental exams to your supplemental regulations if this is normal practice.... Going forward, FGS should be notified of all deficient grades and low GPAs, along with the proper remedial recommendations. Supplemental exams are a formal process, applied for through the RO (with a fee), and approved by both the department and FGS.” In this context it was also noted that “Supplemental exams are not permitted in the Master’s or Ph.D. program, unless otherwise stated in the department/unit’s supplemental regulations.” *As a result, the departmental Graduate Program Committee recommended inclusion of language to permit supplemental examinations.*

3. Language to support direct entry to the Ph.D. program

An issue developed related to a student that has already been admitted directly (no M.Sc.) to the Ph.D. program. This student has an undergraduate degree (GPA >4.0) and a medical degree from the University of Western Ontario. The expectation of the student, Advisor and Department Office was, mistakenly, that the student would have to meet a minimum requirement of 9 credit hour as part of their Ph.D. requirement. However, it was brought to our attention that in the absence of clear and specific language in our Supplementary Regulations related to credit hours for direct entry into our Ph.D. program that the requirements then defer to those (24 credit hours) of the FGS. Normally our students enter through the M.Sc. program and transfer to the PhD program for a total of 15 credit hours. Even a student that completes two independent degrees, M.Sc. (9 credit hours) and Ph.D. (9 credit hours), would have a lower total minimum credit hour requirement at 18 versus 24. Following communication on this issue with the Dean, FGS, we were provided with the following option: “Should new regulations be proposed to FGS, and approved by FGS committees and Senate, then these can apply to [the student already accepted].” *As a result, the departmental Graduate Program Committee discussed the requirements and made a recommendation based partially on another M.D. who entered our Ph.D. program directly and was awarded their Ph.D. degree on June 6th, 2017 having completed a total of 12 credit hours.*

To support this request for an update and continuing consideration of our Supplemental Regulations, we are attaching a revised **clean copy** (CLEAN 2018-11-19) as well as a revised **copy with track changes** (TC 2018-11-19) that has been used to indicate where proposed amendments including additions and deletions have been made.

Thank you for your further consideration.

Sincerely,



Peter A. Cattini
Professor & Head
Physiology & Pathophysiology
Henry G. Friesen Chair
Endocrine & Metabolic Disorders
University of Manitoba

Faculty of Graduate Studies

Name of Unit: Physiology and Pathophysiology

Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>The Faculty of Graduate Studies academic guide contains all the rules and policies pertaining to the Faculty of Graduate Studies. Adherence to these rules is of utmost importance for the effective functioning/operation of programs and for guiding and monitoring the progress of students. The integrity of the process is at stake. The major goal of this guide is to prevent potential problems that may affect the completion of a student's program. It is the responsibility of students and the unit offering a graduate program to read and follow the policies contained herein.</p> <p>All regulations as laid out in the Faculty of Graduate Studies Academic Guide are subject to revision by the appropriate bodies of the Faculty of Graduate Studies. This compendium is presented as the most recent set of regulations as a guideline for students and staff. Regulations may vary from one department or program to another. Individual departments may have additional regulations that supplement these general regulations. All such supplementary procedures and regulations must be approved as specified by the By-Laws of the Faculty of Graduate Studies, be published and available to students, and kept on file in the Faculty of Graduate Studies Office.</p> <p>For those programs that are administered through a Faculty (as opposed to a Department) the term "Department" should be substituted by "Unit" within this document (i.e. Department Head becomes Unit Head.)</p> <p>PREFACE</p> <p>The Faculty of Graduate Studies is a pan-University faculty charged with the oversight of the administration of all graduate programs at the University. Therefore these regulations apply to all graduate students in all programs in all academic units. Individual units may require specific requirements above and beyond those in the following document, and students should consult unit supplemental regulations for these specific regulations. All unit supplemental regulations require approval of the Faculty of Graduate Studies.</p> <p>Definitions</p> <p>The "Dean of the Faculty of Graduate Studies" shall be taken to mean the Dean of the Faculty of Graduate Studies or designate.</p> <p>"Unit" shall be taken to mean the academic unit where the graduate student is pursuing his/her studies. Generally, this is the department. For Faculty-based programs, the Dean is the <i>de facto</i> Head of the unit. The term "unit" shall also include Schools of Faculties within the University. The Dean of the Faculty of Graduate Studies is the <i>de facto</i> <u>Head of interdisciplinary programs administered by the Faculty of Graduate Studies</u>. The Head of any unit may designate any of his/her responsibilities in this policy to another member of the unit, such as the Graduate Chair.</p>	<p>The graduate program of the Department of Physiology & Pathophysiology (hereafter referred to as the Department) is managed by the Graduate Program Committee (GPC), which consists normally of five faculty members that provide broad representation reflecting the major research programs in the department; the Division Heads are by default members of the GPC but may designate this role with the agreement of the Department Head. The Department Head will normally Chair the GPC but may designate this position. Two (and up to eight) student representatives complete the committee but they are excluded from certain functions such as those dealing with acceptance of new students to the program.</p>
<p>Section 1: Application, Admission, and Registration Policies</p> <p>1.1 Application and Admission Procedures</p> <p>The application (and all required documentation) is to be submitted directly to the Faculty of Graduate Studies. Applicants should contact the department to which they are applying for the procedures, requirements and departmental application deadlines in effect.</p> <p>1.1.1 Process:</p>	<p><i>Departmental contact, address, generic email (no individual's names please), phone number:</i></p> <p>Admission to the Department's Graduate Program involves several stages. First, the potential student should refer to the Faculty of Graduate Studies website for information on the minimum requirements needed for admission to the University of Manitoba. Once eligibility is determined the applicant should begin the online process for admission.</p>

Note:

Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

<p>1.1.1 (a) A completed official application for admission form must be submitted, together with the application fee and supporting documentation, to the Faculty of Graduate Studies, via the online system, UManGradConnect..</p> <p>NOTE: International students must pay special attention to the appropriate requirements with respect to transcripts (see application form for details).</p> <p>1.1.1 (b) Applications are subsequently reviewed by the unit offering the program which will decide whether the applicant meets the unit's criteria including, but not limited to, space, facilities, and advisors.</p> <p>1.1.1 (c) Notification of recommended/rejected applications is sent by the Head of the unit to the Faculty of Graduate Studies. Applications recommended for admission are checked to determine if they meet the Faculty of Graduate Studies' eligibility requirements. The Faculty of Graduate Studies then notifies applicants of their acceptance or rejection.</p>	<p>Second, the prospective student must negotiate with a faculty member for a traineeship position.</p> <p>Third, the proposed advisor must provide a letter stating they will <u>are able to</u> provide financial support at a level of at least \$18,000 <u>400 per annum (pa)</u> for a period of not less than two years for a M.Sc. and three years for a Ph.D.</p> <p>Finally, the Graduate Program Committee will review the application and, if satisfactory, recommend admission of the student to the Faculty of Graduate Studies. The Graduate Program Committee will look for evidence of satisfactory academic qualifications as well as personal, intellectual and professional attributes, which would predict success as an independent investigator.</p> <p>To contact the department, please mail to:</p> <p>University of Manitoba Department of Physiology & Pathophysiology 432 Basic Medical Sciences Building 745 Bannatyne Ave. Winnipeg, MB, Canada R3E 0J9 or email: physiology@umanitoba.ca</p>																
<p>1.1.2 Deadlines for Recommended Applications (from Departments to the Faculty of Graduate Studies)</p> <p>The following are the deadlines for receipt by the Faculty of Graduate Studies of recommendations from graduate units. Individual units may have earlier deadlines.</p> <table><tr><td>Session</td><td>Start Date</td><td>Canadian/US</td><td>International</td></tr><tr><td>FALL</td><td>September</td><td>July 1</td><td>April 1</td></tr><tr><td>WINTER</td><td>January</td><td>November 1</td><td>August 1</td></tr><tr><td>SUMMER</td><td>May</td><td>March 1</td><td>December 1</td></tr></table> <p>IMPORTANT: Applicants are <u>required</u> to submit the application and documentation to the Faculty of Graduate Studies for an earlier deadline than those listed above. Applicants are advised to confirm the deadline of the unit to which the application is being made. Contact information for each unit can be found at http://umanitoba.ca/faculties/graduate_studies/admissions/index.html</p> <p>The deadlines are meant to accommodate the needs of students in securing appropriate documentation. Late applications may be considered for the next available start date.</p>	Session	Start Date	Canadian/US	International	FALL	September	July 1	April 1	WINTER	January	November 1	August 1	SUMMER	May	March 1	December 1	<p><i>Internal Unit Application Deadlines or statements such as "one month earlier than FGS deadlines":</i></p> <p>The Department deadline for submission of a complete application for admission is one month prior to the dates listed for the Faculty of Graduate Studies (refer to left hand side of page).</p>
Session	Start Date	Canadian/US	International														
FALL	September	July 1	April 1														
WINTER	January	November 1	August 1														
SUMMER	May	March 1	December 1														
<p>1.1.3 Application Fee</p> <p>A \$100.00 (CDN) fee must accompany admission applications from all Canadian, Permanent Resident or International applicants. If submitting a paper application, a \$120.00 (CDN) fee must accompany the admission application.</p>																	
<p>1.1.4 Transcripts</p> <p>Unofficial copies of transcripts and final degree certificates are acceptable for initial assessment purposes. Upon admission to the Faculty of Graduate Studies, applicants must arrange for official transcripts from all post-secondary institutions attended to be sent to the Faculty of Graduate Studies, within one month of date on the admission letter. All transcripts must arrive in sealed, university stamped envelopes sent directly from the issuing institution(s) and</p>																	

<p>2. Registration in the visiting student category can be for no more than one academic year without reapplication.</p> <p>3. At least 60% of coursework per academic year must be taken at the graduate level while registered as a visiting student.</p>	
<p>SECTION 2: Academic Performance - General</p> <p>2.1 General Note</p> <p>Students are ultimately responsible for ensuring that they meet all degree and program requirements. The advisor (and if appropriate co-advisor), advisory committee, and unit must ensure that each student follows the guidelines and meets the program requirements. The Faculty of Graduate Studies performs a final check of program requirements for each student just prior to graduation. Students are cautioned, therefore, to periodically check all regulations with respect to the degree requirements. Failure to meet all the requirements will render a student ineligible to graduate.</p> <p>Units may make recommendations with respect to the regulations concerning minimum academic performance; however, enforcement of academic regulations rests with the Faculty of Graduate Studies. The following procedures apply to recommendations made by units:</p> <p>The unit is responsible for informing the Faculty of Graduate Studies when a student's performance is unsatisfactory in research or coursework and the unit must outline any recommended remedial action(s).</p> <p>The unit must notify the student of the deficiency and of its recommendation.</p> <p>If the student fails to satisfy any remedial action recommended, the student may be required to withdraw from the Faculty of Graduate Studies.</p> <p>Note:</p> <p>When a graduate student is required to withdraw from a program of study, the notation on the academic record will be: "Required to withdraw".</p> <p>A student who has been required to withdraw from a graduate program may be permitted to apply for admission to another graduate program only if the application for admission is approved by the Dean of the Faculty of Graduate Studies.</p> <p>Voluntary withdrawal from a program is only permitted if the student is in good academic standing.</p> <p>Recommendations of units will supersede student requests for voluntary withdrawal.</p>	<p><i>For information specific to the Master's use section (box) 4.7.3, and for information specific to the Ph.D. use section (box) 5.6; for information common to both programs, use this box; if this box is used, put references to this section in 4.7.3 and 5.6.</i></p> <p>At least one Progress Report meeting is required per year by the Faculty of Graduate Studies, and must be completed by June 1st for re-registration. In addition, students will be evaluated by their respective Advisory Committee during the Fall semester of each year (normally first two weeks of November). A member of the Graduate Program Committee (or designate of the Department Head) shall chair the proceedings. The Fall Evaluation will consider the student's general knowledge in the area of specialization, as well as specific knowledge in the area of their thesis research. The student's performance is not marked, since this evaluation is intended to assist the student in identifying areas of strength and weakness. Feedback to the students is immediate; each member of the Advisory Committee will communicate their perception of the student's performance following completion of the questioning. The Chair may provide a written or oral summary.</p>
<p>2.2 Academic Performance</p> <p>Student progress shall be reported at least annually to the Faculty of Graduate Studies on the "Progress Report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).</p> <p>Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two consecutive "in need of improvements" normally requires the student to withdraw.</p>	<p><i>Note: Progress Reports may be submitted more than annually</i></p>
<p>2.3 Performance in Coursework</p> <p>A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. 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 unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.</p>	<p><i>For information specific to the Master's use section (box) 4.7.4, and for information specific to the Ph.D. use section (box) 5.6.1; for information common to both programs, use this box; if this box is used, put references to this section in 4.7.4 and 5.6.1.</i></p> <p>Students are required to maintain a B (3.0) in all course work.</p>

<p>A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course. Each failed course may be repeated or replaced only once, to a maximum of 6 credit hours of coursework. If a course is repeated or replaced, the most recent grade obtained will be used in the determination of the degree grade point average. Students receiving a grade of C or less in more than 6 credit hours of coursework are required to withdraw, unless otherwise stated in the unit's supplemental regulations.</p> <p>Note:</p> <p>In exceptional circumstances, the unit may appeal to the Faculty of Graduate Studies for approval of remedial recommendation(s) falling outside those prescribed above.</p> <p>Supplemental exams are not permitted to students in the Master's or Ph.D. program, unless otherwise stated in the unit's supplemental regulations.</p> <p>All actions taken administratively are to be reported, in summary form, to the Faculty of Graduate Studies Executive Committee.</p>		<p><u>Students who obtain a grade of less than a B (3.0) in a 1.5 or 3 credit hour academic course, to a maximum of 3 credit hours of coursework (i.e., 1x 3 credit hour or 2x 1.5 credit hours),</u></p> <p><u>A student may be given one-the opportunity to address the deficiency, through either a supplemental examination(s) or a repeat of the course(s) improve their marks by repeating a course or a course component(s). Options must receive the support of the course instructor and/or coordinator. The Graduate Program Committee will normally be provided an opportunity to comment but the decision to proceed with further consideration of an option. This option is solely at the discretion of the Department Head, who will make the necessary recommendation to the Faculty of Graduate Studies if warranted.</u></p> <p><u>The Department Head will notify the Faculty of Graduate Studies of all deficient grades and low GPAs and make the appropriate recommendation(s) to the Faculty of Graduate Studies. There is a fee for supplemental examinations. Deferred examinations due to illness will require a doctor's certificate. The Registrar's office will be notified prior to writing the deferred examination.</u></p> <p><u>Both the supplemental examination and repeat may be used for the same course if a student is unsuccessful in a supplemental examination, however, students are permitted only one repeat and only one supplemental examination for a given course throughout the duration of the program. The passing grade of a supplemental examination is B (3.0).</u></p> <p><u>Supplemental examinations for one academic component of the program or the repeat of a course component will normally be completed within two weeks of the end of the course if deemed appropriate by the course instructor and/or coordinator and Department Head.</u></p> <p><u>Students who are unable to address an academic course or grade deficiency such that they are unable to maintain a B (3.0) in all course work will be required to withdraw from the program.</u></p>
<p>SECTION 3: General Regulations: Pre-Master's</p> <p>3.1 Admission and Program Requirements</p>	<p>Graduates of bachelor degree programs with a minimum grade point average (GPA) of 3.0 in the last two full years of university study will be considered for admission to a pre-Master's program. These are the minimum requirements of the Faculty of Graduate Studies. Units may specify higher or additional criteria. <u>Admission to a pre-Master's program does not guarantee future admission to a Master's program.</u> As the pre-Master's program of study is intended to bring a student's background up to the equivalent of the required 4-year degree, units should assign to students, as part of their pre-Master's program of study, an appropriate number of applicable upper level (3000 or 4000) undergraduate courses. Courses at the 7000 level or above cannot be taken in a pre-Master's program. Courses taken as part of the pre-Master's program may not be transferred to a Master's program at a later date.</p>	

<p>3.2 Academic Performance</p> <p>3.2.1. The unit Head is responsible for assigning the courses and monitoring the progress of each student.</p> <p>3.2.2. A minimum degree grade point average of 3.0 with no grade below C+ must be maintained to continue in a pre-Master's program. Students who fail to maintain this standing will be required to withdraw unless remedial action recommended by the unit (as described below) is approved by the Dean of the Faculty of Graduate Studies.</p> <p>3.2.3. Students deficient in 6 hours of credit or less may be permitted to write a supplemental examination (when offered in the unit's supplemental regulations) in courses in which a grade of C or less was obtained.</p> <p>3.2.4. Students deficient in 6 hours of credit or less with a grade of C, D, or F in a course or courses may be permitted, if the overall average is C or better, to write one supplemental examination in each course (when offered in the unit's supplemental regulations), to repeat the courses, or to take equivalent substitute courses.</p> <p>Note: In exceptional circumstances, when a student is deficient in more than 6 credit hours, the student may be permitted to repeat the pre-Master's year, or to write supplemental examinations (when offered), or to substitute equivalent coursework in order to make up the deficiencies.</p> <p>A student may be permitted to repeat the pre-Master's year only once, and to remove deficiencies in grades by writing a supplemental examination or repeating courses only once for each course to a maximum of 9 credit hours of coursework.</p> <p>If a course is repeated or a supplemental examination is written, the most recent grade obtained in that course will be used in the determination of the degree GPA.</p> <p>The degree GPA is cumulative in a pre-Master's program if more than one year is required to complete the course requirements.</p> <p>All action taken administratively is to be reported in summary form to the Faculty of Graduate Studies Executive Committee.</p>	
<p>SECTION 4: General Regulations: Master's</p> <p>4.1 General</p> <p>Although general regulations apply to all students, individual units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html), and be kept on record in the Faculty of Graduate Studies. All students should consult unit supplemental regulations for specific details regarding admission, progression and completion. Individual units may offer Master's programs by one or more of the following programs:</p> <ul style="list-style-type: none"> • Thesis/practicum-based; • Course-based/comprehensive; • Project; • Accredited professional. <p>4.2 Diploma Programs</p> <p>The regulations for the Master's program shall also prevail for diploma programs. All students should consult the unit supplemental regulations regarding diploma programs.</p>	
<p>4.3 Admission</p>	<p><i>Relevant information could include:</i></p>

<p>4.3.1 General Criteria</p> <p>Students who are eligible to be considered for direct admission to a program of study leading to the Master's degree include:</p> <ul style="list-style-type: none"> • Graduates of four-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from: <ul style="list-style-type: none"> ○ Canadian institutions empowered by law to grant degrees; or ○ Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies. • Graduates from first-cycle Bologna compliant degrees. • Students who have completed the pre-Master's program from: <ul style="list-style-type: none"> ○ The University of Manitoba; or ○ Canadian institutions empowered by law to grant degrees; or ○ Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies. <p>All students applying for a Master's degree program must have attained a minimum GPA of 3.0 in the last two full years (60 credit hours) of study. This includes those applying for direct admission and those entering from a pre-Master's program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.</p>	<ul style="list-style-type: none"> • <i>Minimum admission criteria (beyond FGS requirements)</i> • <i>Admission/selection committee composition (if applicable)</i> • <i>Admission/selection procedures</i> • <i>Indicate which specific major areas are acceptable</i> <p>Admission to the Department's M.Sc. program requires evidence of satisfactory academic qualifications as defined by the Faculty of Graduate Studies and recommendation from the Departmental Graduate Program Committee. A letter from the proposed advisor confirming the availability of financial support at a level of at least \$18,000–400 for a period of not less than two years for a M.Sc. is required before the application is further considered.</p>
<p>4.3.2 Pre-Master's Programs</p> <p>In specific cases where the academic background of the student is judged to be insufficient for the given program in a unit, the unit may recommend that the student be admitted to a pre-Master's program of study (Section 3).</p> <p>The pre-Master's program of study is intended to bring a student's background up to the equivalent of the required 4-year degree in the major unit, and to provide the student with any necessary prerequisites for courses to be taken in the Master's program.</p>	
<p>4.4 Program Requirements</p> <p>In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the unit and may follow the unit's supplemental regulations. Any single course cannot be used for credit toward more than one program.</p> <p>All students must complete GRAD 7500 Academic Integrity Tutorial (0 credit hours) within one year of initial registration.</p>	
<p>4.4.1 Thesis/Practicum Route</p> <p>A minimum of 12 credit hours of coursework, unless otherwise stated in the unit's supplemental regulations, plus a thesis or practicum. The minimum must include at least 6 credit hours at the 7000 level or above, with the balance of the coursework at the 3000 level or above. A maximum of 24 credit hours of coursework is allowed unless the unit's supplemental regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.</p>	<p><i>Indicate if the minimum or maximum number of credit hours required in the program differs from that required by FGS. List required courses (including full numbers and minimum level, e.g., 7000), and credit hours</i></p> <p>The Department offers only a thesis route.</p> <p>A minimum of nine (9) credit hours in 7000 level courses is required for the M.Sc. program. In most cases, a student will be required to complete the Biomedical Trainee Skills course IMED 7410 (1 x 3 credit hours). In addition, students will be required to complete PHGY 7252, PHGY 7254, PHGY 7256 and PHGY 7258 Respiratory, Cardiovascular, Endocrine and Neuro-Physiology and Pathophysiology courses (4x 1.5 credit hours), unless the student demonstrates they already</p>

<p>A staff member 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 unit.</p> <p>The advisor and co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. The advisor/co-advisor and the student are required to sign the agreement. If the parties cannot agree on any component(s) of the ASG, the matter should be referred to the unit Graduate Chair, Head of the unit or the Dean of the Faculty of Graduate Studies.</p> <p>Should, during the student's program, the relationship between the student and advisor/co-advisor significantly deteriorate, the matter should be referred to the unit Graduate Chair, the Head of the unit or to the Dean of the Faculty of Graduate Studies.</p> <p>All students should consult unit supplemental regulations for specific details regarding advisor/co-advisor requirements.</p>	
<p>4.6 Advisory Committee</p> <p>4.6.1 Thesis/Practicum Route</p> <p>Advisory committees are normally 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 to the student during his/her research program. The advisory committee must consist of a minimum of three members (including the advisor/co-advisor), two of whom must be members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. It is expected, under normal circumstances, that advisory committee members have a Master's degree or equivalent and have no conflict of interest with the student (as defined by the University of Manitoba Conflict of Interest Policy). Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. A staff member at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisory committee member with an appointment in the same unit. Graduate students may not serve on graduate student advisory committees.</p> <p>The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee.</p> <p>Additional specifications regarding the advisory committee are found in the unit supplemental regulations and students should consult these regulations for specific requirements.</p> <p>4.6.2 Course-based/Comprehensive Examination Route</p> <p>Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the unit's supplemental regulations and students should consult these regulations for specific requirements.</p> <p>4.6.3 Accredited professional programs</p> <p>Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the unit's supplemental regulations and students should consult these regulations for specific requirements.</p>	<p>The advisory committee must consist of at least three members (inclusive of advisor) of the Faculty of Graduate Studies. If the advisory committee includes a co-advisor, the advisor should let the Department Head know of the arrangement in writing so that Graduate Studies can be notified. It is expected that both advisor and student participate in the selection of the Advisory Committee members.</p>
<p>4.7 Courses and Performance</p> <p>4.7.1 Course or Program Changes</p> <p>Students are not permitted to change their program of study, including withdrawal from individual</p>	<p><i>It is recommended that units require a Program of Study and Appointment of Advisory Committee form (analogous to that required by FGS for PhD students) for internal use</i></p> <p>Students are required to provide the Department with a</p>

<p>courses, without the approval of their advisor/co-advisor (and/or advisory committee) and unit Head. Withdrawal from courses or changes of course category without such approval will result in the student being required to withdraw from the Faculty of Graduate Studies.</p>	<p>completed Program of Study and Appointment of Advisory Committee form. This form will be provided by the Departmental Office.</p> <p>In the rare situation that a student requests a transfer (of the student) to a different advisor, it is essential that the request be made in writing to the Department Head <u>before</u> the move is initiated, as this may have significant negative impact on a student's program of study. In considering the request, the Department Head may arrange meetings with the advisors and the student to discuss the reasons for the request to ensure that possible consequences of a move (e.g., program length, financial commitment, etc.) are clarified. The intention is to ensure all parties reach an informed decision. The Department Head and/or Graduate Program Committee will make the recommendation to Faculty of Graduate Studies regarding a change in the student's advisor.</p>
<p>4.7.2 Lapse of Credit of Courses</p> <p>Courses completed more than seven years prior to the date of awarding of a degree may not normally be used for credit toward that degree.</p>	<p><i>Note: Lapse of course credit is now 7 years.</i></p>
<p>4.7.3 Academic Performance</p> <p>Student progress shall be reported at least annually to the Faculty of Graduate Studies on the "Progress Report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two consecutive "in need of improvements" normally requires the student to withdraw from the Faculty of Graduate Studies.</p>	<p><i>Is a reference to section 2.1 necessary?</i></p> <p>Refer to Section 2.1.</p>
<p>4.7.4 Performance in Coursework</p> <p>A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. 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 unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.</p>	<p><i>Is a reference to section 2.3 necessary?</i></p> <p>Refer to Section 2.3.</p>
<p>4.7.5 Performance not related to Coursework</p> <p>In some units, students are required to demonstrate satisfactory academic performance in areas not related to performance in courses, such as attendance at or participation in course lectures, seminars and in laboratories and progress in research, thesis or practicum. The specific nature of satisfactory academic performance is outlined in individual unit supplemental regulations and students should consult these supplemental regulations for specific requirements. Unacceptable performance must be reported to the Faculty of Graduate Studies on the "Progress Report Form" (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the unit Head to the Dean of the Faculty of Graduate Studies.</p>	<p><i>Additional examples could include attendance in seminars, standards of ethical behavior, professional dress codes, etc.</i></p>
<p>4.8 Requirements for Graduation</p> <p>All students must:</p> <ul style="list-style-type: none"> • maintain a minimum degree grade point average of 3.0 with no grade below C+, • meet the minimum and not exceed the maximum course requirements, and • meet the minimum and not exceed the maximum time requirements. <p>Individual units may have additional specific requirements for graduation and students should</p>	

consult unit supplemental regulations for these specific requirements.	
4.8.1 Thesis/Practicum Route	<u>Thesis/Practicum Proposal:</u>
4.8.1.1 Thesis vs. Practicum	<i>Provide details of proposal format, page limits, other guidelines, evaluation procedures, who approves the proposal; at what point in the program is the thesis proposal to be completed; is the oral presentation completed in open or closed session; is unanimous approval required; can a thesis proposal that is not approved the first time be resubmitted, etc.</i>
<p>Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum.</p>	
<p>A practicum differs from the thesis in its emphasis on the application of theory, it is however similar in scope, span, and rigour. The rigour required for the practicum is equal to that required for the thesis. The practicum takes the form of an exercise in the practical application of knowledge and skill. It usually involves the careful definition of a problem, the application of appropriate knowledge and skills to the problem, and a report of the results in a manner suitable for evaluation by an examining committee. Individual units have specific requirements for graduation and students should consult unit supplemental regulations for specific requirements.</p>	<p>Advisors must contact the Departmental Office within the first TWO months of a 'new' M.Sc. student entering the program with: (a) the names of the other two members of the advisory committee (internal and external); and (b) a date scheduled for the M.Sc. Thesis Proposal no later than SIX months from the date of entering the program.</p>
<p>The thesis is developed under the mentorship of the advisor/co-advisor. Individual units may have specific guidelines regarding the thesis proposal and its acceptance by the student's advisory committee/unit Head; students should consult unit supplemental regulations for specific requirements. Research must be approved by the appropriate Human Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the thesis research.</p>	<p>The M.Sc. Thesis Proposal and a Progress Report meeting may be scheduled as a single (ONE hour) "M.Sc. Thesis Proposal/Progress Report" meeting if held within the first six months of the student entering the M.Sc. graduate program.</p>
	<p>In a further option, the M.Sc. Thesis Proposal and Fall Evaluation may be held in a back-to-back meeting (2x ONE hour = TWO hour) if held within the first six months of the student entering the M.Sc. graduate program.</p>
	<p>The option of scheduling each of these three meetings (M.Sc. Thesis Proposal, Progress Report and Fall Evaluation) separately still applies.</p>
	<p>The student shall inform the Departmental Office of the date and time that the thesis proposal will be held. The Departmental Office will confirm that a Chair (a member of the Graduate Program Committee for the Department) is available. Once the arrangements have been finalized, including confirming the availability of his/her Advisory Committee Members and arranging a room booking, the student will provide a notice electronically or as a hard-copy indicating the day, date, time and place of the thesis proposal to the Departmental Office. The student will also provide the Departmental Office with a copy of the written proposal. Distribution of materials and/or posting of the notice on the Department's notice boards must normally take place at least two weeks prior to the presentation.</p>
	<p>The format of the written proposal will be a document of normally two-three pages (excluding references) that describes the background to the project, the methods to be employed in the project and its expected significance to the field. The proposal will be evaluated by the student's Advisory Committee in two stages. First, the Committee members will read and assess the document. Second, the Committee plus a member of the Graduate Program Committee, who will serve as Chair for the proceedings, will meet in an open forum with the student. The student will make a 20-30 minute presentation on the project and subsequently defend both the oral and</p>

	<p>written components. Agreement with no more than one dissenting vote is required for a pass, although a student may still be requested to revise the proposal document prior to its final submission to the Department. A student will be given a second opportunity if the first attempt was not successful.</p> <p>The student will select the thesis format in consultation with the advisor.</p> <p>The Department requires completion of a thesis in order to graduate from the M.Sc. program.</p>
<p>4.8.1.2 Examining Committee</p> <p>4.8.1.2 Examining Committee</p> <p>The advisor/co-advisor will recommend an examining committee to the unit Head for approval, which shall then be reported to the Faculty of Graduate Studies on the "Master's Thesis/Practicum Title and Appointment of Examiners" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). This form must be approved by the Dean of the Faculty of Graduate Studies prior to the distribution of the thesis</p> <p>normal circumstances, the examining committee will be the same as the advisory committee unless otherwise stipulated in the unit's Supplemental regulations. The examining committee must consist of a minimum of three members (including the advisor/co-advisor), two of whom must be members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit, and one of whom must hold no appointment within the unit. All examiners must be deemed qualified by the unit Head and be willing to serve. It is expected that, under normal circumstances, Examination Committee members have a Master's degree or equivalent. The composition of, and any changes to, the examining committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. Individual units require specific requirements for examination and students should consult unit supplemental regulations for specific requirements.</p> <p>The Head of the unit arranges for the distribution of the thesis/practicum to the examiners. It is the duty of all examiners to read the thesis/practicum and report on its merits according to the following categories:</p> <ul style="list-style-type: none"> • Acceptable, without modification or with minor revision(s); or • Acceptable, subject to modification and/or revision(s); or • Not acceptable. <p>If two or more examiners do not approve the thesis, then the student is deemed to have failed the distribution.</p>	<p><i>Specify how the examining committee differs from the advisory committee</i></p> <p>The student's Advisory Committee will normally make up the Thesis Examining Committee, and the members must be recommended to the Faculty of Graduate Studies on the appropriate form.</p> <p>When the thesis is ready for examination, and normally with the approval of their advisor, the student should submit an electronic copy of the thesis to the Departmental Office.</p> <p>The Departmental Office will distribute the thesis to all members of the Thesis Examining Committee.</p> <p>Following review, each examiner will report their evaluation in electronic form to the Departmental Office, with any comments or required modifications/revisions, according to one of three categories:</p> <ol style="list-style-type: none"> 1. Acceptable, without modification or with minor revision(s). 2. Acceptable, subject to modification and/or revision(s); 3. Not acceptable. <p>The Departmental Office will send the student and the Advisor a copy of the report. If modifications or revisions are required, the Advisor will normally be responsible for ensuring that these have been considered and/or addressed appropriately, unless there is a specific request by an examiner to re-review the thesis.</p> <p>Placing the thesis in either category 1 or 2 with appropriate approval of any modifications or revisions is considered to be a "pass" by the examiner. By contrast, placing the thesis ultimately in category 3 is considered to be a "fail" by that examiner.</p> <p>While a recording of a "pass" by all examiners is preferred, final acceptance of the thesis by the Thesis Examining Committee can also be obtained with one dissenting examiner.</p> <p>Once all necessary modifications/revisions are</p>

	<p>completed, the Advisor will notify the Departmental Office and the M.Sc. Thesis form will be circulated for signatures.</p> <p>The signature form is sent to the Faculty of Graduate Studies (original signatures are required), and the student will then be able to upload their thesis to the Faculty of Graduate Studies.</p>
<p>4.8.1.3 Oral Examination</p> <p>For units requiring students to pass an oral examination on the subject of the thesis/practicum and matters relating thereto, the format of the oral examination is described in the supplementary regulations of the unit. Students should consult these supplemental regulations for specific requirements. A student has the right to an examination of the thesis/practicum if he/she believes it is ready for examination. It is the unit's responsibility to warn the student of any risk involved should he/she decide to proceed against the unit's recommendation.</p> <p>All members of the examining committee should be present at the examination. If an examining committee member cannot attend the defence, prior approval must be obtained from the Faculty of Graduate studies for the defence to proceed. Under no circumstances can the student participate by video conferencing. Regardless of open or closed status, no recording devices will be permitted.</p> <p>The oral examination shall be open to all members of The University of Manitoba community except in exceptional cases. The oral examination may be closed, for example, when the results of the thesis/practicum research must be kept confidential for a period of time. In such cases, the examining committee and unit Head shall recommend such action to the Dean of the Faculty of Graduate Studies who shall then approve that the final examination be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies.</p> <p>Following completion of the examination of the thesis/practicum, examiners will consider the oral examination and the written thesis/practicum.</p> <p>The examiners will also determine the nature of and procedures for approval of any revisions that will be required prior to submission of the thesis to the Faculty of Graduate Studies. The advisor/co-advisor is normally responsible for ensuring that revisions are completed according to the instructions from the examining committee.</p> <p>The judgement of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms "approved" or "not approved" on the thesis/practicum final report form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Each examiner must indicate his/her opinion by his/her signature. If two or more examiners do not approve the thesis, then the student is deemed to have failed the defence.</p> <p>The examining committee may recommend to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.</p>	<p><i>Note: There is provision for a dissenting voice in the outcome of the evaluation of the oral examination and written thesis.</i></p> <p><i>Provide details of scheduling of the oral examination, format and procedures of the examination, time constraints on oral presentation, duration of questioning by examiners, number of rounds of questions, etc.</i></p> <p>There is no oral examination for the M.Sc. in the Department. However, graduating M.Sc. students are encouraged to present their Thesis findings to the department (Thesis seminar). This presentation is not required for graduation.</p>
<p>4.8.1.4 Failure</p> <p>In the case of a failure of the thesis/practicum at the Master's level, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate Studies, who will make the report available to the student and advisor/co-advisor.</p> <p>A student will be required to withdraw when the thesis/practicum has been rejected twice at the stage where:</p> <ul style="list-style-type: none"> • The examining committee reports on the merits of the written thesis; • The defence; or • A combination of both stages. 	<p><i>The report from the Chair should include how the first failure will be addressed and a timeline for when the second attempt should occur.</i></p>

<p>The examining process should be completed within one month of distribution of the thesis/practicum.</p>	
<p>4.8.2 Course-based/Comprehensive Examination Route</p> <p>Students must demonstrate his/her mastery of their field. The specific procedures for evaluation of this mastery are stated in individual units' supplemental regulations. Students should consult unit supplemental regulations for specific requirements.</p> <p>In those units where comprehensive examinations are required, students should consult unit supplemental regulations for specific requirements. The results of the comprehensive examinations shall be submitted to the Faculty of Graduate Studies on the Report on Comprehensive Examination form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) in the terms "pass" or "fail." No student may sit comprehensive examinations more than twice. Any student who receives a "fail" on the comprehensive examination twice will be required to withdraw from the Faculty of Graduate Studies.</p>	<p><i>Provide details of structure, format, duration of examination, composition of examining committee, evaluation criteria, etc.</i></p> <p>There is no Comprehensive Examination in the M.Sc. program of the Department.</p>
<p>4.9 Style and Format</p> <p>The thesis/practicum must be written according to a standard style acknowledged by a particular field of study (see Appendix 1).</p>	
<p>4.10 Deadlines for Graduation</p> <p>The final requirements of the degree, in the form of the final report on the thesis/practicum (and the corrected copy of the thesis/practicum); comprehensive examination; or M. Eng. project, design thesis, must be submitted to the Faculty of Graduate Studies by the appropriate deadline. For those programs that do not have a culminating exercise (thesis/practicum/comprehensive examination/M.Eng. project/Design thesis) the unit must forward potential graduate names to the Faculty of Graduate Studies by the deadline. The deadline for each of the graduation dates is published on the Faculty of Graduate Studies website at umanitoba.ca/faculties/graduate_studies/deadlines/index.html.</p> <p>4.11 Details for Submissions of the Final Copy</p> <p>Following the approval of the thesis/practicum by the examining committee and the completion of any revisions required by that committee, the thesis/practicum, must be submitted to the Faculty of Graduate Studies as follows:</p> <ul style="list-style-type: none"> • One digital version submitted as an e-thesis/practicum at the MSpace website (http://mspace.lib.umanitoba.ca/) • Final approval and release forms. 	
<p>4.12 Publication and Circulation of Thesis/Practicum</p> <p>Every graduate student registering in a thesis/practicum Master's program at The University of Manitoba shall be advised that, as a condition of being awarded the degree, he/she will be required to grant a license of partial copyright to the University and to the Library and Archives Canada for any thesis or practicum submitted as part of their degree program.</p> <p>Note: This license makes the thesis/practicum available for further research only. Publication for commercial purposes remains the sole right of the author.</p> <p>The thesis release form, including the copyright declaration/infringement form, must be completed on MSpace. This and other related regulations may give rise to important questions of law, and students may need additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning their subsequent rights are advised to do so prior to signing the agreements. Signing of the license agreements is normally done after the contents of the thesis/practicum have been delineated and the importance of copyright and/or patents fully comprehended.</p>	<p><i>It is expected that the Department will be provided with a hard copy of the final approved thesis.</i></p>

<p>Publication in the above manner does not preclude further publication of the thesis or practicum report or any part of it in a journal or in a book. In such cases, an acknowledgement that the work was originally part of a thesis/practicum at The University of Manitoba should be included.</p> <p>Notes:</p> <p>Patents –Refer to section 6 “Policy of Withholding Theses Pending Patent Applications” in this Guide.</p> <p>Restriction of Theses/Practica for Publication – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one year after submission of the digital version of a thesis or practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.</p> <p>Library and Archives Canada – Library and Archives Canada obtains a copy of the thesis via the University's MSpace repository.</p>	
<p>SECTION 5: Doctor of Philosophy General Regulations</p> <p>The degree of Doctor of Philosophy (Ph.D.) is granted only upon evidence of general proficiency and of distinctive attainment in a special field. In particular, the candidate must demonstrate an ability for independent investigation, original research or creative scholarship. This is expected to be presented in a thesis with a degree of literary skill and by an oral examination wherein the candidate exhibits mastery of their field. The Ph.D. is a research degree and is not conferred by The University of Manitoba solely as a result of coursework study.</p> <p>Although general regulations apply to all students, individual units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html), and be kept on record in the Faculty of Graduate Studies. All students should consult unit supplemental regulations for specific details regarding admission, progression and completion.</p> <p>5.1 Admission</p> <p>5.1.1 General criteria</p> <p>Normally, the completion of a Master's degree or equivalent from a recognized university and a cumulative GPA of 3.0 or equivalent in the last two previous years of full time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program. However, the criteria for admissions into the Ph.D. program are more stringent than for Masters' programs; therefore, the completion of a Master's program does not guarantee admission into the Ph.D. program. Some units require completion of a thesis-based Master's program prior to admission to a Ph.D. program.</p>	<p><i>Relevant information could include:</i></p> <ul style="list-style-type: none"> • Minimum admission criteria (beyond FGS requirements) • Admission/selection committee composition (if applicable) • Admission/selection procedures • Indicate which major areas are acceptable • Is a thesis-based Master's degree required <p>Admission to the Ph.D. program requires presentation to the Departmental Graduate Program Committee evidence of satisfactory academic qualifications (usually a M.Sc. degree) as well as personal, intellectual and professional attributes that would predict success as an independent investigator. A letter, <u>confirming the availability of financial support at a level of at least \$18,400 for a period of not less than three years</u> stating financial support of at least \$18,000 will be provided for a minimum of three years, is required from the proposed advisor before the application is further considered.</p> <p>A student with a M.Sc. degree may be required to enter the M.Sc. Program on a provisional basis if recommended by the advisor, the Department Head, the Graduate Program Committee or the Faculty of Graduate Studies. In most cases, this recommendation is made when students wish to enter the program with a M.Sc. that is not in Physiology, is from a professional school or that does not meet the expected academic standards of the Department. In these circumstances, the student may apply to transfer to the Ph.D. program within 12 months upon the recommendation of the advisor and Department Head.</p> <p>The Graduate Program Committee will review all applications and if satisfactory provide a recommendation for admission of the student to the Ph.D. program.</p>
<p>5.1.2 Direct Admission from the Bachelor's Honours or equivalent</p>	<p><i>If direct admission is considered, specify conditions</i></p> <p><u>Although entry into a Ph.D. program directly from an</u></p>

<p>With special recommendation of the unit concerned, applicants with an honours Bachelor's degree or equivalent may be considered for entry to Ph.D. study. These students must be outstanding in their academic background (GPA well above 3.0 in the last two full years of undergraduate study). Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual unit's approved supplemental regulations specify otherwise, and will be assessed Ph.D. fees for 3 years.</p>	<p>Honour's Bachelor Program is allowed by the Faculty of Graduate Studies if the student has demonstrated academic excellence, it is the general policy of the Department <u>to will normally</u> recommend entry into the M.Sc. pProgram, with the expectation that if the student continues to maintain their academic standing the advisor and Department Head will recommend transfer to the Ph.D. program after 12 months.</p> <p><u>However, the Department acknowledges the possibility for direct admission of an applicant "with an honours Bachelor's degree or equivalent" into the Ph.D. program. To this end, the Department will consider trainees with a GPA of 3.75 or greater in the last two full years of an honours Bachelor's degree or equivalent and a medical-doctoral degree from a Canadian university. Evidence of laboratory research experience and/or application of scientific method is preferred.</u></p> <p><u>A minimum of twelve (12) credit hours is required where admission is directly from an honours Bachelor's degree or equivalent into the Ph.D. program.</u></p>
<p>5.1.3 Transfer from the Master's to the Ph.D. program</p> <p>Students who have not completed a Master's program may transfer to the Ph.D. program within the same unit upon the recommendation by the Head of the unit to the Faculty of Graduate Studies. The recommendation should be made within 18 months of the student's commencement of the Master's program. The coursework completed and time spent in the Master's program will normally be credited towards the Ph.D. program. Students must complete at least 24 credit hours of coursework, unless the individual unit's approved supplemental regulations specify otherwise.</p> <p>The request to transfer from a Master's to the Ph.D. program must be submitted to the Faculty of Graduate Studies at least one month prior to the term for which the student intends to commence the Ph.D. program. The following are required when making the request: The online Application for Admission indicating a request for transfer. If the transfer is made within one year, no additional application fee must be paid. In the case where the student does not hold a Master's degree, a letter of recommendation from the Head of the unit is also required.</p> <p>If the transfer occurs within 12 months of the initial registration in the Master's program, the student will be assessed Ph.D. fees for 3 years. If the transfer occurs after 12 months, the student will be assessed Ph.D. program fees for 2 years (as they will have already paid fees for the Master's program). Students are cautioned that such transfers may impact on The University of Manitoba Graduate Fellowship duration.</p> <p>Where a student with a Master's degree or equivalent is initially admitted and registered in a Master's program, that student may be transferred to the Ph.D. program within the same unit on the recommendation of the student's advisor/co-advisor and Head of the unit, provided that follow up transfer recommendation occurs within 12 months of the initial registration in the Master's program. In such a case, the application fee is waived and fees assessed towards the Master's program will be deducted from the full 2 years of Ph.D. program fees. Transfers later than 12 months must pay an application fee and their fees will be assessed as a 3 year Ph.D.</p>	<p><i>Note: Transfer from Master's to PhD within a unit must now be completed within the first 18 months in the Master's program.</i></p> <p>Students may apply for entry to the Ph.D. program after having completed 12 -18 months in the M.Sc. program upon the recommendation of the Department. The interested student should consult with his/her advisor and if they agree, then the request for entry to the Ph.D. Program will be considered provided the requirements noted below are met.</p> <p>Students who wish to to transfer to the Ph.D. program in the Department:</p> <ol style="list-style-type: none"> 1) must have been in the M.Sc. program for less than 18 months; 2) have normally completed— 9 credit hours— of coursework; 3) have a GPA > 3.0 based on graduate level coursework; 4) have passed their M.Sc. thesis proposal; 5) have received at least a satisfactory rating in all Progress Reports; 6) advisor submits a request to the Department Head for permission to transfer; 7) provide a letter of support from their current- advisor for transfer and stating that the student has demonstrated a capacity for independent and original research appropriate for the Ph.D. level; 8) obtain a letter from their prospective Ph.D. advisor(s) (may be current) stating that sufficient funds are available to provide a stipend for the student for at least 2 years; 9) complete a written report of normally two-three pages that: <ol style="list-style-type: none"> a. demonstrates evidence of research- competence (e.g., ability to understand and employ scientific

	<p>method in an ethical manner, and present findings);</p> <p>b. describes a project that is appropriate for a Ph.D.</p> <p>10) provide to the examination committee (advisory committee plus one member of the Graduate Program Committee) a 30 minute presentation that encompasses research productivity and a proposed project (which may be a more comprehensive continuation of the M.Sc. project); and</p> <p>11) pass an oral defence (normally 1 hour) of their written report and presentation – a pass requires that the examination committee members agree, with no more than one dissenting vote, that the student has met the requirements outlined in item 9.</p> <p>The Department requires that the prospective Ph.D. advisor sign the Transfer to the PhD Program form (available from departmental office; this is <u>not</u> a Faculty of Graduate Studies form) that all the stated requirements (noted above and listed on side 1 of the form) have been met. Submission of this signed form to the Departmental Office is a signal to the Department to identify a Chair and arrange a date for the defence of the transfer. Each examiner (and the Chair) signs the Transfer to the PhD Program form (side 2) upon successful defence of the transfer. The completed form will be returned to the Departmental Office to serve as a record.</p> <p>Upon successful completion of these requirements, the student may transfer to the Ph.D. program. Please note, however, that if less than 9 credit hours were completed before transfer, the remaining coursework plus the 6 credit hours required for the Ph.D. program must be completed to be eligible for graduation.</p>
<p>5.1.4 Provisional Admission to the Ph.D.</p> <p>Students nearing the completion of the Master's degree may be accepted provisionally to the Ph.D. program for a 12 month period (commencing with the first registration in the Ph.D. program). Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master's degree within the 12 months. Students must maintain continuous registration in their Master's program until its completion. Students will require assistance from the unit and the Faculty of Graduate Studies to complete dual registration in the Master's and Ph.D. program simultaneously.</p>	
<p>5.1.5 English Language Proficiency</p> <p>See section 1.1.7.</p> <p>Some units specify an additional language requirement for the Ph.D. degree. Students should check unit supplemental regulations regarding this requirement.</p>	
<p>5.1.6 Students with Disabilities</p> <p>See Accommodation Policy for Students with Disabilities:</p> <p>http://umanitoba.ca/admin/governance/governing_documents/students/281.html</p>	<p><i>Note: See revised criteria for advisor/co-advisor.</i></p> <p><i>Must there be an advisor in place at admission? (Details of composition of advisory committee go in section 5.2.3)</i></p>

<p>must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee. Advisory committee meetings which must be held at least annually 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.</p>	
<p>5.3 Program of Study</p> <p>As soon as possible, but no later than 24 months after a student has commenced their program, the student's program of study should be registered with the Faculty of Graduate Studies and should include:</p> <ul style="list-style-type: none"> • information about the minimum or expected time for completion of the degree; • coursework to be taken; • any foreign language requirement; • the research area in which the thesis will be written. <p>The approval of the student's advisor/co-advisor and the Head of the unit are sufficient for registration. The program of study, including withdrawal from individual courses and any subsequent changes, must be approved by the student's advisor/co-advisor, the advisory committee and the Head of the unit. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.</p>	<p>In the rare situation that a student requests a transfer (of the student) to a different advisor, it is essential that the request be made in writing to the Department Head <u>before</u> the move is initiated, as this may have significant negative impact on a student's program of study. In considering this request, the Department Head may arrange meetings with the advisors and the student to discuss the reasons for the request to ensure that possible consequences of a move (e.g., program length, financial commitment, etc.) are clarified. The intention is to ensure all parties reach an informed decision. The Department Head and/or Graduate Program Committee will make a recommendation to the Faculty of Graduate Studies for final approval of an advisor change.</p>
<p>5.4 Program Requirements</p> <p>All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved unit supplemental regulations:</p> <ul style="list-style-type: none"> • Where admission to the Ph.D. is directly from a Master's degree, a <u>minimum</u> of 12 credit hours at the 7000 level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000 level must be at the 3000 level or above. For those students who hold a Master's degree, a maximum of 24 credit hours of coursework is allowed toward the Ph.D. program.* • Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a <u>minimum</u> of 24 credit hours plus a thesis is required. The coursework must include a <u>minimum</u> of 18 credit hours at the 7000 level or higher with the balance of the coursework at the 3000 level or higher. For those students who do not hold a Master's degree, a maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.* <p>*Unless professional accreditation requirements and/or the unit's supplemental regulations indicate otherwise.</p> <p>All students must complete GRAD 7500 Academic Integrity Tutorial (0 credit hours) within one year of initial registration, unless previously completed at the Masters level.</p>	<p><i>Indicate if the minimum or maximum number of credit hours required in the program differs from that required by FGS. List required courses (including full numbers and minimum level e.g. 7000), and credit hours</i></p> <p>A minimum of nine (9) credit hours is required where admission is directly from a Master's degree. In the case of a transfer following acceptance into our M.Sc. program, a minimum of six (6) credit hours beyond the requirements for the M.Sc. degree (9 credit hours) must be completed for a minimum total of fifteen (15) credit hours.</p> <p><u>A minimum of twelve (12) credit hours is required where admission is directly from an honours Bachelor's degree or equivalent into the Ph.D. program.</u></p> <p><u>In all cases, a</u>Additional courses as deemed appropriate by the Student's Advisory Committee, may be taken with the approval of the Department's Graduate Program, up to a maximum of 24 credit hours.</p>
<p>5.4.1 Language Reading Requirements</p> <p>Some units specify a language requirement for the Ph.D. degree. Students are advised to check unit supplemental regulations regarding this requirement.</p>	<p><i>Indicate if (or if not) required</i></p> <p>Not required</p>
<p>5.4.2 Advance Credit</p> <p>Advance credit for courses completed prior to admission to a Ph.D. program will be considered on an individual basis. The student's unit makes the request to the Faculty of Graduate Studies by completion of the "Recommendation for Advance Credit (Transfer of Courses)" form.</p> <ol style="list-style-type: none"> 1. Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section). 2. No more than half of the required coursework for the program can be given advance credit. 	

<p>form.</p> <ul style="list-style-type: none"> • Pass: the candidate has satisfactorily presented their findings orally and answered, to the satisfaction of the examination committee, the methodology, observations and conclusions presented in the thesis. The advisor/co-advisor is charged with ensuring that any minor editorial or typographical revisions are satisfactorily completed. Those examiners in agreement must indicate, by their signatures, concurrence with the passing grade. • Fail: the candidate has failed to adequately orally present, or satisfactorily respond to questions posed related to, the thesis. This shall include significant defects in conception, methodology or context. Those examiners in agreement must indicate, by his/her signature, concurrence with the failing grade. <p>If the external examiner <u>or</u> two or more internal examiners indicate a fail, the candidate fails the examination. A copy of the report, including providing written detailed reasons for the decision, will be made available to the candidate by the Dean of the Faculty of Graduate Studies.</p>	
<p>5.13 Candidate Awards</p> <p>The examination committee may recommend in writing to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.</p>	
<p>5.14 Graduation</p> <p>The candidate will be recommended for the Ph.D. degree upon receipt by the Faculty of Graduate Studies of favourable reports by the thesis examining committee, a corrected copy of the electronic version of the thesis submitted to MSpace, final approval and release forms, and providing all other degree requirements have been satisfied.</p> <p>Patents –Refer to section 6 “Policy of Withholding Theses Pending Patent Applications” in this Guide.</p> <p>Restriction of Theses for Publication – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one year after the submission of the digital version of a thesis to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.</p> <p>Library and Archives Canada – Library and Archives Canada obtains a copy of the thesis via the University's MSpace repository.</p>	<p><i>It is expected that the Department will be provided with a printed copy of the final approved thesis.</i></p>
<p>5.15 Student Withdrawal</p> <p>A student will be required to withdraw when the Ph.D. thesis has been rejected twice at the stage where:</p> <ol style="list-style-type: none"> a) The internal examining committee reports on the merits of the written thesis; b) The external examiner reports on the merits of the written thesis; c) The oral examination; or d) A combination of any of these stages. 	
<p>SECTION 6: Policy of Withholding Thesis Pending Patent Applications Content or Manuscript Submission</p> <p>In 1970 The University of Manitoba Board of Governors and Senate approved a policy on accepting research grants from outside agencies. This policy defined the right of agencies to defer release of information and thus ensure freedom of publications for research findings of University personnel. Occasionally, the University may also wish to restrict the release of a thesis pending patent application. For additional details, see The University of Manitoba governing</p>	

<p>Students are entitled to three weeks of vacation over a 12-month period.</p>	
<p>SECTION 9: Appeals – Procedures and Guidelines</p> <p>9.1 General</p> <p>Students who disagree with a decision have access to appeal routes as laid out by various Faculty of Graduate Studies and University of Manitoba appeal procedures. Student appeals may be limited by the scope of the inquiry available at each level and category of appeal, as well as the time limitations for submission of appeals.</p> <p>A further limitation is that the Faculty of Graduate Studies rules and regulations, established to uphold the academic rigour of The University of Manitoba, are generally not subject to appeal unless an appeal route is otherwise stipulated. In situations where no appeal route is available, a student may make a written request to the Dean of the Faculty of Graduate Studies.</p> <p>Students are referred to the appeals section of The University of Manitoba Governing Documents (http://umanitoba.ca/admin/governance/governing_documents/index.html) for further details.</p> <p>For students registered in Joint Master's Programs (University of Manitoba and University of Winnipeg) there is a different process for handling appeals and academic dishonesty cases than for University of Manitoba students in regular programs (not Joint Programs). This process is outlined in the Joint Master's Program Governing Documents available at http://umanitoba.ca/faculties/graduate_studies/media/JMP_Regulations.pdf.</p>	<p>In the event of disputes that are not satisfactorily resolved between a student and advisor, appeals may be made to the Advisory Committee, or Graduate Program committee, as appropriate, and then <u>the</u> Department Head should be notified. If these avenues fail to resolve the dispute, the student may then appeal to the Faculty of Graduate Studies.</p> <p>The advisor is asked to inform any members of the Advisory Committee from outside the Department of this practice at the time of recruitment; alternatively the Advisory Committee member should be directed to consult a member of the Graduate Program Committee or Department Head.</p>
<p>9.2 Definitions</p> <ul style="list-style-type: none"> • “Appellant” – the graduate student appealing a decision affecting the student's own admission to, academic standing in, awards from or disciplinary action by a unit or the Faculty of Graduate Studies; • “Appeal Panel” – a panel convened from the members of the Faculty of Graduate Studies Appeals Committee by the Executive Committee of the Faculty of Graduate Studies empowered to deal with appeals stemming from decisions of units or the Faculty of Graduate Studies, or individuals designated to make such decisions; • “Unit” – the unit council, or appeal body, whose decision is being appealed. This is understood to include decisions taken by individuals or committees acting in the name of the unit and also to the supplementary regulations pertinent to a unit's operation which have been approved by the Faculty of Graduate Studies; • “Respondent” – a representative of the unit or the Faculty of Graduate Studies designated by the unit Head/Dean of the Faculty of Graduate Studies to represent the unit or Faculty of Graduate Studies. 	
<p>9.3 Types of Appeal</p> <p>There are several areas of appeal which are open to appellants:</p> <ul style="list-style-type: none"> • admission; • academic; • discipline; • administration (e.g. Fee appeals). <p>In all cases, appeals should be directed to the Dean of the Faculty of Graduate Studies. A decision of the Faculty of Graduate Studies Appeal Panel is appealable only to the Senate Committee on Appeals or the University Discipline Committee, as appropriate.</p>	
<p>9.4 Admission Appeals</p>	

THE SENATE COMMITTEE ON UNIVERSITY RESEARCH
REPORT ON THE REVIEW OF THE

Centre for Defence and Security Studies (CDSS)

Preamble:

1. The terms of reference for the Senate Committee on University Research (SCUR) can be found at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/510.html
2. At its electronic meeting on November 15-23, 2018, (includes a weekend) SCUR received and reviewed a report from The Centre for Defence and Security Studies for its periodic review, as per University policy.
3. The Policy for *Research Centres, Institutes and Groups*, stipulates that all research centres/institutes be reviewed by the Senate Committee on University Research (SCUR) on a periodic basis but not less than once every five years. Accordingly and following the approval by Senate of this Policy, the Senate Committee on University Research established a schedule for the review of all research centres/institutes.
4. For each research centre/institute identified for review, a sub-committee of the Senate Committee on University Research was established. In accordance with the Policy, the task of each sub-committee was to recommend to SCUR on whether a formal, independent review committee should be struck to conduct a full review. If a sub-committee was of the view that a full review of a specific research centre/institute was not warranted, it was further charged with recommending to SCUR on the continuance or termination of the research centre/institute.

Observations:

1. The review process followed that which is outlined in sections 2.6 to 2.13 of the Procedures, and involved a review of annual reports of each centre/institute as well as a report prepared by each research centre/institute director which (as per section 2.8 of the Procedures) contained:
 - a) A description of how and why the centre/institute has achieved or revised its original objectives; a detailed listing of its research and training accomplishments; a current membership list; and a detailed financial statement;
 - i) CDSS objectives have remained consistent since its creation – to advance knowledge, understanding and debate in Canada on defence and security issues through an active research, teaching and outreach program.
 - a. Research accomplishments include: 34 books, chapters in edited books and articles in reviewed sources; 6 reports to government; 9 testimonies to the Canadian Parliament; 34 nonrefereed articles or opinion pieces; 100+ presentations, and; 4 forthcoming publications.
 - b. Unique training opportunities for students, beyond their graduate programs, include: sponsorship of students to attend the UN Intensive Summer School Program, the NATO Field School and the US Military Academy West Point Student conference; assistance with the JW

Dafoe Political Studies conference, and; research assistance experience with various projects.

- ii) The membership of CDSS includes: a director and deputy director (both from the Political Studies Department; 5 Senior Fellows (most are retired senior military and one is ex officio due to his role as University of Manitoba's military liaison); 13 Fellows who are former military or emerging scholars (could be students), and; some students who help to organize the Political Studies conference mentioned above. While there are professors at several Universities included in the list of Senior Fellows and Fellows, there are only two Senior Fellows who are tenured or tenure track professors at the University of Manitoba, beyond the Director and Deputy Director. These two Seniors Fellows come from other departments in the Faculty of Arts (English and Film Studies, and Sociology), one has a publication in the list of publications of the CDSS.
- iii) The cancellation of the Security and Defence Forum has affected CDSS, like other defence centres/institutes across the country in the past several years, by resulting in specific cuts for the CDSS (part-time Administrative Assistant and a full-time Research Assistant were lost). This has been dealt with by CDSS receiving limited in-kind support from the Department of Political Studies for administrative support, in addition to receiving funding from other sources. Funding available from SSHRC sources (UM/SSHRC and SSHRC Connection Grants) during the review period was \$31,396, with a SSHRC Insight Development Grant of \$27,833 being awarded for 2018 to 2020. In addition, a total of \$151,222 in funding from other sources (DND Targeted Engagement, Manitoba Chair in Global Governance Studies) was received during the review period. They anticipate that they will receive at least \$162,000 in future funding, part of which comes from a SSHRC Partnership grant.

2. The membership of this sub-committee was as follows:

Dr. Michelle Porter, Faculty of Kinesiology and Recreation Management, and Director, Centre on Aging (Chair)

Dr. Todd Mondor, Faculty of Arts, and Dean / Vice Provost Faculty of Graduate Studies

Dr. Jonathan Beddoes, Dean Faculty of Engineering and Faculty of Architecture

3. The assessment of the sub-committee was as follows:

(a) The extent to which the research centre/institute has fulfilled:

- (i) The general objectives of research centres/institutes as stipulated under the Policy; and

It is the opinion of the committee that the CDSS does not meet the criteria for a Research centre/institute because it does not "encourage collaborations among disciplines and between Departments, Faculties and Schools." While there is some evidence of this happening at the level of the Political Studies Student Conference and other events, from a research perspective there are only two fellows representing other

departments at the University of Manitoba, and only one has one publication in the publication list.

- (ii) In order to achieve its specific objectives, CDSS:
 - a. Has an active research agenda with dissemination in a variety of forms (books, chapters, peer-reviewed and non-peer reviewed outlets).
 - b. Collaborates with many institutions across North American and abroad.
 - c. Provides expert opinions to the Canadian government.
 - d. Sponsors many conferences, workshops and seminars.
 - e. Provides opportunities for students to engage in unique training activities.
 - f. Delivers many presentations for a variety of audiences outside of the University.
- (b) Highlight past research training and funding of the centre. Discuss the appropriateness of its proposed five-year plan for future research directions and development strategies and;
 - a. Research training
 - i. The bulk of research training is provided through supervising student thesis projects and being on graduate student committees.
 - ii. Students also get experience with a variety of events and being research assistants.
 - iii. There are unique opportunities with other agencies that are fostered/sponsored by CDSS.
 - b. Funding
 - i. As described above the CDSS was funded quite differently in the past 5 years as compared to the previous time periods. This meant that many external sources were sought to maintain a variety of activities and research projects.
 - c. Appropriateness of its five-year plan
 - i. The first step of the planning involves a scan of upcoming important dates related to military events. Then a scan is done of government priorities, ongoing missions and security policy changes. The Director and Deputy-Director select two long term and two to three short term research project to pitch to research fellows. Funding is then sought for the priorities.
 - ii. Topics of importance for the next five years include defence of North America, and the use of sanctions to deal with violent conflict. CDSS will also conduct aerospace defence policy research, and economic sanctions. Activities for the next five years include: creating a book from a NORAD event, housing and cataloguing a repository of NORAD documents; a NORAD summer course; an in-depth review and evaluation of Canadian sanctions.
 - iii. No other details were provided on the five-year plan.
- (c) Its current and projected financial viability.
 - a. CDSS appears to be able to maintain many activities with its given financial model. However, it appears that administrative tasks like tracking all of the CDSS activities and perhaps seeking out University of Manitoba researchers are challenging for the CDSS given its current financial situation.

Recommendation:

THAT the Centre for Defence and Security Studies, be renewed for a term of 2 years, from January 7, 2019 through January 6, 2021. In this time, CDSS will need to bolster its complement of researchers (tenured or tenure track) from other departments or faculties at the University of Manitoba, so that they are fulfilling the mandate of a Senate approved research centre according to policy by “encouraging collaborations among disciplines and between Departments, Faculties and Schools”. In addition, the next five-year plan should include more details of activities related to the overarching objectives of the CDSS.

Respectfully submitted,

Dr. Digvir Jayas, Chair
Senate Committee on University Research

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the report to Senate.