



September 2018

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The FGS is responsible for the general administration of graduate programs. Under the leadership of the Dean of Graduate Studies, the office is responsible for: 1) providing administrative support for the Graduate Studies Committee, Graduate Student Scholarship and Awards Committee, Joint Senate Committee for Joint Master's Programs, any future committees developed under the jurisdiction of the Faculty of Graduate Studies, and any other committees/task forces as assigned by the Dean of Graduate Studies; 2) assisting the Dean of Graduate Studies and Graduate Studies Committee in the initiation of new ventures; 3) assisting the Graduate Studies Committee in ensuring that the policies and procedures of the Faculty of Graduate Studies and The University of Winnipeg are followed; 4) overseeing application and admission processes for graduate programs; 5) monitoring student progress through programs; 6) other duties as assigned by the Dean of Graduate Studies and Graduate Studies Committee.

: The Dean of Graduate Studies shall provide strategic leadership for the growth and development of graduate studies at The University of Winnipeg. The Dean's responsibilities shall include, but are not limited to: 1) establishing, revising, and developing strategic graduate program priorities; 2) representing the interests of graduate studies and those students, staff, faculty, and departments involved in graduate studies to the University; 3) working with Senior Administration on strategic planning and academic development of graduate studies; 4) working with other Deans within and outside of The University of Winnipeg to facilitate the smooth administrative functioning, growth, and academic integrity of graduate programming; 5) acting as the key public representative and advocate of graduate studies to the general public and the Manitoba Education and Advanced Learning Division; 6) setting graduate student recruitment goals and priorities; 7) developing student funding programs.

: The Graduate Studies Committee shall be responsible for: 1) reviewing and recommending to Senate on all matters pertaining to graduate studies, including joint programs; 2) developing, interpreting, and addressing appeals to Graduate Studies Policies and Procedures;

The Graduate Studies Faculty Council is chaired by the Dean of Graduate Studies and the Dean shall convene, two meetings of the council in each academic year.

These guidelines describing the role of faculty members in Graduate Studies are intended to allow our students and faculty to have the best possible quality of graduate experience. They are not intended to replace existing practices in joint programs already governed by inter-institutional agreements nor are they intended to supersede other University policies and procedures. Rather, they are intended to work in complementary fashion with such agreements, policies, and procedures. Exceptions to these guidelines may only be authorized through the agreement of the Dean of Graduate Studies and the appropriate Faculty Dean or Program Director following consultations with the appropriate Graduate Program Committee. Such exceptions must be consistent with other University policies, procedures, and agreements.

All members of the University of Winnipeg faculty holding tenured or tenure-track appointments are deemed by virtue of their faculty appointments to be members of the Faculty of Graduate Studies. As such, they are eligible to teach graduate courses, to serve as members of Graduate Program Committees, and to serve as Graduate Program Advisors and Graduate Thesis Supervisors with the approval of the Dean of Graduate Studies and the Dean of the appropriate Faculty where the faculty member's workload is assigned each year.

Faculty members holding appointments with terms of one year or longer may also teach graduate courses and/or serve in the roles of Graduate Thesis Supervisor and/or Graduate Practicum Supervisor with the approval of the Dean of Graduate Studies and the Dean of the appropriate

Graduate Program Advisors facilitate the intellectual growth of students, help them design a suitable program, promote their professional development, assist students in identifying a Graduate Thesis Supervisor (when the Graduate Program Advisor does not serve in the role of Graduate Thesis Supervisor), and work with students in forming a suitable thesis examining committee. A Graduate Program Advisor shall attend all supervisory committee meetings as well as student thesis, clinical or technical practicum examinations in accordance with The University of Winnipeg Graduate Studies policies and guidelines. Graduate Program Advisors shall adhere carefully to Departmental and University program requirements for students to meet deadlines for graduate course completion, thesis proposal submission, comprehensive exam dates, thesis completion, resolution of student performance problems or conflicts, and student graduation. The Graduate Program Advisor shall ensure that students are aware of all general regulations, policies and guidelines, program requirements, and degree regulations of the graduate department and the Faculty of Graduate Studies. The Graduate Program Advisor shall complete the Graduate

The University welcomes applications from Canadian and International students. All students must

documentation, and the non-refundable application fee must be submitted with the application. Students are advised to complete the application form with reference to the Fact Sheet of the

All programs require a supplementary narrative statement. Please consult with the program fact sheet for program-specific requirements. Students are invited to describe how their proposed course of study relate to their future plans.

Applicants are invited to submit a curriculum vitae and/or statement of Other Achievements which demonstrates accomplishments and experience beyond those recorded in academic transcripts. This document may include information about an exceptional commitment to a particular field of study, relevant employment history, extra-curricular activities, demonstrated ability to overcome adversity, or social, political or charitable interests. Please consult the fact sheet of the program to which you are applying.

The citizenship status of the applicant in Canada must be listed on the application form. Applicants who are Permanent Residents of Canada must include or attach a copy of their documentation. International applicants will need to secure a Study Permit that must be submitted to the Registrar at the time of registration.

<http://www.uwinnipeg.ca/student/intl/information-for-all-students/visas-study-permits.html>

Applicants must supply a minimum of two (2) letters of recommendation and reference forms from individuals who have taught or supervised them in an area relevant to their application. Letters of recommendation and reference forms may be submitted via the on-line application system or sent directly to the Graduate Studies Admission and Student Tracking Officer in a sealed envelope with the referee's signature across the seal. These documents must be submitted by the referee directly on official letterhead or from their institutional email account; references received through students will not be accepted.

Letters of recommendation are collected under the (FIPPA) and the Universities Act. They are required to evaluate applicants for admission to a graduate program, and for scholarship and other funding purposes. Letters of recommendation are treated as confidential and will be used only by individuals and committees who evaluate applicants.

Applicants must arrange to have one (1) official transcript sent directly to The University of Winnipeg from each of the post-secondary institutions they have attended. If a final transcript does not show that a completed degree has been conferred, an official/notarized copy of the diploma is also required. These documents must arrive in sealed, endorsed envelopes issued by the home institution(s) in order to be considered official.

Transcripts in languages other than English and French should include a certified English (literal) translation submitted in a sealed envelope with the official stamp and signature of the translator or notary across the seal.

Applicants to The University of Winnipeg's Graduate Studies programs confirm that all statements made and all documentation submitted in support of their applications are authentic, true, complete, and valid either by submitting the on-line application form, or by signing the paper application form. Unsigned application forms are invalid, and will be returned to the applicant by the Graduate Studies Admission and Student Tracking Officer for a signature.

Misrepresentation, falsification of documents, or the withholding of requested information with

respect to the application, may result in the cancellation of a student's acceptance and registration or dismissal from the University.

The Graduate Studies Admission and Student Tracking Officer may return transcripts, degree certificates, and reference letters to the original issuer for verification. The Dean of Graduate Studies may rescind a letter of admission or require that a student withdraw if it is determined that the student has submitted falsified documents in support of his or her application for admission. Applicants who have submitted falsified records to The University of Winnipeg or to another university will not be considered for admission at any time in the future. The University of Winnipeg shares the names of applicants who submit falsified documentation with the Association of Universities and Colleges of Canada (AUCC), and Canada Immigration (the latter

alumni of Graduate Studies at The University of Winnipeg, alumni applicants are asked to contact the Faculty of Graduate Studies for information on application procedures for the program in which they would like to take additional courses.

Students applying for admission to a graduate course must follow the regular administrative process for application to Graduate Studies. Graduate programs will determine the maximum number of credit hours in which an occasional student can register for credit or audit.

: Visiting students are students who are registered in a graduate degree program at another post-secondary institution in Canada or outside of Canada and who are taking courses at The University of Winnipeg for transfer credit back to their "home" institution.

: Exchange students are students coming to The University of Winnipeg from another university under the auspices of a specific collaboration agreement between the two universities. The period of the exchange depends on the terms of the agreement and on the availability of space in classes.

: Visiting graduate fellows are registered in graduate programs elsewhere in Canada or abroad, but who wish to work with one or more of faculty members at The University of Winnipeg for a period of a few months up to a year, during which time they would attend graduate courses and/or conduct research.

Visiting Graduate Fellows are entitled to library access and other University facilities, and to attend graduate courses at the discretion of particular course instructor(s). Visiting Graduate Fellows are expected to deliver a presentation on their research to the campus community at least once during the course of their tenure on campus.

Students interested in this designation should contact the graduate program directly. Graduate programs wishing to designate someone as a Visiting Graduate Fellow should consult with the Faculty of Graduate Studies.

Re-application to a graduate program after voluntary or involuntary withdrawal may not occur until one year after the student's withdrawal date. When a student is re-admitted to a graduate program, they must adhere to the program requirements in force in the term in which they are re-admitted. Any previous courses and other academic work (such as thesis and practicum proposals) completed will be re-assessed upon application; normally courses taken five or more years previously will not be considered for credit toward completion of the program. Re-admittance into the program will be for no less than one academic year. Any new financial offers will be decided upon re-admission, and will be at the discretion of the Graduate Program Committee. Please see section 6 for further information on reapplication to Graduate Studies.

A Student Number will be assigned to each student upon application to Graduate Studies. The student number is used on student files in the Admissions and Student Records Offices, on official documents, and on all statements of examination results issued by the University. The student number should be quoted in all contacts with University offices.

Every graduate student is eligible to receive an identification (ID) card upon registration.

ID cards are available from Student Central during the June-August registration period and throughout the academic year. Proof of registration or the fee receipt is the authorization needed to obtain an ID card. A fee will be charged to replace a lost card. Presentation of the ID card is necessary when conducting transactions in the Admissions and Student Records Offices. Students may be required to show the ID card before taking exams. The ID card is necessary to

- If awards total between \$5,000 and \$14,999.99, they will be processed in two installments - 50% in the first term and 50% in the following term. These will often be Fall and Winter terms, but other patterns may also occur.
- If awards total \$15,000 or more, they will be processed in three installments - 34% in the first term, 33% in second term and 33% in the final term.

The regulations, procedures, forms and deadlines which govern all Master's Programs at the University of Manitoba shall govern all Joint Master's Programs as outlined in the Academic Guide at the University of Manitoba and the governing documents of the Joint Senate Committee.

Every graduate student, whether in a thesis-

will be comprised of at least two faculty members from the

countries. Students who wish to obtain legal advice concerning their subsequent rights are advised to do so prior to signing the agreements.

- For non-legal advice, students may also contact the University Copyright Office.
- Before signing the Graduate Student Thesis Library Submission Form, contents of the thesis should have been delineated and the importance of copyright and/or patents fully comprehended.
- Publication in the above manner does not preclude further publication of the thesis or any part of it in a journal or in a book. In this case, acknowledgment shall be made that the work was originally part of a thesis at The University of Winnipeg.
- Students will be required to submit their thesis to WinnSpace, which will enable the work to be discoverable online. It will also automatically submit the thesis to Theses

Students are expected to maintain a minimum degree grade point average (GPA) of 3.0, and to achieve 3.0 in all core courses in order to continue in, and graduate from, their program of graduate studies. Students who receive one course grade of C+ normally will be placed on probationary status. A second grade of C+ or lower will require withdrawal according to the regulations set out in "Involuntary Withdrawal for Academic Reasons." Students who receive one course grade of C or lower normally are required to withdraw according to the regulations set out in "Involuntary Withdrawal for Academic Reasons."

The performance of all graduate students will be reviewed at least once a year. The student's Graduate Program Advisor will submit to the Graduate Program Committee a minimum of one annual, evidence-based progress report by August 30 for thesis-based students and by June 1 for course based students to evaluate the student's academic performance and progress. Copies of the progress reports for all students will be forwarded to the Dean of Graduate Studies by the Graduate Program Committee Chair.

The GPC, with notice to the Dean, may permit students to compensate for deficiencies in grades by repeating a course or taking an equivalent substitute course only once for each course to a maximum of 6 credit hours of course work. Students must first obtain approval from their Graduate Program Advisor and the GPC (see section on Grading). If a course is repeated or replaced, the highest grade obtained will be used in the determination of the grade point average. All course attempts will appear on the transcript. Core (i.e. required) courses must be retaken to achieve at least a B (3.0) standard.

Students who maintain an overall GPA of 3.0 may appeal to the GPC for permission not to retake an elective course in which they have achieved a C+ standing. If the GPC agrees, it must forward its recommendation not to apply probationary status, together with a rationale for its recommendation, to the Dean of Graduate Studies.

Students will be advised in writing of their probationary status by the Faculty of Graduate Studies. Probationary status means that further substandard grades, failure to maintain a 3.0 average, or failure to repeat a course and obtain an acceptable grade will result in Involuntary Withdrawal. While on probation, students are expected to maintain a high level of scholarly performance and demonstrate sufficient progress during the course of research, thesis work, or an internship. Once a GPA of B or higher is achieved, probationary status will be lifted by the Faculty of Graduate Studies.

In exceptional circumstances, the GPC may appeal to the Dean of Graduate Studies for approval of remedial recommendation(s) falling outside those prescribed above.

Students who do not meet the "Minimum Academic Standing & Performance Requirements" will be required to withdraw from their graduate program and from The University of Winnipeg. If the student's Graduate Progra

be reversed for the first term, and 100% of the fees will be reversed for the second and third terms for the program year.

- 3) If a student voluntarily withdraws from a program or is involuntarily withdrawn from a program between the end of the course change period for the second term of attendance and the end of the course change period for the third term of attendance in that program year, no fees will be reversed for the first term or second term, and 100% of the fees will be reversed for the third term for the program year.
- 4) If a student voluntarily withdraws from a program or is involuntarily withdrawn from a program after the end of the course change period for the third term of attendance in that program year, no fees will be reversed for the program year.

Students who voluntarily withdraw, or are required to withdraw involuntarily, from a graduate program for academic or non-academic reasons will not be granted re-admission to Graduate Studies for a period of one year. After that period, the student may apply to the Faculty of Graduate Studies provided that he/she meets the entrance requirements and presents compelling evidence that a more successful outcome is likely. The Faculty of Graduate Studies and the appropriate Graduate Program Committee concerned will consider the student's file and withdrawal records when evaluating an application for re-admission, regardless of whether the student is seeking re-admission into the same graduate program. A student will not be eligible for re-admission into the Faculty of Graduate Studies if he/she has been withdrawn more than once.

When a student is re-admitted to a graduate program, he/she must adhere to the current program requirements as existing in the term in which they are re-admitted. Re-admittance into the program must be for no less than one academic year. Any new financial offers will be decided upon re-admission, and will be at the discretion of the Graduate Program Committee. Any previous courses taken in the graduate program will be re-assessed. Normally courses taken five or more years

11. This Agreement does not have any bearing on procedures in place for transfer of a student from a program at one university to another, nor on application for admission at a

With appropriate documentation, students may be considered for direct admission into a graduate program via the PLAR mechanism.

Students are eligible to apply for course challenge to receive either credit or exemption from a program requirement. A course challenge is generally based on having taken a similar graduate level course elsewhere. Normally course challenges do not reduce the total credits required for the graduate degree.

The maximum credit that can be claimed through course challenge or prior learning assessment is 12 credit hours towards the graduate degree. Notwithstanding this provision, students must meet the residency requirement as outlined in this section.

University of Winnipeg graduate students may, with the permission of their Graduate Program Advisor, audit a course or courses in a graduate program at The University of Winnipeg other than the one in which they are registered as part of their program of study. No fees apply. Written permission from the course instructor must be submitted at the time of registration. Except for current University of Winnipeg graduate students and those covered by existing agreements such as WDA, students given permission by instructors to audit a course will be assessed audit fees.

Occasional and Qualifying Year students must pay fees to audit a course. Individual course fees may be found on the University of Winnipeg website here: <http://www.uwinnipeg.ca/fees/tuition.html>

The following section describes the rights and responsibilities of students with regard to attending lectures and completing course work. For information about grading and minimum performance levels, see

Students are responsible for their attendance at lectures and seminars and the completion of work required in each course. Students should notify the instructor of any absences. They may require a

The regulations, procedures, forms and deadlines which govern all Master's Programs at the University of Manitoba shall govern all Joint Master's Programs as outlined in the Academic Guide at the University of Manitoba and the governing documents of the Joint Senate Committee.

All student discipline and appeal regulations can be found in the Graduate Calendar found on the Faculty of Graduate Studies website here: <http://uwinnipeg.ca/academics/graduate-calendar/docs/grad-regandpols.pdf>

Students have a right of appeal. All appeals must be in writing. Decisions are made by the appropriate body and are based on the information and supporting documentation provided in writing by the student. All students wishing to appeal must consult their Graduate Program Advisor to discuss their situation, for information on appeal procedures, and to obtain the appropriate appeal form as

Criteria for developing and assessing new program proposals

The Graduate Studies Committee will use the following criteria to evaluate and rank proposals for new graduate programs at The University of Winnipeg. These criteria were developed on the basis of The University of Winnipeg Formal Program Proposal form. In order of priority, the criteria are:

1. Academic Quality, including, for example:

- an assessment of faculty available to teach in a program
- an assessment of the teaching/learning environment
- an assessment of the variety of program delivery methods proposed
- an assessment of the potential of the program for enhancing research capacity in the University.1

2.