

Faculty of Graduate Studies

Name of Unit: Microbiology

Faculty of Graduate Studies Regulation

Supplemental Regulation

The Faculty of Graduate Studies academic guide contains all the rules and policies pertaining to the Faculty of Graduate Studies. Adherence to these rules is of utmost importance for the effective functioning/operation of programs and for guiding and monitoring the progress of students. The integrity of the process is at stake. The major goal of this guide is to prevent potential problems that may affect the completion of a student's program. It is the responsibility of students and the unit offering a graduate program to read and follow the policies contained herein.

All regulations as laid out in the Faculty of Graduate Studies Academic Guide are subject to revision by the appropriate bodies of the Faculty of Graduate Studies. This compendium is presented as the most recent set of regulations as a guideline for students and staff. Regulations may vary from one department or program to another. Individual departments may have additional regulations that supplement these general regulations. All such supplementary procedures and regulations must be approved as specified by the By-Laws of the Faculty of Graduate Studies, be published and available to students, and kept on file in the Faculty of Graduate Studies Office.

For those programs that are administered through a Faculty (as opposed to a Department) the term "Department" should be substituted by "Unit" within this document (i.e. Department Head becomes Unit Head.)

PREFACE

The Faculty of Graduate Studies is a pan-University faculty charged with the oversight of the administration of all graduate programs at the University. Therefore these regulations apply to all graduate students in all programs in all academic units. Individual units may require specific requirements above and beyond those in the following document, and students should consult unit supplemental regulations for these specific regulations. All unit supplemental regulations require approval of the Faculty of Graduate Studies.

Definitions

The "Dean of the Faculty of Graduate Studies" shall be taken to mean the Dean of the Faculty of Graduate Studies or designate.

"Unit" shall be taken to mean the academic unit where the graduate student is pursuing his/her studies. Generally, this is the department. For Faculty-based programs, the Dean is the *de facto* Head of the unit. The term "unit" shall also include Schools of Faculties within the University. The Dean of the Faculty of Graduate Studies is the *de facto* Head of interdisciplinary programs administered by the Faculty of Graduate Studies. The Head of any unit may designate any of his/her responsibilities in this policy to another member of the unit, such as the Graduate Chair.

Section 1: Application, Admission, and Registration Policies

1.1 Application and Admission Procedures

The application (and all required documentation) is to be submitted directly to the Faculty of Graduate Studies. **Applicants should contact the department to which they are applying for the procedures, requirements and departmental application deadlines in effect.**

1.1.1 Process:

1.1.1 (a) A completed official application for admission form must be submitted, together with the

Departmental contact, address, generic email (no individual's names please), phone number:

Graduate Coordinator
Dept. of Microbiology
418 Buller Bldg.
University of Manitoba

Telephone: 204-474-9372

Fax: 204-474-7603

Email: microcom@cc.umanitoba.ca

http://umanitoba.ca/faculties/science/departments/microbiology/graduate_program.html

Note:

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

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<p>application fee and supporting documentation, to the Faculty of Graduate Studies.</p> <p>NOTE: International students must pay special attention to the appropriate requirements with respect to transcripts (see application form for details).</p> <p>1.1.1 (b) Applications are subsequently reviewed by the unit offering the program which will decide whether the applicant meets the unit's criteria including, but not limited to, space, facilities, and advisors.</p> <p>1.1.1 (c) Notification of recommended/rejected applications are sent by the Head of the unit to the Faculty of Graduate Studies. Applications recommended for admission are checked to determine if they meet the Faculty of Graduate Studies' eligibility requirements. The Faculty of Graduate Studies then notifies applicants of their acceptance or rejection.</p>	<p>Graduate Student and Program Review Committee (GSPRC): This Departmental Committee, which is advisory to the Head, is responsible for administering most aspects of the Graduate Student programs, including admission, approval of the Advisory Committee, the candidacy exam (for Ph.D. Students), approval of thesis examiners and ensuring that all other requirements [annual reviews, the seminar (for Ph.D. Students)] are met. GSPRC also recommends to the Head, from time to time, on changes to regulations, policies and procedures involving the Graduate programs.</p>																
<p>1.1.2 Deadlines for Recommended Applications (from Departments to the Faculty of Graduate Studies)</p> <p>The following are the deadlines for receipt by the Faculty of Graduate Studies for recommendations from graduate units. Individual units may have earlier deadlines.</p> <table border="1" data-bbox="61 772 625 877"> <thead> <tr> <th>Session</th> <th>Start Date</th> <th>Canadian/US</th> <th>International</th> </tr> </thead> <tbody> <tr> <td>FALL</td> <td>September</td> <td>July 1</td> <td>April 1</td> </tr> <tr> <td>WINTER</td> <td>January</td> <td>November 1</td> <td>August 1</td> </tr> <tr> <td>SUMMER</td> <td>May</td> <td>March 1</td> <td>December 1</td> </tr> </tbody> </table> <p>IMPORTANT: Applicants are required to submit the application and documentation to the Faculty of Graduate Studies for an earlier deadline than those listed above. Applicants are advised to confirm the deadline of the unit to which the application is being made. Contact information for each unit can be found at http://umanitoba.ca/faculties/graduate_studies/admissions/index.html</p> <p>The deadlines are meant to accommodate the needs of students in securing appropriate documentation. Late applications may be considered for the next available start date.</p>	Session	Start Date	Canadian/US	International	FALL	September	July 1	April 1	WINTER	January	November 1	August 1	SUMMER	May	March 1	December 1	<p><i>Internal Unit Application Deadlines or statements such as "one month earlier than FGS deadlines":</i></p> <p>Applications are due to the Department of Microbiology one month prior to the deadline for the Faculty of Graduate Studies.</p>
Session	Start Date	Canadian/US	International														
FALL	September	July 1	April 1														
WINTER	January	November 1	August 1														
SUMMER	May	March 1	December 1														
<p>1.1.3 Application Fee</p> <p>A \$100.00 (CDN) fee must accompany admission applications from all Canadian, Permanent Resident or International applicants.</p>																	
<p>1.1.4 Transcripts</p> <p>Applicants must arrange for official transcripts from all post-secondary institutions attended to be sent to the University of Manitoba. Applicants must ensure that the original transcripts bearing the university seal or attested copies are sent directly from their issuing university to the Faculty of Graduate Studies. In cases where the transcript does not/will not clearly state that a degree has been conferred, an official degree certificate must accompany the transcript. It is important that the transcript(s) arrive as soon as possible to coincide with the arrival of the application.</p>																	
<p>1.1.5 Transcripts: International</p> <p>Where academic records from a country other than Canada are produced in a language other than English, the applicant must arrange for the submission of official literal translations of all records. To be official, original language documents and English translations must arrive together in envelopes which have been sealed and endorsed by the issuing institution.</p>																	
<p>1.1.6 Transcripts: University of Manitoba</p> <p>University of Manitoba students are not required to submit University of Manitoba transcripts.</p>																	

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<p>1.1.7 Proficiency in English</p> <p>A successfully completed English Language Proficiency Test from the approved list is required of all applicants unless they have received a high school diploma or university degree from Canada or one of the countries listed on the English Language Proficiency Test Exemption List (see next section). If applicable, this score is required as a basis for admission and applicants will NOT be accepted pending receipt of an acceptable score. Documented proof of either of the above must be submitted with the application for admission. Please note: scores more than two years old are not acceptable.</p> <p>Thresholds required for successful completion are indicated in parentheses. Note: Some units may require a specific test or test scores greater than those indicated below:</p> <ul style="list-style-type: none"> • University of Michigan English Language Examination Assessment Battery (MELAB) (80%) • Test of English as a Foreign Language (TOEFL)– Paper-based test (550); Internet based -iBT (80) • Canadian Test of English for Scholars and Teachers (CanTEST) (band 4.5 in listening and reading and band 4.0 in writing and oral interview) • International English Language Testing System (IELTS) (6.5) • Academic English Program for University and College Entrance (AEPUCE) (65%) • Canadian Academic English Language Assessment (CAEL) (60 overall and 60 on each subset) <p>Note: In addition, foreign language students may be asked by the unit to complete the CanTEST prior to or following registration in the Faculty of Graduate Studies and, if need be, the unit may recommend remedial measures in language skills based on the results of the CanTEST.</p>	<p>CanTest: All visa students whose admission requirements to the Faculty of Graduate studies include an English language proficiency test, shall normally be required to take the CanTest for English language proficiency after registration. If the student does not achieve a sufficient score on any part of the test, the student may be required to take the remedial courses recommended by ELC (English Language Center). The student will pay all, or part, of the cost for the CanTest and any remedial courses. The student's Advisory Committee (see below) may recommend, in writing, that the student not take the CanTest or any remedial courses. The recommendation will be forwarded to the Faculty of Graduate Studies with copies to the Head of the Department and the student in question.</p>
<p>1.1.8 English Language Proficiency Test Exemption List</p> <p>Applicants holding secondary school diplomas and/or university degrees from certain countries, where the language of instruction is English, are exempt from the English Language Proficiency Test requirement. A list of additional countries exempt from the English Language Proficiency Test can be found at http://umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.htm</p>	
<p>1.1.9 Letters of Recommendation</p> <p>Letters of Recommendation forms are available in the Faculty of Graduate Studies Office, 500 University Centre or on the web:</p> <p>http://umanitoba.ca/faculties/graduate_studies/media/Letter_Support-Application.pdf</p> <p>Two Letters of Recommendation must be sent to the Faculty of Graduate Studies in individually sealed envelopes with the referee's signature across the closing flap of the envelope. Alternatively electronic letters of reference will also be accepted. Applicants should check with the unit to which they are applying as some units require more than two Letters of Recommendation on a form approved by individual units.</p>	<p><i>Indicate if more than 2 letters are required</i></p>
<p>1.1.10 Admission Tests</p> <p>Some units require admissions tests, such as the Graduate Record Examination (GRE) or the Graduate Management Aptitude Test (GMAT). These requirements are listed in the supplemental regulations of the particular unit, and if required, the scores must be submitted at the time of application.</p>	
<p>1.1.11 Entrance Requirements</p> <p>The minimum standard for acceptance into any category in the Faculty of Graduate Studies is a</p>	

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3.0 Grade Point Average (GPA) or equivalent in the last two previous years of full time university study (60 credit hours).	
<p>1.1.12 Eligibility of University of Manitoba Staff Members</p> <p>A staff member at the University of Manitoba at the rank of Assistant Professor or above is not eligible to apply for admission to a graduate program in the unit in which the appointment is held.</p>	
<p>1.2 Registration Procedures</p> <p>1.2.1 Registration</p> <p>Undergraduate students are not allowed to register in graduate courses; that is, admission to the Faculty of Graduate Studies is a condition for registration in courses at the 6000 level and above.</p> <p>All graduate students must initially register in the term specified in their letter of acceptance as specified in the Academic Schedule of the Graduate Calendar. Any student not registering by registration deadline for the term specified in their letter of offer will be required to re-apply for admission. In exceptional circumstances and with prior approval from the unit, a student may defer registration for up to one term following acceptance into the Faculty of Graduate Studies. In the case of international students, admission may be deferred, with prior approval from the unit, for up to one year following acceptance.</p> <p>All programs must be approved by the Head of the major unit or designate. Approval to take courses from units outside the major unit must be obtained from the outside unit.</p> <p>The approval or denial of admission and registration to two programs rests with the Dean of the Faculty of Graduate Studies in consultation with the unit concerned. The approval/denial must be submitted to the Faculty of Graduate Studies prior to the student's admission/registration.</p> <p>Where a student does register in two programs, the student must declare themselves as part-time in at least one of the programs. Students should note that completing a graduate program as a part-time student will affect their eligibility for the University of Manitoba Graduate Fellowship (UMGF) and may limit other funding possibilities.</p>	
<p>1.2.2 Re-Registration</p> <p>Any student whose program of study extends for more than one year must re-register in both the fall and winter terms of each succeeding year of his/her program until a degree is obtained (or in the case of pre-Master's students, their program is completed). Failure to re-register will result in the discontinuation of his/her graduate status. A student who has been discontinued and would like to be considered for continuation in a program must apply for re-admission, which is not guaranteed. The re-registration requirement does not apply to occasional students, visiting students, pre-Master's students or students on an Exceptional or Parental Leave of Absence (please refer to "Leave of Absence", Section 8 of this Guide).</p> <p>The notation 'Discontinued Graduate Program' will be placed on the academic record of any graduate student who has failed to maintain continuous registration.</p>	
<p>1.2.3 Registration Revisions</p> <p>For designated periods subsequent to registration, approved revisions may be made. It is required that students adhere to dates and deadlines as published in the Academic Schedule of the Graduate Academic Calendar.</p> <p>Note: Graduate students are not permitted to withdraw from courses without written permission from their unit Head on recommendation from their advisor/advisory committee. The notation "Required to Withdraw" will be placed on the academic record of any graduate student who has withdrawn from courses without such approval.</p>	

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1.2.4 Western Deans' Agreement

This agreement was established in 1974 as an expression of co-operation and mutual support among universities offering graduate programs in western Canada. Its primary purpose is the reciprocal enrichment of graduate programs throughout western Canada. This agreement is not intended to preclude other agreements between participating institutions.

1.2.4.1 The Western Deans' Agreement normally provides an automatic tuition fee waiver for visiting students. Graduate students paying normal required tuition fees to their home institution will not pay tuition fees to the host institution.

1.2.4.2 Students may be required to pay student, activity, application, or other ancillary fees to the host institution, according to general policies in effect at the host institution. Wherever possible, these fees will also be waived.

1.2.4.3 Students will qualify for the fee waiver if they:

a) present the "Authorization Form: Western Deans' Agreement" signed by the Dean or designate and the unit Head or advisor of a participating Western institution specifying the courses to be taken for credit toward a graduate degree program at their home institution;

b) are in good standing in a graduate program at the home institution;

c) have paid all current and back fees at the home institution.

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

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

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

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

1.2.4.8 Students must send confirmation of registration and notice of any change to the graduate Records Office of the home institution at the time of registration or course change is completed.

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

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

1.3 Course ClassificationsNote:

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<p>1.3.1 General Classifications</p> <p>Students who register through Aurora Student Information System (Aurora Student) must also have prior approval of the unit Head or designate. Students registering through Aurora Student should add only those courses that are a Major course in their program. Courses with Auxiliary "X", Audit "A", or Occasional "O" status (see below) must be added by the unit.</p> <p>"X" Auxiliary course: Course is not a major requirement of the program but is required by the student's advisor.** Extra courses that are not part of the Master's or Ph.D. program but which are specified and required by the student's advisor, may be classified as X (Auxiliary) and the grade will not be included in the degree GPA which appears on the transcript. However, X course grades may be used in the calculation of the GPA for continuation in the program and a minimum grade requirement may be required for X coursework by the unit. (Please consult the individual unit's supplemental regulations.) Additionally, X courses are used in the calculation of the GPA for the purposes of Admission and Awards. (The University of Manitoba Graduate Fellowship (UMGF) and International Graduate Student Scholarship (IGSS) use X courses in the calculation of the GPA.) The student's advisor and unit Head must determine if there is a valid need for the registration in courses under the X classification. A maximum of 12 credit hours under the X course classification is permitted while registered in a given program.</p> <p>"A" Audit course: Course is not taken for credit. No grade is recorded.</p> <p>"O" Occasional course: Course is not a requirement of the program.</p> <p>** Note: Changes in course classifications are regarded as course/program changes and may not be made without approval (refer to the "Registration Revision" section of this Guide) or after the deadline dates for course changes as indicated in the Academic Schedule of the <i>Calendar</i>.</p>	
<p>1.3.2 Continuing Courses (CO)</p> <p>For those graduate level courses (6000, 7000, and 8000) which are being taken by students enrolled in the Faculty of Graduate Studies and which continue beyond the normal academic term, the instructor shall recommend that a mark classification of "CO" be used until such time as a final grade can be established. If the course is not completed by August 31, the student must re-register for the course(s).</p> <p>In the absence of an assigned mark of "CO", the student may receive a mark of "F" in that term.</p> <p>Note: A CO will normally not be permitted longer than twelve months. In exceptional circumstances, where a CO grade is requested for a second twelve months, at the time the CO grade is submitted, the instructor and unit Head must also submit the "Recommendation for Continuing Status of a Course" form stating the reason for the CO and the deadline by which the course must be completed.</p>	
<p>1.3.3 Incomplete Courses</p> <p>Students who are unable to complete the term work prescribed in a course may apply to the instructor prior to the end of term for consideration of a grade classification of "Incomplete". It is understood that the student is to write the final examination if one is scheduled for the course.</p> <p>Taking into account the results of the final examination, the value of the term work completed, and the extent of the incomplete term work, the instructor shall calculate the temporary grade using a zero value for incomplete work.</p> <p>Normally, the following maximum extensions are allowed:</p>	

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<p>August 1st for courses terminated in April</p> <p>December 1st for courses terminated in August</p> <p>April 1st for courses terminated in December</p> <p>If a final grade is not reported within one month of the extension deadline, the Incomplete (I) classification will be dropped and the grade will remain as awarded. The student will no longer have an opportunity to improve the grade. In no case will the satisfaction of the incomplete requirements result in a lower grade being awarded.</p>	
<p>1.4 Student Status/Categories of Students</p> <p>1.4.1 Full-Time And Part-Time Students</p> <p>Graduate students who are participating in studies on a regular basis in an academic term and/or are registered in the academic year are considered to be full-time students. Graduate student status is not determined by the number of credit hours taken per term. Therefore, such students who spend much of the time in a laboratory or library engaged in research or writing a thesis/practicum, or who spend part of the academic year engaged in research elsewhere, are regarded as full-time students.</p> <p>Student status should be determined by the student and advisor/co-advisor, and changes must be requested on the "Change of Status" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). The form must be approved by the unit Head and submitted to the Faculty of Graduate Studies.</p> <p>Declaration of full/part time status must be made prior to the end of the registration revision period in the Fall and/or Winter terms and within one month of the start of the Summer term.</p> <p>For every full year (twelve months) a student is declared as part time they will receive an additional four months in time. For every two years (24 months) a student is declared as part time they will receive an additional year (12 months) in time. Retroactive status changes will not be made.</p>	<p><i>Note: New calculation of full time equivalency of part-time status</i></p>
<p>1.4.2 Pre-Master's Or Qualifying Students</p> <p>In specific cases where the academic background of the student is judged to be insufficient for the given program in a unit, the unit may recommend that the student be admitted to a pre-Master's program of study. The pre-Master's program is intended to bring the student's standing to approximately the level of an Honours graduate in the major unit, and to provide any necessary prerequisites for courses.</p>	
<p>1.4.3 Occasional Students</p> <p>A student wishing to take graduate courses with no intention of applying them toward an advanced degree at the University of Manitoba is classified as an occasional student. Occasional students must meet the same degree and grade point average entrance requirements as regular graduate students and must write final examinations in the courses taken (unless audited), but will not receive credit toward a degree. In special circumstances, an occasional student may apply for permission to proceed to a degree program and also apply for transfer, for credit, of courses previously taken in the occasional category. Note:</p> <ol style="list-style-type: none"> 1. Transfer of courses from the "occasional" category to a degree program is not automatic: request for advance credit must be made within the first year of a degree program. 2. Fees paid by a student while registered as an occasional student are not transferable, at a 	

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<p>later date, to a degree program.</p> <p>3. Registration in the occasional student category can be for no more than one academic year without reapplication.</p> <p>4. At least 60% of coursework per academic year must be taken at the graduate level while registered as an occasional student.</p>	
<p>1.4.4 Joint Masters (With the University of Winnipeg)</p> <p>The University of Manitoba and the University of Winnipeg offer four joint Master's programs: History, Religion, Public Administration, and Peace and Conflict Studies. The University of Manitoba Faculty of Graduate Studies is responsible for the administration of the joint programs, and students must complete the regular University of Manitoba application and registration forms. Students taking pre-Master's qualifying work for these programs register at the University where the courses are being taken.</p>	
<p>1.4.5 Visiting Students</p> <p>Visiting students are students who are registered at another institution who are taking one or more courses at the University of Manitoba on a Letter of Permission from their home university.</p>	
<p>SECTION 2: Academic Performance - General</p> <p>2.1 General Note</p> <p>Students are ultimately responsible for ensuring that they meet all degree and program requirements. The advisor (and if appropriate co-advisor), advisory committee, and unit must ensure that each student follows the guidelines and meets the program requirements. The Faculty of Graduate Studies performs a final check of program requirements for each student just prior to graduation. Students are cautioned, therefore, to periodically check all regulations with respect to the degree requirements. Failure to meet all the requirements will render a student ineligible to graduate.</p> <p>Units may make recommendations with respect to the regulations concerning minimum academic performance; however, enforcement of academic regulations rests with the Faculty of Graduate Studies. The following procedures apply to recommendations made by units:</p> <p>The unit is responsible for informing the Faculty of Graduate Studies when a student's performance is unsatisfactory in research or coursework and the unit must outline any recommended remedial action(s).</p> <p>The unit must notify the student of the deficiency and of its recommendation.</p> <p>If the student fails to satisfy any remedial action recommended, the student may be required to withdraw from the Faculty of Graduate Studies.</p> <p>Note:</p> <p>When a graduate student is required to withdraw from a program of study, the notation on the academic record will be: "Required to withdraw". Voluntary withdrawal from a program is only permitted if the student is in good academic standing.</p> <p>Recommendations of units will supersede student requests for voluntary withdrawal.</p> <p>A student who has been required to withdraw from a graduate program at The University of Manitoba may be permitted to apply for admission to another graduate program only if the application for admission is approved by the Dean of the Faculty of Graduate Studies.</p>	<p><i>For information specific to the Master's use section (box) 4.7.3, and for information specific to the Ph.D. use section (box) 5.6; for information common to both programs, use this box; if this box is used, put references to this section in 4.7.3 and 5.6.</i></p>

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<p>2.2 Academic Performance</p> <p>Student progress shall be reported at least annually to the Faculty of Graduate Studies on the "Progress Report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).</p> <p>Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two consecutive "in need of improvements" normally requires the student to withdraw.</p>	<p><i>Note: Progress Reports may be submitted more than annually</i></p>
<p>2.3 Performance in Coursework</p> <p>A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.</p> <p>A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course. Each failed course may be repeated or replaced only once, to a maximum of 6 credit hours of coursework. If a course is repeated or replaced, the most recent grade obtained will be used in the determination of the degree grade point average. Students receiving a grade of C or less in more than 6 credit hours of coursework are required to withdraw, unless otherwise stated in the unit's supplemental regulations. Note:</p> <p>In exceptional circumstances, the unit may appeal to the Faculty of Graduate Studies for approval of remedial recommendation(s) falling outside those prescribed above.</p> <p>Supplemental exams are not permitted to students in the Master's or Ph.D. program, unless otherwise stated in the unit's supplemental regulations.</p> <p>All actions taken administratively are to be reported, in summary form, to the Faculty of Graduate Studies Executive Committee.</p>	<p><i>For information specific to the Master's use section (box) 4.7.4, and for information specific to the Ph.D. use section (box) 5.6.1; for information common to both programs, use this box; if this box is used, put references to this section in 4.7.4 and 5.6.1.</i></p>
<p>SECTION 3: General Regulations: Pre-Master's</p>	
<p>3.1 Admission and Program Requirements</p> <p>Graduates of bachelor degree programs with a minimum grade point average (GPA) of 3.0 in the last two full years of university study will be considered for admission to a pre-Master's program. These are the minimum requirements of the Faculty of Graduate Studies. Units may specify higher or additional criteria. <u>Admission to a pre-Master's program does not guarantee future admission to a Master's program.</u> As the pre-Master's program of study is intended to bring a student's background up to the equivalent of the required 4-year degree, units should assign to students, as part of their pre-Master's program of study, an appropriate number of applicable upper level (3000 or 4000) undergraduate courses. Courses at the 7000 level or above cannot be taken in a pre-Master's program. Courses taken as part of the pre-Master's program may not be transferred to a Master's program at a later date.</p>	
<p>3.2 Academic Performance</p> <p>3.2.1. The unit Head is responsible for assigning the courses and monitoring the progress of each student.</p> <p>3.2.2. A minimum degree grade point average of 3.0 with no grade below C+ must be maintained to continue in a pre-Master's program. Students who fail to maintain this standing will be required</p>	

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<p>to withdraw unless remedial action recommended by the unit (as described below) is approved by the Dean of the Faculty of Graduate Studies.</p> <p>3.2.3. Students deficient in 6 hours of credit or less may be permitted to write a supplemental examination (when offered in the unit's supplemental regulations) in courses in which a grade of C or less was obtained.</p> <p>3.2.4. Students deficient in 6 hours of credit or less with a grade of C, D, or F in a course or courses may be permitted, if the overall average is C or better, to write one supplemental examination in each course (when offered in the unit's supplemental regulations), to repeat the courses, or to take equivalent substitute courses.</p> <p>Note: In exceptional circumstances, when a student is deficient in more than 6 credit hours, the student may be permitted to repeat the pre-Master's year, or to write supplemental examinations (when offered), or to substitute equivalent coursework in order to make up the deficiencies.</p> <p>A student may be permitted to repeat the pre-Master's year only once, and to remove deficiencies in grades by writing a supplemental examination or repeating courses only once for each course to a maximum of 9 credit hours of coursework.</p> <p>If a course is repeated or a supplemental examination is written, the most recent grade obtained in that course will be used in the determination of the degree GPA.</p> <p>The degree GPA is cumulative in a pre-Master's program if more than one year is required to complete the course requirements.</p> <p>All action taken administratively is to be reported in summary form to the Faculty of Graduate Studies Executive Committee.</p>	
<p>SECTION 4: General Regulations: Master's</p> <p>4.1 General</p> <p>Although general regulations apply to all students, individual units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html), and be kept on record in the Faculty of Graduate Studies. All students should consult unit supplemental regulations for specific details regarding admission, progression and completion. Individual units may offer Master's programs by one or more of the following programs:</p> <ul style="list-style-type: none"> • Thesis/practicum-based; • Course-based/comprehensive; • Accredited professional. <p>4.2 Diploma Programs</p> <p>The regulations for the Master's program shall also prevail for diploma programs. All students should consult the unit supplemental regulations regarding diploma programs.</p>	
<p>4.3.1 General Criteria</p> <p>Students who are eligible to be considered for direct admission to a program of study leading to the Master's degree include:</p>	<p><i>Relevant information could include:</i></p> <ul style="list-style-type: none"> • <i>Minimum admission criteria (beyond FGS requirements)</i> • <i>Admission/selection committee composition (if applicable)</i> • <i>Admission/selection procedures</i>

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<ul style="list-style-type: none"> • Graduates of four-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from: <ul style="list-style-type: none"> ○ Canadian institutions empowered by law to grant degrees; or ○ Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies. • Graduates from first-cycle Bologna compliant degrees. • Students who have completed the pre-Master's program from: <ul style="list-style-type: none"> ○ the University of Manitoba; or ○ Canadian institutions empowered by law to grant degrees; or ○ Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies. <p>All students applying for a Master's degree program must have attained a minimum GPA of 3.0 in the last two full years (60 credit hours) of study. This includes those applying for direct admission and those entering from a pre-Master's program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.</p>	<ul style="list-style-type: none"> • <i>Indicate which specific major areas are acceptable</i> <p>The student must have a B.Sc. (Honours), 4-year B.Sc. (Major) or equivalent degree in a field deemed relevant to that of the proposed study by the Department. For example, B.Sc. (Honours) degrees in Microbiology, Biochemistry, or Genetics are appropriate. Alternatively, students who have completed an appropriate Pre-Masters program at the University of Manitoba (for example, in Microbiology or Biochemistry) will be eligible.</p>
<p>4.3.2 Pre-Master's Programs</p> <p>In specific cases where the academic background of the student is judged to be insufficient for the given program in a unit, the unit may recommend that the student be admitted to a pre-Master's program of study (Section 3).</p> <p>The pre-Master's program of study is intended to bring a student's background up to the equivalent of the required 4-year degree in the major unit, and to provide the student with any necessary prerequisites for courses to be taken in the Master's program.</p>	
<p>4.4 Program Requirements</p> <p>In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the unit and may follow the unit's supplemental regulations. Any single course cannot be used for credit toward more than one program.</p>	<p>Thesis: A thesis is required for the M.Sc. degree. There are no comprehensive examinations.</p>
<p>4.4.1 Thesis/Practicum Route</p> <p>A minimum of 12 credit hours of coursework, unless otherwise stated in the unit's supplemental regulations, plus a thesis or practicum. The minimum must include at least 6 credit hours at the 7000 level or above, with the balance of the coursework at the 3000 level or above. A maximum of 24 credit hours of coursework is allowed unless the unit's supplemental regulations indicate otherwise. The student must complete the thesis/practicum at the University of Manitoba.</p>	<p><i>Indicate if the minimum or maximum number of credit hours required in the program differs from that required by FGS. List required courses (including full numbers and minimum level, e.g., 7000), and credit hours</i></p> <p>Minimum Course Requirements: The Department of Microbiology requires a minimum of 6 credit hours of course work. These are minimal requirements; students may be directed to take additional courses by their Advisor or Advisory Committee. All students enrolled in the M.Sc. program are required to include as part of their course work MBIO 7010 (Graduate Seminar in Microbiology I; 3 credit hour) and MBIO 7040 (Graduate Microbiology; 3 credit hour). The Department will examine each Student's grades on May 1 of each year, until the minimum course requirements are completed, to ensure that the grade requirements are met. The course program is approved by the Student's Advisor, Advisory Committee, and the Department Head, and forwarded to the Faculty of Graduate Studies (through the Department Head) by the Annual Progress Report deadline.</p>

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>4.4.2 Course-based/Comprehensive Examination Route</p> <p>A minimum of 24 credit hours of coursework and comprehensive examination(s). The minimum must include at least 18 credit hours at the 7000 level or above with the balance of the coursework at the 3000 level or above. A maximum of 48 credit hours of coursework is allowed unless supplemental regulations indicate otherwise.</p>	<p><i>Note: Minimum of 18 credit hours must now be taken at the 7000 level or above.</i></p> <p><i>Indicate if the minimum or maximum number of credit hours required in the program differs from that required by FGS. List required courses (including full numbers and minimum level, e.g., 7000), and credit hours</i></p>
<p>4.4.3 Accredited Professional Route</p> <p>The credit hours and course requirements shall reflect the requirements of the external accrediting body.</p>	
<p>4.4.4 Language Reading Requirements</p> <p>Some units specify a language requirement for the Master's degree. Students should check unit supplemental regulations regarding this requirement.</p>	<p><i>Indicate if (or if not) required</i></p>
<p>4.4.5 Advanced Credit</p> <p>Advance credit for courses completed prior to admission to a Master's program will be considered on an individual basis. The student's unit makes the request to the Faculty of Graduate Studies by completing the "Recommendation for Advance Credit (Transfer of Courses)" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).</p> <ul style="list-style-type: none"> • Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section). • No more than half of the required coursework for the program can be given advance credit. • A course may not be used for credit toward more than one program. • The student must register at The University of Manitoba for at least two terms within a single academic year as a full-time student and must also complete the thesis at the University of Manitoba. <p>Regardless of the extent of advanced credit received, all students are required to pay applicable program fees.</p>	
<p>4.4.6 Transfer Credit</p> <p>Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:</p> <ul style="list-style-type: none"> • must be approved for transfer to the program of study by the unit and the Faculty of Graduate Studies before the student may register for them; • are considered on an individual basis; • cannot be used for credit towards another degree; • may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required. <p>Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office; an original transcript and course equivalency must be provided.</p>	
<p>4.4.7 Time in Program</p> <p>The minimum time for students in the Master's program is equivalent to two terms. Most units require more than this and students should check unit supplemental regulations regarding</p>	<p><i>Note: Maximum time to completion is now 4 years for full-time students. See section 1.4.1 for criteria relating to full-time and part-time status.</i></p>

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<p>specific requirements.</p> <p>The maximum time allowed for the completion of the Master's degree is four years for students declared as full-time s and six years for students declared as part-time (see section 1.4.1). Some units may have specified maximum time limits and students should periodically check unit supplemental regulations regarding specific requirements.</p> <p>Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies at least three, but no more than four, months prior to expiration of the respective maximum time limit.</p> <p>A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".</p>	
<p>4.5 Student's Advisor/Co-Advisor</p> <p>Each student should have an advisor upon entry into the program, and must have one assigned no later than one term following registration. The advisor must:</p> <ul style="list-style-type: none"> • hold at least a Master's degree or equivalent • be a member of the Faculty of Graduate Studies, and • have expertise in a discipline related to the student's program <p>It is the responsibility of the unit Head to determine whether faculty members meet these criteria, and also to report to the Dean of the Faculty of Graduate Studies on equivalency as necessary. Any exceptions or special circumstances must be recommended by the unit Head and approved by the Dean of the Faculty of Graduate Studies who considers each case on an individual basis.</p> <p>In units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the unit Head, within one term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen.</p> <p>In special circumstances, an advisor and co-advisor, upon approval of the unit Head may advise a student. The co-advisor must meet all of the same qualifications and expectations as the advisor. Together the advisor/co-advisor shall fulfill the role of advisor. When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both co-advisors' signatures are required on all documents where the advisor's signature is required.</p> <p>The advisor/co-advisor will advise the student on a program of study, direct research, and supervise the thesis or practicum work.</p> <p>The advisor and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. The advisor and the student are required to sign the agreement; if the parties cannot agree on any component(s) of the ASG, the matter should be referred to the unit Graduate Chair, Head of the unit or the Dean of the Faculty of Graduate Studies.</p> <p>Should, during the student's program, the relationship between the student and advisor significantly deteriorate, the matter should be referred to the unit Graduate Chair, the Head of the</p>	<p><i>Must a student have an advisor identified at time of admission?</i></p> <p>Student's Advisor and Advisory Committee: As a condition of admission, each M.Sc. Student must have an Advisor who is a member of the Faculty of Graduate Studies and who has been recommended by GSPRC and appointed by the Head. The Advisor's responsibility is to advise the Student on a program of study, direct research, and supervise thesis work. An Adjunct professor can act only as a Co-Advisor; a Co-Advisor from the Department also must be named.</p>

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<p>unit or to the Dean of the Faculty of Graduate Studies.</p> <p>All students should consult unit supplemental regulations for specific details regarding advisor/co-advisor requirements.</p>	
<p>4.6 Advisory Committee</p> <p>4.6.1 Thesis/Practicum Route</p> <p>Advisory committees are normally selected by the advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice to the student during his/her research program. The advisory committee must consist of a minimum of three members (including the advisor/co-advisor), two of whom must be members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee.</p> <p>Additional specifications regarding the advisory committee are found in the unit supplemental regulations and students should consult these regulations for specific requirements.</p> <p>4.6.2 Course-based/Comprehensive Examination Route</p> <p>Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the unit's supplemental regulations and students should consult these regulations for specific requirements.</p> <p>4.6.3 Accredited professional programs</p> <p>Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the unit's supplemental regulations and students should consult these regulations for specific requirements.</p>	<p>The Departmental Co-Advisor will also be one of the members of the Student's Advisory Committee. In the case of co-advisors, the two co-advisors have a single vote, and at least two other members must be appointed to the Advisory Committee. The Student's Advisory Committee is appointed by GSPRC, taking advice from the Student's Advisor. This committee consists of a minimum of 3 members, one of whom must be from outside the Department of Microbiology; the Student's Advisor is Chair. The Advisory Committee has the responsibility to provide advice to Students on research or other matters connected with their programs of study and approve the Student's thesis proposal.</p>
<p>4.7 Courses and Performance</p> <p>4.7.1 Course or Program Changes</p> <p>Students are not permitted to change their program of study, including withdrawal from individual courses, without the approval of their advisor/co-advisor (and/or advisory committee) and unit Head. Withdrawal from courses or changes of course category without such approval will result in the student being required to withdraw from the Faculty of Graduate Studies.</p>	<p><i>It is recommended that units require a Program of Study and Appointment of Advisory Committee form (analogous to that required by FGS for PhD students) for internal use</i></p>
<p>4.7.2 Lapse of Credit of Courses</p> <p>Courses completed more than seven years prior to the date of awarding of a degree may not normally be used for credit toward that degree.</p>	<p><i>Note: Lapse of course credit is now 7 years.</i></p>
<p>4.7.3 Academic Performance</p> <p>Student progress shall be reported at least annually to the Faculty of Graduate Studies on the "Progress Report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two consecutive "in need of improvements" normally requires the student to withdraw.</p>	<p><i>Is a reference to section 2.1 necessary?</i></p> <p>Thesis Proposal and Annual Reviews: The Advisory Committee also must conduct a formal Annual Review of the Student's progress, in time to file a report to the Faculty of Graduate Studies (through the Department Head with a copy to the Chairperson of the GSPRC). The Annual Review Meeting will be closed. At the first Annual Review, the Advisory Committee also will assess the thesis proposal. In order to allow the Advisory Committee Members to familiarize themselves with the</p>

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	Student's progress, the Student must submit a typewritten, double-spaced report, not exceeding 5 pages, to each of his/her Advisory Committee Members at least 7 days prior to the anticipated date of the Annual Review Meeting. It is strongly recommended that the report should be succinct and be ready by the end of May.
<p>4.7.4 Performance in Coursework</p> <p>A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.</p>	<p><i>Is a reference to section 2.3 necessary?</i></p> <p>Minimum Grade Requirements A minimum grade of C+ is required in each course and a B average over all course work is required for the program. If a student has received a grade lower than C+, they will be allowed to repeat the course or take an alternate course upon recommendation of the advisory committee to the Dean of the Faculty of Graduate Studies . This will be allowed ONE TIME only. The Department will examine each Student's grades May 1 of each year, until the minimum course requirements are completed, to ensure that the grade requirements are met. The course program is approved by the Student's Advisor and the Advisory Committee.</p>
<p>4.7.5 Performance not related to Coursework</p> <p>In some units, students are required to demonstrate satisfactory academic performance in areas not related to performance in courses, such as attendance at or participation in course lectures, seminars and in laboratories and progress in research, thesis or practicum. The specific nature of satisfactory academic performance is outlined in individual unit supplemental regulations and students should consult these supplemental regulations for specific requirements. Unacceptable performance must be reported to the Faculty of Graduate Studies on the "Progress Report Form" (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the unit Head to the Dean of the Faculty of Graduate Studies.</p>	<p><i>Additional examples could include attendance in seminars, standards of ethical behavior, professional dress codes, etc.</i></p> <p>Departmental Seminars: All Graduate Students normally are required to attend the Departmental seminars. Satisfactory progress, as assessed at the annual review, will depend, in part, on seminar attendance.</p> <p>Research Progress: In the event that a student's progress in research is judged by the advisory committee to be unsatisfactory, the advisor will request that the Department Head tasks the Graduate Studies Committee with conducting a review of the student's research. The committee will make a recommendation to the Department Head. The annual progress report will be submitted to the Faculty of Graduate Studies indicating "in need of improvement" or "failure".</p> <p>Thesis proposal: At the first annual review, the advisory committee will assess the thesis proposal. The proposal should provide a brief review of the relevant background literature, the research objectives and the general experimental approach to be undertaken. The proposal is not limited to the five page maximum (the limit for the annual report) rather it should be longer (typically 6-10 pages)(see Box 49).</p>
<p>4.8 Requirements for Graduation</p> <p>All students must:</p> <ul style="list-style-type: none"> maintain a minimum degree grade point average of 3.0 with no grade below C+, 	

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<ul style="list-style-type: none"> • meet the minimum and not exceed the maximum course requirements, and • meet the minimum and not exceed the maximum time requirements. <p>Individual units may have additional specific requirements for graduation and students should consult unit supplemental regulations for these specific requirements.</p>	
<p>4.8.1 Thesis/Practicum Route</p> <p>4.8.1.1 Thesis vs. Practicum</p> <p>Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum.</p> <p>A practicum differs from the thesis in its emphasis on the application of theory, it is however similar in scope, span, and rigour. The rigour required for the practicum is equal to that required for the thesis. The practicum takes the form of an exercise in the practical application of knowledge and skill. It usually involves the careful definition of a problem, the application of appropriate knowledge and skills to the problem, and a report of the results in a manner suitable for evaluation by an examining committee. Individual units have specific requirements for graduation and students should consult unit supplemental regulations for specific requirements.</p> <p>The thesis is developed under the mentorship of the advisor/co-advisor. Individual units may have specific guidelines regarding the thesis proposal and its acceptance by the student's advisory committee/unit Head; students should consult unit supplemental regulations for specific requirements. Research must be approved by the appropriate Human Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the thesis research.</p>	<p><i>Thesis/Practicum Proposal:</i> <i>Provide details of proposal format, page limits, other guidelines, evaluation procedures, who approves the proposal; at what point in the program is the thesis proposal to be completed; is the oral presentation completed in open or closed session; is unanimous approval required; can a thesis proposal that is not approved the first time be resubmitted, etc.</i></p> <p>Thesis proposal: In order to allow the Advisory Committee Members to familiarize themselves with the thesis proposal, the Student must submit a typewritten proposal to each of his/her Advisory Committee Members at least 7 days prior to the anticipated date of the Committee meeting (usually the Annual Review Meeting). The proposal should provide a brief review of the relevant background literature, the research objectives and the general experimental approach to be undertaken. The proposal is expected to be 6 – 10 pages in length. The Advisory Committee will assess the thesis proposal and indicate approval on the Annual Report Form. If the proposal is not approved, the student will have three months to consult with the Advisory Committee and resubmit a revised proposal for approval.</p>
<p>4.8.1.2 Examining Committee</p> <p>The advisor will recommend an examining committee to the unit Head for approval, which shall then be reported to the Faculty of Graduate Studies on the "Master's Thesis/Practicum Title and Appointment of Examiners" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). This form must be approved by the Dean of the Faculty of Graduate Studies prior to the distribution of the thesis</p> <p>Under normal circumstances, the examining committee will be the same as the advisory committee unless otherwise stipulated in the unit's Supplemental regulations. The examining committee must consist of a minimum of three members (including the advisor), two of whom must be members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. All examiners must be deemed qualified by the unit Head and be willing to serve. The composition of, and any changes to, the examining committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. Individual units require specific requirements for examination and students should consult unit supplemental regulations for specific requirements.</p> <p>The Head of the unit arranges for the distribution of the thesis/practicum to the examiners. It is the duty of all examiners to read the thesis/practicum and report on its merits according to the following categories:</p> <ul style="list-style-type: none"> • Acceptable, without modification or with minor revision(s); or • Acceptable, subject to modification and/or revision(s); or • Not acceptable. 	<p><i>Specify how the examining committee differs from the advisory committee</i></p> <p>Thesis Examiners: The Student's Advisor, in consultation with the Advisory Committee, recommends to the GSPRC the names of at least three thesis examiners, who are normally members of the Advisory Committee. These examiners will include the Student's Advisor and a minimum of two other persons, one of whom must be from outside Microbiology. The examiners must be members of the Faculty of Graduate Studies. The names of the Committee members must be made known to the Student by the Student's Advisor at least 3 months prior to the anticipated date of thesis submission in order to allow the Student time for consultation in preparation of the thesis.</p> <p>Thesis Examination: Students have the right to an examination of the thesis if they believe it is ready for examination. However, if the Student's Advisor does not agree that the thesis is ready, the Advisor must submit a written statement to that effect to the Chairperson of the GSPRC (this will not prevent examination of the thesis). The Head of the Department will arrange for distribution of the thesis to the thesis examiners. The examiners will determine if the thesis is acceptable, with or without minor revisions, or is unacceptable without major revision. Normally, examination of the thesis should be completed within one month after distribution of the thesis. The Examining Committee will report its decision to the chairperson of the GSPRC in writing on the</p>

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	<p>appropriate Departmental form. The chairperson of the GSPRC will notify the Student in writing of the decision of the Thesis Examining Committee. If the thesis is judged acceptable by the Committee, the oral examination will be scheduled. If the thesis is judged unacceptable without major revision, it will be returned to the Student for the required revisions with appropriate feedback. When the revisions are completed to the satisfaction of the Thesis Examining Committee, the Committee will notify the Chairperson of the GSPRC in writing on the appropriate Departmental form that the thesis is acceptable and the Chairperson will inform the Student of this decision.</p>
<p>4.8.1.3 Oral Examination</p> <p>For units requiring students to pass an oral examination on the subject of the thesis/practicum and matters relating thereto, the format of the oral examination is described in the supplementary regulations of the unit. Students should consult these supplemental regulations for specific requirements. A student has the right to an examination of the thesis/practicum if he/she believes it is ready for examination. It is the unit's responsibility to warn the student of any risk involved should he/she decide to proceed against the unit's recommendation.</p> <p>All members of the examining committee must be present at the examination.</p> <p>The oral examination shall be open to all members of The University of Manitoba community except in exceptional cases. The oral examination may be closed, for example, when the results of the thesis/practicum research must be kept confidential for a period of time. In such cases, the examining committee and unit Head shall recommend such action to the Dean of the Faculty of Graduate Studies who shall then approve that the final examination be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies.</p> <p>Following completion of the examination of the thesis/practicum, examiners will consider the oral examination and the written thesis/practicum.</p> <p>The examiners will also determine the nature of and procedures for approval of any revisions that will be required prior to submission of the thesis to the Faculty of Graduate Studies. The advisor is normally responsible for ensuring that revisions are completed according to the instructions from the examining committee.</p> <p>The judgement of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms "approved" or "not approved" on the thesis/practicum final report form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Each examiner must indicate his/her opinion by his/her signature. If two or more examiners do not approve the thesis, then the student is deemed to have failed the defence.</p> <p>The examining committee may recommend to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.</p>	<p><i>Note: There is provision for a dissenting voice in the outcome of the evaluation of the oral examination and written thesis.</i></p> <p><i>Provide details of scheduling of the oral examination, format and procedures of the examination, time constraints on oral presentation, duration of questioning by examiners, number of rounds of questions, etc.</i></p> <p>Oral Examination: A Student must pass an oral examination on the subject of the thesis and matters relating thereto before obtaining the M.Sc. degree. The oral examination of the thesis is conducted according to the regulations for the M.Sc. program supplementary to the regulations of the Faculty of Graduate Studies. The Chairperson of the GSPRC will schedule a public oral defense of the thesis to take place within two weeks of receiving the Thesis Examination Committee's report that the thesis is acceptable. The oral examination will be scheduled in consultation with the candidate. The Oral Examination Committee will consist of the members of the Thesis Examination Committee and be chaired by a non-voting member of the GSPRC. The first part of the examination will consist of an oral presentation by the candidate which should include a 20-30 minute summary of the salient points of the research. This presentation will be followed by the questioning and examination of the candidate by the Oral Examination Committee. This part of the examination should not normally exceed 60 minutes. The Chairperson will be responsible for maintaining the relevance of questioning and ensuring that the time limits are not exceeded. The oral examination is open to all members of the University community. Following the completion of questioning, the candidate and all spectators will be required to withdraw from the examination room before the examiners begin to consider their report.</p> <p>The final judgment of the Committee shall be reported formally to the Chairperson of the GSPRC in the terms 'approved' or 'not approved' on the appropriate Faculty of Graduate Studies form. Approved verdicts must be unanimous and each examiner must indicate by signature, concurrence on the verdict. The judgment may also be reported informally to the candidate by a member of the Committee once a verdict has been reached and the appropriate form has been signed by all of the examiners. At the same time, the candidate will</p>

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	be informed of any minor revisions of the thesis required and it will be the Advisor's responsibility to ensure that all such revisions are carried out before the thesis and results of the examination are transmitted to the Graduate Studies office. In the event that the examination is not approved, the Student may attempt the oral examination a second time within six months of the first examination. Should the second examination also not be approved, the Student will be required to withdraw from the M.Sc. program.
<p>4.8.1.4 Failure</p> <p>In the case of a failure of the thesis/practicum at the Master's level, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate Studies, who will make the report available to the student and advisor/co-advisor.</p> <p>A student will be required to withdraw when the thesis/practicum has been rejected twice at the stage where:</p> <ul style="list-style-type: none"> • The examining committee reports on the merits of the written thesis; • The defence; or • A combination of both stages. <p>The examining process should be completed within one month of distribution of the thesis/practicum.</p>	<p><i>The report from the Chair should include how the first failure will be addressed and a timeline for when the second attempt should occur.</i></p>
<p>4.8.2 Course-based/Comprehensive Examination Route</p> <p>Students must demonstrate his/her mastery of their field. The specific procedures for evaluation of this mastery are stated in individual units' supplemental regulations. Students should consult unit supplemental regulations for specific requirements.</p> <p>In those units where comprehensive examinations are required, students should consult unit supplemental regulations for specific requirements. The results of the comprehensive examinations shall be submitted to the Faculty of Graduate Studies on the Report on Comprehensive Examination form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) in the terms "pass" or "fail." No student may sit comprehensive examinations more than twice. Any student who receives a "fail" on the comprehensive examination twice will be required to withdraw from the Faculty of Graduate Studies.</p>	<p><i>Provide details of structure, format, duration of examination, composition of examining committee, evaluation criteria, etc.</i></p>
<p>4.9 Style and Format</p> <p>The thesis/practicum must be written according to a standard style acknowledged by a particular field of study (see Appendix 1).</p>	
<p>4.10 Deadlines for Graduation</p> <p>The final requirements of the degree, in the form of the final report on the thesis/practicum (and the corrected copies of the thesis/practicum); comprehensive examination; or M. Eng. project, design thesis, must be submitted to the Faculty of Graduate Studies by the appropriate deadline. For those programs that do not have a culminating exercise (thesis/practicum/comprehensive examination/M.Eng. project/Design thesis) the unit must forward potential graduate names to the Faculty of Graduate Studies by the deadline. The deadline for each of the graduation dates is published in the Academic Schedule of the Academic Graduate Calendar.</p> <p>4.11 Details for Submissions of Final Copies</p>	

Note:

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

Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>Following the approval of the thesis/practicum by the examining committee and the completion of any revisions required by that committee, the thesis/practicum, must be submitted to the Faculty of Graduate Studies as follows:</p> <ul style="list-style-type: none"> • One digital version submitted as an e-thesis/practicum at the MSpace website (https://mspace.lib.umanitoba.ca/index.jsp) • One hard copy submitted to the Faculty of Graduate Studies. This is required for the University Library and remains the property of the University of Manitoba. <p>Final approval and release forms.</p>	
<p>4.12 Publication and Circulation of Thesis/Practicum</p> <p>Every graduate student registering in a thesis/practicum Master's program at The University of Manitoba shall be advised that, as a condition of being awarded the degree, he/she will be required to grant a license of partial copyright to the University and to the Library and Archives Canada for any thesis or practicum submitted as part of their degree program.</p> <p>Note: This license makes the thesis/practicum available for further research only. Publication for commercial purposes remains the sole right of the author.</p> <p>The forms and conditions pertaining to these license agreements are available in the Faculty of Graduate Studies office. This and other related regulations may give rise to important questions of law, and students may need additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning their subsequent rights are advised to do so prior to signing the agreements. Signing of the license agreements is normally done after the contents of the thesis/practicum have been delineated and the importance of copyright and/or patents fully comprehended.</p> <p>Publication in the above manner does not preclude further publication of the thesis or practicum report or any part of it in a journal or in a book. In such cases, an acknowledgement that the work was originally part of a thesis/practicum at The University of Manitoba should be included.</p> <p>Notes:</p> <p>Patents –Refer to the section “Policy of Withholding Theses Pending Patent Applications” in this Guide.</p> <p>Restriction of Theses/Practica for Publication – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor, may request in writing that the Dean of the Faculty of Graduate Studies restrict access, for a period up to one year after submission, of the digital and unbound paper versions of a thesis or practicum submitted to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.</p> <p>Library and Archives Canada – A copy of the thesis is forwarded to the Library and Archives Canada.</p>	<p>Copies of Thesis: The Department of Microbiology requires an unbound copy of the final version of all M.Sc. and Ph.D. theses.</p>
<p>SECTION 5: Doctor of Philosophy General Regulations</p> <p>The degree of Doctor of Philosophy (Ph.D.) is granted only upon evidence of general proficiency and of distinctive attainment in a special field. In particular, the candidate must demonstrate an ability for independent investigation, original research or creative scholarship. This is expected to be presented in a thesis with a degree of literary skill and by an oral examination wherein the candidate exhibits mastery of their field. The Ph.D. is a research degree and is not conferred by</p>	<p><i>Relevant information could include:</i></p> <ul style="list-style-type: none"> • <i>Minimum admission criteria (beyond FGS requirements)</i> • <i>Admission/selection committee composition (if applicable)</i> • <i>Admission/selection procedures</i> • <i>Indicate which major areas are acceptable</i> • <i>Is a thesis-based Master's degree required</i>

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>the University of Manitoba solely as a result of coursework study.</p> <p>Although general regulations apply to all students, individual units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html), and be kept on record in the Faculty of Graduate Studies. All students should consult unit supplemental regulations for specific details regarding admission, progression and completion.</p> <p>5.1 Admission</p> <p>5.1.1 General criteria</p> <p>Normally, the completion of a Master's degree or equivalent from a recognized university and a cumulative GPA of 3.0 or equivalent in the last two previous years of full time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program. However, the criteria for admissions into the Ph.D. program are more stringent than for Masters' programs; therefore, the completion of a Master's program does not guarantee admission into the Ph.D. program. Some units require completion of a thesis-based Master's program prior to admission to a Ph.D. program.</p>	<p>Entrance Requirements: The student must have a thesis-based M.Sc. in a field deemed relevant to that of the proposed study by the Department. For example, M.Sc. degrees in Microbiology, Biochemistry or Genetics are appropriate. Alternatively, students in the M.Sc. program may transfer to the Ph.D. program as discussed in the following sections.</p>
<p>5.1.2 Direct Admission from the Bachelor's Honours or equivalent</p> <p>With special recommendation of the unit concerned, applicants with an honours Bachelor's degree or equivalent may be considered for entry to Ph.D. study. These students must be outstanding in their academic background (GPA well above 3.0 in the last two full years of undergraduate study). Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual unit's approved supplemental regulations specify otherwise, and will be assessed Ph.D. fees for 3 years.</p>	<p><i>If direct admission is considered, specify conditions</i></p>
<p>5.1.3 Transfer from the Master's to the Ph.D. program</p> <p>Students who have not completed a Master's program may transfer to the Ph.D. program within the same unit upon the recommendation by the Head of the unit to the Faculty of Graduate Studies. The recommendation should be made within 18 months of the student's commencement of the Master's program. The coursework completed and time spent in the Master's program will normally be credited towards the Ph.D. program. Students must complete at least 24 credit hours of coursework, unless the individual unit's approved Supplemental regulations specify otherwise.</p> <p>The request to transfer from a Master's to the Ph.D. program must be submitted to the Faculty of Graduate Studies at least one month prior to the term for which the student intends to commence the Ph.D. program. The following are required when making the request: The "Application for Admission" form (and application fee); "Ph.D. Selection Committee Report" form (http://umanitoba.ca/faculties/graduate_studies/media/cte_selection_report.pdf); and in the case where the student does not hold a Master's degree, a letter of recommendation from the Head of the unit.</p> <p>If the transfer occurs within 12 months of the initial registration in the Master's program, the student will be assessed Ph.D. fees for 3 years. If the transfer occurs after 12 months, the student will be assessed Ph.D. program fees for 2 years (as they will have already paid fees for the Master's program). Students are cautioned that such transfers may impact on the University of Manitoba Graduate Fellowship duration.</p> <p>Where a student with a Master's degree or equivalent is initially admitted and registered in a Master's program, that student may be transferred to the Ph.D. program within the same unit on the recommendation of the student's advisor/co-advisor and Head of the unit, provided that follow up transfer recommendation occurs within 12 months of the initial registration in the Master's program. In such a case, the application fee is waived and fees assessed towards the</p>	<p><i>Note: Transfer from Master's to PhD within a unit must now be completed within the first 18 months in the Master's program.</i></p> <p>GUIDELINES UNDER WHICH M.Sc. STUDENTS MAY OR MAY NOT PROCEED DIRECTLY INTO A Ph.D. PROGRAM</p> <p>Students who have not completed a Master's program may transfer to the Ph.D. program within the same unit upon the recommendation by the Head of the unit to the Faculty of Graduate Studies. <u>The recommendation should be made within 24 months of the student's commencement of the Master's program.</u></p> <ol style="list-style-type: none"> 1. Only Students with M.Sc. degrees from recognized Canadian Universities are normally admitted directly to the Ph.D. program. Students with international M.Sc. degrees may be considered if their M.Sc. degree is thesis-based (as opposed to course-based). In other words, the degree must be clearly research-oriented. 2. At an expanded meeting of the Graduate Student and Program Review Committee (GSPRC) in May of each year, all M.Sc. Students who have expressed an interest in transferring to the Ph.D. program are placed into either Category A or Category B. <p>Category A: Students in this category may proceed into the Ph.D. program without having to write a M.Sc. thesis, provided that they have completed at least 6 credit hours required for the M.Sc. Program.</p>

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>Master's program will be deducted from the full 2 years of Ph.D. program fees. Transfers later than 12 months must pay an application fee and their fees will be assessed as a 3 year Ph.D.</p>	<p>Category B: Students in this category must obtain a M.Sc. degree before being considered for Ph.D. work.</p> <p>In order to be placed in Category A, Students must show a capacity for independent, original research and must have their Advisor's approval. In addition, Students who do not have an M.Sc. degree must have obtained a G.P.A. of 3.75 in their current M.Sc. program, including at least six credit hours.</p> <p>Furthermore, as a prerequisite to transition, students will write a 5-10 page thesis proposal. The proposal will include i) an overview of the relevant background literature; ii) a brief description of progress made to date; and iii) a description of future research objectives and the proposed methodologies. This proposal will be distributed to each member of the student's advisory committee. The proposal must be submitted AT LEAST 1 WEEK in advance of the meeting at which the student is requesting to transition. The advisory committee members will indicate on the students yearly evaluation whether they support the transition. The GSPRC will take under advisement the advisory committee's recommendations before rendering a decision. If the student is NOT granted permission to transition and the advisory committee is supportive of a 2nd and final attempt to transition, the 2nd attempt must be completed within four months of the first attempt.</p>
<p>5.1.4 Provisional Admission to the Ph.D.</p> <p>Students nearing the completion of the Master's degree may be accepted provisionally to the Ph.D. program for a 12 month period (commencing with the first registration in the Ph.D. program). Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master's degree within the 12 months. Students must maintain continuous registration in their Master's program until its completion. Students will require assistance from the unit and the Faculty of Graduate Studies to complete dual registration in the Master's and Ph.D. program simultaneously.</p>	
<p>5.1.5 English Language Proficiency</p> <p>Applicants whose first language is not English and who have not resided in a designated English-speaking country for three years immediately prior to application must provide proof of English language proficiency. Normally, this is done by providing results directly to the Faculty of Graduate Studies from one of the following recognised English language competency tests:</p> <ul style="list-style-type: none"> ● MELAB – Minimum Final score of 80 ● TOEFL – Minimum iBT score of 80, or a minimum PBT 550 ● canTEST – Minimum band of 4.5 in Listening and Reading, and a band of 4.0 in Writing ● IELTS – Minimum score of 6.5 on the Academic Module ● CAEL – Minimum 60 overall and 60 on each subject ● AEPUCE – Minimum 65% overall. <p>The language competency test may be waived if the applicant has completed a degree at a recognised University where the language of instruction is English. Some units specify an additional language requirement for the Ph.D. degree. Students should check unit supplemental regulations regarding this requirement.</p>	

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>In all cases, test scores older than two years are invalid.</p>	
<p>5.1.6 Students with Disabilities</p> <p>See Accommodation Policy for Students with Disabilities:</p> <p>http://umanitoba.ca/admin/governance/governing_documents/students/281.html</p>	
<p>5.2 Student Advisor, Co-advisor and Advisory Committee</p> <p>5.2.1 Student Advisor</p> <p>Every Ph.D. student must have an advisor, appointed by the Head of the unit. The advisor is responsible for supervising the student's graduate program. The advisor is the student's first point of contact at the University of Manitoba, and therefore should be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic unit. The advisor is directly responsible for the supervision of the student's graduate program. In this capacity, the advisor assists the student in planning the graduate program, and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic unit, the Faculty of Graduate Studies, the university, and external funding agencies. The academic advisor provides counsel for all aspects of the graduate program, and stays informed of the student's scholarly activities and progress. The student's advisor also acts as a channel of communication to the student's advisory committee, the unit and the Faculty of Graduate Studies.</p> <p>The advisor must:</p> <ul style="list-style-type: none"> • be a member of the Faculty of Graduate Studies, • hold a Ph.D. or equivalent)*, • be active in research, and • have expertise in a discipline related to the student's program. <p>*Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case by case basis and assessed by the potential advisor's demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not considered <i>per se</i> to be equivalent to a Ph.D.</p> <p>Usually the student and the advisor choose to work together by mutual agreement. In units where the choice of thesis topic advisor is postponed for some time after entry into the program, the Head of the unit or the selection committee shall appoint a faculty member to advise the student as to the rules and regulations and on a program and course requirements. This interim period must not exceed eighteen months after entry in to the program before a permanent advisor is chosen.</p> <p>The advisor and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. The advisor and the student are required to sign the agreement; if the parties cannot agree on any component(s) of the ASG, the matter should be referred to the unit Graduate Chair, the Head of the unit or the Dean of the Faculty of Graduate Studies.</p> <p>Should, during the student's program, the relationship between the student and advisor significantly deteriorate, the matter should be referred to the unit Graduate Chair, the Head of the unit or to the Dean of the Faculty of Graduate Studies.</p> <p>5.2.2 Co-advisor</p>	<p><i>Note: See revised criteria for advisor/co-advisor.</i></p> <p><i>Must there be an advisor in place at admission? (Details of composition of advisory committee go in section 5.2.3)</i></p> <p>Student's Advisor and Advisory Committee: As a condition of admission, each Ph.D. Student must have an Advisor who is a member of the Faculty of Graduate Studies and who has been recommended by GSPRC and appointed by the Head. The Advisor's responsibility is to advise the Student on a program of study, direct research, and supervise thesis work. An Adjunct professor can act only as a Co-Advisor; a Co-Advisor whose primary appointment is in the Department also must be named. The Departmental Co-Advisor will also be one of the members of the Student's Advisory Committee. In the case of two co-advisors, at least two other members must be appointed to the Advisory Committee.</p>

Note:

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In special circumstances, upon approval of the Head of the unit, an advisor and co-advisor may advise a student.

The co-advisor must:

- be a member of the Faculty of Graduate Studies
- hold a Ph.D. or equivalent*, and
- be active in research.

*Equivalency will be approved by the Dean of the Faculty of Graduate Studies, determined on a case by case basis and assessed by the potential co-advisor's demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not considered *per se* to be equivalent to a Ph.D.

The co-advisor will usually be identified either:

A) at the beginning of a student's program in situations where:

- 1 .the student desires to draw equally upon the expertise of two individuals, or
2. the project is interdisciplinary in nature and requires the expertise of two advisors from their respective disciplines, or

B) mid-way through a student's program due to:

1. the student's project developing in such a way as he/she requiring an additional advisor from a different discipline, or
2. the unit introducing a new Faculty member, to the standards of the unit, whose expertise facilitates the student's project.

When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.

In all instances the Faculty of Graduate Studies must be informed of the co-assignment.

5.2.3 Advisory Committee

The Head of the unit is responsible for the establishment of an advisory committee for each Ph.D. student. Advisory committees are normally selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice to the student during his/her program. The advisory committee must consist of a minimum of three members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee. Advisory committee meetings which must be held at least annually are not intended to take the place of meetings between the student and advisor, which should occur with much greater frequency than the advisory committee meetings.

Specify composition of advisory committee, at what point the advisory committee is structured, and who assembles advisory committee

The Student's Advisory Committee is appointed by GSPRC, taking advice from the Student's Advisor. This Committee consists of a minimum of 3 members, one of whom is from outside the Department of Microbiology; the Student's Advisor is Chair. The Advisory Committee has the responsibility to provide advice to Students on research or other matters connected with their programs of study and approve the Student's thesis proposal. The Committee also must conduct a formal Annual Review of the Student's progress, in time to file a report to the Faculty of Graduate Studies (through the Department Head with a copy to the Chairperson of the GSPRC) by June 15th of each calendar year. The Annual Review Meeting will be closed.

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation
	<p>Thesis proposal: At the first annual review, the advisory committee will assess the thesis proposal. The proposal should provide a brief review of the relevant background literature, the research objectives and the general experimental approach to be undertaken. The proposal is not limited to the five page maximum (the limit for the annual report) rather it should be longer (typically 6-10 pages).</p> <p>In subsequent years, the Student must submit a typewritten, double-spaced progress report, not exceeding 5 pages, to each of his/her Advisory Committee Members at least 7 days prior to the anticipated date of the Annual Review Meeting. The Advisory Committee will assess the student's progress and indicate approval on the Annual Report Form.</p>
<p>5.3 Program of Study</p> <p>As soon as possible, but no later than 24 months after a student has commenced their program, the student's program of study should be registered with the Faculty of Graduate Studies and should include:</p> <ul style="list-style-type: none"> • information about the minimum or expected time for completion of the degree; • coursework to be taken; • any foreign language requirement; • the research area in which the thesis will be written. <p>The approval of the student's advisor/co-advisor and the Head of the unit are sufficient for registration. The program of study, including withdrawal from individual courses and any subsequent changes, must be approved by the student's advisor/co-advisor, the advisory committee and the Head of the unit. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.</p>	
<p>5.4 Program Requirements</p> <p>All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved unit supplemental regulations:</p> <ul style="list-style-type: none"> • Where admission to the Ph.D. is directly from a Master's degree, a <u>minimum</u> of 12 credit hours at the 7000 level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000 level must be at the 3000 level or above. For those students who hold a Master's degree, a maximum of 24 credit hours of coursework is allowed toward the Ph.D. program.* • Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a <u>minimum</u> of 24 credit hours plus a thesis is required. The coursework must include a <u>minimum</u> of 18 credit hours at the 7000 level or higher with the balance of the coursework at the 3000 level or higher. For those students who do not hold a Master's degree, a maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.* <p>*Unless professional accreditation requirements and/or supplemental regulations indicate otherwise.</p>	<p><i>Indicate if the minimum or maximum number of credit hours required in the program differs from that required by FGS. List required courses (including full numbers and minimum level e.g. 7000), and credit hours</i></p> <p>Minimum Course and Grade Requirements: A minimum of 6 credit hours of course work is required beyond the M.Sc. degree, all at the 7000-level and is to include 1 of MBIO 7010, MBIO 7020 or MBIO 7030 (Seminars in Microbiology I, II or III).</p> <p>A minimum of 12 credit hours all of which must be at the 7000 level is required beyond the Honours Bachelor's degree when the M.Sc. degree is not required and 9 of these 12 credit hours should normally be from Microbiology courses. These are minimal requirements; students may be directed to take additional courses by their Advisor or Advisory Committee. As part of the minimum 12 credit hours required beyond the Bachelor's degree, the course work must include two of MBIO 7010, MBIO 7020 and MBIO 7030 (Graduate Seminar in Microbiology I, II and III).</p> <p>Seminar Requirement: Students in the Ph.D. program are required to present one 50-minute seminar on their</p>

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation
	own research as part of the regular Department Seminar program. The seminar is to be given at a time scheduled by the Chair of GSPRC in consultation with the Seminar Committee no later than 36 months from the time of the student's first registration in the Ph.D. program.
<p>5.4.1 Language Reading Requirements</p> <p>Some units specify a language requirement for the Ph.D. degree. Students are advised to check unit Supplemental regulations regarding this requirement.</p>	<i>Indicate if (or if not) required</i>
<p>5.4.2 Advance Credit</p> <p>Advance credit for courses completed prior to admission to a Ph.D. program will be considered on an individual basis. The student's unit makes the request to the Faculty of Graduate Studies by completion of the "Recommendation for Advance Credit (Transfer of Courses)" form.</p> <ol style="list-style-type: none"> 1. Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section). 2. No more than half of the required coursework for the program can be given advance credit. 3. A course may not be used for credit toward more than one degree, diploma or certificate. 4. The student must register at The University of Manitoba for one academic year as a full-time student and must also complete the thesis at The University of Manitoba. 5. Regardless of the extent of advanced credit received, all students are required to pay the program fee. 	
<p>5.4.3 Transfer Credit</p> <p>Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:</p> <ol style="list-style-type: none"> 1. must be approved for transfer to the program of study by the unit and the Faculty of Graduate Studies before the student may register for them; 2. are considered on an individual basis; 3. cannot be used for credit towards another degree ; 4. may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required. <p>Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office; an original transcript and course equivalency must be provided.</p>	
<p>5.4.4 Lapse of Credit of Courses</p> <p>Courses completed more than seven years prior to the date of awarding of a degree may not normally be used for credit toward that degree.</p>	<i>Note: Lapse of course credit is now 7 years.</i>
<p>5.5 Time Limits</p> <p>5.5.1 Minimum Time Limit</p> <p>The minimum time requirement for the program of study for a Ph.D. degree will normally be two years of study beyond the level of the Master's degree, or three years beyond the level of a Bachelor's degree. The student may be permitted to spend one of these years in an approved</p>	<i>Note: Maximum time in the Ph.d. is now 6 years.</i>

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>program of research or study elsewhere. Such permission must be approved by the Dean of the Faculty of Graduate Studies on the recommendation of the student's advisory committee.</p> <p>5.5.2 Maximum Time Limit</p> <p>A student's candidature shall lapse if he/she fails to complete the degree within six years following initial registration in the Ph.D. program. For those students who transfer from the Master's to the Ph.D., years spent in the Master's program are counted as years in the Ph.D. program. Recommendations for extensions of time to complete the degree will be considered on an individual basis and must be approved by the Dean of the Faculty of Graduate Studies.</p> <p>A student who has not completed the degree requirements within the time limit or within the time limit of any extension that has been granted (see also sections "Extension of Time to Complete Program of Study" and "Leave of Absence") will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".</p>	
<p>5.6 Academic Performance</p> <p>Student progress shall be reported at least annually to the Faculty of Graduate Studies on the "Progress Report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two consecutive "in need of improvements" normally requires the student to withdraw.</p>	<p><i>Is a reference to section 2.1 necessary?</i></p>
<p>5.6.1 Performance in Coursework</p> <p>A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.</p>	<p><i>Is a reference to section 2.3 necessary?</i></p> <p>A minimum grade of C+ is required in each course and a B average over 6 credit hours (if the Student entered the Ph.D. program with an M.Sc.) or 12 credit hours (if the Student entered the Ph.D. program with a B.Sc. or transferred from an M.Sc. program - credit hours completed at the M.Sc. level will be included in the 12 credit hour minimum in the latter case) of course work is required to remain in the program. In the situation where a student has received a grade lower than C+, they will be allowed to repeat the course or take an alternate course upon recommendation of the advisory committee to the Dean of the Faculty of Graduate Studies. This will be allowed ONE TIME only.</p>
<p>5.6.2 Performance Not Related to Coursework</p> <p>Students may be required to withdraw from their Ph.D. program for reasons of unsatisfactory performance other than those related to failing grades. These include, but are not restricted to, unsatisfactory attendance and lack of progress in research and/or thesis preparation. The student's advisory committee will make a recommendation for required withdrawal to the Head of the unit. The Head of the unit may then recommend to the Dean of the Faculty of Graduate Studies that the student be required to withdraw for reasons of unsatisfactory academic performance.</p>	<p><i>Additional examples could include attendance in seminars, standards of ethical behavior, professional dress codes.</i></p> <p>The Department will examine each Student's grades on May 1 of each year, until the minimum course requirements are completed, to ensure that the grade requirements are met. The number of credit hours to be taken in each case is to be determined by the Advisory Committee and GSPRC. The course program is approved by the Student's Advisor, Advisory Committee, and the Department Head, and forwarded to the Faculty of Graduate Studies (through the Department Head) by the Annual Progress Report deadline.</p> <p>Research Progress: In the event that a student's progress in research is judged by the advisory committee to be unsatisfactory, the advisor will request that the Department Head tasks the Graduate Studies Committee with conducting a review of the student's research. The committee will make a recommendation to the Department Head. The annual progress report will be</p>

Note:

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

Faculty of Graduate Studies Regulation	Supplemental Regulation
	<p>submitted to the Faculty of Graduate Studies indicating "in need of improvement" or "failure".</p> <p>Departmental Seminars: All Graduate Students normally are required to attend the Departmental seminars. Satisfactory progress, as assessed at the annual review, will depend, in part, on seminar attendance.</p>
<p>5.7 Academic Requirement for Graduation</p> <p>A cumulative degree grade point average of 3.0 or greater is required in those courses that constitute the program of study for graduation in the Faculty of Graduate Studies.</p>	
<p>5.8 Candidacy Examination</p> <p>The candidacy examination is an absolute requirement of the Faculty of Graduate Studies and, as such, cannot be waived under any circumstances. However, the format and content of the candidacy exam will vary from unit to unit. The purposes of the candidacy exam in doctoral programs is to determine the student's competence in the discipline with respect to understanding and absorbing a broad spectrum of material, and then researching, identifying, analysing, synthesizing, and communicating ideas about that material in depth.</p> <p>At the time specified by the advisory committee--normally within the first year after the completion of the Ph.D. program coursework but in no case later than one year prior to expected graduation--the student must successfully complete the formal candidacy examination.</p> <p>The examination is conducted according to a procedure established by the unit and approved by the Academic Guide Committee of the Faculty of Graduate Studies. Please see the unit supplemental regulations for the format and composition of the examination committee for the candidacy examination.</p> <p>This examination, which is independent from the thesis Proposal, may be oral, written, or both and may cover subjects relevant to the general area of the candidate's research. These must be made known to the students.</p> <p>A pass decision of the examiners must be unanimous. Students must be provided with feedback on their performance and access to the reasons for the pass/fail.</p> <p>The Dean of the Faculty of Graduate Studies must be informed whether the candidate has passed or failed the candidacy examination on the "Report on Ph.D. Candidacy Examination" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).</p> <p>Any student who fails the candidacy examination twice will be required to withdraw from the Faculty of Graduate Studies.</p> <p>On successful completion of this examination, the student will be considered a candidate for the Ph.D. degree.</p>	<p><i>Provide details of examination structure and format, content, duration, examining committee composition, timeline for completion within the program, and any other regulatory procedural details.</i></p> <p>Candidacy Examination: The purpose of the Candidacy Examination is to ascertain whether a Student is capable of the independent and thoughtful research required for the Ph.D. It is an oral examination, conducted by a Committee consisting of the Advisory Committee plus a member of GSPRC or an appropriate faculty member of the department approved by GSPRC. This appointee shall be the non-voting chair of the examination. The examination must be held no later than 26 months from the time of the Student's first registration in the Ph.D. program and may be combined with the annual review. When the examination and the annual review are combined, all requirements for both must be met.</p> <p>In preparation for the candidacy exam, students will prepare an NSERC-style grant proposal, approximately 5 pages in length, focused on their area of research to submit to the examination committee 2 weeks prior to the exam. This proposal should include a brief introduction to the research area providing relevant background information. The remainder of the proposal should describe the research progress that has been made to date together with planned future experiments. It is expected that the future research section contains elements that are distinct from that which is ongoing in the candidate's lab. (The proposal should <u>NOT</u> contain additional sections found in a full-length NSERC grant, including budget, research contributions, etc.).</p> <p>The Candidacy Examination will be attended only by the candidate, the examiners and the chair of the examination. It will consist of a 20-30 minute presentation by the candidate on research already done, with an outline of that planned for the future, followed by questions from the Committee. The entire exam is expected to take no more than 2 hours. Emphasis will be placed on examining the Candidate's understanding of the research area, and on his/her ability to discuss critically his/her own research work to date. While the Committee will be aware of difficulties which are often encountered by beginning Students, it is very important that a Student make serious efforts in research during the first year of study in order to ensure that a useful</p>

Note:

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	<p>body of experience is available for the Candidacy Examination. Questions on areas not closely related to the research may be asked during the Examination, but the Chair will be responsible for maintaining the relevance of questioning.</p> <p>Following the question period, the candidate will withdraw, and the Committee will determine privately whether the Examination is passed or failed. The Chair will inform the candidate, the Department Head, and the Dean of Graduate Studies, in writing, of this result on the form available for this purpose.</p> <p>A Student who fails the Candidacy Examination may attempt the Examination again, no later than 6 months from the time of the Student's first Candidacy Examination attempt. A Student who fails this second attempt will be required to withdraw from the Ph.D. program.</p>
<p>5.9 Thesis Proposal</p> <p>Some units have specific procedures in place for approval of thesis proposals and students are advised to refer to the specific unit supplemental regulations. If units require thesis Proposal approval, this exercise is independent from the candidacy examination. Regardless, the proposed thesis research must be approved by the advisory committee and, if necessary, by the Human Research Ethics Board or Animal Care Committee before the work has begun on the thesis research or project.</p>	<p><i>Provide details of format, page limits, other guidelines, evaluation procedures, timeline for completion within the program, and any other regulatory procedural details.</i></p> <p>Thesis proposal: At the first annual review, the advisory committee will assess the thesis proposal. The proposal should provide a brief review of the relevant background literature, the research objectives and the general experimental approach to be undertaken. The proposal is not limited to the five page maximum (the limit for the annual report) rather it should be longer (typically 6-10 pages).</p>
<p>5.10 Thesis</p> <p>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.</p> <p>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).</p> <p>The final version of the thesis must be submitted by the candidate to the Faculty of Graduate Studies following the guidelines found at: http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html</p>	<p>Submission of the Thesis: A Student must first submit the thesis, in an acceptable form, to the Advisor, who will return it, with any comments, within six weeks. The revised thesis may then be passed to the Advisory Committee which will then determine whether the thesis is ready for submission to the Faculty of Graduate Studies. The thesis will be further corrected as necessary, and submitted to the Faculty of Graduate Studies.</p>
<p>5.11 Thesis Examination Procedures</p> <p>The final examination for the Ph.D. degree proceeds in three stages (see Figure 5-1):</p> <ol style="list-style-type: none"> 1. Examination of the candidate's thesis by an internal examining committee. 2. Examination of the candidate's thesis by an external examiner. 3. Oral examination of the candidate by all examiners on the subject of the thesis and any matters relating thereto. 	<p><i>Note: There is now an internal distribution of the thesis</i></p>
<p>5.11.1 Formation of the Examining Committee I - University of Manitoba (Internal)</p>	<p>Thesis Examination and Examiners: The public oral</p>

Note:

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Examiners

The candidate's advisor/co-advisor, in consultation with the Head of the unit, will recommend at least three internal thesis examiners on the "Thesis Title and Appointment of Examiners" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) to be forwarded to the Dean of the Faculty of Graduate Studies for approval. 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 Studies. Under normal circumstances these will be members of the candidate's advisory committee, if not, approval must be obtained from the Dean of the Faculty of Graduate Studies.

defense of the thesis is arranged by the Dean of Graduate Studies and conducted according to Faculty of Graduate Studies regulations. The Student's Advisor, in consultation with the Advisory Committee, recommends to GSPRC the names of at least four thesis examiners, who are normally members of the Advisory Committee. These examiners will include the Student's Advisor, , and two other persons, one of whom must hold no appointment in the department of Microbiology. The internal examiners must be members of the Faculty of Graduate Studies. After approval by GSPRC and the Department Head, the names of the examiners are forwarded to the Faculty of Graduate Studies on the "Thesis Title and Examiners" form.

5.11.2 Formation of the Examining Committee II - External Examiner

The candidate's advisor/co-advisor, in consultation with the advisory committee, will recommend the names of three distinguished scholars from outside the University of Manitoba with particular experience in the field of the thesis research to serve as the external examiner (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). The recommendations should include a brief CV of each of the prospective external examiners and a short statement detailing the rationale behind the recommendations, the prospective external examiners' qualifications, including a current list of his/her scholarly publications and research activities and, importantly, their experience with graduate student education. If any of the recommended examiners does not meet the following criteria, specified below, a detailed explanation should be included with the rationale for the recommendation.

The external examiner should:

- hold a Ph.D. or equivalent;
- hold the rank of Associate Professor, Full Professor, Senior Scholar or Emeritus Professor (or the equivalent if outside North America) at a university, or have comparable expertise and standing if not a faculty member at a university ;
- have an established reputation in the area of the thesis research and be able to judge whether the thesis would be acceptable at an institution comparable to the University of Manitoba; and
- have significant recent experience with the supervision and/or examination of Ph.D. students.

The external examiner should not:

- have acted as an external examiner for the same Ph.D. supervisor within the previous two years;
- have been associated with the candidate at any time or in any significant way in the past five years, present or reasonably foreseeable future (advisor/co-advisor, colleague, teacher, co-author of published material, family member *etc.*); or
- be associated with the candidate's advisor/co-advisor in any of the following ways:
 - former student;
 - research advisor/co-advisor;
 - research collaborator within the last five years;
 - co-author of published material within the last five years.
 - have had a significant academic disagreement with the candidate, the advisor/co-advisor or any member of the advisory committee.

The Dean of the Faculty of Graduate Studies will choose the external examiner from the list

Note:

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<p>provided by the candidate's advisor/co-advisor and will make the formal invitation to the external examiner. The Dean of the Faculty of Graduate Studies shall ensure the anonymity of the external examiner until it has been determined that the student can proceed to oral defence.</p>	
<p>5.11.3 Changes in the Examining Committee</p> <p>The Dean of the Faculty of Graduate Studies must approve changes in the membership of the examining committee. No changes shall be made in the examining committee after the thesis is submitted to the Faculty of Graduate Studies. Should the thesis not be submitted for examination within 12 months after the appointment of the examining committee, the committee appointment will lapse and a new "Thesis Title and Appointment of Examiners" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) will be required to be completed.</p>	
<p>5.11.4 Distribution of the Thesis for Examination</p> <p>It is the responsibility of the Faculty of Graduate Studies to distribute the electronic version of the thesis to all examiners. The Faculty of Graduate Studies shall attempt to ensure that the thesis is distributed to examiners as soon as possible after the submission of all required documentation. The Academic Schedule in the Graduate Calendar should be consulted regarding dates by which theses must be submitted.</p> <p>Once the thesis has been submitted to the Faculty of Graduate Studies, neither the candidate nor the advisor/co-advisor shall have any communication with the examining committee regarding the thesis. However should the need arise, the external examiner may contact the Dean of the Faculty of Graduate Studies to discuss any issues related to the thesis.</p>	
<p>5.11.5 Responsibilities of the Examiners</p> <p>In general the examiners are responsible for:</p> <ul style="list-style-type: none"> • ensuring that the thesis and the candidate meet recognised scholarly standards for a Ph.D. • appraising the underlying assumptions, methodology, findings, and scholarly significance of the findings of the thesis • ensuring that the thesis is organized, presents data and uses accepted conventions for addressing the scholarly literature in an acceptable manner • evaluating that the candidate has the ability to present their findings orally and demonstrate their scholarship by responding to questions and defending the thesis <p>Notes:</p> <ol style="list-style-type: none"> 1. Any potential breach of academic integrity should be reported to the Dean of the Faculty of Graduate Studies for investigation by the Vice President (Research and International). 2. Submission of previously published, peer-reviewed material in the thesis does not preclude its examination, either as a written document being reviewed by examiners or at the thesis defence. 	
<p>5.11.6 Process</p> <p>Internal Examiners</p> <p>The Dean of the Faculty of Graduate Studies will request the internal examiners to give, within three (3) weeks of the distribution of the thesis, a detailed written report of the thesis and place it into one of the following categories:</p> <ol style="list-style-type: none"> 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 external distribution. 	<p><i>Note: There is a possibility of a dissenting voice among the internal examiners.</i></p>

Note:

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2. The thesis has merit and makes a contribution to the candidate's field; however, there are research-related concerns that have the potential to be addressed in the oral examination. The structure and writing style are acceptable or require only minor revisions. The thesis may proceed to external distribution.
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 cannot proceed to external distribution.
4. The thesis is unacceptable with respect to its core components, such as research content, structure, and writing style. The thesis cannot proceed to external distribution.

If none or one (the dissenting voice) of the internal examiners fails the thesis (i.e. places it in categories 3 or 4 above), the thesis receives an internal pass and shall proceed to external distribution. Prior to external distribution, the candidate shall have the opportunity to incorporate changes suggested by the examining committee but not necessarily those of the dissenting voice.

If two or more of the internal examining committee fail the thesis (i.e. places the thesis in categories 3 or 4 above) then the thesis fails.

If the thesis fails, the unit Head shall convene a meeting of the internal examining committee and the candidate's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard for a second submission to the internal examining committee. In normal circumstances, this will involve additional scholarly work which the unit Head will describe, in writing, to the advisor/co-advisor, the candidate and the Dean of the Faculty of Graduate Studies.

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 Studies.

The awarding of a passing grade by an individual internal examiner does not preclude them from awarding a failing grade at a subsequent stage in the examination process.

External Examiner

The Dean of the Faculty of Graduate Studies will request the external examiner to give, within **three (3) weeks** of the distribution of the thesis, a detailed written report of the thesis and rate it either as a pass or a fail. The Dean of the Faculty of Graduate Studies shall ensure the anonymity of the external examiner until it has been determined that the student can proceed to oral defence.

- If the external examiner passes the thesis, the student can proceed to oral defence.
- If the external examiner fails the thesis, the unit Head shall convene a meeting of the internal examining committee and the student's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard. In normal circumstances, this will involve additional scholarly work which the unit Head will describe, in writing, to the advisor/co-advisor, the candidate and the Dean of the Faculty of Graduate Studies.
- 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 Studies.

The awarding of a passing grade by an external examiner does not preclude them from awarding a failing grade at a subsequent stage in the examination process.

Reports

Note:

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<p>If advancement to the oral examination is approved, as outlined above, the Dean of the Faculty of Graduate Studies shall provide electronic copies of all reports to each of the advisor/co-advisor, examiners and Head of the unit.</p>	
<p>5.12 The Oral Examination</p> <p>5.12.1 Scheduling</p> <p>Units cannot proceed with scheduling the oral defence prior to receiving the approved examiners report from the Faculty of Graduate Studies. The examination must be held at the University of Manitoba. It is the responsibility of the unit to ensure that all room booking arrangements are made and appropriate facilities meet minimum standards expected for a Ph.D. defence. In addition, the candidate must submit, in electronic format biographical information and an abstract of the thesis to the Faculty of Graduate Studies.</p>	
<p>5.12.2 Attendance</p> <p>The Dean of the Faculty of Graduate Studies or designate shall act as Chair of the examination committee.</p> <p>The attendance of the external examiner in person at the candidate's oral examination is encouraged. If the external examiner will not be present in person, his/her participation via voice or video conferencing is expected.</p> <p>It is required that all internal members of the examining committee be present at the defence, unless exceptional circumstances prevent this and with prior approval of the Dean of the Faculty of Graduate Studies. Regardless, no more than two participants can use voice or video conferencing.</p> <p>Under no circumstances can the candidate participate by voice or video conferencing.</p> <p>Normally, the oral examination shall be open to all members of the University of Manitoba community and the general public. In exceptional cases the final oral examination may be closed; for example, when the results of the thesis research must be kept confidential for a period of time. In such cases, the examination committee and Head of the unit shall request prior approval in writing from the Dean of the Faculty of Graduate Studies. If approved, the final oral examination shall be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies or designate.</p> <p>Regardless of open or closed status, no recording devices will be permitted.</p>	
<p>5.12.3 Format of the Examination</p> <p>The first part of the oral examination shall consist of an oral presentation by the candidate. This is followed by examination of the candidate by the examination committee. If time permits the Chair, at their discretion, may allow questions from members of the audience</p>	
<p>5.12.4 Procedures for the Conduct of the Examination</p> <p>The Chair should discuss the examination procedures with the examiners in camera prior to the beginning of the formal examination.</p> <p>The Chair will introduce the candidate and request him/her to give a concise (20 to 25 minute) oral presentation of the thesis to include a summary of the problem addressed, the results obtained and the conclusions drawn from the study.</p> <p>Following the presentation, the Chair will invite questions from each member of the examining</p>	

Note:

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<p>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.</p> <p>The Chair may exercise his/her discretion in allowing questions from the audience following completion of the formal examination. Once assuming the role of Chair, he/she foregoes the right to comment on the merits of the thesis whether or not he/she is an expert in the field.</p>	
<p>5.12.5 Decision of the Committee:</p> <p>Following completion of the formal examination, the candidate and audience must leave the examination room. The decision of the examining committee will be based both on the content of the thesis and on the candidate's ability to defend it.</p> <p>The judgement of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms "pass" or "fail" and each examiner must indicate his/her opinion by his/her signature:</p> <ul style="list-style-type: none"> ● Pass: the candidate has satisfactorily presented their findings orally and answered, to the satisfaction of the examination committee, the methodology, observations and conclusions presented in the thesis. The advisor/co-advisor is charged with ensuring that any minor editorial or typographical revisions are satisfactorily completed. The Chair shall report this decision to the Dean of the Faculty of Graduate Studies on the "Final Oral Examination of the Ph.D. Thesis" form. Those examiners in agreement must indicate, by their signatures, concurrence with the passing grade. ● Fail: the candidate has failed to adequately orally present, or satisfactorily respond to questions posed related to, the thesis. This shall include significant defects in conception, methodology or context. The Chair shall report this decision, including providing the detailed written reasons for this decision, to the Dean of the Faculty of Graduate Studies on the "Final Oral Examination of the Ph.D. Thesis" form. Each examiner in agreement must indicate, by his/her signature, concurrence with the failing grade. A copy of the report will be made available to the candidate by the Dean of the Faculty of Graduate Studies. <p>If the external examiner <u>or</u> two or more internal examiners indicate a fail, the candidate fails the examination.</p>	
<p>5.13 Candidate Awards</p> <p>The examination committee may recommend in writing to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.</p>	
<p>5.14 Graduation</p> <p>The candidate will be recommended for the Ph.D. degree upon receipt by the Faculty of Graduate Studies of favourable reports by the thesis examining committee, a corrected copy of the electronic version of the thesis submitted to MSpace, a corrected copy of the paper version of the thesis (submitted to the Faculty of Graduate Studies), final approval and release forms and providing all other degree requirements have been satisfied.</p>	<p>Copies of Thesis: The Department of Microbiology requires an unbound copy of the final version of all M.Sc. and Ph.D. theses.</p>
<p>5.15 Student Withdrawal</p> <p>A student will be required to withdraw when the Ph.D. thesis has been rejected twice at the stage where:</p> <ol style="list-style-type: none"> a) The internal examining committee reports on the merits of the written thesis; b) The external examiner reports on the merits of the written thesis; 	

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>c) The oral examination; or</p> <p>d) A combination of any of these stages.</p>	
<p>SECTION 6: Policy of Withholding Thesis Pending Patent Applications Content or Manuscript Submission</p> <p>In 1970 the University of Manitoba Board of Governors and Senate approved a policy on accepting research grants from outside agencies. This policy defined the right of agencies to defer release of information and thus ensure freedom of publications for research findings of University personnel. Occasionally, the University may also wish to restrict the release of a thesis pending patent application. For additional details, see the University of Manitoba governing document: http://umanitoba.ca/admin/governance/governing_documents/community/235.html</p> <p>This situation may arise in the two circumstances defined below, both of which are governed by the same set of regulations.</p> <ol style="list-style-type: none"> 1. Where a research project is known to contain patentable items as defined in the research contract, then it is the responsibility of the advisor to give written information of the restrictions on publication to the student prior to the start of the thesis research. If the student agrees to carry out the research, then the regulation given below will apply. 2. Where a patentable item is found during the course of research, then the advisor and the student may make application for patent rights through the University Patent Committee, and the following regulation will apply concerning the release of the thesis. <p>Regulations Concerning Release of a Thesis During Application and Negotiation For Patents</p> <p>The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor and the student, the Dean will retain the thesis for a period not to exceed one year.</p> <p>Regulations Concerning Release of Thesis Pending Manuscript Submission</p> <p>The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor and the student, the Dean will keep the thesis for a period up to one year.</p>	
<p>SECTION 7: Extension of Time to Complete Program of Study Content</p> <p>All requests for extensions will normally be dealt with administratively and reported, in summary form, to the Executive Committee of Graduate Studies for information. The student must complete the "Request for Extension" form http://umanitoba.ca/faculties/graduate_studies/forms/index.html and submit it to his/her major unit for recommendation to the Faculty of Graduate Studies 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 Studies on a case by case basis.</p> <p>Requests for extension must be accompanied by a realistic timeline that has been agreed upon by the student and advisor/co-advisor and endorsed by the unit Head. The extension time requested must closely reflect the time required to complete the program.</p> <p>The normal time requested for extensions is four to eight months. More than one extension period may be considered. However the total approved for all extensions will not normally exceed one year.</p>	
<p>Section 8: Leaves of Absence</p>	

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>8.1 Regular Leave</p> <p>A regular leave is intended to allow students to meet responsibilities/plans related to family, travel or employment and circumstances not covered by the parental or exceptional leaves. At the student's request, the Head of the unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted a leave of absence for a period of time not to exceed one year. While on leave of absence, a student would not be expected to conduct study and/or thesis research work. Students on regular leaves of absence will be required to maintain continuous registration and pay the appropriate continuing fee. If a student has program tuition fees (as opposed to continuing fees) owing at the time of the granting of the leave, the tuition fees will be deferred until the student returns from leave; however, the continuing fee will be levied.* A regular leave of absence status does not extend the time limits as outlined in Faculty of Graduate Studies regulations.</p> <p>*Program Fees: The continuing fee in effect at the time of the granting of the leave will be levied. However, if the student returns from leave in January, the normal tuition fee will be levied less the continuing fee already paid.</p>	
<p>8.2 Exceptional Leave</p> <p>In exceptional circumstances for medical or compassionate reasons (e.g. the need to care for an ailing family member), at the request of the student the Head of the unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted an exceptional leave of absence for a period of time not to exceed one year. While on an exceptional leave of absence, a student is not permitted to maintain study and/or thesis research work, would not be required to maintain continuous registration, nor pay tuition fees. In addition, the leave period would not be included in the time period allowed for the completion of the degree. This leave is not intended to cover circumstances related to travel, employment or financial concerns.</p>	
<p>8.2.1 Fees</p> <p>Students are not expected to pay fees for the term in which they have been granted an exceptional leave. Upon return from the exceptional leave, students will be assessed fees as determined by the Registrar's Office.</p>	
<p>8.3 Parental Leave</p> <p>A graduate student who is expecting a child or who has primary responsibility of the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. The request should be made through the unit, normally for a leave of four to twelve months. Leaves of other duration will be considered on an individual basis. Parental leaves must correspond with (an) academic term(s). While on leave of absence for parental reasons, a student is not permitted to maintain study and/or thesis research work. The leave period is not included in the time period allowed for completion of the degree.</p>	
<p>8.3.1 Fees</p> <p>Students are not expected to pay fees for the term in which they have been granted a parental leave. Upon return from the parental leave students will be assessed fees as determined by the Registrar's Office.</p> <p>Note: At the time of approval of an application for leave, the procedures for the return of the student to the unit at the completion of the leave must be stipulated.</p>	
<p>8.4 Awards and Leave of Absence</p> <p>Students granted exceptional or parental leave will retain the full value of a University of Manitoba Graduate Fellowship or other award whose terms and conditions are established by the Faculty of Graduate Studies. Such an award will be suspended at the onset of the leave and reinstated at the termination of the leave period (4 to 12 months) provided that the student returns to full time study at that time.</p>	

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>Note: Other awards will be paid according to the conditions established by the donor or granting agency.</p>	
<p>8.5 Graduate Student Vacation Entitlement</p>	
<p>Students are entitled to three weeks of vacation over a 12-month period.</p>	
<p>SECTION 9: Appeals – Procedures and Guidelines</p> <p>9.1 General</p> <p>Students who disagree with a decision have access to appeal routes as laid out by various Faculty of Graduate Studies and University of Manitoba appeal procedures. Student appeals may be limited by the scope of the inquiry available at each level and category of appeal, as well as the time limitations for submission of appeals.</p> <p>A further limitation is that the Faculty of Graduate Studies rules and regulations, established to uphold the academic rigour of the University of Manitoba, are generally not subject to appeal unless an appeal route is otherwise stipulated. In situations where no appeal route is available, a student may make a written request to the Dean of the Faculty of Graduate Studies.</p> <p>Students are referred to the appeals section of the University of Manitoba Governing Documents (http://umanitoba.ca/admin/governance/governing_documents/index.html) for further details.</p> <p>For students registered in Joint Master's Programs (University of Manitoba and University of Winnipeg) there is a different process for handling appeals and academic dishonesty cases than for University of Manitoba students in regular programs (not Joint Programs). This process is outlined in the Joint Master's Program Governing Documents available at http://umanitoba.ca/faculties/graduate_studies/media/JMP_Regulations.pdf.</p>	<p>Students considering appealing any departmental decision regarding their status and/or progress in the graduate program should normally first approach the individual directly involved. If the issue is not resolved the student should then consult the Head of the Department and/or the Chair of the Graduate Student and Program Review Committee (GSPRC). The Head or the Chair of the GSPRC will discuss the matter with all parties involved either separately or together as deemed appropriate. It will be the task of the Head or GSPRC Chair to try to clarify the position of all parties and aim to resolve the dispute. Failing this, a written appeal from the student may be submitted to the GSPRC with a copy being sent to the Head. In cases where an individual(s) who is directly involved in the dispute is a member of the GSPRC, the Head will appoint another member. The Head will also appoint a graduate student to participate in the appeal process. Appeals will normally be processed within 2 weeks after receipt. The student has the right to appear before this committee and the committee may request that other parties appear before it to provide information. The written decision will be forwarded to the appellant and the Head. If the student is not satisfied with the decision he/she may take their appeal to the Faculty of Graduate Studies. Students wishing to proceed with the latter formal appeal should be informed of the procedures for appeal and directed to the services provided by the Student Advocacy and Human Rights & Equity Offices.</p>
<p>9.2 Definitions</p> <ul style="list-style-type: none"> • "Appellant" – the graduate student appealing a decision affecting the student's own admission to, academic standing in, awards from or disciplinary action by a unit or the Faculty of Graduate Studies; • "Appeal Panel" – a panel convened from the members of the Faculty of Graduate Studies Appeals Committee by the Executive Committee of the Faculty of Graduate Studies empowered to deal with appeals stemming from decisions of units or the Faculty of Graduate Studies, or individuals designated to make such decisions; • "Unit" – the unit council, or appeal body, whose decision is being appealed. This is understood to include decisions taken by individuals or committees acting in the name of the unit and also to the supplementary regulations pertinent to a unit's operation which have been approved by the Faculty of Graduate Studies; • "Respondent" – a representative of the unit or the Faculty of Graduate Studies designated by the unit Head/Dean of the Faculty of Graduate Studies to represent the unit or Faculty of Graduate Studies. 	
<p>9.3 Types of Appeal</p> <p>There are several areas of appeal which are open to appellants:</p> <ul style="list-style-type: none"> • admission; 	

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<ul style="list-style-type: none"> • academic; • discipline; • administration (e.g. Fee appeals). <p>In all cases, appeals should be directed to the Dean of the Faculty of Graduate Studies. A decision of the Faculty of Graduate Studies Appeal Panel is appealable only to the Senate Committee on Appeals or the University Discipline Committee, as appropriate.</p>	
<p>9.4 Admission Appeals</p> <p>Please refer to University of Manitoba Governing Documents: Students: Policy: Admission Appeals Procedures and Guidelines http://umanitoba.ca/admin/governance/governing_documents/students/286.html</p>	
<p>9.5 Academic Appeals</p> <p>9.5.1 Composition</p> <p>Faculty members or students are disqualified from participating on an Appeals Panel if he/she:</p> <ul style="list-style-type: none"> • holds any academic appointment in the unit in which the appellant is registered; • is/was a student in the unit in which the appellant is registered; • was, as an individual, or as a member of a committee or board, responsible for making the decision being appealed. <p>Note: All members of an Appeal Panel shall participate in all of the deliberations essential for the determination of the matter in dispute. If, in the course of hearing an appeal, a member is not present at the commencement of the hearing or a member cannot continue, the Panel may elect to proceed in the absence of that member. If more than one member is not present at the commencement or cannot continue, the Appeal Panel must adjourn.</p>	
<p>9.5.2 Consideration</p> <p>Appeal Panels will consider appeals:</p> <ul style="list-style-type: none"> • 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; • stemming from a decision of the Faculty of Graduate 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; • stemming from a decision of the Faculty of Graduate Studies. <p>In all cases, appeals should be directed to the Dean of the Faculty of Graduate Studies. A decision of the Appeal Panel is appealable only to the Senate Committee on Appeals (see http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_policy.html).</p>	
<p>9.5.3 Grounds for an Academic Appeal</p> <p>The Appeal Panel shall only consider an appeal if there is some evidence that:</p> <ul style="list-style-type: none"> • the unit or the Faculty of Graduate Studies failed to follow the rules of natural justice; • the unit or the Faculty of Graduate Studies failed to follow procedures; • a unit or Faculty of Graduate Studies regulation has been unfairly or improperly 	

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>applied, or has become inapplicable through lapse of time;</p> <ul style="list-style-type: none"> • there are documented mitigating circumstances (e.g. medical, compassionate); • there is apparent conflict between a Senate Regulation, a Faculty of Graduate Studies policy and/or a unit regulation. <p>Note: It shall be the responsibility of the appellant to indicate clearly and specifically the grounds warranting consideration of the appeal.</p>	
<p>9.5.4 Academic Appeal Deadlines</p> <p>9.5.4.1 Appeal of Term Work:</p> <p>Students are encouraged to discuss matters relating to grading of term work with their instructor in the first instance. Further appeals of grades on academic term work shall be directed, by the appellant, to the unit responsible for the course within ten (10) working days after the grades for term work have been communicated to students. Following receipt of the appropriate appeal form and evidence of payment of the refundable appeal fee, the unit shall consider the appeal and provide a decision within fifteen (15) working days.</p>	
<p>9.5.4.2 Appeal of Faculty of Graduate Studies Decision:</p> <p>An appeal of action taken by any unit, committee, administrator or faculty member within the Faculty of Graduate Studies must be submitted in writing by the appellant to the Dean of the Faculty of Graduate 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.</p>	
<p>9.5.4.3 Appeals to Senate:</p> <p>As per the University of Manitoba Governing Documents: Students: Policy: Appeals Procedures and Guidelines (http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_procedures.html), 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.</p>	
<p>9.5.5 Academic Appeals Process</p> <p>9.5.5.1 Documentation</p> <p>The Dean of the Faculty of Graduate Studies may, on consideration, attempt first to reach an informal solution. If that is judged by the Dean of the Faculty of Graduate Studies to be inappropriate or unfeasible, an Appeal Panel will be formed.</p> <p>The Dean of the Faculty of Graduate Studies shall inform the appropriate unit head of the nature of the appeal, forward a copy of the appellant's written submission, and request a written response to the appeal within ten (10) working days. An Appeal Panel will be struck and a meeting set by the Dean of the Faculty of Graduate Studies as soon as possible after receipt of the written response from the respondent.</p> <p>The appellant shall receive, through the Dean of the Faculty of Graduate Studies, the response of the respondent at least one week prior to the date set for the hearing of the appeal. Notices of the hearing shall be sent by the Dean of the Faculty of Graduate Studies to the individuals affected, giving the specific time and place for a hearing.</p> <p>All documentation that the Appeal Panel will consider shall be made available through the Dean of the Faculty of Graduate Studies Office to both the appellant and the respondent in advance of the hearing. No additional materials may be presented at the time of the hearing. In the case where a request is made to submit additional materials, the Chair shall postpone the hearing and allow no more than ten (10) working days for the other party to respond to the new materials.</p>	

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9.5.5.2 Hearing

The appellant and respondent shall have the right to appear before the Appeal Panel and to call witnesses that he/she wishes to appear before the panel. It is the responsibility of the party calling witnesses to ensure that the witnesses are informed of the date and time of the hearing. The Dean of the Faculty of Graduate Studies shall be notified not less than four working days prior to the hearing of the names of all witnesses that are to be called and shall inform the other party.

The appellant shall be advised by the Dean of the Faculty of Graduate Studies of the right to appear in person or to be represented by the student advocate, a fellow student or other full-time member of the University community not receiving payment for appearing, or working for legal aid.

In addition, if the appellant wishes, one member of his/her immediate family, and a lawyer, may be present, but only as observers who do not participate. The Dean of the Faculty of Graduate Studies must be notified of any persons to be accompanying the appellant at least four working days prior to the hearing.

Hearings shall be held in closed session unless at least one party requests an open hearing and all parties to the appeal agree to the request. During the hearing, the appellant or the respondent may request a change in the open or closed nature of the hearing, at which time the Appeal Panel shall determine its procedures.

As the first item of business in dealing with any appeal, the Appeal Panel shall convene (in closed session) to consider whether:

- the Hearing should be an open or closed session;
- whether there are sufficient grounds to proceed with the Hearing;
- whether the Panel has jurisdiction to determine the matter at hand.

If necessary, the Appeal Panel may hear submissions from either party on any of these points. Normally, the appellant and the respondent will be present during the presentation of the other's case.

When an Appeal Panel determines that there are insufficient grounds or that it lacks the jurisdiction to proceed with an appeal hearing, it shall report its reasons to the Dean of the Faculty of Graduate Studies.

Both the appellant (and/or representative) and respondent(s) (and/or representative) will be invited to make opening statements, including calling any witnesses. These statements will be subject to questioning by members of the Appeal Panel and cross-examination by the other party. Both the appellant (and/or representative) and respondent(s) (and/or representative) will be invited to make closing statements at which point no new information may be introduced.

The Appeal Panel may request either the appellant or the respondent(s) to provide additional information, or of its own volition call additional witnesses, before reaching a decision. This should be accompanied by a statement that the parties have a right to be made aware of the Panel's request for information and the results thereof.

All parts of the meeting required by the Appeal Panel to deliberate or determine resolution of the appeal shall be held in camera.

9.5.5.3 Disposition

The Chair of the Appeal Panel shall inform the Dean of the Faculty of Graduate Studies in writing

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<p>of the disposition of the appeal, the reasons for the decision, and any actions that may result. The Dean of the Faculty of Graduate Studies shall, in turn, inform the appellant and the unit in writing of the disposition of the appeal, the reasons for the decision and any actions that may result. The further right of appeal to the Senate Committee on Appeals should be acknowledged, along with any relevant time limits. The Dean of the Faculty of Graduate Studies may inform the unit of any recommendations brought forward by the Appeal Panel.</p>	
<p>9.6 Discipline Appeals</p> <p>The specific jurisdiction of each of the Disciplinary Authorities is outlined in: University of Manitoba Governing Documents: Students: Bylaw: Student Discipline. See 2.3.3: Table 1: Jurisdiction of Disciplinary Authorities http://umanitoba.ca/admin/governance/governing_documents/students/868.html</p> <p>When the appeal is against a disciplinary decision made by the Faculty of Graduate Studies, the appeal routes and procedures as outlined in the following shall prevail: University of Manitoba Governing Documents: Students: Procedures: Student Discipline http://umanitoba.ca/admin/governance/governing_documents/students/868.html</p> <p>If the appeal is from a decision of the Dean of the Faculty of Graduate Studies the appeal statement shall be delivered to the Dean of the Faculty of Graduate Studies on behalf of the Local Discipline Committee (also commonly referred to as the "L.D.C.")</p> <p>If the appeal is from a decision of the L.D.C., the official statement shall be delivered to the Secretary of the University Discipline Committee (U.D.C.) with a copy to the Dean of the Faculty of Graduate Studies.</p>	
<p>9.6.1 Discipline Appeal Deadlines</p> <p>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.</p>	
<p>9.6.2 Appeal of Violation/Penalty</p> <p>As per section 2.7.2 of the University of Manitoba Governing Documents: Students: Procedures: Student Discipline http://umanitoba.ca/admin/governance/governing_documents/students/870.html</p> <p>The student shall clearly indicate in the notice of appeal whether they are appealing the decision on:</p> <p>(a) the finding of facts;</p> <p>(b) the disposition determined by the disciplinary authority; or</p> <p>(c) both (a) and (b).</p>	
<p>9.7 Fee Appeals</p> <p>Please refer to the Registrar's Office webpage on fee appeals: http://umanitoba.ca/student/records/fees/830.htm. To initiate the Fee Appeal procedure, the student completes a Fee Appeal form, available online or in the Registrar's Office, 400 University Centre.</p>	
<p>9.8 Grade Appeals</p> <p>Please refer to the Registrar's Office webpage on grade appeals: http://umanitoba.ca/student/records/exams_grades_hub.html. To initiate the Grade Appeal procedure, the student completes a Grade Appeal form, available online or in the Registrar's Office, 400 University Centre.</p>	

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>9.9 Assistance with Appeals</p> <p>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.</p>	
<p>APPENDIX 1: Thesis/Practicum Types</p> <p>A student/candidate may present a thesis/practicum in one of two acceptable formats:</p> <ul style="list-style-type: none"> • Regular style • Manuscript/grouped manuscript style <p>The type of thesis/practicum must be approved by the advisory committee and comply with all regulations of the Faculty of Graduate Studies and any supplemental regulations of the unit.</p> <p>1.0 Regular Style</p> <p>1.1 Prefatory Pages</p> <p>1.1.1 Title Page</p> <p>The title page should contain the following information:</p> <ul style="list-style-type: none"> • the title of the thesis/practicum, • the name of the University, • the degree for which the thesis/practicum is submitted, • the name of the unit, • the full name of the author, • the copyright notation ©. <p>The title must be a meaningful description of the content of the research. The author's name should be in full, identical to the name under which they are registered and be consistent on all other documents.</p>	
<p>1.1.2 Abstract</p> <p>The abstract is expected to provide a concise, accurate account of the thesis/practicum. Abstract maximum length is 150 words for a Master's and 350 words for a Ph.D. An abstract should contain a statement of the problem, methods, results and conclusions.</p>	
<p>1.1.3 Acknowledgements</p> <p>The content of this single page is left to the discretion of the author. For example, the page may make reference to the student/candidate's advisor and advisory committee, to other individuals who have provided invaluable assistance to the development of the thesis/practicum, and to sources of financial assistance.</p>	
<p>1.1.4 Dedication</p> <p>A single page pertaining to a dedication is allowed.</p>	
<p>1.1.5 Table of Contents</p> <p>This must list, and provide page references to, all elements of the thesis/practicum. The numbering and formatting must be identical to the way the material appears in the text. Page numbers should be right justified.</p>	

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>1.1.6 List of Tables</p> <p>This should immediately follow the Table of Contents and be of the same format. The list must include the number, name and page number of each table.</p>	
<p>1.1.7 List of Figures</p> <p>This should immediately follow the List of Tables and be of the same format as the Table of Contents. The list must include the number, name and page number of each figure.</p>	
<p>1.1.8 List of Copyrighted Material</p> <p>On occasion students/candidates include images, figures, photos and other materials. from copyrighted sources. Written permission from the copyright holder is required. This should follow the List of Tables and follow the same format as the Table of Contents. For further information on copyright see: http://umanitoba.ca/faculties/graduate_studies/thesis/copyright_permission.html.</p>	
<p>1.2 Format</p> <p>1.2.1 Styles</p> <p>The thesis/practicum should be written in a standard style manual that has been recommended by the unit. Manuals recommended by the Faculty of Graduate Studies include but are not limited to:</p> <ul style="list-style-type: none"> • American Psychological Association, Publication Manual of the American Psychological Association; • Kate L. Turabian, A Manual for Writers of Term Papers, Theses and Dissertations; • The Modern Language Association of America, MLA Handbook for Writers of Research Papers; • University of Chicago Press, The Chicago Manual of Style; <p>Students should always use the latest edition available. If there is a conflict between the instructions in this booklet and the style manual chosen, the former should be followed.</p>	
<p>1.2.2 Spelling</p> <p>Canadian, British or American spelling is acceptable, but one style must be used consistently throughout the document.</p>	
<p>1.2.3 Format</p> <p>Double space all text material; footnotes and long quotations may be single spaced. The entire thesis/practicum must be in the same text font, style, and size. Font size should be no less than 12 pt Times Roman. Full justification of the text is not required.</p>	
<p>1.2.4 Margins</p> <p>It is imperative that the specified margins be observed throughout the thesis/practicum. Leave at least a one and one half inch (1.5") margin from the left hand edge of the paper to allow for binding. This margin applies to all material, including appendices, diagrams, maps, photographs, charts, tables, computer printouts, and others.</p>	
<p>1.2.5 Page Numbers</p> <p>Each page in the thesis/practicum must be numbered consecutively. Illustrative pages must also be numbered. Roman numerals should be used for the prefatory pages. The remaining pages of the thesis/practicum, beginning with the introduction (Chapter One) should be numbered consecutively in Arabic numerals.</p>	
<p>1.3 Footnotes, References and Appendices</p> <p>Instructions in the style manual recommended by the unit should be followed. Regardless of</p>	

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which style manual is used, format selected must be consistent.	
<p>1.4 Figures, Illustrations, Photographs and Design Drawings</p> <p>1.4.1 Illustrative Material</p> <p>All illustrative material must be consistent throughout the thesis/practicum. All figures, illustrations, photographs and drawings must be numbered consecutively in Arabic numerals and accompanied with a title. The material should appear as soon as possible after as it is mentioned in the text. All original materials should be of high quality, with sharp and clear images.</p> <p>1.4.2 Layout of Tables and Figures</p> <p>Each table and figure must have a number and title. The number and title should appear at the top of the table or figure. The title of the table or figure should be as short as possible and indicate the major focus of the material within the table or figure.</p>	
<p>1.4.3 Oversized Pages and Design Drawings</p> <p>Oversized pages should be avoided unless absolutely necessary. An alternate layout or a photographic reduction of the material should be attempted in order to accommodate the standard size of page. Ensure the size of the font remains legible after reduction of the material. Facilities for reducing illustrative material are available at the Campus Copy Centre, 118 University Centre. If the charts, graphs, maps, tables, or design drawings cannot be reduced to the size of an 8.5 x 11 size, they should be carefully folded into the document. The fold should not extend the full width of the page in order to avoid damage to the material when the edges are trimmed by the binder.</p>	
<p>1.5 Additional Materials</p> <p>1.5.1 Consent and Access to Information Forms</p> <p>Sample copies of consent forms that were used to obtain consent from participants to take part in the information gathering procedures for the thesis/practicum must be included in an Appendix. Any personal information must be omitted from the submitted form.</p> <p>In some cases, approval from an agency, institution or corporation may have been required before the information gathering procedures could proceed. The original approval form for access should be retained by the student with a copy provided to the Faculty of Graduate Studies upon completion of the thesis/practicum.</p>	
<p>1.5.2 Use of Copyrighted Material</p> <p>If the thesis/practicum includes copyrighted material (images or more than a reasonable extract (according to the Copyright Act) of another person's work), permission must be obtained from the copyright holder. The Faculty of Graduate Studies has developed a form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) that can be utilized when requesting the use of copyrighted material.</p> <p>In some cases, copyright holders prefer to use their own permission forms and/or will provide their permission electronically. Both of these are acceptable by the Faculty of Graduate Studies.</p> <p>Note that obtaining permission may take a considerable amount of time and this must be taken into consideration when meeting a thesis/practicum submission deadline. A reference to written permission having been obtained must be included under the image or text. The reference should also include the date the permission was granted, and the name/title of the copyright holder(s). The original form(s) signed by the copyright holders should be retained by the student with a copy provided to the Faculty of Graduate Studies at the completion of the thesis/practicum.</p> <p>The thesis/practicum cannot be accepted by the Faculty of Graduate Studies if permission has</p>	

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not been obtained. It is important that the student and their Advisor ensure that the permission has been granted. In some cases, the copyright holder cannot be located or the cost is prohibitive to using the text or image. In these situations, the text or image may have to be omitted from the thesis/practicum.

Subsequently, information on where the reader can locate the image or text should be included, such as the URL, title of book/journal, volume and issue number, page number, publisher, and date of publication. A description of the purpose or significance of the text or image should be provided.

For further information on copyright

see: http://umanitoba.ca/admin/vp_admin/ofp/copyright/index.html

2.0 Manuscript/Grouped Manuscript Style

A thesis/practicum may comprise a paper, or collection of papers, which are, or are about to be, published. The number of papers that comprise this style of these will be determined between the student and the advisory committee. The formatting of the thesis/practicum must be consistent throughout the thesis/practicum and the thesis/practicum cannot merely consist of several papers or articles bound within the one document.

Publication, or acceptance for publication, of research results prior to the presentation of the thesis/practicum does not supersede the evaluation of the work by the examination committee (i.e. does not guarantee that the thesis/practicum will be found acceptable). Examiners may specify revisions regardless of the publication status.

The thesis/practicum must follow the same prefatory information (1.1), spelling, formatting margin requirements, page numbering (1.2b-d), footnotes and appendices (1.3), figures, illustrations photographs and drawings (1.4) and any additional material (1.5) as those outlined above.

There must be an introductory chapter to the entire thesis/practicum which includes its own bibliography. The collection of papers or articles must contribute toward the overall theme that represents the thesis/practicum work and must be smoothly integrated into the flow of the thesis/practicum to produce a unified document. This may require changes or additions to, and re-writing of, any work which has been previously published.

The thesis/practicum must contain connecting text between the different chapters providing logical links to allow the integration of the information. These connecting sections are mandatory. Not including these sections may compromise the ability of the examiners to evaluate the thesis/practicum and accordingly there may be subsequent potential consequences.

The thesis/practicum must contain a concluding chapter that includes a discussion on how the thesis/practicum, with its findings, provides a distinct contribution to knowledge in the research area.

In the case of multi-authored papers, the nature and extent of the student/candidate's contribution, and those of the other authors, must be explicitly specified in a section entitled "Contributions of Authors" in the "Preface" of the thesis/practicum. The advisor/co-advisor, by signing the thesis/practicum submission form, attests to the accuracy of these statements and will be asked to reaffirm at the oral defence in the case of a doctoral thesis/practicum.

The introductory chapter is expected to contain a detailed literature review describing the background material pertinent to understanding the thesis work. This chapter should be at least 15 – 20 pages in length.

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