



University
of Manitoba

FACULTY OF SOCIAL WORK

Ph.D. Program Student Handbook

Revised September 2025



FACULTY OF SOCIAL WORK PH.D. PROGRAM HANDBOOK

CONTENTS

FACULTY OF SOCIAL WORK PROGRAM	5
FACULTY OF SOCIAL WORK MISSION STATEMENT	5
FACULTY OF SOCIAL WORK VISION STATEMENT	5
UNIVERSITY OF MANITOBA VALUES STATEMENT	5
DISCLAIMER	6
SOCIAL WORK CODE OF ETHICS	6
PH.D. PROGRAM INFORMATION	7
NEWLY ADMITTED PH.D. STUDENTS	7
DEFERRAL OF START DATE	8
FULL-TIME AND PART-TIME STUDY.....	9
PROGRAM REQUIREMENTS	9
IMPORTANT INFORMATION FOR PH.D. STUDENTS.....	10
GRADES	11
GRADE POINT AVERAGE CALCULATION	11
GRADING POLICY FOR THE GRADUATE PROGRAM	11
ADVANCE CREDIT	11
LAPSE OF CREDIT OF COURSES	12
STUDENT FACULTY ADVISOR, CO-FACULTY ADVISOR AND FACULTY ADVISORY COMMITTEE	13
CANDIDACY EXAMINATION	13
REGULATIONS PERTAINING TO THE CANDIDACY EXAMINATION IN SOCIAL WORK.....	13
PROCEDURES FOR THE CANDIDACY EXAMINATION.....	15
<i>INTRODUCTION</i>	15
<i>PURPOSE</i>	15
<i>ROLE OF SUPERVISION DURING THE PREPARATION OF THE CANDIDACY PAPER</i>	16
CANDIDACY PAPER PROPOSAL	16
EVALUATION OF THE CANDIDACY PAPER PROPOSAL.....	17
PREPARATION OF THE CANDIDACY PAPER	17
ASSESSMENT OF THE CANDIDACY PAPER AND THE ORAL EXAMINATION.....	18
ASSESSMENT CRITERIA FOR THE CANDIDACY PAPER:.....	18
ASSESSMENT CRITERIA FOR THE CANDIDACY ORAL.....	19
FAILURE OF CANDIDACY EXAMINATION	19
THESIS PROPOSAL.....	20

THESIS.....	20
FORMATION OF THE EXAMINING COMMITTEE	21
RESPONSIBILITIES OF THE EXAMINERS	22
EXAMINATION OF THE WRITTEN THESIS	23
ORAL EXAMINATION	24
<i>SCHEDULING</i>	25
ATTENDANCE.....	26
FORMAT OF THE EXAMINATION	26
DECISION OF THE COMMITTEE.....	27
GRADUATION	28
REGISTRATION	29
<i>STEPS TO REGISTER</i>	29
POLICIES	31
ACADEMIC PERFORMANCE	31
<i>ARTIFICIAL INTELLIGENCE USAGE</i>	31
<i>FAILED COURSES AND MINIMUM GPA</i>	32
<i>PLAGIARISM AND CHEATING</i>	32
<i>POLICY ON CONFIDENTIALITY AND USE OF SOCIAL MEDIA</i>	32
<i>PROGRESS REPORTS</i>	32
<i>PERFORMANCE NOT RELATED TO COURSEWORK</i>	33
<i>EXTENSION OF TIME TO COMPLETE PROGRAM OF STUDY CONTENT</i>	33
<i>AUTHORIZED WITHDRAWAL POLICY</i>	33
<i>VOLUNTARY WITHDRAWAL POLICY</i>	33
<i>REPEATED COURSE POLICY</i>	34
<i>LEAVE OF ABSENCE</i>	34
APPEALS	35
<i>APPEAL OF FACULTY OF GRADUATE AND POSTDOCTORAL STUDIES DECISION</i>	35
<i>APPEALS TO SENATE</i>	35
DISCIPLINE APPEALS.....	36
<i>DISCIPLINE APPEAL DEADLINES</i>	36
<i>ASSISTANCE WITH APPEALS</i>	36
STUDENT RESOURCES	37
STUDENT NOTICES/BULLETIN BOARD	37
COMPUTER ACCOUNTS	37
SCHOLARSHIPS, AWARDS, BURSARIES, LOANS, GRANTS	37
GRANTS & FELLOWSHIPS	37
STUDENT EMERGENCY FUNDING	37
TEACHING ASSISTANTSHIP / GRADER MARKERS	38
LIBRARY FACILITIES	38
<i>ELIZABETH DAFOE LIBRARY</i>	38
STUDENT SERVICES AND ADMISSIONS / ADVISING OFFICE	39
GRADUATE STUDENT ASSOCIATION	39

<i>GRADUATE STUDENT REPRESENTATION ON UNIVERSITY COMMITTEES, GSA COUNCIL</i>	39
<i>FACULTY OF SOCIAL WORK REPRESENTATIVE ON GSA, AND STUDENT COUNCIL FINANCIAL SUPPORT</i>	40
<i>GRADUATE STUDENT PARTICIPATION ON FACULTY COMMITTEES</i>	40
<i>INTERNATIONAL CENTRE FOR STUDENTS</i>	40
APPENDIX A – FACULTY OF SOCIAL WORK PROFESSIONAL UNSUITABILITY BY-LAW	41
<i>JURISDICTION</i>	41
<i>GENERAL</i>	41
<i>GROUND FOR REQUIRED WITHDRAWAL</i>	41
<i>CONFLICT OF JURISDICTION</i>	41
<i>PROFESSIONAL UNSUITABILITY REVIEW COMMITTEE</i>	42
<i>PROCEDURE</i>	42
<i>NOTICE TO STUDENT</i>	42
<i>HEARING PROCEDURES</i>	43
<i>APPEALS</i>	43
<i>DISPOSITION OF THE MATTER</i>	44
<i>AMENDMENTS</i>	44
APPENDIX B – FACULTY OF SOCIAL WORK GRADE APPEAL POLICIES AND PROCEDURES	45
<i>APPEALS OF GRADES RECEIVED FOR TERM WORK</i>	45
<i>APPEAL OF FINAL GRADES</i>	46
<i>ACTION BY COMMITTEE CHAIR</i>	46
<i>GUIDELINES AND PROCEDURES FOR THE APPEAL HEARING</i>	47
<i>DISPOSITION</i>	47
<i>GRADUATE STUDENT APPEALS</i>	48
APPENDIX C – POLICY GUIDELINES ON CONFIDENTIALITY	49
<i>POLICY STATEMENT</i>	49
<i>GUIDELINES</i>	49
APPENDIX D – SOCIAL MEDIA POLICY AND GUIDELINES	51
<i>POLICY STATEMENT</i>	51
<i>GUIDELINES FOR THE USE OF SOCIAL MEDIA</i>	52
APPENDIX E – ETHICAL GUIDELINES FOR STUDENT USE OF COPY-EDITING SERVICES (ARTIFICIAL INTELLIGENCE USE)	53
APPENDIX F – GRADUATE AWARD INFORMATION	54
<i>FACULTY OF SOCIAL WORK AWARD INFORMATION (GRADUATE PROGRAMS)</i>	54
<i>UNIVERSITY OF MANITOBA GRADUATE FELLOWSHIP (UMGF)</i>	54
<i>FACULTY OF GRADUATE AND POSTDOCTORAL STUDIES AWARD INFORMATION</i>	54
<i>TRI-COUNCIL AWARDS (FEDERAL FUNDING), RESEARCH MANITOBA, AND MITACS</i>	54
<i>INDIGENOUS GRADUATE STUDENT AWARDS</i>	54
<i>GRADUATE STUDENTS’ ASSOCIATION AWARD INFORMATION (UMGSA)</i>	54
<i>FINANCIAL AID & AWARDS OFFICE</i>	54
<i>US STUDENT LOANS</i>	55

FACULTY OF SOCIAL WORK PROGRAM

FACULTY OF SOCIAL WORK MISSION STATEMENT

To pursue knowledge and provide accessible and inclusive educational programs that will advance the fields of social work practice and social policy at all levels and that will contribute to the development of societies in promoting respect for human rights and dignity, individual worth and wellbeing, diversity, social inclusion, and the principles of social justice. To prepare students for ethical, competent, critically reflective, innovative, anti-oppressive, accountable, and effective social work practice at all levels. To create and maintain a learning environment that promotes and supports respect for difference, risk-taking, democratic participation, a spirit of inquiry, equity, innovation, originality, and collaboration. To acknowledge, support, and promote different traditions of knowledge and different methods of knowledge gathering.

Rooted in social justice, the Faculty of Social Work advances social work through education, practice, social change and research.

FACULTY OF SOCIAL WORK VISION STATEMENT

The vision of the Faculty of Social Work is to help create and contribute to a world where there are no great inequalities of wealth or income, where economic and political power is more evenly distributed, where human need is the central value of distribution of society's resources, where diversity of culture is celebrated, where people have greater control over their own lives, and where all persons are afforded maximum opportunity to enrich their physical, spiritual, psychological, and intellectual well-being. Being the only university-based social work program in Manitoba, and the largest program in Canada, this vision also includes the faculty playing a leading role in the socio-economic-cultural development of the province in particular, but also to Canada and beyond, which is consistent with the University's own vision statement. To these ends, it is necessary that the faculty become one of the outstanding social work programs in Canada with respect to research, quality education, community service, and the accomplishments of its graduates

UNIVERSITY OF MANITOBA VALUES STATEMENT

Belonging

We foster trust, acceptance, and mutual respect, rooted in human rights and dignity of all. We strive to create the conditions for all to be their authentic selves. We change systems and structures that exclude. We empower success through our dedication to decolonization and Reconciliation, and to a university community that centers equity, accessibility, diversity, and inclusion.

Curiosity

We value the pursuit of knowledge and uphold academic freedom. We celebrate curiosity and its essential role in learning, research, scholarly work, and creative activity. We empower the creation and sharing of knowledge in all its forms, including Indigenous knowledges and ways of knowing, to foster deeper understanding, create new connections, and address society's most pressing issues.

Impact

We partner to find solutions to societal, cultural, economic, health, and environmental issues. Through collaboration, inclusivity, empathy, and valuing diverse ways of knowing, we create global citizens. We center community as we participate in the process of Reconciliation, and contribute to positive and meaningful change in Manitoba, Canada, and the world.

Integrity

We maintain high ethical standards and ensure ethical stewardship. We share a commitment to human dignity, open dialogue, transparency, professionalism, accountability, and collegial governance.

Well-being

We advance the personal and professional growth and academic success of our community members. Grounded in respect and compassion for each other and our community, we cultivate a supportive environment that embraces the values of mino-pimatisiwin (good life) and mino-ayawin (good health).

DISCLAIMER

Every effort has been made to ensure that the content of this handbook is current. This handbook should be used in conjunction with information found on the Faculty of Graduate and Postdoctoral Studies and Faculty of Social Work websites and the Graduate Academic Guide. In case of conflict between the content of this handbook and information published on the Faculty of Graduate and Postdoctoral Studies and Faculty of Social Work websites and the Graduate Academic Guide, please note that the information on the websites and Graduate Academic Guide takes precedence.

Supplemental Regulations:

[Supplementary regulations | Faculty of Graduate and Postdoctoral Studies | University of Manitoba](#)

SOCIAL WORK CODE OF ETHICS

Social Work students must follow the Social Work Code of Ethics [CASW Code of Ethics, Values and Guiding Principles 2024 | Canadian Association of Social Workers](#).

A student may be required to withdraw from the faculty when the student has been found guilty by the Professional Unsuitability Review Committee of the Faculty of Social Work of such conduct which, if participated in by practicing social workers, would result in a serious violation of the Code of Ethics of the Canadian Association of Social Workers. Detailed information on the provisions of the Professional Unsuitability By-Law can be found in [Appendix A](#).

PH.D. PROGRAM INFORMATION

The degree of Doctor of Philosophy (Ph.D.) is granted upon evidence of proficiency and of distinctive attainment in a special field. 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 because of coursework study.

The Ph.D. Program is not offered through distance delivery.

Contact information:

Faculty of Social Work
General Office
521 Tier Building
Winnipeg, MB R3T 2N2
Ph. (204)-474-7050
Social_Work@umanitoba.ca

NEWLY ADMITTED PH.D. STUDENTS

Starting on **January 24, 2025**, Provincial Attestation Letters are issued only to graduate applicants who have been granted an offer of admission and have accepted the offer.

The applicant will be given a short window to accept the offer (i.e. 5-10 business days). After the application is accepted, the University of Manitoba will work with the Government of Manitoba to obtain the PAL.

Once received from the Government of Manitoba, the PAL will be available for the applicant in their application portal along with the standardized letter of admission.

Further information can be found on the [International Centre website](#)

Newly admitted students must submit the following documentation to finalize admission into the Ph.D. program.

The following documentation is required by the **Faculty of Social Work** and should be forwarded directly to the Graduate Student Faculty advisor in Social Work. Information can be found on the Social Work website under “Student Experience”, “Newly Admitted Students (Graduate)”:

- [Ph.D. Program Planning form](#)

The following documentation may be required by **Faculty of Graduate and Postdoctoral Studies** to finalize admission into the Ph.D. program:

- **Official transcripts and/or degree certificates from all post-secondary institutions attended.** University of Manitoba graduates do not have to submit U of M official transcripts and degree certificates as we have access to this information.

- **Copy of passport** (if applicable – the letter of offer from the Faculty of Graduate Studies will indicate whether one is required to finalize admission)

The Ph.D. Program Planning form, official transcripts, copy of passport (if applicable) must be received in the appropriate faculties before fall and winter registration commences in mid-July. Students will be blocked from registering until all provisional admission requirements have been met.

For international students, the International Centre can assist with proper planning and support to help you settle into life at the University of Manitoba. [International Student Resources. | University of Manitoba](#) Some international students will require a tuition fee and living expense estimate letter as part of applying for their study permit. If you need a fee estimate letter, email international@umanitoba.ca to request one. Please note it can take up to 10 working days for an estimate letter to be issued.

Newly admitted Ph.D. students may need to take an intermediate research course (qualitative or quantitative) if they are missing one or both at the master's level, the course is too old and/or a low grade (the courses must have been completed with a minimum grade of 3.0 (B) within the last 10 years). This stipulation will be stated in the Faculty of Graduate and Postdoctoral Studies letter of offer. If additional research courses are required as part of a provisional admission, these courses will be in addition to the Ph.D. courses and must be completed before taking the Ph.D. (advanced) level research courses. Course coding for master's level research courses will be changed to "auxiliary (X)", defined as the course not being a major requirement of the program but is required/recommended by the faculty and/or student's faculty advisor/co-faculty advisor.

DEFERRAL OF START DATE

PLEASE NOTE:

Currently, deferrals will not typically be considered due to the Faculty's attention to enrollment management as well as stricter policies implemented by Immigration, Refugee and Canadian Citizenship (IRCC) for international students. (The information below about deferrals is not currently applicable).

In exceptional circumstances, and with prior approval from the department/unit, students may defer registration for up to one (1) year following acceptance into the Faculty of Graduate and Postdoctoral Studies. Typically, domestic students can request a deferral of their start date for one term. For the Faculty of Social Work, this would mean a January start date instead of a September start date. Please note that starting the Ph.D. program in January will mean there is limited access to some courses due to pre-/co-requisite policies.

International students can request a deferral of their start date for up to one year.

To request a deferral of the start date, the student must submit a letter to the Graduate Student Faculty advisor in Social Work. The Faculty of Graduate Studies will review the request and decide whether to approve the deferral request. The student will be contacted on the status of the request. If the request

is approved, a new letter of offer with the new start date will be generated and the student will need to respond to the new offer of admission.

Note: Offers of UMGF funding will not be deferred for any newly admitted student. Prior to the start of classes in September, the faculty will need to know that the applicant has not deferred their start date. If there is no confirmation of attendance, such as the required visa has been secured, then the faculty will move to award the UMGF to the next qualified candidate to ensure that the faculty does not lose the award for the current academic year.

FULL-TIME AND PART-TIME STUDY

Ph.D. students may take the Ph.D. program on a full-time or part-time basis. There is a six-year time limit to complete the Ph.D. program on a full-time basis and up to a seven-year time limit to complete the Ph.D. program on a part-time basis. Graduate students default to full-time status even if part-time status is selected on the application for admission. Ph.D. students must request part-time status by completing the “Request for Part-Time Status” form, accessible on the Faculty of Graduate Studies website under “Forms”. The amount of additional time a student receives in the Ph.D. program is based on when the form was submitted. Information on the amount of additional time a part-time status student receives can be found in the Faculty of Graduate and Postdoctoral Studies Academic Guide.

<https://umanitoba.ca/graduate-studies/forms>

PROGRAM REQUIREMENTS

Students must complete 24 credit hours of approved 7000 level course work beyond the MSW degree. Maximum time to completion is 6 years following initial registration in the Ph.D. program.

Course requirements include:

1. SWRK 8010 (Perspectives on Knowledge for Social Work) (3 credit hours)
2. SWRK 8100 (Social Work Past and Present: Trends, Institutions and Practices) (3 credit hours)
3. SWRK 8200 (Indigenizing and Decolonizing the Global Academy: Social Work Education and Practice) (3 credit hours) (effective September 2024, this course is required for all PhD students. This course is one of the “specialization-focused courses. PhD students will have the opportunity to choose another 6 credit hours of courses based on their area of specialization.)
4. *Advanced Research Courses (9 credit hours) (SWRK 7460 – Advanced Research Methods 1, and SWRK 7470 - Advanced Research Methods 2 are available for Ph.D. students)
5. Specialization-Focused Courses (6 Credit hours)
6. GRAD 7300 (Research Integrity Tutorial) (0 credit hours)
7. GRAD 7500 (Academic Integrity Tutorial) (0 credit hours)

***Note:** Students cannot hold both SWRK 7620 and SWRK 8010. Content of both courses overlaps. MSW research courses are not advanced level research courses. There are two Ph.D. research courses

offered in the faculty. The other 3 credit hour advanced research course must be taken outside of the faculty.

Courses selected by the student in consultation with the faculty advisor and/or faculty advisory committee to further the specialized program of study. The main criterion for selection is the appropriateness of the methodologies covered in selected courses for the area of specialization. It is strongly recommended that courses focusing on both quantitative and qualitative methodologies be included.

An additional two tutorial courses must be taken by all students when they enter the Ph.D. Program. These tutorial courses are a requirement of the Faculty of Graduate Studies.

GRAD 7500 Academic Integrity Tutorial (0)

All graduate students must complete GRAD 7500. Students newly admitted to a graduate program must successfully complete this course in the **first term of their initial registration (September for Social Work students)**. Students who have previously completed the course may not have to complete it again.

GRAD 7300 Research Integrity Tutorial (0)

All graduate students must complete GRAD 7300. Students newly admitted to a graduate program must successfully complete this course prior to applying to any ethics boards, or **within the student's first year**, whichever comes first. Students who have previously completed the course may not have to complete it again.

Further information on the tutorials can be found at: [Core academic requirements | Faculty of Graduate and Postdoctoral Studies | University of Manitoba](#)

IMPORTANT INFORMATION FOR PH.D. STUDENTS

Ph.D. students are not permitted to register in M.S.W.-IK courses as specialized or research courses. This is a Faculty of Social Work policy. Due to the specialized design of the M.S.W.-IK program, only those students who have been admitted into that program may take the courses. M.S.W.-IK courses are identified by the following course numbers – SWRK 77XX and SWRK 78XX.

Ph.D. students who register in courses that have not been approved by their faculty advisor/advisory committee can be removed from the course.

GRADES

GRADE POINT AVERAGE CALCULATION

The University of Manitoba articulates, on an institutional level, the rules for calculation of Grade Point Averages (GPA). The purpose of the Grade Point Averages policy is to define and describe the way GPA will be calculated and reported at the University.

[Governing Documents: Academic | Governance | University of Manitoba](#)

GRADING POLICY FOR THE GRADUATE PROGRAM

IMPORTANT: Graduate students must achieve a minimum grade of C+ in each course and maintain an overall B average in their graduate program. Grades of C or lower are a failure at the graduate level.

The descriptive labels for letter grades within the graduate programs at the Faculty of Social Work are:

A+	Exceptional		C+	Satisfactory
A	Excellent		C	Failure
B+	Very Good		D	Failure
B	Good		F	Failure

The percentage equivalency scale for letter grades for the graduate programs in the Faculty of Social Work is as follows:

A+	93-100		C+	65-<72
A	86-<93		C	58-<65
B+	79-<86		D	50-<58
B	72-<79		F	<50

ADVANCE CREDIT

The Ph.D. program is a specialized program. Due to this designation, courses from other faculties or programs cannot be transferred into the Ph.D. program to replace Ph.D. social work courses. The Ph.D. courses are specifically designed for the Ph.D. program at the University of Manitoba. Ph.D. social work courses completed at another Canadian Ph.D. Social Work Program may be eligible for transfer into the Ph.D. program provided the course(s) have not been used in a previous degree. Discussion with the faculty advisor/advisory committee must happen and a review of the course(s) to determine whether they may be transferable. Consultation may also include the Ph.D. Program Committee.

Ph.D. students who must leave the program for a longer period and are approved to re-enter the program to start from the beginning (not a re-admission to resume their program), may receive advance credit for some of the Ph.D. courses previously completed. Students may have to repeat courses previously completed.

A decision on advanced credit cannot be determined until official transcripts and complete course descriptions have been reviewed by the student's faculty advisor. The faculty advisor will complete and submit the "Advance Credit – Transfer of Courses" form. The completed form is submitted to the Graduate Student Advisor in Social Work for processing. The Faculty of Graduate Studies will review the request and make the final decision whether Advance Credit will be granted.

Application for advance credit must be made within the first year of the program and the course cannot be more than 7 years old either at the point the request is being made and/or by the time the student is ready to graduate from the Ph.D. program. Courses 10 years and older cannot be used for advanced credit. No more than half (50%) of the required coursework for the program can be given advanced credit.

[Forms](#) | [Faculty of Graduate and Postdoctoral Studies](#) | [University of Manitoba](#)

LAPSE OF CREDIT OF COURSES

Courses completed more than 7 years prior to the date of awarding of a degree may not normally be used for credit toward that degree.

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

STUDENT FACULTY ADVISOR, CO-FACULTY ADVISOR AND FACULTY ADVISORY COMMITTEE

It is the faculty advisor's responsibility to advise the student on a program and courses, direct research and supervise thesis work. The faculty advisor must be a member of the Faculty of Graduate and Postdoctoral Studies, be active in research, have expertise in the area related to the student's area of study and hold a Ph.D. or equivalent. The student's faculty advisor is the Chair of the Student's Faculty advisory Committee and acts as a channel of communication to the student's faculty advisory committee, the Faculty of Social Work, and the Faculty of Graduate and Postdoctoral Studies.

Students may change faculty advisors based on agreement of a new faculty advisor and approval of the Ph.D. Program Coordinator. The new faculty advisor must have established expertise in the student's specialization. The student must request the change after discussion with the faculty advisor of record, and complete the prescribed form, which must be signed by the faculty advisor of record, the proposed faculty advisor, the Ph.D. Program Coordinator, and the student. If the proposed change is approved a revised **Program of Study and Appointment of Faculty advisory Committee form** from the Faculty of Graduate and Postdoctoral Studies must be completed and submitted.

[Forms | Faculty of Graduate and Postdoctoral Studies | University of Manitoba](#)

CANDIDACY EXAMINATION

The candidacy examination in Social Work consists of a major paper and oral examination that is initiated after the student has successfully completed all required course work.

A Candidacy Examination Committee that may differ in composition from the student's faculty advisory committee is appointed to approve and evaluate the Candidacy exam. The faculty advisor, who serves as one member of the examination committee, may recommend members of the examination committee to the Ph.D. Program Coordinator who must approve the committee membership. All members of the Candidacy Examination Committee must be members of the Faculty of Graduate and Postdoctoral Studies, at least two must be members of the Faculty of Social Work, and at least two members must hold a Ph.D. or equivalent. Members of the student's faculty advisory committee may be recommended as members of the Candidacy Examination Committee. Once a committee has been selected, an **Appointment of Examiners form** is completed and provided to the faculty advisor and student. A copy is also placed on the student's e-file. The Assessment of Written Candidacy Paper Criteria form outlines the format and general criteria to be used in grading the written candidacy paper.

[Forms | Faculty of Graduate and Postdoctoral Studies | University of Manitoba](#)

REGULATIONS PERTAINING TO THE CANDIDACY EXAMINATION IN SOCIAL WORK

At the time specified by the faculty advisory committee - normally within the first year after the completion of the Ph.D. program coursework but in no case later than one (1) year prior to expected graduation - the student must successfully complete the formal candidacy examination.

The format of the candidacy examination in Social Work consists of two components:

- a) A major paper that assesses the student's mastery of a major topic; and
- b) An oral examination of the topic covered in the paper.

The topic selected by the student may be discussed with the student's faculty advisor, and the student will develop a proposal that outlines the focus of study, the major theoretical approaches to be considered and the planned approach to the examination of literature pertaining to the topic. The topic to be examined in the candidacy paper must be of significant breadth to require consideration of a range of theoretical perspectives and detailed review of relevant research studies related to these theoretical perspectives.

A student must pass both the written and oral components of the examination to pass the candidacy examination. The student must pass the written component in order to proceed to the oral component.

The written paper, which is based on the proposal as approved by the student's Candidacy Examination Committee, must thoroughly examine a topic with respect to the following:

- selection and use of relevant literature from a variety of areas of knowledge;
- critical analysis and synthesis of relevant theories; and
- research studies and development of an extended, revised or new conceptualization of the topic supported by analysis of theories and research.

The written component of the candidacy examination shall usually be completed within four months of the date of approval of the student's proposal by the Candidacy Examination Committee.

Written feedback on the major paper will usually be provided to the student within one month of receiving the paper, and the oral examination will usually be scheduled within one month of the date feedback is provided to the student on the major paper. Following completion of the oral examination, written feedback will be provided to the student. Reasons for assigning a failure on the examination must be provided to the student.

A pass is granted only if the decision of the examiners is unanimous.

A student who submits a paper that is assessed as unacceptable shall not be permitted to proceed to the oral component of the candidacy examination and shall be assigned a failure on the candidacy examination.

On successful completion of both components of the candidacy examination, the student will be considered a candidate for the Ph.D. degree.

Any student who fails either the written component of the candidacy examination twice, or the oral component twice, or the written once and the oral once, will be required to withdraw from the Ph.D. program by the Faculty of Graduate and Postdoctoral Studies.

PROCEDURES FOR THE CANDIDACY EXAMINATION

INTRODUCTION

A candidacy examination is intended to evaluate the student's mastery of theory and research in a selected area of social work. The requirement in the Faculty of Social Work is that a student complete a major paper that examines the student's ability to think critically about important issues and problems which confront the field and the profession in their area of specialization. Once the paper is completed and evaluated as acceptable, an oral examination of the topic covered in the paper is administered. Students choose a topic for the major paper based on their area of specialization. The comprehensive critical review of the literature, which is carried out to prepare the major paper, can be used to form the background for selecting the research questions for the student's thesis. However, the major paper is intended to examine a broad range of literature and theoretical perspectives pertaining to a topic whereas the thesis will focus more narrowly on selected issues or questions within a particular theoretical perspective.

The candidacy paper is an independent endeavor. The faculty advisor, members of the Candidacy Examination Committee, or any other outside members, including faculty members, colleagues, or other students cannot review drafts of the paper. The student consults with their primary faculty advisor to discuss the development of the proposal for the candidacy paper and must obtain the examination committee's approval of the final version of the proposal prior to writing the paper. The candidacy paper is researched and written independently.

The candidacy paper cannot be submitted for assessment until all course requirements have been completed. However, students are encouraged to engage in research on their selected area of specialization throughout their program. Advancement to candidacy cannot occur until the student has successfully completed all course requirements and the candidacy examination. Only then can formal work on the development of the thesis proposal commence.

PURPOSE

The candidacy paper requires the student to develop critical capacity in research and writing which is fundamental to scholarship. The selected topic should be a broad issue, policy, or problem area in social work practice or social welfare policy where critical assessment of theory and research is required to advance theory, research, or practice related to the topic. The topic, and some of the literature reviewed, may be used to help focus the student's research questions for their thesis although the candidacy paper is intended to examine a broader range of theories and research than those to be covered in the thesis proposal.

The goal of the candidacy paper is to examine a topic with respect to the following:

- a) Relevant literature from a variety of areas of knowledge and methods of research;
- b) Critical analysis and synthesis of relevant theories and research studies; and

- c) The development of an extended, revised, or new conceptualization of the topic supported by analysis of theories and research.

The paper must be logically developed, well organized, and well written (i.e., grammatically correct, and appropriately referenced).

ROLE OF SUPERVISION DURING THE PREPARATION OF THE CANDIDACY PAPER

The following process should be followed in preparing for the candidacy examination. First, the student's readiness to take the candidacy examination should be approved by the student's faculty advisor. Second, the student should consult closely with their faculty advisor to develop a focus for the topic that will be addressed. Once the topic is selected the faculty advisor will notify the Ph.D. Program Coordinator that the student is ready to take the candidacy examination and two members, in addition to the faculty advisor, will then be appointed to the student's Candidacy Examination Committee. All members of the Candidacy Examination Committee must be members of the Faculty of Graduate and Postdoctoral Studies, and a minimum of two members must hold a Ph.D. degree or equivalent. A minimum of two members must be from the Faculty of Social Work. Once constituted, one member of the Candidacy Examination Committee shall be designated as Chair of the Committee. Third, drafts of the candidacy paper proposal may be discussed with the primary faculty advisor prior to submission for approval by the student's Candidacy Examination Committee.

The candidacy paper is an examination; thus, it is an independent piece of work and the faculty advisor, members of the Candidacy Examination Committee, or any other outside members, including faculty members, colleagues, or other students cannot review drafts of the paper.

CANDIDACY PAPER PROPOSAL

Following the selection of the topic area, and a preliminary review of relevant literature, the student will develop a proposal for the candidacy paper. The purpose of the proposal is to develop a focus for the critical review of relevant literature; in turn, this provides the basis for a contract between the student and the Candidacy Examination Committee for the work to be completed.

The suggested outline for the candidacy paper proposal is summarized below.

1. **Introduction:** Provide a clear statement of the issue, policy, or problem area you plan to examine. Provide a brief overview of the selected topic and a rationale for pursuing the topic of interest.
2. **Study Focus:** Provide a summary of the theoretical framework(s) within which the issue, policy, or problem will be examined, including specific dimensions or factors to be addressed in your analysis.
3. **Analysis:** Provide a summary of the main theoretical perspectives you plan to review and a rationale for doing so. Indicate what will be excluded and why. Identify some of the main research studies which relate to your chosen topic of interest and a rationale for including these studies. Indicate any areas of research to be omitted and why.

4. **Discussion and Conclusions:** Briefly indicate the issues to be examined in your discussion and the relevance of implications that may arise for theory, practice, policy, and/or further research in social work.

Note: The candidacy paper proposal may not exceed 10 pages, typed (12-point font), double-spaced, excluding references.

EVALUATION OF THE CANDIDACY PAPER PROPOSAL

The proposal is initially submitted to the student's primary faculty advisor who may approve it as presented or recommend revisions. Once the student's faculty advisor is generally satisfied with the proposal, a meeting of the student and the student's Candidacy Examination Committee will be organized to review the proposal. Each member of the Candidacy Examination Committee will be provided with a copy of the proposal for review. Revisions may be suggested at this stage, and these should be conveyed to the student both orally and in writing within a two-week time frame. Any required revisions will then be made by the student, and a final copy of the proposal will be provided to each member of the Candidacy Examination Committee. A letter indicating approval of the candidacy paper proposal will be sent to the student by the Chair of the Candidacy Examination Committee with a copy to the Ph.D. Program Coordinator. This letter will specify the date the paper is due, and that date shall be four months from the date the student is advised that the proposal has been approved. A copy of the letter approving the proposal will also be placed on the student's file.

PREPARATION OF THE CANDIDACY PAPER

The candidacy paper is to be completed within four months of the approval of the proposal. The paper should be developed in accordance with the outline developed in the proposal. Logical ordering of the reviewed literature should follow the introduction of the topic of the paper. A synthesis of both theoretical and research perspectives related to the topic must be included, and particular attention should be paid to how these relate to the field of social work. Evidence of the student's own conceptualization of the topic supported by results from the analysis of theories and research should be evident in the discussion section of the paper. Implications for theory, practice, policy, and/or further research within the field of social work should be included.

Note: The candidacy paper may not exceed 70 pages (excluding references), typed (12-point font), and double-spaced.

The title page must include the following statement:

"This Candidacy paper is an independent piece of work submitted in partial fulfillment of the requirements prior to formal approval of a proposal for a doctoral thesis in social work."

Note: A copy of the completed Candidacy paper will be submitted to each member of the Candidacy Examination Committee. Members of this Committee will independently assess the merits of the paper.

Extensions to the four-month time period for completion of the Candidacy paper will not normally be granted. However, such extensions or a withdrawal from the candidacy examination process may be considered when medical, compassionate, or other exceptional circumstances prevail. Requests for an extension or formal withdrawal from the candidacy examination process after it has been initiated must be forwarded in writing to the Ph.D. Committee for a decision along with a Request for Leave of Absence Form completed by the student and the student's faculty advisor. In the event a student withdraws from the candidacy examination process, a new examination process cannot be initiated until a new proposal has been developed and accepted by the student's Candidacy Examination Committee.

ASSESSMENT OF THE CANDIDACY PAPER AND THE ORAL EXAMINATION

The candidacy paper is assessed by the Candidacy Examination Committee and written feedback on the paper will normally be provided within one month of receiving the paper. If the paper is assessed as acceptable, the student may proceed to the oral examination. The oral examination will normally be scheduled within one month of the date feedback is provided to the student on the candidacy paper. The oral examination is based on the topic covered in the candidacy paper and may include questions on content included in the paper or material important to the topic that was omitted. Following completion of the oral examination, written feedback shall be provided to the student on their performance. In the event of a failure, the reasons for the failure shall be outlined. A student must pass both the written and oral components of the exam to receive a pass on the candidacy examination, and a pass decision of the examiners must be unanimous. On successful completion of the candidacy examination, the student is considered a candidate for the Ph.D. degree.

A student who submits a written paper that is assessed as unacceptable shall not be permitted to proceed to the oral component of the examination and shall be assigned a failure on the written component of the candidacy examination. A student who fails the candidacy examination twice will be required to withdraw from the Ph.D. Program and the Faculty of Graduate and Postdoctoral Studies.

ASSESSMENT CRITERIA FOR THE CANDIDACY PAPER:

1. Logical development and presentation of relevant aspects of the topic.
2. Selection and use of relevant literature from a variety of knowledge areas and methods of research.
3. Critical analysis of relevant theories and research studies.
4. Articulation of an extended, revised, or new conceptualization of the topic which integrates issues identified in the analysis of theories and research.
5. Quality and organization of writing.
6. Reference to social work literature.

Criteria are not each necessarily weighted equally but written comments from the Candidacy Examination Committee should reflect each of these major points. A paper is graded as either 'Approved' or 'Not

Approved'. A paper graded as 'Approved' permits the student to proceed to the oral examination stage. A paper that requires major revisions will not be approved.

ASSESSMENT CRITERIA FOR THE CANDIDACY ORAL

The maximum length of the oral examination shall be two hours and will include questions on content included in the paper or material important to the topic that was omitted.

A written summary of feedback from the Candidacy Examination Committee shall be provided to the student along with an indication of whether the paper has been 'Approved' or 'Not Approved'. One copy of this correspondence shall also be placed on the student's file. Feedback to the student shall normally be provided within one month of receipt of the completed candidacy paper by the Candidacy Examination Committee.

The maximum length of the oral examination shall be two hours and will include questions on content included in the paper or material important to the topic that was omitted.

1. The candidate presents for a maximum of 25 minutes via a PowerPoint summary of the candidacy report.
2. Committee members will each ask questions, beginning with the External member (if applicable). There may be two rounds of questions if time permits.
3. The candidate is asked to leave the room for the Committee to deliberate on the examination.
4. The candidate is "invited" back to the room after the Committee deliberations and is informed of the decision of the Committee on the oral examination.

FAILURE OF CANDIDACY EXAMINATION

A first attempt failure of the Candidacy Examination will result in a remediation plan to be provided in writing to the student that outlines the deficiencies observed. The PhD Program Coordinator will provide guidance with the Candidacy Examination Committee and student with the development of the remediation plan.

The student must be informed of the supports available at the University of Manitoba through **Student Engagement and Success**. Additionally, the student should be advised that, according to the University of Manitoba Accessibility Procedure, it is the student's responsibility to register with **Student Accessibility Services (SAS)** if they require accommodations for a documented disability prior to a subsequent attempt at the exam.

The remediation plan, along with the **Report on Ph.D. Candidacy Examination** document, must be submitted to the Faculty of Graduate Studies. A second attempt failure will result in the student being required to withdraw by the Faculty of Graduate and Postdoctoral Studies.

[Forms](#) | [Faculty of Graduate and Postdoctoral Studies](#) | [University of Manitoba](#)

THESIS PROPOSAL

The thesis proposal must outline the research to be undertaken by the student. Normally the thesis proposal will include the following: a) an overview chapter outlining the study, its contribution to knowledge development and a rationale for the study; b) a comprehensive review of the literature pertaining to the topic under study including a review of related research and theories; and c) a detailed description of the research design, data collection procedures, and approach to analysis. Copies of the proposal are distributed to members of the faculty advisory committee following feedback from the faculty advisor on initial drafts of the proposal.

The thesis proposal must be approved by the faculty advisory committee in a formal meeting of the committee organized for this purpose. Procedures include the formal presentation of an overview of the study by the student and questions from the faculty advisory committee. Based on discussion, requirements for revision of the proposal may be specified by the committee. Required revisions are to be communicated to the student orally and in writing. Once the final proposal is approved, this is to be noted on the student's yearly Progress Report. As well, the **Faculty of Graduate and Postdoctoral Studies PhD Thesis Proposal form** is to be completed and forwarded to the Faculty of Graduate and Postdoctoral Studies once the proposal has been approved. Normally the PhD proposal should be completed within 36 months of the student's initial registration in the Ph.D. program.

[Forms | Faculty of Graduate and Postdoctoral Studies | University of Manitoba](#)

THESIS

An essential feature of Ph.D. study is the candidate's demonstration of competence to complete a research project and present the findings. The thesis must constitute a distinct contribution to knowledge in the major field of study, and the research must be of sufficient merit to be, in the judgement of the examiners, acceptable for publication.

The thesis must be written according to a standard style acknowledged within the candidate's particular field of study and recommended by the unit, be lucid and well written, and be reasonably free from errors of style and grammar (including typographical errors).

The final version of the thesis must be submitted by the candidate to the Faculty of Graduate and Postdoctoral Studies. Thesis guidelines and deadlines may be found on the following website:

[Thesis and practicum | Faculty of Graduate and Postdoctoral Studies | University of Manitoba](#)

Detailed information on the thesis process for Ph.D. students can be found in the supplemental regulations (Social Work):

[Supplementary regulations | Faculty of Graduate and Postdoctoral Studies | University of Manitoba](#)

FORMATION OF THE EXAMINING COMMITTEE

The candidate's faculty advisor (and, if appropriate, co-faculty advisor) is a voting member of the examining committee. The candidate's faculty advisor/co-faculty advisor, in consultation with the Associate Dean of Graduate Programs and Research, will recommend at least three internal thesis examiners, including the faculty advisor/co-faculty advisor, to the Dean of the Faculty of Graduate and Postdoctoral Studies for approval via the Thesis Submission Portal on JUMP. One member must hold a primary appointment within the unit and one member must hold no appointment within the unit. All internal examiners must be members of the Faculty of Graduate and Postdoctoral Studies. It is expected that, under normal circumstances, Examining Committee members have a Ph.D. degree or equivalent.

The external examiner should:

1. Hold a Ph.D. or equivalent:
2. Hold the rank of Associate Professor, Full Professor, Senior Scholar, or Emeritus Professor (or the equivalent if outside North America) at a university, or have comparable expertise and standing if not a faculty member at a university:
3. Have an established reputation in thesis research and be able to judge whether the thesis would be acceptable at an institution comparable to The University of Manitoba;
4. Be a Postdoctoral Fellow; and
5. Have significant recent experience with the supervision and/or examination of Ph.D. students.

The external examiner should not:

1. have held any faculty appointment within the candidate's home department/unit at the University of Manitoba within the last ten years;
2. Have acted as an external examiner for the same Ph.D. supervisor within the previous two years;
3. Have been associated with the candidate at any time or in any significant way in the past five years, present or reasonably foreseeable future (faculty advisor/co-faculty advisor, colleague, teacher, co-author of published material, family member etc.); or
4. Be associated with the candidate's faculty advisor/co-faculty advisor in any of the following ways:
 - a. Former student within the last ten years;
 - b. Research faculty advisor/co-faculty advisor within the last ten years;
 - c. Research collaborator within the last five years;
 - d. Co-author of published material within the last five years

- e. Have had a significant academic disagreement with the candidate, the faculty advisor/co-faculty advisor or any member of the faculty advisory committee.

The Dean of the Faculty of Graduate and Postdoctoral Studies will choose the external examiner from the list provided by the candidate's faculty advisor/co-faculty advisor and will make the formal invitation to the external examiner. The identity of the selected examiner shall remain confidential until all reports on the thesis have been received.

RESPONSIBILITIES OF THE EXAMINERS

1. Ensuring that the thesis and the candidate meet recognised scholarly standards for a Ph.D.
2. Appraising the underlying assumptions, methodology, findings, and scholarly significance of the findings of the thesis
3. Ensuring that the thesis is organized, presents data and uses accepted conventions for addressing the scholarly literature in an acceptable manner
4. Evaluating that the candidate has the ability to present their findings orally and demonstrate their scholarship by responding to questions and defending the thesis.

The Dean of the Faculty of Graduate and Postdoctoral Studies will request the internal examiners provide, within four (4) weeks of the distribution of the thesis, a detailed written report of the thesis and place it into one of the following categories:

1. **Pass.** The thesis represents a distinct contribution to the candidate's field of research and is acceptable as it stands. Minor revisions to content, structure, or writing style may be required. The thesis may proceed to external distribution.
2. **Pass.** The thesis has merit and contributes to the candidate's field; however, there are research-related concerns that have the potential to be addressed in the oral defence. The structure and writing style are acceptable or require only minor revisions. The thesis may proceed to external distribution.
3. **Fail.** The thesis has some merit but is not acceptable in its current state and requires major revisions to one or more of its core components, such as research content, structure or writing style. The thesis should not proceed to external distribution.
4. **Fail.** The thesis is unacceptable with respect to its core components, such as research content, structure, and writing style. The thesis should not proceed to external distribution.

In the event of a first failure the Associate Dean of Graduate Programs and Research in Social Work shall convene a meeting of the internal examining committee and the candidate's faculty advisor/co-faculty advisor to decide how to bring the thesis to an acceptable scholarly standard for a second submission to the internal examining committee. If more than one of the internal examining committee members fail the resubmitted thesis, this constitutes a second failure. In the case of a second failure, the candidate cannot proceed to external distribution, and the candidate is required to withdraw from the Faculty of Graduate and Postdoctoral Studies.

The Dean of the Faculty of Graduate and Postdoctoral Studies will request the external examiner to give, within four (4) weeks of the distribution of the thesis, a detailed written report of the thesis and rate it either as a pass or a fail.

1. If the external examiner passes the thesis, the student can proceed to oral defence.
2. If the external examiner fails the thesis, the Associate Dean of Graduate Programs and Research shall convene a meeting of the internal examining committee and the student's faculty advisor/co-faculty advisor to decide how to bring the thesis to an acceptable scholarly standard.
3. If the external examiner fails a resubmitted thesis, this constitutes a second failure. In the case of a second failure, the candidate cannot proceed to oral defence, and the candidate is required to withdraw from the Faculty of Graduate and Postdoctoral Studies.

EXAMINATION OF THE WRITTEN THESIS

Support of the candidate's faculty advisor/co-faculty advisors, faculty advisory committee, and department/unit is required before the thesis is eligible for examination. Such support must be provided to the Faculty of Graduate and Postdoctoral Studies through submission by the Department/Unit Head of a completed "Approval to Proceed to Examination" form: [Forms | Faculty of Graduate and Postdoctoral Studies | University of Manitoba](#). By completing the "Approval to Proceed to Examination" form:

- each member of the faculty advisory committee verifies that they have read the complete version of the thesis and have provided the candidate with a detailed review and comments including any necessary revisions in content and formatting (see Appendix 1 in the supplemental regulations): [Supplementary regulations | Faculty of Graduate and Postdoctoral Studies | University of Manitoba](#) ;
- the student verifies that they have received feedback from all members of the faculty advisory committee and have taken the feedback into account in preparing the thesis and are ready and willing to have their thesis examined; and
- the department/unit verifies that the student's thesis has been reviewed by all members of the faculty advisory committee and that the department/unit fully supports the thesis proceeding for examination.

The thesis will be eligible for examination if no more than one (1) member of the faculty advisory committee is not in support, the department/unit is in support, and an external examiner has been secured by the Faculty of Graduate and Postdoctoral Studies.

The Dean of the Faculty of Graduate and Postdoctoral Studies will request the examiners to give, within four (4) weeks of the distribution of the thesis, a detailed written report of the thesis.

The examiners will be asked to place the thesis into one of the following categories:

1. The thesis represents a distinct contribution to the candidate's field of research and is acceptable as it stands. Minor revisions to content, structure, or writing style may be required. The thesis may proceed to oral examination.

2. The thesis has merit and contributes to the candidate's field; however, there are research-related concerns that have the potential to be addressed in the oral defence. The structure and writing style are acceptable or require only minor revisions. The thesis may proceed to oral examination.
3. The thesis has some merit but is not acceptable in its current state and requires major revisions to one or more of its core components, such as research content, structure or writing style. The thesis should not proceed to oral examination.
4. The thesis is unacceptable with respect to its core components, such as research content, structure, and writing style. The thesis should not proceed to oral examination.

The candidate's faculty advisor (and, if appropriate, co-faculty advisor) may also submit a report.

If either the external examiner or two (2) or more internal examiners indicate a failure (i.e., places the thesis in categories 3 or 4), then the candidate fails the examination. Otherwise, the candidate may proceed to the oral examination. The awarding of a passing grade by an internal or external examiner does not preclude them from assigning a failing grade at a subsequent stage in the examination process.

In the event of a first failure, the candidate will be allowed to have the thesis evaluated a second time, by the same examining committee. In this case, the Associate Dean of Graduate Programs and Research shall convene a meeting of the internal examiners of the examining committee and the student's faculty advisor/co-faculty advisor to decide how to bring the thesis to an acceptable scholarly standard. In normal circumstances, this will involve additional scholarly work that the Associate Dean of Graduate Programs and Research will describe in writing to the faculty advisor/co-faculty advisor, the candidate, and the Dean of the Faculty of Graduate and Postdoctoral Studies. Without this written description, the thesis will not be distributed a second time.

Support of the candidate's faculty advisor/co-faculty advisors, examining committee, and faculty is required before the thesis is eligible for re-examination. Such support must be provided to the Faculty of Graduate and Postdoctoral Studies through submission by the Associate Dean of Graduate Programs and Research of a new completed "Approval to Proceed to Examination" form, accompanied by a detailed summary of the changes made to improve the thesis. The thesis will be eligible for second distribution only once this is received by Faculty of Graduate and Postdoctoral Studies.

Two failures at any combination of written review and/or oral examination stage will result in the candidate being withdrawn from the Faculty of Graduate and Postdoctoral Studies and the notation on the student record will be "Required to Withdraw".

Reports The Dean of the Faculty of Graduate and Postdoctoral Studies shall provide electronic copies of all reports to each of the faculty advisor/co-faculty advisor, internal examiners, and Associate Dean of Graduate Programs and Research.

ORAL EXAMINATION

Please consult the Faculty of Graduate and Postdoctoral Studies website for up-to-date and detailed guidelines for the conduct of Ph.D. Oral Examinations.

[PhD oral examination | Faculty of Graduate and Postdoctoral Studies | University of Manitoba](#)

SCHEDULING

The Faculty of Social Work cannot proceed with scheduling the oral examination prior to receiving the approved internal and external examiners' reports from the Faculty of Graduate and Postdoctoral Studies. It is the responsibility of the faculty advisor and/or Associate Dean of Graduate Programs and Research in Social Work to contact the internal and external committee members to determine their availability and arrange a date for the examination.

The oral examination may be held in-person, remotely, or using a hybrid model. Any in-person participants must be hosted at either The University of Manitoba Fort Garry or Bannatyne campus or the St. Boniface Hospital Albrechtsen Research Centre, normally during regular business hours. It is the responsibility of the faculty to provide the appropriate space and technology for their chosen delivery method(s) (i.e., room booking, ensuring that the chosen facilities meet minimum standards expected for a Ph.D. defence, determining the meeting platform to be used). The faculty advisor or faculty must inform the Faculty of Graduate and Postdoctoral Studies of the following information **no later than two weeks (10 business days)** prior to the date of the examination:

1. Examination Details

- a) The date and time of the examination;
- b) The method of delivery (i.e., in-person, remote, or hybrid);
- c) The location and/or platform to be used; and
- d) Whether the external examiner and invited member (if applicable) will attend.

2. Chair Details

- a) Full name;
- b) Email address; and
- c) Faculty of Social Work

In addition, the candidate must submit biographical information/CV and an abstract of the thesis to the Faculty of Graduate and Postdoctoral Studies at least two (2) weeks (10 business days) in advance of the date of the oral examination.

The faculty or faculty advisor(s) are strongly encouraged to contact prospective chairs to determine their availability to chair the examination. The method of delivery (i.e., in-person, virtual, or hybrid) must be disclosed to prospective chairs. Chairs should attend in the same manner as the candidate (e.g., for hybrid examinations, the chair should participate in-person only if the candidate also participates in-person). Prospective chairs must:

- Be members of the Faculty of Graduate and Postdoctoral Studies

- Hold a rank of Assistant Professor or above; and
- Not hold an appointment, including nil-salaried appointments (e.g., Adjunct) in any unit represented by the faculty advisor and co-faculty advisor.

Note: The Faculty of Social Work should contact the Faculty of Graduate and Postdoctoral Studies for assistance if encountering difficulties in securing a chair for the oral examination.

ATTENDANCE

The attendance of the external examiner at the candidate's oral examination is strongly encouraged. If the external examiner cannot participate, they will be asked to provide questions in advance. These questions will be read to the candidate at the oral examination by the Chair.

It is expected that all internal members of the examining committee, including the Knowledge Expert (if applicable), be present in real time for the entirety of the oral examination. Under exceptional circumstances, and with the prior approval of the Dean of the Faculty of Graduate Studies, one (1) member may be absent from the proceedings.

The candidate and advisor/co-advisor must be present in real time for the examination.

Usually, 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. In such cases, the examination committee and Associate Dean of Graduate Programs and Research in Social Work shall request prior approval in writing from the Dean of the Faculty of Graduate and Postdoctoral Studies. If approved, the final oral examination shall be closed to all but the examining committee and the Dean of the Faculty of Graduate and Postdoctoral Studies or designate.

Regardless of open or closed status and method of delivery, no recordings of oral examinations are permitted under any circumstances.

FORMAT OF THE EXAMINATION

The chair should discuss the examination procedures with the examiners prior to the formal examination.

The Chair will introduce the candidate and request that the candidate 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.

Following the presentation, the Chair will invite questions from each member of the examining committee, taking care to ensure that each examiner has approximately equal time for questions. The total time for questions by the examining committee must not exceed two (2) hours.

The Chair may exercise their discretion in allowing questions from the audience following completion of the formal examination. Once assuming the role of Chair, they forego the right to comment on the merits of the thesis whether they are an expert in the field.

DECISION OF THE COMMITTEE

The judgement of the examiners shall be reported by the Chair to the Faculty of Graduate and Postdoctoral Studies in the qualitative terms “pass” or “fail” on the “Final Examination of the Ph.D. Thesis” form: [Forms | Faculty of Graduate and Postdoctoral Studies | University of Manitoba](#).

1. **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 faculty advisor/co-faculty 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.
2. **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.

If the external examiner or two (2) or more internal examiners indicate a fail, the candidate fails the examination.

In the case of a first failure of the oral examination, the candidate will be allowed to undergo a second examination attempt, provided the thesis has not already received a failure at the written examination stage. In this case, the Associate Dean of Graduate Programs and Research in Social Work shall convene a meeting of the internal members of the FGPS Academic Guide Regulation 2025/26 Supplementary Regulation Page 90 of 117 FGPS Supplementary Regulations template updated June 2025 Social Work (MSW, MSW-IK & Ph.D.) Supplementary Regulations approved & effective Sept. 1, 2025 This document is available in alternative formats by contacting graduate.studies@umanitoba.ca examining committee and the candidate's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard and/or prepare for the second oral examination. Usually, this will involve additional scholarly work which the Associate Dean of Graduate Programs and Research in Social Work will describe, in writing, to the advisor/co-advisor, the candidate, and the Dean of the Faculty of Graduate and Postdoctoral Studies.

Eligibility for re-examination must be communicated to the Faculty of Graduate and Postdoctoral Studies via the submission by the Department/Unit Head of a new completed “Approval to Proceed to Examination” form, accompanied by a detailed summary of the changes made to improve the thesis, if any. Once all required materials are received, the summary of revisions and a copy of the revised thesis (if applicable) will be provided to the entire examining committee for review in anticipation of a second oral examination attempt.

[Forms | Faculty of Graduate and Postdoctoral Studies | University of Manitoba](#)

Note: In some circumstances, the candidate may revise the written thesis. The revised thesis will be provided to the committee prior to the next oral examination. The revised written thesis shall not be re-examined (i.e., examiners are not to assign a category or provide a report on the revised thesis); however, further revisions can be recommended at the oral examination.

Two failures at any combination of written and/or oral examination stages will result in the candidate being withdrawn from the Faculty of Graduate Studies and the notation on the student record will be "Required to Withdraw".

GRADUATION

The candidate will be recommended for the Ph.D. degree providing that all degree requirements have been satisfied, and upon receipt by the Faculty of Graduate Studies:

Passing reports by the thesis examining committee;

- The completed Chair Report Form; and
- The final (corrected) version of the thesis uploaded digitally through MSpace, the university's institutional repository.

The final requirements of the degree must be submitted to the Faculty of Graduate Studies by the appropriate deadline. The deadline for each graduation period is published on the Faculty of Graduate Studies website.

Notes:

- Patents –Refer to "Policy of Withholding Theses Pending Patent Applications".
- 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 via the "Embargo Request" form that the Dean of the Faculty of Graduate Studies restrict access for a period up to two (2) years 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 restricted based on the request. One additional year of restriction can be requested if needed.
- A thesis cannot be permanently restricted on the university's MSpace repository. It can only be restricted under the above embargo periods of two years plus one additional year.
- Library and Archives Canada – Library and Archives Canada obtains a copy of the thesis via the university's MSpace repository.

REGISTRATION

All graduate students must initially register in the term specified in their letter of acceptance as specified in the Graduate Academic Calendar. Any student not registering by the registration deadline in the term specified in their letter of offer will be required to re-apply for admission.

PLEASE NOTE:

Currently, deferrals will not typically be considered due to the Faculty's attention to enrollment management as well as stricter policies implemented by Immigration, Refugee and Canadian Citizenship (IRCC) for international students. (The information below about deferrals is not currently applicable).

In exceptional circumstances, and with prior approval from the Faculty of Social Work, and the Faculty of Graduate Studies, 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 Faculty of Social Work, and the Faculty of Graduate Studies, for up to one (1) year following acceptance.

All newly admitted and returning graduate Social Work students are required to register every term until they complete their program on the University of Manitoba website via Aurora registration system.

The Registrar's Office sends information to all students regarding summer registration and fall/winter registration. Summer registration generally takes place in late March/early April. Fall/winter registration begins in mid-July. Fall/winter registration may happen earlier for some graduate students if they fall under a special category, such as accessibility or University of Manitoba athlete.

Information on registration at the University of Manitoba can be found at: [Aurora | University of Manitoba](#)

STEPS TO REGISTER

1. Consult the Faculty of Social Work section of the Graduate Academic Calendar regarding the course requirements for your program of study. Graduate Academic Calendar is available on the Faculty of Graduate and Postdoctoral Studies website.
2. Contact your faculty advisor to discuss and/or review your program of study.
3. Obtain written approval of your program of studies from your faculty advisor. Any changes to your program must be approved by your faculty advisor. It is advisable to determine your program well in advance of registration.
4. On your designated registration day, add the registration via Aurora Student.

For returning students, ensure that you and your faculty advisor have completed the **Faculty of Graduate and Postdoctoral Studies Progress Report Form**. Students in the thesis option must also submit the **Advisor Student Guidelines document** with their first progress report. Students who have not completed these forms will be blocked from registering for the following year by the Faculty of Graduate and Postdoctoral Studies. Student progress must be reported, at minimum, annually to the Faculty of Graduate and Postdoctoral Studies on the Progress Report form.

[Forms | Faculty of Graduate and Postdoctoral Studies | University of Manitoba](#)

First year Ph.D. students must also complete the PhD Program of Study and Appointment of Advisory Committee form and submit it with the progress report if this step has not yet been completed.

[Forms | Faculty of Graduate and Postdoctoral Studies | University of Manitoba](#)

Any student whose program of study extends for more than one year must re-register in the fall, winter and summer terms of each succeeding year until their program is completed. Failure to re-register will result in the discontinuation from the graduate program. A student who has been discontinued and would like to be considered for continuation in a program, must apply for re-admission. Readmission is not guaranteed.

All graduate students must complete the Research Integrity Tutorial (GRAD 7300) (0 credit hours) and the Academic Integrity Tutorial (GRAD 7500) (0 credit hours). The tutorials are a Faculty of Graduate and Postdoctoral Studies requirement for graduation from any graduate program.

[Core academic requirements | Faculty of Graduate and Postdoctoral Studies | University of Manitoba](#)

POLICIES

ACADEMIC PERFORMANCE

ARTIFICIAL INTELLIGENCE USAGE

Ethical guidelines for student use of copy-editing services

Professional copy-editing services are intended to ensure correctness, consistency, accuracy, and clarity in written work. Students may use these services when writing their theses, dissertations, or other scholarly contributions (e.g., term papers). However, they must disclose this use to their advisor or instructor before engaging in a copy editor's services.

Copy-editing may include correcting grammar, eliminating passive voice, addressing homonym errors, formatting paragraphs, and ensuring adherence to citation styles (e.g., APA, MLA, Harvard). While copy editors may provide recommendations or highlight issues with paragraph structure and argument clarity, they must not rewrite sections or alter the student's ideas. Doing so would constitute a violation of academic integrity (for more information, visit the UM's webpage on academic integrity - <https://umanitoba.ca/student-supports/academic-supports/academic-integrity>).

The following guidelines clarify how students can appropriately and ethically use copy-editing services. When in doubt, students should consult their advisor or instructor about ethical boundaries.

Acceptable use of a copy-editing services for student contributions includes:

- Conducting proofreading to identify and correct typographical errors.
- Enhancing clarity and addressing language nuances for English as a Second Language students.
- Ensuring consistency in reference style and citations.
- Standardizing editorial style, including capitalization, level headings, and numbering.
- Suggesting improvements to clarity, organization, writing flow, and tone.

Unacceptable use of copy-editing services for student contributions includes:

- Any rewriting sections or drafts of a student's work.
- Altering arguments, ideas, or content beyond minor stylistic suggestions.

If you are using artificial intelligence to copy-edit your work, please refer to the Faculty of Social Work's Guidelines for the Ethical and Responsible Use of Artificial Intelligence in Academic Work. Sources:

https://www.queensu.ca/grad-postdoc/sites/sgswww/files/uploaded_files/SGSPD-Editor-Listing.pdf

<https://umanitoba.ca/education/sites/education/files/2023-08/Graduate%20Student%20Copy%20Editing%20Fund%20-%20Guidelines%20%26%20Application%20-%20REV%20July%2031-23.pdf>

FAILED COURSES AND MINIMUM GPA

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 and Postdoctoral Studies. Any failure to meet these requirements will result in the matter being forwarded to the Faculty of Graduate and Postdoctoral Studies via Faculty of Social Work recommendation. The options for the Faculty of Social Work include but are not necessarily limited to the following: 1) requiring the student to repeat or replace the course, or 2) requiring the student to withdraw. The following outlines the procedures for review of these Faculty decisions and recommendations:

The Faculty of Social Work can only recommend a particular action to the Faculty of Graduate and Postdoctoral Studies regarding student progress and/or status in the program.

Failed grades may be remedied 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 will be required to withdraw by the Faculty of Graduate and Postdoctoral Studies.

PLAGIARISM AND CHEATING

To plagiarize is to take ideas or words of another person and pass them off as one's own. In short, it is stealing something intangible rather than an object. Although it is not necessary to state the source of well-known or easily verifiable facts, however, students are expected to acknowledge the sources of ideas and expressions they use in their written work, whether quoted directly or paraphrased.

Plagiarism or any other form of cheating on examinations or term tests (examples: copying answers, using unauthorized aids, falsifying data / research results, collaborating with others on individual assignments and/or allowing others to copy your work) is subject to serious academic penalty (e.g., suspension or expulsion from the faculty or university). A student found guilty of contributing to cheating in examinations or term assignments, is also subject to serious academic penalty. Carefully review the following information on university policy and procedures regarding plagiarism and cheating.

<https://umanitoba.ca/student-supports/academic-supports/academic-integrity>

POLICY ON CONFIDENTIALITY AND USE OF SOCIAL MEDIA

The Faculty of Social Work has developed policies on confidentiality and the use of social media. These policies are in [Appendix C](#) and [Appendix D](#). These policies should be carefully reviewed by all students and always followed while enrolled in a social work program, including in an advanced practice setting.

PROGRESS REPORTS

Student progress must be reported, at minimum, annually to the Faculty of Graduate and Postdoctoral Studies on the Progress Report form.

Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Dean or designate to the Dean of the Faculty of Graduate and Postdoctoral Studies on the Progress Report form. Two consecutive “in need of improvements” normally requires the student to be withdrawn from the program.

[Forms | Faculty of Graduate and Postdoctoral Studies | University of Manitoba](#)

PERFORMANCE NOT RELATED TO COURSEWORK

Students are expected to follow the Social Work Code of Ethics. A student may be required to withdraw from the faculty when the student has been found guilty by the Professional Unsuitability Review Committee of the Faculty of Social Work of such conduct which, if participated in by practicing social workers, would result in a serious violation of the Code of Ethics of the Canadian Association of Social Workers. The Faculty of Social Work has a Professional Unsuitability By-Law. If students are found unsuited on considerations of competence or professional fitness for the practice of social work, they can be required to withdraw. The full by-law is in [Appendix A](#).

EXTENSION OF TIME TO COMPLETE PROGRAM OF STUDY CONTENT

The student must complete the Request for Extension form and submit it to his/her faculty advisor for recommendation at least three, but no more than four months, prior to expiration of the respective maximum time limit. Requests for an extension are reviewed by the Faculty of Graduate and Postdoctoral Studies on a case-by-case basis. The normal time granted for extensions is four months.

Requests for extension must be accompanied by a realistic timeline that has been agreed upon by the student and faculty advisor/co-faculty advisor and endorsed by the Dean or designate. The extension time requested must closely reflect the time required to complete the program.

[Forms | Faculty of Graduate and Postdoctoral Studies | University of Manitoba](#)

AUTHORIZED WITHDRAWAL POLICY

Authorized Withdrawal (AW) is an approved withdrawal from all courses in each term(s) for medical or compassionate reasons.

[Authorized Withdrawal Policy - 2016_09_01.pdf](#)

In limited enrolment programs, re-enrolment following an AW may be subject to availability of space.

VOLUNTARY WITHDRAWAL POLICY

Voluntary Withdrawal (VW) is a registration option that enables students to withdraw from a course or courses after the Registration Period without academic penalty.

[Governing Documents: Academic | Governance | University of Manitoba](#)

If a student has VW'd from a course, any future attempt to re-register in the course (or its equivalent) is considered a repeated course and will be subject to the Repeated Policy.

[Governing Documents: Academic | Governance | University of Manitoba](#)

REPEATED COURSE POLICY

The purpose of the Repeated Course policy is to articulate, on an institutional level, the rules that are to be applied when a course is repeated, or its equivalent taken; and to identify the implications of repeating courses at the University. Effective Fall 2016 the University of Manitoba adopted the Repeated Course policy that articulates the rules that are to be applied when a course is repeated, or its equivalent taken.

The Faculty of Social Work has developed its own regulations regarding limits to the number of repeat attempts allowed for an individual course (or equivalent). Repeated courses will be subject to the Limited Access Policy. Limited Access will prevent you from registering/wait listing for a course that you are repeating (or equivalent) until the 'Limited Access Term Expiry Date' has passed.

[Governing Documents: Academic | Governance | University of Manitoba](#)

LEAVE OF ABSENCE

Students must consult with their faculty advisor in initiating these requests. The types of leave of absence available to graduate students and the form to be completed is available on the Faculty of Graduate and Postdoctoral Studies website.

[Forms | Faculty of Graduate and Postdoctoral Studies | University of Manitoba](#)

In addition to the Application for Leave of Absence Status form, other required documentation include:

- a letter from the student detailing the what the request is and the reason(s) why,
- supporting documentation, such as medical documentation.

The complete package is submitted to the Student Services and Admissions/Advising Office in Social Work and is reviewed by the Associate Dean of Graduate Programs and Research. Their recommendation, along with the package are sent to the Faculty of Graduate and Postdoctoral Studies for final review and decision. The Faculty of Graduate and Postdoctoral Studies will contact the student via e-letter once a decision has been made.

APPEALS

Students who disagree with a decision have access to appeal routes as laid out by various Faculty of Graduate and Postdoctoral Studies and University of Manitoba appeal procedures. The Faculty of Social Work only hear appeals of term and final grades. The Faculty of Social Work Grade Appeal policy and procedures are described in [Appendix B](#).

There are several areas of appeal: 1) admission, 2) academic, 3) discipline, and 4) administration.

Appeal Panels will consider appeals:

1. Stemming from a decision of a unit on academic matters (e.g., failure in a course) only after they have been dealt with by the appropriate unit-level appeal process (if any), as is outlined in its supplementary regulations.
2. Stemming from a decision of the Faculty of Graduate and Postdoctoral Studies following the recommended action of a unit (e.g., qualifying examinations, candidacy examinations, thesis proposals, thesis examinations), only after they have been dealt with by the appropriate unit-level appeal process (if any), as outlined in its supplementary regulations.
3. Stemming from a decision of the Faculty of Graduate and Postdoctoral Studies.

In all cases, appeals should be directed to the Dean of the Faculty of Graduate and Postdoctoral Studies. A decision of the Appeal Panel is appealable only to the Senate Committee on Appeals.

[Governing Documents: Students | Governance | University of Manitoba](#)

APPEAL OF FACULTY OF GRADUATE AND POSTDOCTORAL STUDIES DECISION

An appeal of action taken by any faculty, committee, administrator, or faculty member within the Faculty of Graduate and Postdoctoral Studies must be submitted in writing by the appellant to the Dean of the Faculty of Graduate and Postdoctoral Studies within fifteen (15) working days of the date from the date that the appellant was informed in writing of the action to be appealed.

APPEALS TO SENATE

As per The University of Manitoba Governing Documents: Students: Policy: Appeals Procedures and Guidelines appeals to the Senate Committee on Appeals shall be filed with the University Secretary within twenty (20) working days after the mailing of the notice of decision from which the appeal is made.

[Governing Documents: Students | Governance | University of Manitoba](#)

DISCIPLINE APPEALS

The specific jurisdiction of each of the Disciplinary Authorities is outlined in the Student Discipline Governing documents.

[Governing Documents: Students | Governance | University of Manitoba](#)

When the appeal is against a disciplinary decision made by the Faculty of Graduate and Postdoctoral Studies, the appeal routes and procedures as outlined in the University of Manitoba Governing Documents shall prevail.

[Governing Documents: Students | Governance | University of Manitoba](#)

DISCIPLINE APPEAL DEADLINES

If a student wishes to appeal a decision, the notice of appeal must be delivered in writing to the appropriate person(s) within ten (10) working days of the student being notified of the decision the student intends to appeal.

ASSISTANCE WITH APPEALS

The Office of Student Advocacy, 519 University Centre, provides information and assistance to students regarding all appeal processes. It is strongly recommended that students contact the Office of Student Advocacy to assist them with any appeal they are considering.

[Student Advocacy | University of Manitoba](#)

STUDENT RESOURCES

STUDENT NOTICES/BULLETIN BOARD

Miscellaneous notices pertaining specifically to graduate students (such as job openings, awards, placement opportunities, meetings, etc.) are posted on the bulletin board on the 5th floor of the Tier building.

COMPUTER ACCOUNTS

To obtain a computer account, students must contact the IST Help & Solutions Centre, 123 Fletcher Argue, 204-474-8600 or support@umanitoba.ca.

SCHOLARSHIPS, AWARDS, BURSARIES, LOANS, GRANTS

Manitoba Government Bursaries and Canada Student Loans are available, through the Financial Aid & Awards Office, 422 University Centre (phone 204-474-9531) for students requiring financial assistance.

[Financial Aid and Awards | University of Manitoba](#)

GRANTS & FELLOWSHIPS

The Faculty of Graduate and Postdoctoral Studies is responsible for awarding any grants or fellowships in graduate programs. Please contact their office (Room 500 University Centre) for further information. Detailed information on specific fellowships and grants are in [Appendix E](#).

STUDENT EMERGENCY FUNDING

UM Emergency Loan

The University of Manitoba emergency loan program provides short-term assistance to students who experience unexpected and immediate financial expenses or constraints. This includes, but is not limited to, unanticipated personal living costs, and unexpected delays in government loans, and other award funding.

[Emergency Loan Assistance Form](#)

UM Emergency Bursary Fund

The University of Manitoba has created the UM Emergency Bursary Fund. If an unexpected event occurs, causing a financial crisis for a student, then this fund is intended to provide financial support to our students (students must have exhausted all other resources and options available to them). The application to complete is called **UM Emergency Bursary Fund** on the website below.

[Emergency Loans | University of Manitoba](#)

Faculty of Social Work Emergency Bursary

The fund will be used to provide financial assistance to students to help them undertake or to complete studies in the Faculty of Social Work. Each year, the available annual income from the fund will be used to offer one or more emergency bursaries to students who:

(1) are enrolled:

part-time or full-time in the Faculty of Graduate Studies in any master's or doctoral program offered by the Faculty of Social Work at the University of Manitoba; or

(2) have achieved:

as a graduate student, a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study; or

(3) have completed a University of Manitoba emergency bursary application and have outlined their emergency situation.

UM Emergency Bursary Fund

The student may be required to meet with a Faculty or Staff member of the Faculty of Social Work for the application to be completed.

TEACHING ASSISTANTSHIP / GRADER MARKERS

Many of the courses in the BSW and MSW Programs require teaching assistants to assist with duties such as marking, library research, demonstrating, leading seminars, tutoring, etc. Duties vary between instructors and courses. Positions are posted during July/August of each year. Students hired as teaching assistants and markers become members of the CUPE (Canadian Union of Public Employees) Local 3909. For further information on teaching assistantships, please contact the Confidential Assistant to the Dean at 204-474-6173, Room 521A Tier Building.

LIBRARY FACILITIES

ELIZABETH DAFOE LIBRARY

The Dafoe Library is the main Library on the University campus. All students are entitled to borrowing privileges, on presentation of their student ID card.

Other libraries on campus include the following:

- Management Library (Albert D. Cohen) 211 Drake Bldg.
- E.K. Williams Law Library, 401 Robson Hall
- Medical Library, 770 Bannatyne Avenue
- St. John's and St. Paul's College Libraries
- Science Library, 211 Machray Hall

STUDENT SERVICES AND ADMISSIONS / ADVISING OFFICE

The role of the Student Services and Admissions/Advising Office is to provide guidance to students as it pertains to Faculty and University regulations regarding grades, responsibilities and rights of students, selection for admission criteria, procedures for revisions, transfers, withdrawals.

Registration policies, revision and course deadlines are described in the University of Manitoba Academic Calendar, available on the University's website.

Please contact Karen Singleton, Graduate Student Advisor, 515 Tier, Karen.Singleton@umanitoba.ca with any questions or concerns you may have.

GRADUATE STUDENT ASSOCIATION

All students registered in the Faculty of Graduate and Postdoctoral Studies at the University of Manitoba are members of the Graduate Students' Association (GSA). The specific function of the GSA is to deal with the unique concerns of graduate students, both individually and collectively. The goals and objectives of the Association are to increase participation, communication, and awareness among graduate students and to make the university community more aware of our presence.

The GSA Office/Lounge complex provides various services for the benefit of all graduate students, and graduate students are welcome to drop in at any time. In addition, there are opportunities for graduate students to serve as members of the GSA.

[University of Manitoba Graduate Students' Association](#)

GRADUATE STUDENT REPRESENTATION ON UNIVERSITY COMMITTEES, GSA COUNCIL

- a) **Graduate Student Representation:** The Graduate Students' Association actively promotes the interests of graduate students by arranging for representation on all major decision-making boards and committees of the university (a list of these committees is available in the GSA office). The GSA members who fill these positions ensure that the concerns for graduate students are expressed. Decisions made by these boards and committees affect you – why not show your interest by serving on one of them?
- b) **GSA Council Meetings:** The GSA Council made up of the 10-member Executive and a graduate student representative from each graduate department, meets the last Tuesday of each month at 12:00 noon in the Conference Room located in the GSA office. These meetings provide a forum for discussion of graduate student problems and concerns, and for conducting the affairs of the Association. All graduate students are welcome to attend Council Meetings, and each department is encouraged to send a student representative.

FACULTY OF SOCIAL WORK REPRESENTATIVE ON GSA, AND STUDENT COUNCIL FINANCIAL SUPPORT

- a) **GSA Departmental Representatives:** Each departmental association elects (preferably at the beginning of the academic year) a GSA representative, who then becomes a voting member of the GSA Council. Notices of meetings, bulletins, etc., are sent to the GSA between the departmental association and the Council.
- b) **Financial Support for Departmental Associations:** Departmental associations can apply to the GSA for operating funds through (a) Departmental Allocations and (b) Special Project Grants. Regulations pertaining to application for such funds are sent to departmental secretaries for posting at the beginning of the academic year. A department with no GSA representative is ineligible to receive operating funds.

GRADUATE STUDENT PARTICIPATION ON FACULTY COMMITTEES

Student representation on Committees of the Faculty of Social Work is encouraged. If you are interested, please contact the Associate Dean of Graduate Program and Research in Social Work.

INTERNATIONAL CENTRE FOR STUDENTS

The purpose of the International Centre for Students is to facilitate the success of students at The University of Manitoba in their learning experiences. The International Centre is the University of Manitoba's hub for all things global. Whether you're a student looking to explore a university in another country, or a newly admitted international student, this office is here to support you.

[International Centre | University of Manitoba](#)

If you are interested in the programs and services offered to international students please contact the International Centre for Students representative at Phone 204-474-8501, Fax: 204-474-7562 or email at international@umanitoba.ca Their office is located in 541 University Centre.

APPENDIX A – FACULTY OF SOCIAL WORK PROFESSIONAL UNSUITABILITY BY-LAW

This By-Law applies to students enrolled in the Ph.D. Program. This includes students who have accepted an offer of admission, those who are currently registered in a course, or those who have been previously registered in a course and who have not withdrawn or been withdrawn from the program.

JURISDICTION

GENERAL

The Faculty of Social Work may make a recommendation, including the requirement to withdraw from the faculty pursuant to the procedures set out in this By-Law when the student has been found unsuited, on considerations of competence or professional fitness, for the practice of Social Work. A student may be required to withdraw at any time throughout the academic year or following the results of examinations at the end of any academic term. This right to require withdrawal prevails notwithstanding any other provision in the Faculty's Rules or Regulations.

GROUND'S FOR REQUIRED WITHDRAWAL

A student may be required to withdraw from the faculty when the student has:

- a. Been guilty of such conduct which if participated in by practicing social workers, would result in a serious violation of the Code of Ethics (1994) of the Canadian Association of Social Workers;

And / Or

- b. In any clinic practiced incompetently due to persistent impairment of functioning;

And / Or

- c. Jeopardized professional judgment through self-interest;

And / Or

- d. Demonstrated behavior with respect to other students, colleagues, school or the public, which is exploitive, irresponsible or destructive.

CONFLICT OF JURISDICTION

If a question arises as to whether a matter falls within the academic regulations of the Faculty of this By-Law, or as to whether a matter is within the jurisdiction of the Discipline By-Law of the University or this By-Law, the question shall be referred to the University Senate for final decision.

PROFESSIONAL UNSUITABILITY REVIEW COMMITTEE

There shall be established within the faculty a committee known as the Professional Unsuitability Review Committee, herein called the "Review Committee", whose membership shall be as follows:

- a) The Chair of the Graduate Program Committee of the Faculty or designate, who shall act as Chair of the Review Committee;
- b) Three other members of the Faculty of Social Work, appointed by the Social Work Faculty Council. These members must be members of the Faculty of Graduate and Postdoctoral Studies;
- c) One practicing social worker who is a member in good standing of the Manitoba Association of Social Workers and the Manitoba College of Social Workers, and who shall be chosen by the Dean of the Faculty.
- d) One student member chosen by the Graduate Student Council or appointed by the Dean of the Faculty.
- e) If a member of the Committee is unable to act for any reason, a replacement shall be appointed by the Dean of the Faculty.

PROCEDURE

Any person may refer matters, which in their opinion involves conduct or circumstances relevant to the question of professional suitability, to the Review Committee in a written report, setting out the name of the student involved, the alleged facts and the ground(s) allegedly warranting withdrawal.

The Review Committee shall send a Notice of Hearing to the named student as set out in Article 7.4; it shall determine whether any of the grounds requiring withdrawal exist at a hearing of the matter pursuant to this By-Law; and it shall make a disposition in accordance with Article 7.7.2 herein.

Once a reference has been made to the Review Committee the proceedings may continue notwithstanding that the student has subsequently voluntarily withdrawn from the faculty or has refused to participate in the proceedings.

NOTICE TO STUDENT

The Chair of the Review Committee shall, as soon as possible after receipt of the written referral, provide the student concerned with a copy thereof, and at the same time, inform the student in writing of the alleged grounds for withdrawal as well as the membership of the Review Committee and the date, time and place for consideration by the Review Committee of the matters set out in the referral. The student shall be informed of her/his rights as prescribed under this By-Law, including the right to representation at the hearing.

The Notice from the Chair shall include a statement that if the allegations contained in the referral are established to the satisfaction of the Review Committee, then the student may be required to withdraw from the faculty.

At least 7 days notice of the Review Committee hearing shall be given to the student.

HEARING PROCEDURES

The student may appear in person and be represented by someone of their choice.

The hearing shall be closed to all persons except the members of the Review Committee, the student and the designated representative(s) of the student.

The student or their representative shall have the right to hear and to question witnesses, to have access to all documents submitted to the Review Committee for consideration, to call witnesses and to submit other evidence. Four members of the Review Committee including the Chair shall constitute a quorum.

The Chair of the Review Committee shall note only to break a tie.

A simple majority of the members hearing the matter is required for any finding or for the determination of the appropriate disposition of the matter.

The student shall not be required to give evidence but if the student elects to do so, then the student may be questioned concerning this evidence.

Members of the Review Committee shall be bound by confidentiality in respect of information received in Committee.

- a) A Faculty member shall not be disqualified from sitting as a member of the Review Committee hearing the matter by reason only that such faculty member has had previous contact with the student or has prior personal knowledge of the matter.
- b) The student whose case is to be dealt with shall be permitted to challenge and thereby cause to be disqualified not more than one member of the Review Committee. In such a case, the faculty may replace the disqualified member.

These hearing procedures shall also apply, mutates, mutandis in the case of an appeal.

The result of the hearing and the grounds therefore shall be conveyed in writing to the Dean of the Faculty of Graduate and Postdoctoral Studies, the Dean of the Faculty of Social Work, the student, the designated representative(s) of the student, and the Social Work Faculty Council.

APPEALS

In the event of an appeal, the implementation of any decision of the Review Committee shall be suspended until the matter has been disposed of by the body hearing the appeal.

Notwithstanding the above, if the President of the University is satisfied that it is in the best interests of the University, the President may at any time make an order, subject to final disposition of the appropriate review authority, suspending the student from participating in any program of the University.

DISPOSITION OF THE MATTER

The body hearing the matter shall, after hearing all the evidence, meet in closed session with its members only, to consider its findings and the disposition to be made of the matter.

The body hearing the matter may individually or in combination recommend that the Faculty of Graduate and Postdoctoral Studies:

- a) Determine that no action should be taken in respect of the matter;
- b) Reprimand the student;
- c) Require the student to withdraw from the faculty, for a specified period of time;
- d) Require the student to withdraw from the faculty, indefinitely;
- e) Require the student to withdraw from the faculty with no right to apply for re-admission to the faculty.
- f) Attach conditions which must be fulfilled before any application for re-admission to the faculty can be considered;
- g) Attach conditions prescribing future conduct by the student.

AMENDMENTS

This By-Law may be amended by Senate alone, or by Senate after approval of such amendment(s) by the Social Work Faculty Council.

APPENDIX B – FACULTY OF SOCIAL WORK GRADE APPEAL POLICIES AND PROCEDURES

The purpose of this committee is to promote consistency related to student appeals at the Graduate and Undergraduate level program levels. The Faculty of Social Work Appeals Committee is the first level of appeal for both Graduate and Undergraduate students in the faculty related to appeals of term and final grades. This committee does not deal with matter of student discipline or professional unsuitability as identified by the University of Manitoba Student Discipline By-laws.

The Appeals Committee shall be comprised of 3 members: the Chair, a Faculty of Social Work member, and a Faculty Content Specialist. The Chair of the Appeals Committee shall be appointed by the Dean of the Faculty of Social Work for a 3-year term. The Chair shall be a tenured faculty member at the minimum rank of Associate Professor. A second committee member shall be elected to the Committee by Faculty Council. Sessional lecturers are not eligible to serve. A third faculty member shall be appointed by the Dean of the Faculty of Social Work as the Faculty Content Specialist for the course that is under appeal. This member shall have knowledge of the course content, having either instructed the course or contributed to the development of the course content. Should the appeal be made regarding a grade assigned by one of the standing members of the Appeals Committee, that member shall step down and the Dean shall appoint an alternative to hear that appeal only.

The Dean of the Faculty of Social Work, while ex-officio on all committees, is not usually part of the Appeals Committee. They do, however, have some residual responsibility to monitor the work of the committee, thus providing an additional safeguard to ensure justice. These policies and procedures apply to all programs offered at the Faculty of Social Work sites: Fort Garry, Distance Delivery, Northern Social Work Program at Thompson, and the Inner-city Program at the William Norrie Centre. The Appeals Committee will review the final grade assigned as well as term work grades for a particular course. Appeals are heard at the initiative of the student upon application to the Registrar's office. The Appeals Committee's duties are to process student appeals related to pass-fail, grade re-calculation, and re-evaluation of term and final grades in the Faculty of Social Work. Grades in electives courses that are required for Social Work degrees, but are provided by other Faculties, should be appealed to the appropriate Faculty. This Committee is the only appeal body within the Faculty of Social Work, and its decision is final within the context of the faculty.

APPEALS OF GRADES RECEIVED FOR TERM WORK

The appeal of term work returned or made available to students before the last day of classes shall be subject to the policies and procedures established by faculty or school councils. Students may formally appeal a grade received for term work provided that the matter has been discussed with the instructor in the first instance to resolve the issue without the need of formal appeal. Term work grades normally may be appealed up to ten working days after the grades for the term work have been made available to the student.

This Committee is the only appeal body within the Faculty of Social Work, and its decision is final within the context of the faculty.

Appeal of Term Work Grades:

[Governing Documents: Students](#) | [Governance](#) | [University of Manitoba](#)

APPEAL OF FINAL GRADES

Prior to filing a formal appeal, students are expected to consult with the instructor of record of the course in question to see if any remedy exists at that level. This appeal to the instructor must normally occur within ten (10) business days of receiving the final grade. If the consultation between the student and instructor does not result in an outcome that is satisfactory to the student, the student may make application for a formal appeal of the final grade.

A student wishing to make a formal appeal of a final grade received in a first term course must do so within fifteen (15) business days of the first day of classes of the second term. For second term and full-term courses, the appeal must be made within fifteen (15) business days following the Victoria Day holiday. The fee which is charged for each appealed term work grade will be refunded for any grade which is changed as a result of the appeal.

Appeal of Final Grades:

[Appeal a grade | University of Manitoba](#)

For further information, please see the Faculty of Graduate and Postdoctoral Studies Academic Calendar

[Appeals – Procedures and Guidelines < Umanitoba](#)

ACTION BY COMMITTEE CHAIR

Upon receiving the documentation from the Registrar's Office, the Appeals Committee Chair will first consult with the instructor of record of the course to ascertain that the student had initiated a discussion with the instructor and to determine the outcome of this consultation.

The Appeals Committee Chair will notify the student in writing (email notification is acceptable) advising of the receipt of the appeal from the Registrar's Office. The notification will address the following issues:

1. Advise the student of the deadline for the faculty's response to the Dean which is fifteen (15) working days from the date of the receipt of the appeal.
2. After consulting with the student, establish a time and place for the hearing, and confirm the information in writing to the student (email notification is acceptable) of the date, time, and location of the appeal hearing at least one week prior to the scheduled meeting.
3. Include a copy of the Faculty's Appeal Procedures, highlighting the provision that the student has the right to appear before the committee, as well as their right to be accompanied by a representative from the Student Advocacy Office and/or the Student Accessibility Services Office.
4. Request that the student forward to the Chair within three (3) working days, all materials relevant to the review (syllabus, assignments, exams, evaluation assessment forms, grading procedures) as well as documentation of the student's efforts to resolve the issue with the instructor. The student shall also inform the committee if they will be accompanied by a representative from the Student Advocacy Office and/or the Student Accessibility Services office.

5. Advise the student of their right to be accompanied by a support person. This person's role is limited to observer status and they do not have the right to participate in the appeal hearing.
6. The Appeals Committee Chair shall inform the instructor in writing (email notification is acceptable) of the time and place of the hearing, the grounds for the student's appeal, and the documentation that will be reviewed in considering the appeal.
7. The instructor in the course being appealed will have the right to appear before the committee. The Appeals Committee Chair will also request from the instructor their response to the matter under appeal. If they do not wish to appear they have the right to submit to the Appeals Committee Chair all documentation and information regarding the matter under appeal.

GUIDELINES AND PROCEDURES FOR THE APPEAL HEARING

At the commencement of the appeal hearing, the Appeals Committee Chair will:

1. Identify the case: date, time, and provide notice that the meeting will be recorded.
2. Introduce the student, the instructor whose decision is being appealed, the accompanying support person, and the members of the Committee.
3. Briefly outline the decision being appealed and remedy sought.
4. Ensure that the proceedings are recorded.

Where a student is questioning the procedures of the grading process, all documentation related to the student's performance in the course may be considered as evidence in the hearing.

At the conclusion of the meeting, the Appeals Committee Chair will summarize the issues before the committee and the information that was presented during the hearing.

A majority vote of the Appeals Committee will determine the final decision. The final grade may remain as was assessed, or raised, but cannot be lowered as a result of the appeal.

The student has no further right to appeal the decision of the Faculty of Social Work Appeals Committee for term work.

All presentations, discussion and deliberations of the appeal process will be kept confidential.

DISPOSITION

The Appeals Committee Chair shall inform the student, the instructor, and the Dean of the Faculty of Social Work of the committee's decision in writing. The decision shall be accompanied by the committee's rationale for its decision. Students will receive the Committee's decision in writing (email notification is acceptable) generally within three (3) working days. A copy of the letter will be placed on the student's e-file. An appeal of a grade beyond the Faculty of Social Work Appeals Committee may be made to the

Dean of the Faculty of Graduate and Postdoctoral Studies. A decision of the Appeal Panel of the Faculty of Graduate and Postdoctoral Studies is appealable only to the Senate Committee on Appeals.

The Appeals Committee Chair shall inform the student, the instructor, and the Dean of the Faculty of Social Work of the committee's decision in writing. The decision shall be accompanied by the committee's rationale for its decision. Students will receive the committee's decision in writing (email notification is acceptable) generally within 3 working days. A copy of the letter will be placed on the student's file. The decision of the Appeals Committee will be provided to the Registrar's office within 30 days of submission. The Chair is responsible for the completion and signing of decision form to be returned to the Registrars' office. All the material in connection with this appeal shall be held by the office of the Dean of the Faculty of Social Work for six months after the expiration of the appeal period, at which point it will be destroyed. Should the student launch a further appeal, all material in connection with this appeal shall be made available to the Senate Committee on Appeals.

The Chair of the Appeals Committee will provide an annual report to Faculty Council at the June meeting summarizing the work of the committee during the previous year. This report shall include the number and type of appeals heard and their disposition. It shall also include, where deemed appropriate, any recommendations for change in these procedures, or any other matters arising out of the committee's experience of concern to the Council

GRADUATE STUDENT APPEALS

The Faculty of Social Work will only hear appeals regarding academic matters. Appeals stemming from departmental actions on academic matters (i.e. failure in a course) will be heard by the Faculty of Graduate and Postdoctoral Studies Appeal Panel only after they have been dealt with by the appropriate faculty appeal process. The Appeal Panel will handle an appeal of Faculty of Graduate and Postdoctoral Studies actions.

Please note that decisions on academic matters such as qualifying examinations, candidacy examinations, thesis examinations, etc. that have been made the faculty will first be appealed to Social Work. If Social Work denies a student's appeal, the appeal may be made to the Faculty of Graduate and Postdoctoral Studies.

APPENDIX C – POLICY GUIDELINES ON CONFIDENTIALITY

The Canadian Association for Social Work Education (CASWE) Standards for Accreditation (June 2016) state that:

In keeping with social work's commitment to the principle of confidentiality, social work programs develop guidelines for confidentiality to be followed by all students in the program by:

- a) Clearly outlining guidelines to protect the confidentiality of service users, settings, social workers and students in assignments, process recordings, audio and video tapings, case examples, or any other learning situations, including use of all forms of social media;
- b) Requesting the necessary signed letters of consent for any case material used by a student where there is a possibility of identification of service users; and
- c) Contracting with settings regarding the use of process recordings, audio and videotapes and social media, and clearly identifying ownership of such material.

Confidentiality is a professional value, as reflected in the Canadian Association of Social Workers (CASW) Code of Ethics, that requires that professionally acquired information about service users be considered as private and shall not be shared with third parties unless the service user provides informed consent. This policy recognizes that in some circumstances a professional or legal obligation exists to share information without client consent.

POLICY STATEMENT

As professionals, students and instructors will comply with applicable provincial privacy laws, including The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA) and will respect the guidelines on confidentiality as outlined in the CASW Social Work Code of Ethics. All parties are responsible for ensuring that no personal information or personal health information that could identify a user of any service system be used in class meetings or in assignments. In addition, while it is acknowledged that the classroom is a public setting, instructors and students shall respect one another's privacy, when discussing classroom activities outside of the classroom. Violations of privacy legislation or the policy may result in action related to student discipline or professional unsuitability.

GUIDELINES

The following guidelines are based on general best practices. The faculty recognized that circumstances can vary and encourages consultation with your field instructor, field liaison, faculty advisor or course instructors.

- The issue of confidentiality will be discussed by student and instructor during orientation to field. The student is required to review the Code of Ethics regarding Confidentiality in Professional Practice prior to assignment of clients.

- The confidentiality policy of the field site will be shared with the student who is required to review and sign, where applicable, to confirm understanding and compliance.
- Students that will encounter personal information or personal health information will be provided with training on The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA) and will sign a pledge of confidentiality.
- The student is expected to possess a basic understanding of confidentiality and its limits and to demonstrate transparency with clients in communicating these limitations.
- Limits to confidentiality include matters as required or permitted by relevant laws, court order or when a clear threat to the safety of the client or others is evident.
- Case studies must not contain any identifying information.
- Documents with identifying information from field agencies must be treated in accordance with the agency's policies.
- Disposal of documents with identifying information, including electronic records, must be carried out according to Agency protocols.
- Identifying information is not to be used in the classroom or in other context aside from Faculty approved supervision meetings.
- Confidentiality guidelines will be observed, when using social media.

Students are strongly encouraged to consult field instructors, field liaisons, faculty advisors or course instructors, if they are unsure about matters related to this policy.

*Approved by Faculty Council, February 22, 2013.

APPENDIX D – SOCIAL MEDIA POLICY AND GUIDELINES

The Canadian Association for Social Work Education (CASWE) Standards for Accreditation (May 2012) state that:

The academic unit has a policy regarding ethical use of all forms of social media to ensure the privacy, confidentiality, and interests of the academic unit and its field practicum community and demonstrates how the policy and procedures are consistent with the relevant human rights legislation, with the mission of CASWE- ACFTS, and with the mission of the academic unit concerned.

As various forms of social media become commonplace in educational, employment and other settings, the faculty recognizes the need to establish guidelines that protect Faculty members, students and those with whom we work from negative consequences. These guidelines must respect freedom of expression and freedom from harassment, as enshrined in relevant human rights legislation. They must be consistent with the Canadian Association of Social Workers' (CASW) Code of Ethics and maintain academic freedom and respectful learning environments as specified in the CASWE, Faculty and University mission Statements.

POLICY STATEMENT

The Faculty of Social Work adheres to the CASW Code of Ethics, which outlines the core social work values as:

- Respect for the inherent dignity and worth of persons
- Pursuit of Social justice
- Service to humanity
- Integrity of professional practice
- Confidentiality of professional practice
- Competence of professional practice

The faculty values academic freedom and freedom of inquiry and freedom of expression as pillars of social work education and acknowledges the right of every individual to be free from harassment, discrimination and oppression. The Faculty of Social Work recognizes the growing importance of social media and is committed to supporting their ethical and responsible use.

Members of the Faculty of Social Work Community, including students, faculty, sessional instructors, and staff, are responsible and accountable for their actions and statements. The guidelines contained in this document are intended to help in making appropriate professional decisions about communication in classrooms and through blogs, websites, wikis, twitter, and other forms of social media. The use of unfounded or derogatory statements or misrepresentation is prohibited by the Faculty of Social Work and associated field agencies and may be subject to examination under several University of Manitoba policies related to student discipline, professional unsuitability, sexual harassment, or respectful work and

learning environments. These policies and guidelines refer to the Faculty of Social Work and its associated field agencies and are not intended to infringe upon your personal rights and freedoms.

GUIDELINES FOR THE USE OF SOCIAL MEDIA

The content of publicly accessible communications shall be consistent with the values specified in the CASW Code of Ethics and comply with The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA). The faculty values and encourages freedom of expression and critical debate and does not support the use of inflammatory, libellous or disrespectful language. Further, harassment and behaviour that create a hostile work or learning environment run contrary to the University's fundamental values, as reflected in the Respectful Work and Learning Environment Policy (September 2020).

The faculty encourages communication that is accurate and based on reasoned engagement with professional and scholarly knowledge. Postings should be treated as public documents and, therefore, professionalism is required. Always keep in mind that interaction through social media can result in anyone forming opinions about the faculty, a field setting, employees, clients, students or the author of the posting. Communications that mention the Faculty of Social Work, field agencies, employees, students or clients must identify that the views expressed are those of the author and not the views of the faculty or other members of its community. Under no circumstances should information that is confidential, pertaining to the faculty, field agency, clients or colleagues be shared. Keep in mind that many factors can lead to the identification of a client, especially to those who know the client. Confidentiality must be strictly observed, as specified in the CASW Code of Ethics and the faculty's confidentiality policy.

The following guidelines for social media interactions with current and past clients are based on general best practices. The faculty recognizes that circumstances can vary and encourages consultation with your field instructor, faculty advisor or field liaison.

- Do not "friend" clients or accept requests to be "friended" from current or previous clients.
- Do not use messaging websites such as Twitter or Facebook to contact clients or to respond to clients.
- Use your professional email address to communicate with clients.
- Use caution when discussing your work or studies with clients.
- Remember that all email communication is retained in the logs of your and your clients' internet providers.
- Remember that information that you provide about yourself on websites can be accessed by clients.

*Approved by Faculty Council, February 22, 2013.

APPENDIX E – ETHICAL GUIDELINES FOR STUDENT USE OF COPY-EDITING SERVICES (ARTIFICIAL INTELLIGENCE USE)

Professional copy-editing services are intended to ensure correctness, consistency, accuracy, and clarity in written work. Students may use these services when writing their theses, dissertations, or other scholarly contributions (e.g., term papers). However, they must disclose this use to their advisor or instructor before engaging in a copy editor's services.

Copy-editing may include correcting grammar, eliminating passive voice, addressing homonym errors, formatting paragraphs, and ensuring adherence to citation styles (e.g., APA, MLA, Harvard). While copy editors may provide recommendations or highlight issues with paragraph structure and argument clarity, they must not rewrite sections or alter the student's ideas. Doing so would constitute a violation of academic integrity (for more information, visit the UM's webpage on academic integrity - <https://umanitoba.ca/student-supports/academic-supports/academic-integrity>).

The following guidelines clarify how students can appropriately and ethically use copy-editing services. When in doubt, students should consult their advisor or instructor about ethical boundaries.

Acceptable use of a copy-editing services for student contributions includes:

- Conducting proofreading to identify and correct typographical errors.
- Enhancing clarity and addressing language nuances for English as a Second Language students.
- Ensuring consistency in reference style and citations.
- Standardizing editorial style, including capitalization, level headings, and numbering.
- *Suggesting* improvements to clarity, organization, writing flow, and tone.

Unacceptable use of a copy-editing services for student contributions includes:

- Any rewriting sections or drafts of a student's work.
- Altering arguments, ideas, or content beyond minor stylistic suggestions.

If you are using artificial intelligence to copy-edit your work, please refer to the Faculty of Social Work's ***Guidelines for the Ethical and Responsible Use of Artificial Intelligence in Academic Work***.

Sources:

https://www.queensu.ca/grad-postdoc/sites/sgswww/files/uploaded_files/SGSPD-Editor-Listing.pdf

<https://umanitoba.ca/education/sites/education/files/2023-08/Graduate%20Student%20Copy%20Editing%20Fund%20-%20Guidelines%20%26%20Application%20-%20REV%20July%2031-23.pdf>

APPENDIX F – GRADUATE AWARD INFORMATION

FACULTY OF SOCIAL WORK AWARD INFORMATION (GRADUATE PROGRAMS)

[Financial aid and awards](#) | [Faculty of Social Work](#) | [University of Manitoba](#)

UNIVERSITY OF MANITOBA GRADUATE FELLOWSHIP (UMGF)

[Financial aid and awards](#) | [Faculty of Social Work](#) | [University of Manitoba](#)

FACULTY OF GRADUATE AND POSTDOCTORAL STUDIES AWARD INFORMATION

FGPS General Funding & Awards Information

[Funding, awards and financial aid](#) | [Faculty of Graduate and Postdoctoral Studies](#) | [University of Manitoba](#)

FGPS Awards Data Base (Internal and External Awards)

[UM Faculty of Graduate Studies - Graduate Awards Database](#)

TRI-COUNCIL AWARDS (FEDERAL FUNDING), RESEARCH MANITOBA, AND MITACS

[Funding, awards and financial aid](#) | [Faculty of Graduate and Postdoctoral Studies](#) | [University of Manitoba](#)

INDIGENOUS GRADUATE STUDENT AWARDS

[Funding, awards and financial aid](#) | [Faculty of Graduate and Postdoctoral Studies](#) | [University of Manitoba](#)

GRADUATE STUDENTS' ASSOCIATION AWARD INFORMATION (UMGSA)

[Grants & Awards](#) | [UMGSA](#)

FINANCIAL AID & AWARDS OFFICE

Bursary Information

[Bursaries](#) | [University of Manitoba](#)

Government Student Aid

[Government student loans](#) | [University of Manitoba](#)

US STUDENT LOANS

[U.S. student loans | University of Manitoba](#)

Note: For the Social Work Awards/Bursary, UMGF, and UMGSA, the Faculty of Social Work will send out an email to all students when applications are being accepted.