



Department of Biological Sciences Graduate Student Survival Guide

Welcome to the University of Manitoba!

Your degree

As a student, the one person with the greatest investment in completing your degree is you. *You are responsible* for organizing the committee meeting, suggesting a candidacy exam timeline (as a PhD student), writing the proposals/progress reports, and your thesis! It is required that you attend at least 50% of the departmental seminars; the times and locations of these are emailed out and advertised with posters throughout the three Biological Science Buildings.

Master's Students are required to take a minimum of 6 credit hours at the 7000 level, one of which will be the required BIOL 7100 course, and maintain a minimum degree grade point average (GPA) of 3.0. Master's students are also required to give a written proposal and short oral presentation to their committee members within six months of their program start date.

PhD Students have varying requirements for credit hours based on admission status. Where admission to the PhD is directly from a master's degree, a minimum of 6 credit hours of graded coursework at the 7000 level (including the core course BIOL 7220: Critical Thinking in Biological Sciences), and a thesis are required. Where admission to the PhD is directly from an honours bachelor's degree or equivalent, a minimum of 12 credit hours of graded course work at the 7000 level (including two core courses, BIOL 7100: Core Skills in Biological Sciences Research and BIOL 7220: Critical Thinking in Biological Sciences), and a thesis are required. You are also required to give two public presentations: the proposal presentation (normally in the first year) and another public presentation (typically a Crackerjack Lecture for the department towards the end of your program). In addition, PhD students must complete the Candidacy Exam; this is typically done in the last two years of the program but must be completed more than one year before finishing.

Supervision

It is the responsibility of your advisor to direct you in your program of study and research. This begins with a formal documentation of lab expectations which is a document created by your advisor, then read and signed by you in agreement. Your advisor can assist you with finding this form on JUMP and electronically signing it once in agreement (this is a departmental/GSA requirement). Your Advisor will aid you in developing/writing your proposal, choosing the appropriate people for your committee, progress reports, drafts of your thesis, chair your advisory committee meetings, provide guidance, and suggest possible sources of funding.

The Advisory Committee

Your advisory committee is made up of faculty from the University of Manitoba, and may come from within or outside the department. Their role is to approve your proposed research and give feedback on your progress on a yearly basis. Your advisor can help you choose a committee with the expertise to ensure your success.

Progress reports - http://umanitoba.ca/faculties/graduate_studies/forms/index.html

Find 'Progress Reports' under 'Program Forms' at the above link. The progress report is a form completed by your advisor and signed by your committee members and yourself. The progress report should be a minimum two pages, and should detail your progress over the past year (both scientific and course based) and submitted to the advisory committee approximately one week prior to your meeting. If you let Jaime Stringer in the Biological Sciences' office know you're doing a proposal/progress report when you book a conference room, she can get all the required documents ready for you and your committee. A minimum of 1 progress reports is required annually due to the Faculty of Graduate Studies, with a deadline of the 1st of June each year.

Registration

To initiate and maintain your status as a graduate student, Jaime Stringer will register you in all your courses for each term (Fall, Winter and Summer). Make sure you double check in Aurora that you are registered. There is a mandatory online academic integrity course (GRAD 7500) that Jaime Stringer will also register you in - you must get 100% to pass this course, but you can take up to 5 times. If you fail this course 5 times, you must work with a counsellor in Faculty of Graduate Studies prior to additional chances to take the course. You must discuss your subsequent courses with your advisor and then send an email to Jaime about which courses you will be taking.

Courses - <https://www.sci.umanitoba.ca/biological-sciences/winter-2020/>

Master's fees - <http://umanitoba.ca/student/records/fees/1031.html>

PhD fees - <http://umanitoba.ca/student/records/fees/1034.html>

Online Portals

Before using any of the below applications, make sure you **Claim your University ID**. Go to this link: <https://signum.umanitoba.ca/> and click "Claim Your ID".

Aurora: https://aurora.umanitoba.ca/banprod/twbkwbis.P_GenMenu?name=homepage

Once you are registered, a summary of tuition and other fees can be found through Aurora Student.

https://aurora.umanitoba.ca/banprod/twbkwbis.P_WWWLogin

Aurora contains access to your Personal Records (required by the University), Enrolment and Academic Records, and Financial Aid/Funding. You will find your tuition total here. Start navigating this site early on.

Email: <http://umanitoba.ca/ist/email/studentemailindex.html>

JUMP: can be accessed here <http://umanitoba.ca/current-students> JUMP is the U of M's portal for students, faculty, and staff. JUMP provides access to email, course links to UM Learn, campus news and announcements and single sign-on access to many services.

UM Careers:

https://umanitoba.ca/admin/human_resources/employment/employment_opportunities.html

This site contains active University job postings, for TA-ing and such.

UM Learn: <https://universityofmanitoba.desire2learn.com/d2l/login>

This is the online version of your course 'syllabus'. Your professor can post extra resources here and you will have access to class lists and such. This is also where you access any extra courses that need to be completed for lab work, such as WHMIS and biosafety.

Training

Depending upon the selected areas of research, graduate students may be required to take training courses, commonly Animal Care and WHMIS courses. You should get an email to sign up for this fairly early in your degree. Ask your Advisor if any of these training courses are required for you. Everyone is required to take the Academic Integrity Course (GRAD 7500) (see **Registration** section above) which is an overview of ethical guidelines and plagiarism in research and at the University.

Animal Care - <http://umanitoba.ca/research/orec/ac.html>

The Faculty of Graduate Studies offers short workshops to help you during your degree (https://umanitoba.ca/faculties/graduate_studies/workshops/gradsteps.html) as well as MITACs training courses (https://umanitoba.ca/faculties/graduate_studies/workshops/mitacs.html). These courses range from writing proposals, using library technology to courses in communication, leadership and time management. They do help! The MITACs courses are free for Grad Students and really expensive for anyone else.

Supplemental Regulations

http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html

The rules and policies regarding the formality of your degree and relationship with the University. This contains all the forms and guidelines you need. A pain to read, but you *really should*, especially when completing milestones like the proposal and candidacy exam! Be sure to check it for updates as it might change throughout your degree.

Proposal

You are required to develop a thesis-research proposal, which should be completed within the first six months of study for MSc and within the first year for PhD. A public presentation of the proposal is required at the PhD level. Find the outline for the proposal in the Supplemental Regulations document (Ctrl F or Command F and search Proposal)

Additional information for PhDs can be found at this website:

<http://www.sci.umanitoba.ca/biological-sciences/wp-content/uploads/sites/5/2018/08/PhD-Proposal-Information.pdf>

Ask your Advisor for general proposal guidelines, but they are typically 5-10 pages and include the following sections:

- Title
- Introduction
- Proposed Methods (more detailed methods can be put in an appendix)
- Expected Results
- Discussion
- Timeline
- References

Important Dates <http://umanitoba.ca/student/records/deadlines/>

Progress Reports - Deadline for submission of the Annual Progress Report Form is June 1.

Committee meetings - The Advisory Committee must meet at least annually, and not later than June 1, as this is the deadline for the abovementioned Progress Report Form.

Candidacy Exam (PhD Students only) - This is the big one and a pass means you are now a PhD candidate proper. The exam must be completed after the thesis proposal and is an eight week process so set aside time for this! Make sure you start the process of scheduling the exam at least 3-4 months prior to when you would like it to start. More detailed information can be found in the Department's supplemental regulations.

Thesis - http://umanitoba.ca/faculties/graduate_studies/thesis/index.html This guide contains formatting regulations as well as deadlines for submission.

A Rough Outline of the Academic year:

Early Jan - New Student Orientation

Mid-January - Last date to declare intent to graduate in Spring

Louis Riel Day - Third Monday in February, University closed

Reading Week – Late February, University closed

Good Friday – March or April, University closed

Early Sept - New student orientation

Mid-Sept - Last day to declare intent to graduate in Feb

Thanksgiving Day - Early October, University closed

Remembrance Day - November 11, University closed

The Biological Sciences Department

This website contains an updated list of the Faculty, Support Staff and Technicians:

<https://www.sci.umanitoba.ca/biological-sciences/people/directory/>

Important Support Staff: located in the Biological Sciences Building (BSB), main floor, 212

Sarah Fortier – Reception/Undergraduate Program Assistant – Sarah is who you see when you enter the office, she works reception and can book rooms
Email: sarah.fortier@umanitoba.ca

Jaime Stringer - Graduate Program Assistant – Registers all students for classes each term, hands out laboratory and building keys and overall is a great lifeline!
Email: Jaime.Stringer@umanitoba.ca

Doreen Davies - Administrative Assistant – Coordinates TA-ing and back up for graduate program
Email: Doreen.Davies@umanitoba.ca

Sylvia Lapointe - Administrative Assistant – Responsible for human resources, payroll, etc.
Email: Sylvia.Lapointe@umanitoba.ca

Maureen Foster-Stopchycki - Administrative Assistant – Responsible for travel bookings /claims
Email: Maureen.Stopchycki@umanitoba.ca

Bio Store - places all orders for equipment and supplies both within and external to the University. Email: biostore@umanitoba.ca

Khosrow Hakimzadeh - Systems Administrator. An excellent resource to help with computer issues. i.e. your laptop crashes and you've lost your data, email Khosrow. Email: Khosrow.Hakimzadeh@umanitoba.ca

Betty Lerner - Safety Advisor and WHMIS course instructor
Email: Betty.Lerner@umanitoba.ca

Vickie Albrecht - Biological Sciences Librarian in the Science and Technology Library. She is great resource for literature searches and learning how to use Reference Software.
Email: Vickie.Albrecht@umanitoba.ca

Contact people for support:

- For financial matters see Maureen Foster-Stopchycki or Sylvia Lapointe.
- For keys to rooms in Buller and Duff Roblin Buildings and BSB see Jaime Stringer.
- For swipe card access to buildings your Advisor needs to send an email to Physical Plant, and you have to go there to get your ID card activated.
- For technical equipment issues see Frauke Fehrmann, the biological sciences equipment technician
- General departmental inquiries should be directed to Maureen Foster-Stopchycki.
- Inquiries on graduate studies should go to Jaime Stringer.

There are a variety of people within the department that have the ability to help when problems or concerns arise.

- The Head of the Department (Dr. Steven Harris) and the Chair of the Graduate Studies Committee (Dr. Jane Waterman), can be approached if you experience difficulties.

Teaching Assistant -

https://umanitoba.ca/admin/human_resources/employment/employment_opportunities.html

You can apply to be a Teaching Assistant (TA) at UMCareers. If you have further questions about TA-ing positions they can be directed to Doreen Davies.

Scholarships and Awards –

General U of M: http://umanitoba.ca/faculties/graduate_studies/funding/index.html

Departmental: <https://www.sci.umanitoba.ca/biological-sciences/scholarships-and-awards/graduate-awards/>

Another source of information on scholarships and awards is the bulletin boards around the main office in the Biological Sciences Building. The scholarships posted here are often available through outside funding sources and can often be held with other major awards (examples are the Manitoba Big Game scholarship and the Wildlife Society award). Conference travel awards are also available from the Department of Biological Sciences, Faculty of Science, Faculty of Graduate Studies, and the University of Manitoba Graduate Association (UMGSA). Questions about scholarships and awards can be directed to Jaime Stringer. General deadlines for awards are:

Early Sept: Departmental

Early October: PhD NSERC

Late November: MSc NSERC

February: UMGF

The University and Campus

An electronic map of the Fort Garry Campus can be found here: <http://umanitoba.ca/maps/> and at the bottom of this document

Biological Sciences Graduate Student Association (BSGSA) - <http://bsgsa.weebly.com/>

The BSGSA is a liaison for Biological Sciences Graduate students. Your best place to meet fellow graduate students is by attending one of the many great events, including: Lubinsky, Hanna and Barrett-Hamilton lecture series, Welcome BBQ, Halloween Social, Holiday Party, recreational activities, Coffee Mondays, etc. *They are also a great resource for those questions you have about your degree but do not know whom to ask. They are here to help you.* Joining the BSGSA is also a great way to get involved (and it looks great on a CV), check out the website for the list of positions and their descriptions.

Email: bsgsa@umanitoba.ca

Faculty of Graduate Studies (FGS) - http://umanitoba.ca/faculties/graduate_studies/index.html

Faculty of Science (FS) - <http://umanitoba.ca/faculties/science>

Graduate Students Association (GSA) - <http://www.umgsa.org/>

This student body provides service exclusively to graduate students and provides a voice for graduate students at the University Level. More information regarding the GSA can be found at the website or see the GSA Office Manager at 221 University Centre. The Graduate Student Association also offers awards (scholarships, bursaries and travel-conference grants). A list of these awards can be found on the GSA website under Resources.

University of Manitoba Student Union (UMSU) - <http://umsu.ca/> Located at 101 University Centre, UMSU is the main student union.

GradSteps Workshop - http://umanitoba.ca/faculties/graduate_studies/workshops/gradsteps.html
Professional development workshops, super, super informative!

University Centre

Located in the middle of the Fort Garry campus. Services include a food court, convenience store, flower shop, pharmacy and post office, a hairdresser, Campus Book Store, Starbucks and Tim Hortons, Medical and Dental Services, Registrar's office, and many other services. Additional facilities or support bodies that are also located in the University Centre include:

The International Centre for students: <http://umanitoba.ca/student/ics/>

Student advocacy: <https://umanitoba.ca/student/advocacy/>

Student counseling: <http://umanitoba.ca/student/counselling/>

Health & Dental – <http://www.umsu.ca/services/health-dental-insurance>

Health/Dental benefits come as a package to which you are entitled as a graduate student (through your tuition) at the University of Manitoba, you can pick up your health card at University Centre or print one out. You may opt out of the plan, but only if you have alternative coverage. The forms are online and there are on-campus health <http://umanitoba.ca/student/health/> and dental clinics <https://www.reflectionsdentalhealth.ca/site/home-campus> in University Centre.

If you are from out-of-province you should visit <http://www.gov.mb.ca/health/>.

International students no longer have healthcare included in tuition (and though this may change) in 2019/2020 the university provided coverage so that it was still listed in the tuition fees, and therefore would be eligible for scholarships and loans. Check for updates here: https://umanitoba.ca/research/international_centre/health_coverage_faq.html

Health Services is located on the first floor of University Centre (Room 104), in the corner near the Manitoba Public Insurance office. To make an appointment, you can call (204-474-8411) to (usually they're booked ahead several weeks) or drop in. For drop ins, they recommend getting there before they open or calling as soon as they open since appointments go on a first come first serve basis.

The dentist is in room 100 and appointments can be made online or by phone 204-474-7373. **The Freshwater Institute** - Fisheries and Oceans Canada (DFO) building located on the west side of campus. It houses research laboratories and an aquatic research library that is open to the public. It is also home to a few of your fellow graduate students.

Winnipeg transit - At the **Service Centre** (formerly called Answers) kiosk in the University Centre, you may pick up your UPass bus pass as long as you have your valid student ID. The UPass is good for a semester period and is covered by your tuition. (So, if you pick up your pass in August, it will be valid until the end of December). UPass is currently not available for the summer months. You can purchase a reloadable Peggo card for the summer months: <https://efare.winnipegtransit.com/e-Fare/welcome.html>

Parking - <http://umanitoba.ca/campus/parking/>

You can either get a parking pass or use the metered parking spots. All parking spots have plugs for your block heater during the winter months. Make sure to buy an electrical cord that is rated for the winter temperatures. Parking on campus is free in unreserved lots before 7:30 am and after 4:30 pm and on weekends. There are also 1-hour and 2-hour free parking on the residential streets surrounding the campus.

Food on Campus (or more importantly coffee) - <http://umanitoba.ca/campus/food.html>

The Fort Garry Campus offers both Tim Horton's and Starbucks coffee at various locations around campus. Check out the On-Campus Dining website for hours of operation and locations. If you are more interested in a beer than caffeine, check out Degrees or The Hub Pub. Both are located in the University Centre. Alternatively, The Starting Block Café in the Active Living Centre offers healthier options, and the Daily Bread Café is worth checking out.

Extras

UManitoba Mobile App - <http://umanitoba.ca/admin/mco/mobileapps.html>

Recreation Services - <http://umanitoba.ca/faculties/kinrec/recreationservices/>

The Fort Garry campus has a wonderful fitness facility, the Active Living Centre with new equipment, pools, saunas and great lunch-hour classes, group fitness, specialty classes and an indoor track. Access to the facility is included in your tuition so take advantage of it.

Recreation Services Mobile App

<http://umanitoba.ca/faculties/kinrec/recreationservices/mobileappdw1.html>

Housing - <https://www.padmapper.com/> or <https://www.kijiji.ca/>

Fun 'Up and coming' areas: Osborne, Corydon, Wolseley

Insurance - It's a great idea to have renter's insurance. The insurance broker in the University Centre has a very cheap student plan.

Campus Tunnels - Winter can get very cold in Manitoba so there is a network of tunnels that connects most of the buildings on campus – get to know the underground with the maps around campus and stay warm!



UNIVERSITY OF MANITOBA | Fort Garry Campus

- University Buildings
- Non-University Buildings
- Student Residences
- Construction Sites
- A-Z** Reserved Parking Areas*
- Student Parking*
- Residence Parking* (24 hr)
- Staff Parking*
- Carpool Parking*
- Public Parking (Park & Pay)
- Public Parking (Evenings & Weekends Only)
- Parkade (Public Parking)
- Meter Parking
- Taxi Stand
- Fort Garry Campus Shuttle
- Handi-Transit Pickup
- Transit Bus Stops
- Temporary Bus Stops**
- Accessible Parking*
- Motorcycle Parking*
- Emergency Code Blue Phones
- Food Services
- Campus Security
- Bike Route
- Bike Repair Station
- Bike Cages

*U of M Permit required from 7:30 a.m. - 4:30 p.m. weekdays
 **Dafoe Bus Stops (East of Gillson) are relocated to MacLean Crescent until 2018

