MASTER’S DEGREES GENERAL REGULATIONS

General

Although general regulations apply to all students, individual departments/units may have additional regulations that supplement these general regulations. All such supplementary regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (please refer to the following link (https://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html)), and be kept on record in the Faculty of Graduate Studies. All students should consult department/unit supplementary regulations for specific details regarding admission, program requirements, progression, and completion. Individual departments/units may offer Master’s programs by one or more of the following:

- 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 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 Studies.
- Graduates from first-cycle Bologna compliant degrees.
- Students who have completed a Pre-Master’s program 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 Studies.

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

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

Program Requirements

In general, students must complete one of the programs of study described below for the Master’s degree. However, the program of study is determined by the department/unit and may follow the department/unit’s supplementary regulations. Some programs are subject to an external accrediting body. In such programs, the credit hours and course requirements shall reflect the requirements of the department/unit’s external accrediting body. Students should refer to department/unit supplementary regulations.

Any single course cannot be used for credit toward more than one degree.

Thesis/Practicum Route

A minimum of twelve (12) credit hours of coursework, unless otherwise stated in the department/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/unit’s supplementary regulations indicate otherwise. The student must complete the thesis/practicum at 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/unit’s supplementary regulations indicate otherwise. Refer to unit supplementary regulations concerning specific regulations on coursework, major research paper, project and/or comprehensive examination requirements.

Language Requirements

Some department/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 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 within a single academic year 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. All such courses:

• must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate Studies before the student may register for them;
• are considered on an individual basis;
• cannot be used for credit towards another degree;
• may not exceed 50% of the minimum credit hours of coursework required of the student’s graduate program at The University of Manitoba.

Permission is granted in the form of a Letter of Permission (https://umanitoba.ca/graduate-studies/programs-study/courses-taken-elsewhere/#letter-of-permission) which may be obtained by making an application to the Faculty of Graduate Studies; an official transcript and course equivalency must be provided.

Time in Program
The minimum time for students in the Master’s program is equivalent to two (2) terms (8 months). 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 six (6) years for students declared as part-time (see Student Status/Categories of Students 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 Studies using the "Time Extension Request" (https://umanitoba.ca/graduate-studies/forms/) form at least three (3), but no more than four (4), months prior to expiration of the respective maximum time limit.

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”.

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 department/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. Students must have an advisor through to the end of their program in programs requiring an advisor.

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

The advisor must:

• hold an appointment in the student's department/unit;
• be a member of the Faculty of Graduate Studies1;  
• hold at least a Master’s degree or equivalent2;
• be active in their field;
• have expertise in a discipline related to the student’s program.

1 See https://umanitoba.ca/graduate-studies/graduate-studies-administration/ for details.
2 Equivalency will be approved by the Dean of the Faculty of Graduate 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. 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 Studies on equivalency as necessary. Any exceptions or special circumstances must be recommended by the Department/Unit Head and approved by the Dean of the Faculty of Graduate Studies who considers each case on an individual basis.

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 Studies1;
• hold a Master's or equivalent2;
• be active in research;
• have expertise in a discipline related to the student's program;

1 See https://umanitoba.ca/graduate-studies/graduate-studies-administration/ for details.
2 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 co-advisor’s demonstrated research record and current research activities. 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 Studies must be informed of, and approve, the co-advisor arrangement. If a co-advisor is added 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; the advisor/co-advisor share a single vote. 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**
A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor and above or Instructor 1 and 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 Studies Advisor-Student Guidelines 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 will be required to complete the Advisor-Student Guidelines. 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 Advisor Student Guidelines, the matter should be referred to the Department/Unit Head, Graduate Chair, or the Dean of the Faculty of Graduate Studies. A new Advisor-Student Guidelines is to be completed if there is a change in advisor/co-advisor or when a co-advisor is added 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 Dean of the Faculty of Graduate Studies (or designate). 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.

**Advisory Committee**

**Conflict of Interest**
There are several circumstances that might lead to a real, perceived or potential Conflict of Interest (COI) in advisory and examining committees. A real COI could be present due to the existence of a (past or present) personal relationship that is romantic, sexual, marital, personal or familial. 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/admin/governance/governing_documents/community/248.html) and Conflict of Interest Procedures (https://umanitoba.ca/admin/governance/governing_documents/community/962.html) as well as the Conflict of Interest Between Evaluators and Students due to Close Personal Relationships (https://umanitoba.ca/admin/governance/governing_documents/students/277.html) 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 should be declared in writing to the Faculty of Graduate Studies to provide transparency to all relevant parties (including the student, committee members, unit leadership, and the Faculty of Graduate Studies). All reported conflicts will be reviewed by the Dean of the Faculty of Graduate Studies (or designate). If the conflict is deemed sufficiently significant and cannot be mitigated, a new committee may need to be struck.

**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 (the advisor/co-advisor have a single vote), at least two (2) of whom must be members of the Faculty of Graduate Studies (https://umanitoba.ca/graduate-studies/graduate-studies-administration/).

All examiners 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 Studies or designate.**

Individuals who are not a member of the Faculty of Graduate 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 Studies or designate.

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

Under no circumstances are graduate students, Post-Doctoral fellows, and Research Assistants or Associates to serve on graduate student advisory committees, regardless if 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 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**
Normally, advisory committees are not required in these routes; however, 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.
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.
Lapse or Expiration of Credit of Courses
Courses completed more than seven (7) years prior to the date of awarding of a degree may not normally be used for credit toward that degree. A department/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 FGS 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 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 Studies on the “Progress Report” form (https://umanitoba.ca/graduate-studies/forms/). Performance that remains “Satisfactory” throughout the year does not need to be reported to the Faculty of Graduate Studies more than annually, but should remain on file in the department/unit.

Students who fail to maintain satisfactory performance may be Required to Withdraw on the recommendation of the Graduate Chair and/or department/unit Head to the Dean of the Faculty of Graduate Studies on the “Progress Report” form. Students who receive two (2) consecutive “in need of improvement” or one (1) “unsatisfactory” rating will normally be Required to Withdraw from the Faculty of Graduate 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 Studies. Departments/units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades or 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 Studies.

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

Performance not Related to Coursework
In some departments/units, students are required to demonstrate satisfactory academic performance in areas not related to performance in courses, such as attendance at or participation in course lectures, seminars and in laboratories and progress in research, thesis or practicum. The specific nature of satisfactory academic performance is outlined in individual department/unit supplementary regulations and students should consult these supplementary regulations for specific requirements. Unsatisfactory performance must be reported to the Faculty of Graduate Studies on the “Progress Report” (https://umanitoba.ca/graduate-studies/forms/) form. Students who fail to maintain satisfactory performance may be Required to Withdraw on the recommendation of the Department/Unit Head to the Dean of the Faculty of Graduate Studies.

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 (in terms of time in program and lapse or expiration of credit of courses).

Individual department/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 normally be written in English but may be written in French. Department/unit supplementary regulations may allow the thesis/practicum to be written in a language other than English or French.

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 recommendations for a thesis are outlined in Appendix 1: 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 rigor. 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 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 Studies at least two (2) weeks prior to the distribution of the thesis.

Under normal circumstances, the examining committee will be the same as the advisory committee unless otherwise stipulated in the department/unit’s 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 Studies. All examiners must be deemed qualified by the Department/Unit Head and be willing to serve. It is expected that, under normal circumstances, examination committee members will have a Master’s degree or equivalent. Knowledge Experts and invited members are exempt from this requirement. The composition of, and any changes to, the examining committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. Individual departments/units establish specific requirements for examination and students should consult department/unit supplementary regulations for specific requirements.

Under no circumstances are graduate students, Post-Doctoral fellows, and Research Assistants or Associates to serve on graduate student examining committees, regardless if they hold a rank of Adjunct Professor.

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

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

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

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

Normally, 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 Studies, one (1) member may be absent from the proceedings. 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 normally 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 Studies, who shall then decide that the final examination be closed to all but the examining committee. The Dean of the Faculty of Graduate Studies (or delegate) reserves the right to attend a closed examination.

The oral examination will normally 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 Studies (via MSpace). The advisor/co-advisor is normally 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 Studies as either “approved” or “not approved” on the Master’s Thesis/Practicum Final Report form (https://umanitoba.ca/graduate-studies/forms/#masters-phd-and-other-program-forms) 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
In the case of a failure of the thesis/practicum at the Master’s level, the student may be allowed to defend the thesis a second time. In this case, 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, the student’s advisor/co-advisor and the Department/Unit Head. Without this detailed report, the student may not defend the thesis the second time. 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 defence.

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.

Course-based, Major Research Paper, or Comprehensive Examination Route
Students must demonstrate their mastery of their field. The specific procedures for evaluation of this mastery are stated in individual department/unit supplementary regulations.

In those departments/units where comprehensive examinations are required, students should consult the department/unit’s supplementary 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 (https://umanitoba.ca/graduate-studies/forms/#masters-phd-and-other-program-forms)" form as either "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.

**Style and Format**

The thesis/practicum must be written according to a standard style acknowledged by a particular field of study (please refer to Appendix 1: Thesis/Practicum Types (https://catalog.umanitoba.ca/graduate-studies/academic-guide/thesis-practicum-types/)).

**Details for 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 Studies as follows:

- One digital version submitted as an e-thesis/practicum at the MSpace website (https://mspace.lib.umanitoba.ca/xmlui/login/);
- "Copyright Licence Declaration/Infringement" form (completed on MSpace).

**Publication and Circulation of 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 Declaration/Infringement" form 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 normally done after the contents of the thesis/practicum have been delineated and the importance of copyright and/or patents fully understood and appreciated.

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.

**Notes:**


**Restriction of Thesis/Practicum for Publication** – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one (1) year after submission of the digital version of a thesis or practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be restricted.

**Library and Archives Canada** – Library and Archives Canada obtains a copy of the thesis via the University's MSpace repository.

**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 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; and
- the Copyright Licence Declaration agreed to in 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 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 Studies by the deadline published on the Faculty of Graduate Studies (https://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum/submit-your-thesis-or-practicum/#submitting-your-thesis-to-committee-members) website.