

# MASTER'S DEGREES GENERAL REGULATIONS

## General

Individual departments/units may offer Master's programs in one or more of the following formats:

- Thesis/practicum-based;
- Course-based;
- Comprehensive Exam;
- Project;
- Major research paper.

## Admission

Students who are eligible to be considered for direct admission to a program of study leading to the Master's degree include:

- Graduates of four (4)-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate and Postdoctoral Studies) from:
  - Canadian institutions empowered by law to grant degrees; or
  - Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate and Postdoctoral Studies.
- Graduates from first-cycle Bologna compliant degrees.
- Students who have completed a Pre-Master's from:
  - The University of Manitoba (see General Regulations - Pre-Master's (<https://catalog.umanitoba.ca/graduate-studies/academic-guide/general-regulations-pre-masters/>)); or
  - Canadian institutions empowered by law to grant degrees; or
  - Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate and Postdoctoral Studies.

All students applying for a Master's degree program must have attained a minimum grade point average (GPA) of 3.0 out of 4.5 (or equivalent) in the last two (2) years of full-time university study (60 credit hours). This includes those applying for direct admission and courses completed as part of a Pre-Master's. Students who meet the minimum requirements for admission to the Faculty of Graduate and Postdoctoral Studies are not guaranteed admission.

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

## Program Requirements

Students must complete the requirements for one of the programs of study described below for the Master's degree. Specific requirements for individual programs of study are determined by the department/unit offering the program. Credit hours and course requirements of programs subject to an external accrediting body shall reflect the requirements of the appropriate accrediting body and shall be detailed in the program's supplementary regulations.

### Thesis/Practicum Route

A minimum of 12 credit hours of coursework, unless otherwise stated in the department's/unit's supplementary regulations, plus a thesis or practicum is required. The minimum must include at least six (6) credit

hours at the 7000-level or above, with the balance of the coursework at the 3000-level or above. A maximum of twenty-four (24) credit hours of coursework is allowed unless the department's/unit's supplementary regulations indicate otherwise. The student must complete the thesis/practicum through the University of Manitoba.

### Course-based, Major Research Paper, Project or Comprehensive Examination Route

A minimum of twenty-four (24) credit hours of coursework is required. If the student is in the comprehensive examination route, a comprehensive examination(s) is required. The minimum must include at least eighteen (18) credit hours at the 7000-level or above with the balance of the coursework at the 3000-level or above. A maximum of forty-eight (48) credit hours of coursework is allowed unless a department's/unit's supplementary regulations indicate otherwise. Refer to unit supplementary regulations concerning specific requirements.

### Language Requirements

Some departments/units specify an additional language requirement for the Master's degree. Students should check department/unit supplementary regulations regarding this requirement.

### Advance Credit

Advance credit for courses completed prior to admission to a Master's program will be considered on a case-by-case basis. The student's department/unit must make a request to the Faculty of Graduate and Postdoctoral Studies by completing the "Recommendation for Advance Credit-Transfer of Courses (<https://umanitoba.ca/graduate-studies/forms/>)" form.

- Application for advance credit must be made within the first year of the program (see Lapse or Expiration of Credit of Courses (p. 4)).
- No more than 50% of the required coursework for the program can be achieved using advance credit.
- A course may not be used for credit toward more than one (1) degree.
- The student must register at The University of Manitoba for at least two (2) terms and must also complete all other program requirements at The University of Manitoba (or in the case of a Joint Master's Program student, at The University of Winnipeg).
- A Pre-Master's student may only transfer a maximum of 3 credit hours at the 7000-level taken as occasional into a prospective Master's program of study.

Regardless of the number of courses approved for which advance credit is granted, all students are required to pay all applicable program fees (i.e., program fees will not be pro-rated according to advance credit granted).

### Transfer Credit

Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. Students must make a formal application (<https://umanitoba.ca/graduate-studies/programs-study/courses-taken-elsewhere/>) to take courses elsewhere. All such courses:

- must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate and Postdoctoral Studies before the student may register for them;
- are considered on an individual basis;
- cannot be used for credit towards another degree;

- may not exceed 50% of the minimum credit hours of coursework required of the student's graduate program at The University of Manitoba.

## Time in Program

The minimum time for students in the Master's program is equivalent to two (2) terms. Completion of most programs requires more than this and students should check department/unit supplementary regulations regarding specific requirements.

The maximum time allowed for the completion of the Master's degree is four (4) years for students declared as full-time and up to six (6) years for students declared as part-time (see Student Status/Categories of Students (<https://umanitoba-ca-preview.courseleaf.com/graduate-studies/academic-guide/application-admission-registration-policies/>) for information on calculating maximum time for students). Individual departments/units and/or programs may have specified minimum and maximum time limits.

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 and Postdoctoral Studies using the "Time Extension Request (<https://umanitoba.ca/graduate-studies/forms/>)" form. This form should be submitted at the beginning of the student's last term in program, prior to expiration of the respective maximum time limit. Time extension requests require an explanation of the need for the extension and the goals to be met during the extension period as well as a timeline for meeting the stated goals. Future extensions will be considered only if there is evidence progress was made on the goals outlined in the previous extension request. If progress is not evident, the request must describe the circumstances that prevented progress on the identified goals. Extensions also must recognize the graduation deadlines (<https://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum/submit-your-thesis-or-practicum/#submitting-your-thesis-to-committee-members>) for the respective graduation period.

A student who has not completed the degree requirements within the maximum time limit or within the time limit of the extension will be Required to Withdraw from the Faculty of Graduate and Postdoctoral Studies and the notation on the student record will be "Required to Withdraw".

## Program Minimum Funding Guarantee

The advisor/department/unit may provide funding to the student as stipend or wages, subject to satisfactory progress by the student and the availability of funds as indicated in the department/unit supplementary regulations for the specified period of time.

## Student's Advisor and Co-Advisor

### Student's Advisor

Each student should have an advisor upon entry into the program, and must have one assigned no later than one (1) term following initial registration. Advisors are required for thesis/practicum routes, but not usually course-based routes or some comprehensive exam routes. In departments/units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the Department/Unit Head, within one (1) term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen. In all programs that require an advisor, students must have an advisor through to the end of their program.

The advisor is responsible for supervising the student's graduate program. The advisor is the student's primary contact at the University of Manitoba and must be familiar with the general policies and regulations of the Faculty of Graduate and Postdoctoral Studies as well as the specific supplementary regulations of their academic department/unit. In this capacity, the advisor assists the student in planning the graduate program and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic department/unit, the Faculty of Graduate and Postdoctoral Studies, the university, and external funding agencies. The advisor provides counsel for all aspects of the graduate program and stays informed of the student's scholarly activities and progress. The student's advisor also acts as a channel of communication to the student's advisory committee, the department/unit and the Faculty of Graduate and Postdoctoral Studies.

The advisor must:

- hold an appointment in the student's department/unit;
- be a member of the Faculty of Graduate and Postdoctoral Studies<sup>1</sup>;
- hold at least a Master's degree or equivalent<sup>2</sup>;
- be active in their field of research;
- have expertise in a discipline related to the student's program.

<sup>1</sup> See <https://umanitoba.ca/graduate-studies/graduate-studies-administration> (<https://umanitoba.ca/graduate-studies/graduate-studies-administration/>) for details.

<sup>2</sup> Equivalency will be approved by the Dean of the Faculty of Graduate and Postdoctoral Studies and determined on a case-by-case basis. The potential advisor's demonstrated research record and current research activities will be considered as part of the equivalency assessment. Department/units must submit a CV and justification for FGPS to consider equivalency. Note that M.D., D.M.D., Pharm.D. and J.D. are undergraduate degrees and are not equivalent to a Master's or Ph.D.

It is the responsibility of the Department/Unit Head to determine whether faculty members meet these criteria, and also to report to the Dean of the Faculty of Graduate and Postdoctoral Studies on equivalency as necessary. Any exceptions or special circumstances must be recommended by the Department/Unit Head and approved by the Dean of the Faculty of Graduate and Postdoctoral Studies who considers each case on an individual basis.

### Student's Co-advisor

Upon approval of the Department/Unit Head, an advisor and a maximum of one (1) co-advisor may advise a student. The co-advisor must:

- be a member of the Faculty of Graduate and Postdoctoral Studies<sup>1</sup>;
- hold at least a Master's degree or equivalent<sup>2</sup>;
- be active in their field of research;
- have expertise in a discipline related to the student's program;

<sup>1</sup> See <https://umanitoba.ca/graduate-studies/graduate-studies-administration> for (<https://umanitoba.ca/graduate-studies/graduate-studies-administration/>) details.

<sup>2</sup> Equivalency will be approved by the Dean of the Faculty of Graduate and Postdoctoral Studies and determined on a case-by-case basis and assessed by the potential co-advisor's demonstrated research record and current research activities. Department/units must submit a CV and justification for FGPS to consider equivalency. Note that

M.D., D.M.D., Pharm.D. and J.D. are undergraduate degrees and are not equivalent to a Master's or Ph.D.

The co-advisor may be identified either at the beginning of, or mid-way through, a student's program. In all instances, the Faculty of Graduate and Postdoctoral Studies must be informed of, and approve, the co-advisor arrangement. If a co-advisor is added, removed, or changed midway through the student's program, a new Advisor-Student Guidelines must be completed.

When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One (1) advisor must be identified as the primary advisor. Both the advisor and co-advisor share a single vote in matters regarding student progress and performance. Both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.

### Student's Advisor/Co-advisor and the Student

A student who also holds an appointment at The University of Manitoba as a member of the academic staff with faculty rank (Assistant Professor or above, of Instructor I or above) cannot have an advisor or co-advisor with an appointment in the same department/unit.

The advisor, co-advisor (if applicable) and student must discuss and complete the Faculty of Graduate and Postdoctoral Studies Advisor-Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. If a student does not have an advisor/co-advisor, then the interim advisor (see "Student's Advisor" above) will be required to complete the ASG. The advisor/co-advisor and the student are required to approve the agreement. If the parties cannot agree on one or more component(s) of the ASG, the matter should be referred to the Department/Unit Head, Graduate Chair, or the Dean of the Faculty of Graduate and Postdoctoral Studies. A new ASG is to be completed if there is a change in advisor/co-advisor mid-way through the student's program.

Should, during the student's program, the relationship between the student and advisor/co-advisor significantly deteriorate, the matter should be referred sequentially to the Department/Unit Graduate Chair, the Head of the department/unit, then to the Associate Dean working with the department/unit in the Faculty of Graduate and Postdoctoral Studies and finally the Dean of the Faculty of Graduate and Postdoctoral Studies. Students can also seek support from other offices including, but not limited to, Student Advocacy & Case Management and the Student Counselling Centre.

It is the responsibility of the department/unit offering the program in which the student is studying to arrange an alternate advisor if this is appropriate and necessary. All students should consult department/unit supplementary regulations for specific details regarding advisor/co-advisor requirements. Departments/units who have difficulty finding an alternate advisor need to consult with the Faculty of Graduate and Postdoctoral Studies' Associate Dean working with the department/unit for support to pursue all reasonable options given the theoretical and research expertise required of an advisor in relation to the thesis/practicum. If an advisor cannot be secured within one term, the student cannot remain in their program.

## Advisory Committee

### Conflict of Interest

There are several circumstances that might lead to a real, perceived or potential Conflict of Interest (COI) between the advisory and examining committee members and/or the student. A real COI could be present due to the existence of a (past or present) personal relationship that is romantic, sexual, marital, familial, or financial interest based. There is a potential for a perceived COI in cases of recent (within the last 5 years) collaboration among committee members, which may result in the perception of a lack of fairness or impartiality. These examples are not intended to be comprehensive, and are provided solely for illustration. The University of Manitoba Conflict of Interest Policy (<https://umanitoba.ca/governance/governing-documents/governing-documents-university-community/#conflict-of-interest>) and Conflict of Interest Procedures (<https://umanitoba.ca/governance/governing-documents/governing-documents-university-community/#conflict-of-interest>) as well as the Conflict of Interest Between Evaluators and Students due to Close Personal Relationships (<https://umanitoba.ca/governance/governing-documents-students/#conflict-of-interest-between-evaluators-and-students>) should also be consulted.

In addition to following the processes outlined in the above policies, COIs that exist within advisory and examining committees and proposed mitigation measures must be declared in writing to the Faculty of Graduate and Postdoctoral Studies to provide transparency to all relevant parties (including the student, committee members, unit leadership, and the Faculty of Graduate and Postdoctoral Studies) at the time they arise. All reported conflicts will be reviewed by the Dean of the Faculty of Graduate and Postdoctoral Studies (or designate) and reported to the Vice President (Administration). If the conflict is deemed sufficiently significant and cannot be mitigated, one or more committee members may need to be replaced or a new committee established. Committees should consider each year at the time of the progress report whether new conflicts of interest have arisen during the reporting period. If a new conflict of interest has arisen, it must be reported to the Faculty of Graduate and Postdoctoral Studies.

It is the student's role to inform the Faculty of Graduate and Postdoctoral Studies of any changes in their student registration or employment status that may be perceived as a COI. For example, if a student is hired as an Instructor or an Assistant Professor in any department/unit at the university, they are to inform FGPS of their employment status change in order to disclose and address potential COIs.

### Thesis/Practicum Route

Advisory committees are selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice and guidance to the student during their research program. The advisor/co-advisor is the Chair of the advisory committee.

The advisory committee must consist of a minimum of three (3) voting members (including the advisor/co-advisor as a single member sharing a single vote), at least two (2) of whom must be members of the Faculty of Graduate and Postdoctoral Studies (<https://umanitoba.ca/graduate-studies/graduate-studies-administration/>).

All committee members must be deemed qualified by the Department/Unit Head and be willing to serve. It is expected that advisory committee members will have a Master's degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate and Postdoctoral Studies or designate. Departments/units must submit a CV and

justification for FGPS to consider equivalency. Note that M.D., D.M.D., Pharm.D. and J.D. are undergraduate degrees and are not equivalent to a Master's or Ph.D.

### **Voting Knowledge Expert**

In addition to the minimum three members as described above, individuals who are not a member of the Faculty of Graduate and Postdoctoral Studies, and who do not hold a Master's degree or equivalent, but who possess specific and extensive expertise and experience, such as professionals, artists, Knowledge Keepers or Elders, may serve on the advisory committee as a full voting member. No more than one such knowledge expert may serve on any individual advisory committee and must be nominated by the Department/Unit Head or Graduate Chair with a justification of their role and be approved by the Dean of the Faculty of Graduate and Postdoctoral Studies or designate.

### **Non-Voting Invited Member**

Advisory committees may alternatively include one (1) non-voting invited member who has expertise in a related discipline but is not a member of the Faculty of Graduate and Postdoctoral Studies. Non-voting invited members must be nominated by the Department/Unit Head or Graduate Chair with a justification of their role and be approved by the Dean of the Faculty of Graduate and Postdoctoral Studies or designate.

Committees may include a Knowledge Expert or invited member, not both.

Under no circumstances are graduate students, Postdoctoral Fellows, and Research Assistants or Associates registered/employed at any institution to serve on graduate student advisory or examining committees, regardless of whether or not they hold a rank of Adjunct Professor.

The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate and Postdoctoral Studies.

Additional specifications, if any, regarding the advisory committee are found in the department/unit supplementary regulations and students should consult these regulations for specific requirements.

## **Course-based, Major Research Paper, or Comprehensive Examination Route**

Usually, advisory committees are not required in these routes; however, the department/unit may specify advisory committee requirements in their supplementary regulations.

## **Courses and Performance**

### **Course or Program Changes**

Students are not permitted to change their program of study, including withdrawal from individual courses, without the approval of their advisor/co-advisor (and/or advisory committee) and Department/Unit Head or designate. 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 and Postdoctoral Studies.

### **Lapse or Expiration of Credit of Courses**

Courses completed more than seven (7) years prior to the date of awarding of a degree are considered to have lapsed and may not usually be used for credit toward that degree. A department/unit may request an exception to this limit on behalf of the student. Such requests, which will be evaluated on a case-by-case basis, must be submitted via the

Course Currency form (<https://umanitoba.ca/graduate-studies/forms/#masters-phd-and-other-program-forms>) and accompanied by supporting information including a detailed summary of the content of the course as taken initially and as offered most recently, and a detailed rationale explaining how the student has maintained knowledge of the course content. If FGPS approves the course's currency, the approval will be valid for one (1) year. After one (1) year, an updated Course Currency form may be required.

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

In the event that coursework is no longer considered current or has expired, students must take additional coursework (as recommended by the Department/Unit Head, or designate, and as approved by the Dean of the Faculty of Graduate and Postdoctoral Studies) to meet the minimum credit hour requirements for their program. The department/unit may recommend that students re-take previously passed course(s) which have lapsed or expired.

## **Academic Performance**

Student progress shall be reported **at least** annually (but no more than once every four (4) months) to the Faculty of Graduate and Postdoctoral Studies on the "Progress Report (<https://umanitoba.ca/graduate-studies/forms/>)" form. Performance that remains "Student Meets or Exceeds Expectations for Academic Progress" throughout the year does not need to be reported to the Faculty of Graduate and Postdoctoral Studies more than annually but should remain on file in the department/unit.

Students who receive two (2) consecutive "Student Does Not Meet Expectations for Academic Progress" ratings or one (1) "Unsatisfactory Academic Progress" rating will usually be Required to Withdraw from the Faculty of Graduate and Postdoctoral Studies and the notation on the student record will be "Required to Withdraw".

## **Performance in Coursework**

A minimum degree grade point average (DGPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate and Postdoctoral Studies. Departments/units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate and Postdoctoral Studies. Students who fail to maintain the specified grades or degree grade point average (DGPA) will be Required to Withdraw unless the department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate and Postdoctoral Studies.

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

## **Performance not Related to Coursework**

In some departments/units and program routes, students are required to demonstrate academic performance that meets or exceeds expectations in areas not related to performance in courses (including, but not limited to, attendance at or participation in course lectures, seminars and in laboratories and progress in research, thesis or practicum). The specific nature of academic performance that meets or exceeds expectations is outlined in individual department/unit supplementary regulations and students should consult these supplementary regulations for specific requirements. Unsatisfactory academic performance must be reported to the Faculty of Graduate and Postdoctoral Studies on the "Progress Report" (<https://umanitoba.ca/graduate-studies/forms/>) form. Students who fail to maintain a "Student Meets or Exceeds Expectations for



Academic Progress" performance rating may be Required to Withdraw on the recommendation of the Department/Unit Head to the Dean of the Faculty of Graduate and Postdoctoral Studies.

## Academic Requirements for Graduation

All students must:

- maintain a minimum degree grade point average (DGPA) of 3.0 with no grade below C+;
- complete GRAD 7500
- complete GRAD 7300
- meet the minimum and not exceed the maximum course requirements; and
- meet the minimum and not exceed the maximum time requirements for program completion and lapse and expiration of course credit.

Individual departments/units may have additional specific requirements for graduation and students should consult department/unit supplementary regulations for these specific requirements.

## Thesis/Practicum Route

### THEsis vs. Practicum

Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum. The thesis/practicum will usually be written in English but may be written in French. Departmental/unit supplementary regulations may allow the thesis/practicum to be written in a language other than English or French. Advisory and/or examining Committee members must be able to evaluate the thesis/practicum in the chosen language.

The thesis must be written according to a standard style acknowledged within the student's particular field of study and recommended by the department/unit, be lucid and well-written, and be reasonably free from errors of style and grammar (including typographical errors). Additional requirements for thesis formatting are outlined in Thesis/Practicum Types (<https://catalog.umanitoba.ca/graduate-studies/academic-guide/thesis-practicum-types/>).

The thesis is developed under the mentorship of the advisor/co-advisor. Individual departments/units may have specific guidelines regarding the thesis proposal and its acceptance by the student's advisory committee and Department/Unit Head; students should consult department/unit supplementary 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.

A practicum differs from the thesis in its emphasis on the application of theory, it is however similar in scope, span, and rigour. The practicum takes the form of an exercise in the practical application of knowledge and skill. It usually involves the careful definition of a problem, the application of appropriate knowledge and skills to the problem, and a report of the results in a manner suitable for evaluation by an examining committee. Individual departments/units have specific requirements for graduation and students should consult department/unit supplementary 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 practicum.

### Examining Committee

The advisor/co-advisor will recommend an examining committee to the Department/Unit Head for approval, which shall then be reported to the

Faculty of Graduate and Postdoctoral Studies on the "Master's Thesis/Practicum Title and Appointment of Examiners" (<https://umanitoba.ca/graduate-studies/forms/>) form. This form must be approved by the Dean of the Faculty of Graduate and Postdoctoral Studies at least two (2) weeks prior to the distribution of the thesis to committee members for written examination.

Usually, the examining committee will be the same as the advisory committee unless otherwise stipulated in the department's/unit's supplementary regulations.

The examining committee must consist of a minimum of three (3) members (including the advisor/co-advisor), at least two (2) of whom must be members of the Faculty of Graduate and Postdoctoral Studies. All examiners must be deemed qualified by the Department/Unit Head and be willing to serve. It is usually expected that examination committee members will have a Master's degree or equivalent. Knowledge Experts and invited members are exempt from this requirement.

In addition to the minimum three members as described above, the examining committee may include a voting Knowledge Expert or non-voting invited member, not both. See Thesis/Practicum Route section above.

The composition of, and any changes to, the examining committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate and Postdoctoral Studies. No changes may be made to the examining committee after the distribution of the thesis unless approved by the Dean of the Faculty of Graduate and Postdoctoral Studies or designate. Individual departments/units establish specific requirements for examination and students should consult department/unit supplementary regulations for specific requirements.

Under no circumstances are graduate students, Postdoctoral Fellows, and Research Assistants or Associates registered/employed at any institution to serve on graduate student advisory or examining committees, regardless of if they hold a rank of Adjunct Professor.

### Written Examination

The Head of the department/unit arranges for the distribution of the thesis/practicum to the examiners for written examination. A student has the right to an examination of the thesis/practicum if they believe it is ready for examination. It is the department/unit's responsibility to advise the student of any risk involved should they decide to proceed against the department/unit's recommendation. It is the duty of all examiners to read the thesis/practicum and report on its merits according to the following categories:

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

If two or more examiners do not approve the thesis, then the student is deemed to have failed the written examination. The failure must be reported to the Faculty of Graduate and Postdoctoral Studies as "not approved" on the Master's Thesis/Practicum Final Report (<https://umanitoba.ca/graduate-studies/forms/>) form.

Note that advisors and co-advisors share a single vote.

### Oral Examination

For departments/units requiring students to pass an oral examination on the subject of the thesis/practicum and matters relating thereto, the format of the oral examination is described in the supplementary

regulations of the department/unit. Students should consult these supplementary regulations for specific requirements. A student has the right to an examination of the thesis/practicum if they believe it is ready for examination. It is the department/unit's responsibility to advise the student of any risk involved should they decide to proceed against the department/unit's recommendation.

The oral examination should be completed within one (1) month of distribution of the reports on the written thesis/practicum to the examining committee.

The oral examination may be held in-person, remotely, or using a hybrid model. All members of the examining committee should be present in real time at the examination. Under exceptional circumstances, and with the prior approval of the Dean of the Faculty of Graduate and Postdoctoral Studies, one (1) member may be absent from the proceedings and required to submit questions. No recordings will be permitted. Any in-person components of the oral examination must be held at either The University of Manitoba Fort Garry or Bannatyne campus, Université de Saint-Boniface, or the St. Boniface Hospital Albrechtsen Research Centre usually during regular business hours.

The oral examination shall be open to all members of The University of Manitoba community except in exceptional cases. The oral examination may be closed, for example, when the results of the thesis/practicum research must be kept confidential for a period of time. In such cases, the examining committee and Department/Unit Head must request a closed examination to the Dean of the Faculty of Graduate and Postdoctoral Studies, who shall then decide that the final examination be closed to all but the examining committee. The Dean of the Faculty of Graduate and Postdoctoral Studies (or delegate) reserves the right to attend a closed examination.

The oral examination will usually be held in English but may be held in French. Departmental/Unit supplementary regulations may allow the oral examination to be held in a language other than English or French.

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

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

The final assessment of the examiners shall be reported to the Faculty of Graduate and Postdoctoral Studies as either "approved" or "not approved" on the Master's Thesis/Practicum Final Report (<https://umanitoba.ca/graduate-studies/forms/>) form submitted by the advisor. Each examiner must sign the form. If two (2) or more examiners do not approve the thesis/practicum, the student is deemed to have failed the examination.

### Failure

All failures must be reported to the Faculty of Graduate and Postdoctoral Studies at either the written or oral examination stage. In the case of a failure of the thesis/practicum at the Master's-level, the student may be allowed a second examination attempt. In this case, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate and Postdoctoral Studies, who will make the report available to the student, the student's advisor/co-advisor and the Department/Unit Head. Without this detailed report,

the student may not undergo a second examination. The Department/Unit Head shall convene a meeting of the members of the examining committee and the student's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard and/or prepare for the second examination.

A student will be Required to Withdraw when the thesis/practicum has been rejected twice at the stage where:

- The examining committee reports on the merits of the written thesis/practicum;
- The oral examination; or
- A combination of both stages.

### Style and Format

The thesis/practicum must be written according to a standard style acknowledged by a particular field of study (please refer to Thesis/Practicum Types (<https://catalog.umanitoba.ca/graduate-studies/academic-guide/thesis-practicum-types/>)).

### Submission of the Final Copy

Following the approval of the thesis/practicum by the examining committee via the "Master's Thesis/Practicum Final Report (<https://umanitoba.ca/graduate-studies/forms/#masters-phd-and-other-program-forms>)" form and the completion of any revisions required by that committee, the thesis/practicum must be submitted to the Faculty of Graduate and Postdoctoral Studies digitally through MSpace (<https://umanitoba.ca/libraries/help-and-services/mspace/>), the university's institutional repository.

### Publication and Circulation of the Thesis/Practicum

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, they will be required to grant a licence 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.

**Note:** This licence makes the thesis/practicum available for further research only. Publication for commercial purposes remains the sole right of the author.

The "Copyright Licence/Infringement" agreement must be completed in MSpace. This and other related regulations may give rise to important questions of law, and students may need additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning their subsequent rights are advised to do so prior to signing the agreements. Signing of the licence agreements is usually done after the contents of the thesis/practicum have been delineated and the importance of copyright and/or patents fully understood and appreciated.

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**Notes:**

- **Patents** – Refer to “Policy of Withholding Theses Pending Patent Applications (<https://catalog.umanitoba.ca/graduate-studies/academic-guide/policy-withholding-thesis-pending-patent-application-content-manuscript-submission/>)” in this Guide.
- **Restriction of Thesis/Practicum for Publication** – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing (via the Embargo Request form) that the Dean of the Faculty of Graduate and Postdoctoral Studies restrict access for a period up to two (2) years after submission of the digital version of a thesis or practicum to the University of Manitoba. The Dean shall determine for what period, if any, access will be restricted based on the request. One additional year of restriction can be requested if needed.
- A thesis/practicum cannot be permanently restricted on the university's MSpace repository. It can only be restricted under the above embargo periods of two years plus one additional year.
- **Library and Archives Canada** – Library and Archives Canada obtains a copy of the thesis via the university's MSpace repository.

## Comprehensive Examination Route

In those departments/units where comprehensive examinations are required, students should consult the department's/unit's supplementary regulations for specific requirements.

The results of the comprehensive examinations shall be submitted to the Faculty of Graduate and Postdoctoral Studies on the “Report on Comprehensive Examination (<https://umanitoba.ca/graduate-studies/forms/#masters-phd-and-other-program-forms>)” form as either “Pass” or “Fail.” No student may attempt a comprehensive examination more than twice. Any student who receives a “Fail” on the comprehensive examination twice will be Required to Withdraw from the Faculty of Graduate and Postdoctoral Studies.

## Other Routes: Course-based, Major Research Paper, M.Eng. Project, Design Thesis

Students must demonstrate the mastery of their field. The specific requirements and procedures for evaluation of other program routes such as the Course-Based, Major Research Paper, M.Eng. Project, or Design Thesis routes are stated in individual department/unit supplementary regulations.

If a requirement of their program, students are expected to register in and complete the Major Research Paper course usually in their final term of registration. This is a department/unit-based course.

If a requirement of their program, students are expected to register in and complete M.Eng Project and Report (GRAD 7050) usually in their final term of registration. The “Report on Master of Engineering Project and Report (<https://umanitoba.ca/graduate-studies/forms/#masters-phd-and-other-program-forms>)” form must be submitted to FGPS.

If a requirement of their program, students are expected to register in and complete Design Thesis (GRAD 7090) usually in their final term of registration. The “Master's Design Thesis Final Assessment (<https://umanitoba.ca/graduate-studies/forms/#masters-phd-and-other-program-forms>)” form must be submitted to FGPS.

## Final Requirements and Deadlines for Graduation

The student will be recommended for the Master's degree providing that all degree requirements have been satisfied. In addition, the Faculty of Graduate and Postdoctoral Studies must receive:

For the Thesis/Practicum:

- the final report on the thesis/practicum; and
- the final (corrected and advisor/advisory committee-approved) version of the thesis/practicum uploaded to MSpace.

For the Comprehensive Examination/M.Eng Project/Design Thesis:

- the final report form

The final requirements of the degree must be submitted to the Faculty of Graduate and Postdoctoral Studies by the appropriate deadline. For those programs that do not have a GRAD course associated with their culminating exercise, the department/unit must forward a list of names of their potential graduands to the Faculty of Graduate and Postdoctoral Studies by the deadline published on the Faculty of Graduate and Postdoctoral Studies (<https://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum/submit-your-thesis-or-practicum/#submitting-your-thesis-to-committee-members>) website.