

# GRADUATE MICRO-DIPLOMA IN APPLIED HEALTH SERVICES RESEARCH

College of Community and Global Health

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**Academic Staff:** Please see the CHS website (<https://umanitoba.ca/medicine/department-community-health-sciences/faculty-and-staff-community-health-sciences/>) for Faculty information.

## Graduate Micro-Diploma in Applied Health Services Research

The Manitoba Training Program for Health Services Research (MTP-HSR) provides applied health services research training to an interdisciplinary group of thesis-based MSc and PhD students. Graduates of the program will have a unique platform of research skills for use in their future careers as academic researchers, clinician scientists, or healthcare planners.

## Admission Information

### Admission to the Faculty of Graduate and Postdoctoral Studies

Application and Admission Procedures are found in the Academic Guide (<https://catalog.umanitoba.ca/graduate-studies/academic-guide/general-regulations-micro-diploma/>).

### Graduate Micro-Diploma in Applied Health Services Research Admission Requirements

Open to students enrolled in the Faculty of Graduate and Postdoctoral Studies, in a thesis-based Master of Science or Doctor of Philosophy degree program focused on health services research, as defined by the Canadian Institutes of Health Research (CIHR).

## Application Information

Students should complete and submit their online application with supporting documentation by the date indicated on the Graduate Micro-Diploma in Applied Health Services Research program of study (<https://umanitoba.ca/explore/programs-of-study/micro-diploma-applied-health-services-research/>) page.

## Degree Requirements

The program requires students to complete three courses for a total of six credit hours:

CHSC 7320 Organization and Financing of the Canadian Health Care System,

CHSC 7730 Topics in Health Services Research, and

CHSC 7900 Manitoba Training Program Field Placement

Students are required to achieve a minimum grade of "C+" in mandatory courses.

**Expected Time to Completion:** 1 academic year (3 consecutive terms)

## Registration Information

Students should familiarize themselves with the Faculty of Graduate and Postdoctoral Studies 'GRAD' courses applicable to their program (<https://catalog.umanitoba.ca/graduate-studies/registration-information/>). If you have questions about which GRAD course(s) to register in, please consult your home department/unit.

## Regulations

### Program Requirements

A Graduate Micro-Diploma is a short, flexible program of study focused on core knowledge in a field or interdisciplinary field of study at the graduate-level. A Graduate Micro-Diploma consists of a minimum of six (6) credit hours to a maximum of nine (9) credit hours of coursework at the 7000-level or above. It may be stand-alone and/or embedded in a graduate degree. A minimum of six (6) credit hours must be delivered by The University of Manitoba.

If a student is dual-registered in a Graduate Micro-Diploma and graduate degree program, all courses associated with the Graduate Micro-Diploma must initially be classified as "O" (occasional). If the home department/unit for a student's graduate degree program permits the student's Graduate Micro-Diploma course(s) to also be used for credit towards their graduate degree program, the Graduate Micro-Diploma courses may be changed to "S" (standard) by way of submission of Registration Form to FGPS.

All students should consult department/unit supplementary regulations for specific details regarding a particular Graduate Micro-Diploma.

## Admission

Students who are eligible to be considered for direct admission to a program of study leading to the Graduate Micro-Diploma 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 Graduate Micro-Diploma program must have attained a minimum grade point average (GPA) of 3.0 in the last two (2) previous years of full-time university study (60 credit hours). This includes those applying for direct admission and those entering from 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.

## Performance in Coursework

Students can consult Student Accessibility Services (SAS) if accommodations are required for coursework (see Accessibility Policy and Procedures (<https://catalog.umanitoba.ca/graduate-studies/university-policies-procedures/accessibility-policy/>)).

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 DGPA will be Required to Withdraw unless a department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate and Postdoctoral Studies or designate.

## Requirements for Remedial Action Plan

A student may be permitted to remediate deficiencies in grades by repeating the course or replacing it with an equivalent substitute course as determined by the department/unit. In the event that a substitute course is used for remediation, the substituted course must be at the same or higher level as the failed course (e.g., at the graduate-level for a failed graduate-level course). Each failed course may be repeated or replaced only once, to a maximum of three (3) credit hours of coursework. If a course is repeated or replaced, the highest 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 three (3) credit hours of coursework are usually Required to Withdraw from the Micro-Diploma, unless otherwise stated in the department/unit's supplementary regulations. A student may also be permitted the opportunity to improve a low DGPA as determined by the Head/Graduate Chair of the student's department/unit through the registration and completion of additional course(s).

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

Graduate students are not permitted to repeat a previously passed course, unless the department/unit recommends that course(s) be re-taken if they have lapsed or expired (refer to Master's Degree General Regulations (<https://catalog.umanitoba.ca/graduate-studies/academic-guide/masters-degrees-general-regulations/#Lapse-Credit-Courses>) and Doctor of Philosophy General Regulations (<https://catalog.umanitoba.ca/graduate-studies/academic-guide/doctor-philosophy-general-regulations/#Lapse-Credit-Courses>)).

### Note:

- In exceptional circumstances, the department/unit may appeal to the Faculty of Graduate and Postdoctoral Studies for approval of remedial recommendation(s) falling outside those prescribed above.
- Supplemental exams are not permitted to students in the Graduate Micro-Diploma program, unless otherwise stated in the department/unit's supplementary regulations.

## Time in Program

The expected time-to-completion for students in the Micro-Diploma program is one (1) academic year (i.e., three (3) consecutive terms). Micro-Diploma students are subject to the same re-registration requirements (<https://catalog.umanitoba.ca/graduate-studies/academic-guide/application-admission-registration-policies/>) as all other graduate students. Enrollment in a micro-diploma does not extend time in diploma/degree programs.

## 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 usually be used for credit towards another degree;
- may not exceed three (3) credit hours of coursework required of the student's Graduate Micro-Diploma program at The University of Manitoba, so long as six (6) credit hours of the Graduate Micro-Diploma program is taken at the University of Manitoba.

## Recognition for Credit

Graduate-level courses completed as part of a Graduate Micro-Diploma may be recognized toward a Graduate Diploma or graduate degree program (where appropriate) and subject to the Senate approved program regulations. Graduate Micro-Diplomas may be stackable or laddered (refer to definitions per the Certificate and Diploma Framework ([https://umanitoba.ca/governance/sites/governance/files/2021-02/Certificate%20and%20Diploma%20Framework\\_2021\\_02\\_03.pdf](https://umanitoba.ca/governance/sites/governance/files/2021-02/Certificate%20and%20Diploma%20Framework_2021_02_03.pdf))) into Graduate Diplomas or graduate degree programs in same or related fields of study.