NEW PROGRAM OF STUDY
Under The Advanced Education Administration Act

Universities and colleges requesting approval for a **new** program of study from Education and Advanced Learning must apply using this application form. This form reflects the requirements set out in the Programs of Study Regulation (MR 134/2015) under The Advanced Education Administration Act.

**UM INTERNAL REQUIREMENTS:**

1. Following unit approval, please submit the complete proposal electronically (.docx) both to the Office of the Provost & Vice-President (Academic) and, for:
   - *Undergraduate Programs:* Office of the University Secretary (for Senate submission deadlines visit [http://umanitoba.ca/admin/governance/meetings/index.html](http://umanitoba.ca/admin/governance/meetings/index.html).
   - *Graduate Programs:* Faculty of Graduate Studies (for timelines visit [http://umanitoba.ca/faculties/graduate_studies/admin/program_approval_timeline.html](http://umanitoba.ca/faculties/graduate_studies/admin/program_approval_timeline.html)).

2. Along with the information requested below, please **append** details on the following:
   a) ALD Financial Support Form [*available through the Office of the Provost & Vice-President(Academic)*]
   b) Admission and/or transfer criteria for the proposed program.
   c) Course details for required coursework, including title, course number, credit hours and calendar description. Highlight any proposed new courses and attach:
      - *Undergraduate Programs:* for SCCC Program and Course Change forms, as applicable, visit [http://umanitoba.ca/admin/governance/forms/index.html](http://umanitoba.ca/admin/governance/forms/index.html)
      - *Graduate Programs:* for course change forms visit [http://umanitoba.ca/faculties/graduate_studies/admin/course_changes.html](http://umanitoba.ca/faculties/graduate_studies/admin/course_changes.html)
   d) Any new academic regulations for the program that are not currently addressed in existing faculty/college/school requirements.
   e) Letters of support from internal units that may be impacted by the proposed new program and any external letters of support as outlined below.
   f) Library statement of support.

3. Please direct questions to Cassandra Davidson, Program Analyst at Cassandra.Davidson@umanitoba.ca in the Office of the Provost and Vice-President (Academic).
### SECTION A – PROPOSAL DETAILS

Institution: **UNIVERSITY OF MANITOBA**

Applicable faculties/department with responsibility for the program: Graduate Studies

If program is a joint program, list all participating institutions and the roles of each in delivering the proposed program: N/A

Program name: Master of Human Rights

Credential awarded: MHR

Funding request: $54,643 per year

Proposed start date: 2018-09-04

List any critical issues that may impact the start date of the program: Sufficient time following government approval to recruit students. Note that the focus in the first year will be on Canadian students, since foreign students will require longer to complete paperwork for visas, medical insurance, travel etc.

**UM INTERNAL REQUIREMENT**: Contact Dr. Adam Muller, [adam.muller@umanitoba.ca](mailto:adam.muller@umanitoba.ca), 204-474-6416
SECTION B – PROGRAM DESCRIPTION AND DELIVERY

B-1 Provide a general description of the program and its objectives: (Include intended purpose, curriculum design, and highlight distinctive attributes)

Canada’s only Master of Human Rights degree program will equip graduates to help address the increasingly complex human rights challenges of the 21st century. It will be broadly interdisciplinary and takes advantage of expertise in the University of Manitoba’s professional schools, including Law, Education and Social Work. The MHR program will prepare students to integrate human rights perspectives into their careers in the private and/or public sectors by developing research, advocacy and negotiation skills, as well as professional competencies. The program will emphasize critical engagement with the conception, defence and institutionalization of human rights while preparing students to make ethical, competent, innovative and effective contributions to human rights work locally, nationally and globally.

The MHR pulls together existing human rights courses from numerous University of Manitoba faculties to form a coherent program, with the addition of new core courses and a thesis.

Program Requirements
Minimum requirements of the Faculty of Graduate Studies are found in the Graduate Studies Master’s Regulations section of the University of Manitoba calendar. The MHR has the following additional requirements:

- Students will complete 18 graduate-level course credits and a thesis, including proposal and defence.
- The courses will consist of three required graduate courses and at least three additional graduate-level courses from an approved list (see Appendix A). Students whose areas of research require use of a second language will be expected to demonstrate proficiency in that language or take steps to become proficient through coursework on top of their 18 required graduate credits.

Governance
The MHR program will be a partnership between five faculties (Arts, Law, Education, Social Work, Graduate Studies) and three centres (Centre for Human Rights Research, Mauro Centre for Peace and Justice and National Centre for Truth and Reconciliation) at the University of Manitoba, with support from other faculties. (See first page of the attached Supplemental Regulations for governance details.)

Location
The new program will be physically located in St. Paul’s College, to take advantage of synergies with the Peace and Conflict Studies (PACS) programs.

Admission
Admission requirements include those of the Faculty of Graduate Studies found in the Graduate Studies Master’s Regulations section of the University of Manitoba calendar. Additional requirements specific to this program are:

- A four-year bachelor’s degree with at least a B average (3.0 GPA) in the last two previous years of full-time study (60 credit hours), to be completed before admission. Note that students with a higher GPA may have a greater chance of acceptance in the competitive process.
- English Language Proficiency at the same level as the Faculty of Law requires from LLM applicants. This is a higher standard than the Faculty of Graduate Studies minimum.
- An undergraduate-level course in human rights history and theory or equivalent field experience preferred.
- Experience in human rights work (paid or unpaid) is preferred.
- Two letters of reference.
- Statement of interest (maximum two pages) that includes reasons for seeking admission, an outline of the applicant’s relevant background and an indication of potential thesis topics. A thesis supervisor will be identified prior to acceptance.
**B-2 Length of Program:** (Define the length of the proposed program using measures appropriate to the schedule and delivery format. This will include total course credits and weeks/months, and, where relevant, hours and semesters of instruction)

Two full years
18 credit hours plus thesis

**B-3 Intended outcomes of the program:**

B-3.1 Describe how this program serves and advances the academic, cultural, social and economic needs and interests of students and the province:

Human rights figure increasingly prominently in politics, business, policy, law, education and movements for social change. The myriad of complex human rights issues confronting Manitoba, Canada and the world are best tackled through a broad-based approach that spans histories, cultures and academic disciplines.

“What we’re looking for is a whole new generation of leaders who can in fact function in a multidisciplinary context.”

Senator Roméo Dallaire, Oct. 5, 2012, Robson Hall

**Manitoba’s needs**

A coalition of local organizations is working on a plan to have Winnipeg emerge as a leading city for human rights education; a Master of Human Rights program would be the capstone for this initiative.

Securing human rights is key to overcoming the barriers preventing the flourishing and full participation of all Manitobans in public life, especially those from vulnerable or historically marginalized groups such as Indigenous people and immigrant newcomers. Given Canada’s changing demographics, as well as growing awareness of the harmful legacies of Western imperialism and settler-colonialism, we need government and non-government workers and business leaders who deeply understand Indigenous, newcomer, disability, linguistic, religious and gender rights and cultures. This is especially true in Manitoba, with its broad cultural and religious diversity.

Manitoban businesses operating globally also need to understand and contribute constructively to the complex human rights dynamics in countries where they operate. The 2000 launch of the UN’s Global Compact, a massive initiative that seeks the alignment of commercial interests and human rights concerns, reflects the ever-higher moral and political standards to which businesses and their leaders are being held. Meeting these standards, in foreign contexts as well as at home, is both a matter of fundamental justice and good economic sense. When corporations’ interests converge with those of the people in whose communities, and on whose land, they operate, everyone wins. MHR graduates will be well placed to assist corporations in understanding and enacting the specifics of this convergence.

**Canada’s needs**

International governmental and nongovernmental organizations related to human rights are proliferating as world leaders begin to recognize that military intervention and financial aid tend to be ineffective in societies where human rights are routinely violated. This has created a new class of international human rights workers and administrators. Being well-represented in these international organizations will be critical to Canada’s presence and influence in the global arena.

Marcia Kran told Faculty of Law students in 2013 that very few Canadians worked for United Nations Office of the High Commissioner for Human Rights, despite their reputation for knowledge, professionalism and hard work. The U of M law graduate concluded: “There could be more, so please think about it.”
B-3.2 Describe the existing and anticipated post-secondary learning needs of students in Manitoba that this program addresses and responds to:

Many Canadians now working in the human rights field studied overseas because they could not find suitable interdisciplinary graduate programs in Canada. The MHR program will allow Manitoba to retain promising graduate students who would otherwise leave to study elsewhere. Existing human rights courses at U of M have proven popular, often attracting students from outside the departments offering the courses and meeting or exceeding their enrolment limits.

Students are looking for degree programs that are relevant, practical and innovative. The MHR program will prepare students to conduct and apply rigorous research in the field in ways intended to benefit people vulnerable to human rights violations. The program will be known for critical and interdisciplinary engagement with human rights history, politics and implementation, and also for its supportive environment, in which students from a broad range of disciplines collaborate to enrich each other’s learning.

Graduates of related undergraduate programs at other Manitoba universities may be looking for advanced degree opportunities to enhance their expertise and employability.

- The University of Winnipeg offers BA programs in human rights and disability studies.
- Université de Saint-Boniface emphasizes human rights as part of its Canadian studies curriculum.
- Canadian Mennonite University (CMU) offers degrees in intercultural or international development studies and peace and conflict transformation.
- University College of the North graduates may wish to pursue further education with an Indigenous rights focus.

A story about this new program on the University of Manitoba website also attracted queries from students from across Canada and around the world who are interested in applying. Opening of the Canadian Museum for Human Rights and the National Centre for Truth and Reconciliation at the U of M has increased our capacity to attract graduate students to a city already known as the cradle of the Canadian disability rights movement. The museum will provide opportunities for student research projects and jobs for some MHR graduates.

The MHR program will attract not only those who are continuing their education immediately following a bachelor’s degree, but also people with significant life experience in the human rights field returning to graduate studies. Many students will want to enhance previous professional training in diverse areas such as public administration, health, law enforcement, disability issues, journalism, the military and education. The program will attract people from Canada, the U.S., post-conflict zones, low-income countries, and others throughout the world who seek work or who are already working in human rights-related areas and/or decolonization efforts. As word of this new program spreads, the calibre of applicants will continue to rise. Manitoba’s tuition fees are much lower than international student fees at human rights programs overseas, helping make the U of M program competitive internationally.

The opportunity for community-based research with local, national or international human rights organizations is expected to be a major draw for top-quality students. University of Manitoba almuna Marcia Kran, former director of research at the United Nations Office of the High Commissioner for Human Rights in Geneva, has agreed to act as a pro bono special advisor to help the MHR program create partnerships with the UN at headquarters and in the field.

Graduates will have a thorough understanding of the potential, politics, challenges and limitations of the human rights framework. They will have developed a network of contacts through research projects and collaboration with fellow students.
B-4 Mode of Delivery

B-4.1 Provide the total program length through one of the following measures:

18 credit hours + thesis

B-4.2 What proportion of the total program length (as indicated above) can be completed through the two following modes of delivery? (Note that one or both selections can be offered up to the total program length.)

100% In-person
Online

As the program evolves, the intention is to eventually develop blended learning options that allow students to participate through a combination of on-campus classes and online work. This will facilitate a truly international program, with growing ties for collaborative global coursework and student research projects.

B-5 Provide an overview of the suggested progression of courses on a year-by-year basis for the program from start to maturity. (Course level detail is not necessary, however, please include credit hours/contact hours, proportion of upper level courses, clinical placements or practicums, or subject area requirements where applicable).

Required courses (see attached details)
HMRT 7100/SOC 7160: Theory and Practice of Human Rights (3 credit hours)
HMRT 7200: Selected Topics in Human Rights Research and Methods (3 credit hours)
HMRT 7300/LAW 3018: Human Rights Law (3 credit hours) Students are not required to take this course if they have already completed a human rights law course as part of their JD or LLB. In that case, they will be required to take an additional graduate-level course to achieve the 18 required credits.

GRAD 7000: Master’s Thesis

Optional courses:

Professional seminars: These seminars are intended to provide grounding in the conceptual and practical issues surrounding undertaking human rights work. Tours will also be arranged of local archives and museums and relevant historical sites. (non-credit)

Program-approved graduate-level elective courses will be available through various faculties supporting the new interdisciplinary human rights program (Arts, Education, Law, Social Work, Health Sciences, Environment and others, including perhaps the sciences), as well as through the Peace and Conflict Studies and Disability Studies programs.

The MHR Program Committee must approve all academic programs. This is normally done on the recommendation of the student’s advisor and/or advisory committee, following consultation with the student.

UM INTERNAL REQUIREMENT: please complete the chart below to provide an overview of suggested progression through the program (indicate pre-requisites and related credit hours). Outline options for specializations within this program [minor(s) and/or concentration(s)].
NEW PROGRAM OF STUDY APPLICATION: MHR

YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4
--- | --- | --- | ---
HMRT 7100 (3 credit) | GRAD 7000 | N/A | N/A
HMRT 7200 (3 credit) | | N/A | N/A
HMRT 7300 (3 credit) | | N/A | N/A
Electives: 9 other graduate-level credits | | | |
TOTAL CR. HRS: 18 | TOTAL CR. HRS: | TOTAL CR. HRS: | TOTAL CR. HRS:

B-6 Will the program be available for part-time study?
A limited number of students may be allowed to complete the program through part-time study, normally as a form of accommodation for disability or health issues.

B-7 Indicate if this program will have a cooperative education, work placement, internship or practicum component and provide any relevant details:
Once the program is established, we would like to develop a practicum option, depending on available funding and student demand.

B-8 Intake Information

B-8.1 Projected enrolment for the first intake: 8
B-8.2 Maximum seat capacity (Defined as first-year enrolment capacity): 15
B-8.3 Anticipated date of maturity: 2020-09-01

**UM INTERNAL REQUIREMENT:** please indicate the projected enrolment and graduates for the first 5 years of the program.

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SECTION C – INFORMATION REGARDING PROGRAM DEVELOPMENT PHASE

C-1 Describe how this new program aligns with the strategic plans of your institution:
The University of Manitoba has identified human rights as one of its six strategic priorities for academic enhancement and one of seven major research themes. The university has also set ambitious targets to increase the number of graduate students enrolled. The eventual expansion of the MHR program to include practica fits well with the university’s 2015-2020 strategic plan, which includes increasing opportunities for experiential learning as one of its goals. The strategic plan identifies five broader institutional priorities, among them inspiring students through innovative teaching, contributing to Indigenous achievement, and forging connections through high-impact community engagement. The proposed MHR program would contribute significantly towards realizing these and other institutional objectives.

Many U of M faculty are already widely known for their work on and with the Truth and Reconciliation Commission and the Canadian Museum for Human Rights. The work of MHR students and faculty will build on this tradition of scholarly excellence related to social justice issues, promoting the university’s reputation nationally and internationally. The proposed program will help achieve the critical mass necessary to make Winnipeg the leading centre of excellence for human rights education and research in Canada. This profile will in turn enhance the University of Manitoba’s ability to attract high-calibre faculty members and research grants.

C-2 Outline the internal approval process (i.e. committees, governing bodies) for approving this new program of study within your institution and indicate any dates of decision. (Governing Council, Board of Governors, Board of Regents, Senate, other)

UM INTERNAL REQUIREMENTS: Please note date(s) of Faculty/College/School Approval. Approval dates through the governing bodies will be inserted by the Provost’s Office prior to submission to government.

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C-3 Responsibility to consult

C-3.1 If this program subject to mandatory review or approval by organizations external to the institution (such as regulatory bodies, Apprenticeship Manitoba, etc.), please describe any consultation processes and provide copies of reports or letter from these organizations providing support:

N/A
C-3.2 What agencies, groups, or institutions have been consulted regarding the development of this program? See attached support letters from some of the local, national and international human rights agencies consulted. Prof. Karen Busby also met with Dr. Dinesh Wadiwel, director of the University of Sydney’s Master of Human Rights program, and Dr. Adam Muller met with Barbara Frey, director of the Human Rights Program at the University of Minnesota.

C-3.3 How have students and faculty been informed of the intent to establish this program? The faculties contributing to the program (Arts, Law, Education and Social Work) were consulted in the early stages of program development and provided motions (Appendix B) and letters of support (attached). The University of Manitoba issued a news release in 2014 (http://news.umanitoba.ca/university-of-manitoba-developing-a-master-of-human-rights-program/), which was followed by a story in the student newspaper (http://www.themanitoban.com/2014/09/pursuit-human-rights-established-u-m/20732).

C-4 List any similar programs offered in Manitoba: (Provide such information as institution, programs, and credentials offered in addition to any impacts on these programs, explain rationale for duplication.)

**BA in Human Rights, University of Winnipeg**
The proposed MHR program will provide some BA graduates with the opportunity to pursue an advanced degree. The BA and MHR programs expect to collaborate on joint projects and events. See the attached support letter from Dean Peachey.

**Joint MA in Peace and Conflict Studies, U of Manitoba/U of Winnipeg**
**PhD in Peace and Conflict Studies, University of Manitoba**
**Disability Studies, University of Manitoba**
The Master of Human Rights program provides another opportunity for the U of M’s existing interdisciplinary graduate programs to work together, sharing elective courses and guest lectures and thus providing a deeper experience for students. A new Co-ordinating Committee for Graduate Social Justice (SJ) Programs (human rights, peace & conflict and disability studies) will be established, making administration of these small units more efficient (see Appendix C).

While there are some synergies between human rights and peace and conflict studies, they are distinct fields with their own histories, philosophies and methods and they are likely to attract different students interested in distinct kinds of professional and academic work. For example, PACS is more likely to emphasize the pragmatics of peace-building and reconciliation, mainly in community contexts. The MHR will range more widely and critically across a diversity of rights-related justice issues arising in: political and vernacular social discourses and action; academic debates; national and transnational institutions; non-governmental organizations and social movements; and courts of law. The PACS and MHR programs will be neighbours in St. Paul’s College, with graduate students from the programs sharing newly renovated carrel space.

Even students who choose other graduate degree options will be confident that the U of M has a range of human rights electives available that they can tap into, enhancing and diversifying their educational experience.

**Master’s in Development Practice (Indigenous development), University of Winnipeg**
This program has a much narrower focus than the proposed program, largely related to sustainable economic development in Indigenous communities. However, there is potential for collaboration with the MHR program.

C-4.1 Describe any specific laddering, articulation and/or credit transfer options for students that are anticipated in this program in Manitoba.
Graduate courses from other programs will be considered for transfer on a case-by-case basis. The program will follow the transfer criteria described in the University of Manitoba Graduate Calendar. The program will also
develop means to recognize students' relevant non-formal and informal learning, consistent with the University of Manitoba and the Province of Manitoba’s commitment to recognition of prior learning.

C-5 List any similar programs offered in Canada: (Provide such information as institution, programs, and credentials offered in addition to any impacts on these programs, explain rationale for duplication.)

The proposed MHR program will provide some graduates of these BA programs with the opportunity to pursue an advanced degree:

- Wilfrid Laurier University – Human Rights and Human Diversity
- York University – Human Rights and Equity Studies
- Carleton University – Human Rights
- University of Ottawa – Conflict Studies and Human Rights
- Nipissing University – Gender Equality and Social Justice
- Concordia University – Human Rights Studies
- St. Thomas University – Human Rights

This will be the only Master of Human Rights degree program in Canada, although degrees of that name are popular in Europe, the United States and Australia. While some of the Canadian graduate programs listed below have a similar focus, none involve the degree of inter-disciplinarity and trans-faculty engagement offered by the proposed MHR. Note that none of these graduate programs are offered on the Prairies.

Canadian law programs:
- University of Toronto – JD in International Human Rights
- McGill University – LLB in International Human Rights and Development
- University of Ottawa – LLM with a concentration in Social Justice

Canadian graduate programs:
- Brock University – MA in Social Justice and Equity Studies
- University of British Columbia – MA and PhD in Gender, Race, Sexuality and Social Justice
- University of Windsor – MA in Communications and Social Justice
- Wilfred Laurier University – MA in Social Justice and Community Engagement
- University of Alberta – MA in Gender and Social Justice Studies
- Carleton University – PhD in political science with a specialization in gender and diversity

C-5.1 Describe any specific laddering, articulation and/or credit transfer options for students that are anticipated in this program in Manitoba.

[Note that this question should read “outside Manitoba.”] See the answer to C-4.1.

C-6 Describe the current and projected labour market demands in Manitoba for graduates of this Program:

(Provide such information as probable employment destinations or further educational opportunities available to graduates of this new program of study. Attach any formal reports such as those from Associations, Statistics Canada, Sector Councils, Industry or Regulators.)

In March 2015, the Working in Canada website listed 48 positions for social policy researchers, consultants and program officers, including human rights officers. The median wage was $32 an hour. Over the 2010-2013 period, employment growth for this group (NOC 4164) was above average and the unemployment rate remained well below the national average. For the 2014-16 period, the employment outlook is expected to be good in the Winnipeg region. Nationally, it is expected that the balance between labour supply and demand will continue over the 2013-2022 period. (See www.workingincanada.gc.ca/report-
Graduates of the MHR program who remain in Manitoba will be able to use their research skills and international connections to strengthen local organizations, helping find innovative solutions to local problems and expanding the province’s growing reputation as a human rights hub. Some graduates will influence the development of the Canadian Museum for Human Rights and National Centre for Truth and Reconciliation.

Many of the Manitoba-based jobs will be in Winnipeg with aid agencies such as the Canadian Foodgrains Bank and Mennonite Central Committee and with federal and provincial government departments of immigration, etc. However, some graduates will work to enhance human rights security and social justice in northern or rural Manitoba.

The MHR program will prepare its graduates for numerous career paths – for example with:

- Canadian human rights commissions and organizations devoted to securing Indigenous people’s rights, cultural diversity, gender equality, and LGBTQ and disabled people’s rights;
- Primary and secondary schools or institutions of higher education, to design and implement programs/curricula addressing human rights education;
- Corporations that choose to take human rights into account in their operations, including internationally;
- Arts organizations with human rights or social justice mandates, such as various provincial and municipal arts councils, the Inspirit Foundation, Abilities Arts Fesitival, Art City, etc.

This thesis-based master’s degree will also prepare students for related PhD studies in pursuit of an academic career.

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C-7 If copies of any internal or peer evaluations with respect to this new program of study are being provided with this proposal, please indicated how any issues identified by these evaluations have been addressed and attach any relevant documents as available:
SECTION D – REQUIRED RESOURCES AND FINANCIAL IMPLICATIONS

D-1 If one-time or pilot funding are being requested to support this new program of study, please identify the amount of funding being requested:
N/A

D-2 If ongoing funding being requested to support this new program of study, please identify the amount of funding being requested:
$54,643 per year from 2017-20, with appropriate inflationary increases in subsequent years.

Rationale: Once the program is up and running, annual costs, including inflation, should be approximately:

- $101,000 assistant professor (teaching at least one core course)
- 29,500 teaching release (6 credits for MHR director, 3 credits for SJ chair, 6 credits for professors teaching two other core courses)
- 64,000 administrative assistant for MHR program and SJ co-ordination
- 41,000 benefits
- 42,500 fellowships and bursaries
- 27,000 operating:
  - 9,500 printing, copying, promotion
  - 5,500 visiting speakers
  - 4,500 orientation and annual research day
  - 2,000 travel for program development
  - 4,000 supplies
  - 1,500 phones
- 23,500 overhead

Total: $328,500

- $65,500 tuition (assuming 85% of first-year tuition revenue)
- 165,500 endowed chair fund earnings (including inflation)
- $55,000 base budget required from Manitoba government

D-3 If new funding is not being requested, how will the program be funded?
N/A

D-4 List any external sources of funding that will be used to support the implementation or delivery of this new program of study: (Provide such information as agreements for funding from industry or external grants and indicate the anticipated length of time for each agreement.)

The MHR program is seeking support from major donors through the U of M philanthropy department, which has made this program a priority in the university’s ongoing capital campaign:

- $600,000 renovations to create a dedicated space for MHR students and faculty members in St. Paul’s college
- $3.9-million endowed chair to recruit another top human rights researcher
- $500,000 for an endowment fund for MHR student fellowships and bursaries (confirmed), to be matched by the Manitoba Scholarship and Bursaries initiative

Total: $5 million
D-5 What are the resource implications to the institution (budget, IT, library, laboratory, computer, space, practicum liability insurance, student services, etc) in delivering this new program of study?

Budget: $129,000 in startup funds will be requested from a special U of M operating budget allocation for strategic priorities (“inspiring minds” and “forging connections”), as part of 2017-18 budget submissions due in fall 2016.

Space: Renovations are required to the south wing of the St. Paul’s College second floor (see Appendix D) to convert classrooms into study carrel and lounge space, to be shared with PACS grad students.

Computer:
- Students will have access to the St. Paul’s College computer lab.
- New desktop computers and phones will be required for the co-ordinator and two faculty members.
- A new printer/fax/scanner will be required for the program.
- A separate printer will be required in the co-ordinator’s office for confidential materials.

IT: The new program should have no significant effect on information services and technology facilities. (See attached letter from IST.)

Libraries: The U of M library system can support this new program with a combination of existing resources and minimal ($400) expenditure from existing acquisition funds. (See attached resource implication statement.)

Student services: The Registrar foresees no problems supporting this program with respect to registration, fee assessment and academic evaluation. (See attached letter from Registrar)

D-6 Please describe new and existing staffing resources needed to provide this new program of study. Include reallocation of existing faculty, hiring of new faculty, administrative and support services and any other considerations.

Reallocation of existing faculty:
The theory and methods courses will be taught by a rotating roster of interested professors from the partner faculties, including the MHR program director and a new assistant professor. Dr. Annette Desmarais (Canada Research Chair in Human Rights, Social Justice and Food Sovereignty) and Dr. Adam Muller have already expressed interest in teaching theory and leading professional seminars. Canadian Museum for Human Rights curator Armando Perla is currently teaching LAW 3018, which will become the third core course.

The MHR graduate program director, the chair of a new Co-ordinating Committee for Graduate Social Justice Programs and professors teaching core MHR courses will receive teaching release from the MHR budget.

About 60 faculty members have agreed to serve as thesis advisors. (See Appendix E). In most cases, they will do so without receiving additional teaching release.

Hiring of new faculty:
A new assistant professor will be hired and appointed to whichever academic department is most closely aligned with her/his area of expertise.

Administrative services:
A new full-time co-ordinator (Admin. Assistant 1) will be hired to support the MHR program and the Social Justice chair. This staff member will work closely with existing office assistants in PACS and Disability Studies.
D-7 Provide a program implementation plan for the new program of study by academic year (start to maturity) that includes any elements to be phased in (e.g., new faculty hires, distribution of existing faculty and support staff) from launch to maturity:

Year 1  2017-18
April 2017: Appointment of MHR program chair. Approval and commencement of renovations.
June 2017: Co-ordinator hired and starts work on student recruitment and program setup.
Sept. 2017: Start search for new MHR faculty member.
Dec. 1, 2017: Student application deadline.
March 1, 2018: Offers to successful applicants.

Year 2  2018-19
May 1, 2018: Acceptance notification to first students.
July 1, 2018: New MHR faculty member starts work.
September 2018: First 8 students start. First fellowships distributed.

Year 3  2019-20
September 2019: 15 more students start.

Year 4  2020-21
September 2020: Full complement of students (15 new and 15 in Year 2)

D-8 Please describe the effect of this new program on existing capital infrastructure and equipment:
We anticipate that the main renovations required to accommodate MHR faculty members and students in St. Paul’s College will be covered by donors. However, this new graduate program also makes the need for an elevator in St. Paul’s College more urgent, as this upper-floor space and many other areas of the college are not currently physically accessible. The college rector has recently reminded the U of M associate vice-president in charge of facilities about this issue.

D-9 If capital funding is being requested to support additional specialized program materials such as infrastructure or equipment required to provide this new program of study, please provide a detailed description of the use of this capital:
N/A
SECTION E – TUITION

E-1 What are the proposed tuition fees?

$5,272 (Canadian students) and $10,720 (international students)

E-2 Please provide a rationale for the tuition fee proposed. (For example, are these tuition fees comparable to tuition for existing programs within the academic unit or to tuition for similar programs offered at other institutions?)

These fees match U of Manitoba fees for other full-time master’s programs.

E-3 What course-related fees would apply to a student in this program?

N/A

E-4 Please provide a rationale for the course-related fee(s) proposed. (For example, are these fees comparable to fees for existing programs within the academic unit or for similar programs offered at other institutions?)

N/A

E-5 Please describe any specific supports to encourage affordability and accessibility to the program:

Two incoming students each year will be awarded $5,000 fellowships, renewable for a second year.

Eight students per year will receive $2,500 travel bursaries to conduct research.

These fellowships and bursaries will be donor funded.
SECTION F – SIGNATURES
(A second signature section is provided for joint programs only)

SUBMITTED BY:

President:
Name: Dr. David Barnard
Signature:
Date: Click here to enter a date.

Vice-President/Academic:
Name: Dr. Joanne Keselman
Signature:
Date: Click here to enter a date.

For use by joint programs only:

President:
Name: N/A
Signature:
Date: Click here to enter a date.

Vice-President/Academic:
Name:
Signature:
Date: Click here to enter a date.

SUBMIT COMPLETED FORM

PROVOST’S OFFICE ONLY: Once completed and signed, please submit this application form to the Advanced Learning Division at ald@gov.mb.ca with the following attachments (double-click to engage check box):

- Cover letter
- Advanced Learning Division Financial Form
- Any supporting documentation (reviews, letters of support, etc.)

If you have any questions or require further information, please contact:
Advanced Learning Division
Manitoba Education and Advanced Learning
608-330 Portage Avenue Winnipeg MB R3C 0C4
(204) 945-1833
ald@gov.mb.ca
### Form Instructions:
1. When proposing a new program Current Fiscal Year (the first column) should be left blank, with the first year of the program starting in year 1.
2. When proposing a program expansion Current Fiscal Year should be entered in the first column.
3. If a program reaches maturity prior to Fiscal Year 4, remaining fiscal year columns must still be completed so that Ongoing Program Funding can be calculated.
4. Fill in line items for revenue, expenditure, and capital as these pertain to the program. Examples are correspondingly listed to the right of the table.
5. Ensure that line items account for overhead. For example, include the amount of tuition that the program will receive after administrative overhead.
6. Only fill out areas shaded in green, using cash accounting. The increment, ongoing and total will self-populate accordingly.

### Program Proposal Financial Form

#### Capital Information
- **Major Equipment**
  - New: $0.00
  - Used: $0.00
- **Instruments**
  - New: $600,000
  - Used: $600,000

#### Revenue Information
- **Fellows/ships/bursaries**
  - New: $600,000
  - Used: $600,000
- **Donation for renovations**
  - New: $0.00
  - Used: $0.00
- **Tuition**
  - New: $0.00
  - Used: $0.00

#### Revenue less Expenditures and Capital (A-B-C)
- New: $0.00
- Used: $0.00

#### Funding Request
- New: $54,643
- Used: $54,643

<table>
<thead>
<tr>
<th>Current Fiscal Year</th>
<th>2017-18</th>
<th>Increment</th>
<th>2018-19</th>
<th>Increment</th>
<th>2019-20</th>
<th>Increment</th>
<th>2020-21</th>
<th>Increment</th>
<th>Ongoing Program Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>54,643</td>
<td>54,643</td>
<td>54,643</td>
<td>54,643</td>
<td>54,643</td>
<td>54,643</td>
<td>54,643</td>
<td>54,643</td>
<td>54,643</td>
</tr>
<tr>
<td>Contributions from Institution</td>
<td>142,792</td>
<td>142,792</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Donation for renovations</td>
<td>600,000</td>
<td>600,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Revenue (A)</td>
<td>723,806</td>
<td>723,806</td>
<td>215,084</td>
<td>(507,701)</td>
<td>265,774</td>
<td>7,654</td>
<td>273,428</td>
<td>7,654</td>
<td>273,428</td>
</tr>
</tbody>
</table>

| Expense Information  |         |           |         |           |         |           |         |           |                          |
| Tuition              | 54,643  | 54,643    | 54,643  | 54,643    | 54,643  | 54,643    | 54,643  | 54,643    | 54,643                    |
|贡献s from Institution | 142,792 | 142,792 | -       | -         | -       | -         | -       | -         | -                        |
| Donation for renovations | 600,000 | 600,000 | -       | -         | -       | -         | -       | -         | -                        |
| Total Expenditures (B) | 723,806 | 723,806  | 215,084 | (507,701)| 265,774 | 7,654     | 273,428 | 7,654     | 273,428                   |

| Capital Information  |         |           |         |           |         |           |         |           |                          |
| Major Equipment      | -       | -         | -       | -         | -       | -         | -       | -         | -                        |
| Instruments          | 600,000 | 600,000  | 600,000 | (600,000)| -       | -         | -       | -         | -                        |
| Total Capital (C)    | 600,000 | 600,000  | 600,000 | (1,200,000)| -       | -         | -       | -         | -                        |

### Program Information
- **Institution**: University of Manitoba
- **Program Name**: Master of Human Rights
- **Contact Information**: Dr. Adam Muller, 204-474-6410
- **Date**: November 13, 2015
APPENDIX A: Elective Courses

These courses will be open to MHR students with permission of the instructor/department and as space allows:

- Anthropology of Human Rights (ANTH 7900)
- Problems in Ethnological Research (ANTH 7900)
- Service Learning in the Global Community (ARCG 7102)
- Empirical Perspectives on Social Organization and Health (CHSC 7490)
- Health Survey Research Methods (CHSC 7870)
- Introduction to Disability Studies (DS 7010)
- History of Disability (DS 7020)
- Women and Disability (DS 7040)
- Environment and Disability (DS 7040)
- Summer Institute: Fostering Leadership Capacity to Support First Nations, Métis and Inuit Students (EDUA 7100)
- Comparative Education (EDUA 7250)
- Seminar in Cross-Cultural Education 1 (EDUA 7270)
- Seminar in Cross-Cultural Education 2 (EDUA 7280)
- Cross-Cultural Teaching and Learning in Ethiopia 2 (EDUA 7330)
- Cross-Cultural and Diversity Counselling (EDUA 7560)
- Seminar in Inclusive Special Education (EDUA 7600)
- The Fourth R: A Global Perspective on Teaching and Leadering Human Rights Education (EDUB 5220)
- Critical Applied Linguistics in a Global Context (EDUB 7212)
- Culture, Citizenship and Curriculum (EDUB 7270)
- Writing Workshop: Writing for/as Human Rights (EDUB 7340)
- Seminar in Environmental Education (EDUB 7990)
- Topics in Cultural Studies: An Introduction to Genocide Studies (ENGL 7860)
- Archival Topics: Archives, Public Affairs, and Truth & Reconciliation Commission of Canada (HIST 7392)
- Gender and the Law (LAW 3070)
- Immigration and Refugee Law (LAW 3212)
- Aboriginal Peoples and Land Claims (LAW 3230)
- Aboriginal Peoples and the Law (LAW 3310)
- Issues in Law and Bio Ethics (LAW 3380)
- Public International Law (LAW 3740)
- Canadian Charter of Rights and Freedoms (LAW 3940)
- Aboriginal Law – Criminal Justice and Family Law (LAW 3980)
- Advocating for the Rights of Indigenous People in International Law (LAW 3980)
- Language Rights (LAW 3980)
- Métis Peoples and Canadian Law (LAW 3980)
- Philanthropy and the Law (LAW 3980)
- Poverty Law (LAW 3980)
- Issues in Colonization (NATV 7240)
- The Role of Information Management in Sustainable Resource Use (NRI 7200)
- Human Dimensions of Natural Resources and Environmental Management (NRI 7222)
- Environmental Justice and Ecosystem Health (NRI 7340)
- Sustainable Livelihoods, Food Resources and Community Food Security (NRI 7370)
• International Conflict Resolution and Peace-building (PEAC 7030)
• Violence Intervention and Prevention (PEAC 7040)
• Intercultural Conflict Resolution and Peace-building (PEAC 7050)
• International Human Rights and Human Security (PEAC 7110)
• Peacebuilding and Social Justice (PEAC 7120)
• Ethnic Conflict Analysis and Resolution (PEAC 7126)
• Storytelling: Identity, Power and Transformation (PEAC 7128)
• Gender, Conflict and Peacemaking (PEAC 7230)
• Children and War (PEAC 7280)
• Intergroup Relations (PSYC 7660)
• Seminar on Religion and Culture (RLGN 7300)
• Selected Topics in Sociology (SOC 7160)
• Selected Topics in Criminology (SOC 7450), may include Crime and the Camps, Genocide and War Crimes, Restorative Justice, and Truth and Reconciliation
• Indigeneity, Power, Privilege, and Social Work (SWRK 7230)
• Indigenous Research Methodologies (SWRK 7230)
• Policy Analysis in Social Work Practice 3 (SWRK 7440)
• Critical Perspectives and Social Work (SWRK 7600)
• Selected topics courses in other departments related to human rights or social justice. These courses will not necessarily be offered every year, the decision being up to individual departments. This list represents a snapshot of what’s possible for the MHR, and we expect it to be supplemented with new course offerings in the future, including:
  • International Human Rights, to be offered overseas, perhaps initially in Latin America by Dr. Desmarais

Note that elective courses most popular with MHR students may eventually be cross-listed with the MHR program.
APPENDIX B: Internal Support

The Law Faculty Council passed the following motion May 8, 2014, of support in principle for the proposed Master of Human Rights. The motion reads:
The Law Faculty Council moves to endorse and support the establishment of a Master of Human Rights and, more specifically, to agree that:

1) a faculty member from Law will participate on the Advisory Council directing the program;
2) MHR students will be permitted to register for Human Rights Law or an equivalent course. Such a course will be available every year with sufficient space to enrol MHR students and JD/LL.M. students, as it is proposed that the course be compulsory for completion of the MHR degree; and
3) Law faculty members will consider participating on MHR thesis committees.

The Social Work faculty council unanimously passed the following motion Oct. 31, 2104: To support the Master of Human Rights in principle and send a member to the planning committee.

The Faculty of Education council passed the following motion by an overwhelming majority on Jan. 19, 2015: That the Faculty of Education support in principle the development of the Master of Human Rights program that constitutes a partnership between five faculties (Arts, Education, Social Work, Law and Graduate Studies) and three centres (Centre for Human Rights Research, Mauro Centre for Peace and Justice and National Centre for Truth and Reconciliation), with support from other faculties.

The Faculty of Arts council is expected to consider the following motion at an early 2016 meeting: The Faculty of Arts acknowledges the interest of many of its members in the critical study and promotion of social justice issues and human rights, and supports the establishment of a Master of Human Rights (MHR) program.

Statements of support have also been received from several Arts departments, including Anthropology and German and Slavic Studies.
APPENDIX C: Graduate Social Justice Programs Co-ordination
(preliminary plan, which will evolve as the programs continue discussions)

Co-ordinating Committee for Graduate Social Justice Programs
- Purpose: mutual support and community building
- Membership: the program chairs of the Disability Studies, MHR and PACS graduate programs
- Chair: role rotates between members (5-year term, 3-credit teaching release included in MHR budget)
  o The chair’s duties include:
    ▪ representing the programs to UM Grad Studies
    ▪ promoting the programs internally and externally
- Committee meetings will be called by the chair discuss issues of mutual concern, including:
  o Sharing of space and accessibility
  o Student services
  o Selection of shared representatives for Grad Studies committees
  o Streamlining of programs through possible:
    ▪ Collaboration of support staff
    ▪ Joint student orientation
    ▪ Shared courses and covering courses during leaves
    ▪ Extra-curricular events
    ▪ Co-ordination of sub-regulations
  o The chair may invite others to participate in specific discussions, where relevant, including:
    ▪ Graduate students in the programs
    ▪ The St. Paul’s College rector re space issues
- Note that scholarships, including UMGFs and private scholarships, will continue to be allocated and administered by individual programs
- Individual programs will retain authority on student matters, but the directors may consult with the co-ordinating committee

MHR program governance: As outlined in the MHR proposal

DS governance: Existing graduate program committee

PACS PhD program governance: Existing program committee

PACS joint MA program governance: Existing joint discipline committee
Chair position rotates between the UM grad program chairs

- PACS programs director (Lutfiyya)
- DS program director (Hansen)
- MHR program director (to be appointed)

- PACS PhD committee (existing)
- PACS joint master’s ctee (existing)
- DS program ctee (existing)
- MHR program ctee (see draft MHR proposal)

- PACS office assistant (Ducharme)
- DS office assistant (Woodland)
- MHR/SJ admin assistant (to be hired)
Appendix D
ORDER OF MAGNITUDE COSTING

CLASS D

Project: St. Paul's College
Renovation to 300 Level

Req. #: 145C150720-02

Client: Randall Kinley - Operations Manager

Design: Paul Schaeffer - Architectural and Engineering Services

Date: November 9, 2015

Background Request:

- The client has requested an estimate for renovations to Rooms 322, 325, 329, 327, 328, 329 & 331 - St. Paul's College.
- The project team assigned, Paul Schaeffer (Arch.), Karen Brown (ID), Greg Massey (Mech.) & James Lund (Elect.), met with the client on site August 13th to review the scope.
- An explanation of facility process and needs were provided.

Program Scope:

- Renovations to Rooms 322, 325, 329, 327, 328, 329 & 331, which includes the creation of large carrel room, lounge area and support office and the upgrading of existing washroom to H/C accessible standards.

Project Costing Explanation:

- An 'order of magnitude' cost estimate (Class D) is the first and least accurate projection in the cost estimating process. A high level of contingency has been included as many project parameters are not yet finalized. There are no fees associated with an Order of Magnitude estimate.
- The next stage will include detailed design and estimate (Class C) allowing development of a more specific and accurate solutions, fees
- For the project to proceed further, a pre design fee (10% portion of the proposed overall design fee for the project) will be required. This fee will provide the means to develop project design solutions, schedules and budgets, bringing more clarity to the project.
- At completion of the Class C estimate, the standard 0.5% estimate fee of will also charged.

Upon approval of this estimate, 10% of design fee to be charged to below noted FOAPAL:

\[
\text{Upon Submission of Class C Estimate, 0.5% fee to be charged as follows:} \\
\$52,416.00 / 10 = \$5,240.00 \\
\star \text{ 12 weeks}\]

\[
\text{From the date of approval of this document, the approximate time to complete the design will be:} \\
\text{10% of design fee will be charged to the following FOAPAL:} \\
\text{Upon approval of this estimate, 10% of design fee to be charged to below noted FOAPAL:} \\
\text{12 weeks}
\]

This value may change as the project value/scope evolves

Approval:

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<tr>
<th>F</th>
<th>O</th>
<th>A</th>
<th>P</th>
<th>A</th>
<th>L</th>
</tr>
</thead>
</table>

Cory Fielding
Project Manager (PP - AES)

Randall Kinley - Operations Manager

Jaret Klymchuk
Director (PP - AES)

Signature

cc. Lori Clayson
PP - AES

$535,800.00
## Project Delivery Timeline

### Typical Guideline

The table below is general timeline to be expected as a new project *moves through the various stages of request, estimating, approval, design and construction. The group responsible is also listed.

---

TO HELP US MEET PROJECT GOALS, PLEASE PLAN AND IMPLEMENT NEW WORK REQUESTS WELL IN ADVANCE OF YOUR REQUIRED COMPLETION DATE.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Action</th>
<th>Base Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Client initiates Requisition for New Work</td>
<td>Client driven</td>
</tr>
</tbody>
</table>
| 2     | Req received  
Client contacted for additional information, project assigned to designer | Project Manager | 1-7 days  
Upon receipt |
| 3     | Initial Costing Phase  
Designer provides Order of Magnitude costing and scope of work description | Designer | 2-28 days  
Depending on technical/planning issues |
| 4     | Estimate Approval  
(Notice to Proceed) | Client | Client driven  
approval required prior to proceeding to design phase |
| 5     | Workload Queue | Designer/Project Manager | 1 week to 8 weeks  
Depending on current workload |
| 6     | Design Phase  
Design Documents Developed | Designer | 1 week to 12 weeks  
Depending on complexity of project |
<table>
<thead>
<tr>
<th></th>
<th>Design Approval (Notice to Proceed)</th>
<th>Client driven approval required prior to proceeding to Tender</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Design Approval (Notice to Proceed)</td>
<td>Client driven approval required prior to proceeding to Tender</td>
</tr>
<tr>
<td>8</td>
<td>Tender Preparation</td>
<td>1 week</td>
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<tr>
<td>9</td>
<td>Tender</td>
<td>2-4 weeks Depending on complexity of project</td>
</tr>
<tr>
<td></td>
<td>In-house trades and/or outside contractors bid on project based on plans and specs</td>
<td>Project Coordinator, Trades, Purchasing</td>
</tr>
<tr>
<td>10</td>
<td>Tender Approval (Notice to Proceed)</td>
<td>Client driven</td>
</tr>
<tr>
<td>11</td>
<td>Construction</td>
<td>Project Coordinator, Scheduler, Designer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 month – 12 months</td>
</tr>
<tr>
<td>12</td>
<td>Substantial Completion</td>
<td>Project Coordinator, Client</td>
</tr>
<tr>
<td></td>
<td>Client Acceptance</td>
<td>1-4 weeks</td>
</tr>
<tr>
<td></td>
<td>Review of work performed</td>
<td></td>
</tr>
</tbody>
</table>

The summary table above shows the range that project durations can cover. The range is dependent on a number of factors:

*Size of the project: the greater the size requirements, and therefore cost, the more effort and time is required. The process outlined above is applicable to basic projects up to the $200,000 range; larger projects will involve a similar process but with timelines tailored specifically to the project.

Complexity of work: e.g.: laboratory projects take more time than offices; upgrading finishes takes less time than a full renovation involving several trades such as carpentry, painting, flooring, ventilation, plumbing and electrical.

Other Users: Req 7 work in the affected area may conflict with others who need to conduct their daily business in a related or adjacent area. A suitable schedule for shut down of building HVAC or electrical systems affected by the work may extend the project duration.

Specialty items: special equipment, furnishings, carpeting, fixtures, etc. can cause a delay in the project due to the time required for manufacturing and delivery of the products.

Code and Safety Impacts: if the project requires changes in use, exiting issues, hazardous materials, asbestos abatement, structural or ventilation changes, designers will need to spend additional time to ensure the design provides the necessary health and life safety upgrades.

Please feel free to discuss issues with the Project Manager, Designer and/or Co-coordinator assigned to the project. If your schedule is known in advance, solutions can be adapted to suit.
APPENDIX E: Thesis Advisors

These faculty members have agreed to serve as thesis advisors:

- Anthropology: Kathy Buddle-Crowe, Anna Fournier, Derek Johnson, Ellen Judd, Fabiana Li
- Disability Studies: Nancy Hansen
- Education: Jerome Cranston, Charlotte Enns, Michelle Honeyford, Melanie Janzen, Sandra Kouritzin, Robert Mizzi, Nathalie Piquemal, Wayne Serebrin
- English, Film, and Theatre: Diana Brydon, Jonah Corne, Serenity Joo, Mark Libin, Dana Medoro, Adam Muller, Struan Sinclair
- French: Dominique Laporte
- German: Stephan Jaeger
- Labour Studies: David Camfield
- Law: Karen Busby, Shauna Labman, Debra Parkes, Lorna Turnbull
- Philosophy: Esa Diaz-Leon
- Political studies: Tami Jacoby, Kiera Ladner
- Psychology: Katherine Starzyk
- Religion: Kenneth MacKendrick
- Slavic Studies: Myroslav Shkandrij
- Social Work: Maria Cheung, Sid Frankel, Eveline Milliken, Jim Mulvale, Cathy Rocke
- Sociology: Elizabeth Comack, Annette Desmarais, Jason Edgerton, Christopher Fries, Laura Funk, Rick Linden, Gregg Olsen, Tracey Peter, Susan Prentice, Lance Roberts, Russell Smandych, Lori Wilkinson, Andrew Woolford
- Spanish: Maria Inés Martinez
- Women’s and Gender Studies: Janice Ristock, Jocelyn Thorpe

Thesis co-advisors from other faculties:

- Agriculture: Annemieke Farenhorst
- Civil Engineering: Jeannette Montufar
- Community Health: Brenda Elias
- Environment and Geography: Bruce Erickson
- Kinesiology and Recreation Management: Sarah Teetzel
- Natural Resources: Shirley Thompson
- Nursing: Benita Cohen
Dear President Barnard,

As deans of three of the four other faculties collaborating with Graduate Studies on the Master of Human Rights (MHR), we are writing to express our support for the proposal currently under review by various levels of university governance prior to submission to the Manitoba government.

Three of our faculty councils have already voted to approve the MHR proposal in principle, with the final vote pending in Arts. The Dean of Arts has elected not to sign this letter until after Arts Faculty Council has had an opportunity to deliberate on its support. Some of our faculty members, including the Canada Research Chair in Human Rights, Social Justice and Food Sovereignty, are eager to participate in the new program as thesis supervisors, course instructors and program committee members. Many are happy to welcome MHR students into existing graduate courses. We will do our best to facilitate the involvement of our faculty members in the MHR, subject to the needs of their home departments.

We have reviewed a recent draft of the Master of Human Rights proposal, which we understand may undergo further revisions following external review. We are confident that this program will attract high quality graduate students who might not otherwise consider the University of Manitoba.

We are relieved that the new program will not create financial burdens for our individual faculties, which are struggling to adequately resource existing programs, since the MHR is expected to attract significant donor support. However, we will request through the upcoming Strategic Resource Planning process that the university supplement this with startup funding from the university’s operating budget allocation for strategic priorities. Human rights is one of the university’s major research themes and the MHR program clearly aligns with the university’s “inspiring minds” and “forging connections” priorities. Please note that our support for the MHR proposal is contingent on sufficient external funding being secured to support the program.

An interdisciplinary Master of Human Rights program has been discussed for many years, but we feel that now is the time to move ahead, given the range of faculty members who have worked on or attached their names to the current proposal.

If you have any questions, please do not hesitate to contact us.

Yours sincerely,

[Signatures]
Dean Lorna Turnbull,
Faculty of Law

Dean Jim Mulvane,
Faculty of Social Work

Dean David Mandzik,
Faculty of Education
30 October 2015

Dr. David Barnard  
President and Vice-Chancellor  
University of Manitoba

Dear President Barnard,

I am writing to express my support for the Master of Human Rights proposal currently under review by various university committees prior to submission to the Manitoba government.

While the Arts Faculty Council has not yet met to indicate its position on the proposal, many of our faculty members have participated in the development of the program and are keen to be involved in its delivery. I will do my best to facilitate the involvement of Arts faculty members in the Masters of Human Rights, subject to the needs of the departments of which they are members and the Faculty as a whole.

I have reviewed a recent draft of the Master of Human Rights proposal, which I understand may undergo further revisions following external review. I am confident that this program will attract high quality graduate students who might not otherwise consider the University of Manitoba.

I am relieved that the new program will not create financial burdens for individual Faculties, which are struggling to adequately resource existing programs. The program has been designed to be resource neutral for the Faculty of Arts, and my understanding is that outside funding will be obtained to ensure that, after initial startup, the new program will not draw on existing University resources.

An interdisciplinary Master of Human Rights program has been discussed for many years, and now is the time to move ahead, given the range of faculty members who have worked on or attached their names to the current proposal.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Jeffery Taylor  
Dean of Arts
31 July 2015

Dr. David Barnard  
Office of the President  
202 Administration Building  
University of Manitoba  
Winnipeg, MB R3T 2N2 Canada

Dear Dr. Barnard,

Please accept this letter of support for the establishment of the degree of Master of Human Rights (MHR) at the University of Manitoba. For many years the Arthur V. Mauro Centre for Peace and Justice at St. Paul’s College has been working collaboratively with a range of stakeholders in the university and broader community to have this new degree established.

The Mauro Centre is located in the south wing of St. Paul’s College with oversight by the St. Paul’s College’s Board of Governors as well as the Arthur V. Mauro Centre Board of Directors.

The Arthur V. Mauro Centre for Peace and Justice is dedicated to the advancement of human rights, conflict resolution, global citizenship, peace, and social justice through research, education, and outreach. Since its inception, the Centre has pursued activities relating to the cultural, religious, and philosophical dimensions of peace, social, economic, and environmental justice, peace education, human rights, and the role of international organizations and standards in the quest for peace and justice. The Centre is also interested in the role of the Abrahamic religions of Judaism, Christianity, and Islam and in pointing ways for people to live in peace and harmony in a post-modern world.

The Joint M.A. Program in Peace and Conflict Studies (which is governed jointly by the University of Manitoba and the University of Winnipeg) is housed at the Mauro Centre and the University of Winnipeg’s Global College. The Centre is also home to the University of Manitoba’s Ph.D. Program in Peace and Conflict Studies which, through the Faculty of Graduate Studies, seeks to prepare leaders in a multiplicity of contexts who can make a difference locally, nationally, and globally.

Graduate students who are enrolled in the Peace and Conflict Studies (PACS) program are eligible to receive numerous scholarships and awards, most of which are funded by donors, and stewarded and administered through the St. Paul’s College Foundation. In addition to fundraising and stewardship in support of PACS, St. Paul’s College has dedicated an extensive amount of
office and study space for students and faculty who are involved in the Peace and Conflict Studies program.

Should the University of Manitoba seek to locate a newly established Master of Human Rights in St. Paul’s College, a building currently owned by St. Paul’s College Limited, the College’s Board of Governors is prepared to consider a proposal to set aside two currently occupied offices on the top floor of its South Wing as well as to permit the University convert two classrooms into a study carrel and meeting area to serve both MHR and PACS graduate students. While this portion of our College’s building could be offered without charge through a renewable lease agreement, additional funds would be required to upgrade the faculty offices and study space, as well as to install an elevator to service this area.

Regardless of whether or not the University is seeking to use this space, I join with my colleagues at the Arthur V. Mauro Centre for Peace and Justice in expressing its support for new and ongoing efforts being made towards establishing this new degree.

Yours Sincerely

Christopher J. Adams, PhD
Rector, S. Paul’s College
Chair, Board of Directors, Arthur V. Mauro Centre for Peace and Justice

Sean Byrne, PhD
Director, Arthur V. Mauro Centre for Peace and Justice
August 4, 2015

Letter of Support, Master of Human Rights Program

Winnipeg is the cradle of the Canadian disability rights movement. National disability organizations located in Winnipeg were instrumental in the development and ultimate passage of the UN Convention on the Rights of Persons with Disabilities (2010), to which Canada is a signatory.

It is only fitting that the University of Manitoba’s Disability Studies Program be actively involved and support the proposed Master of Human Rights. People with disabilities have been part of the Canadian Museum for Human Rights process regarding access and exhibits for the last ten years, through the Council of Canadians with Disabilities.

The Master of Human Rights will provide yet another opportunity for the University of Manitoba’s various interdisciplinary programs, among them Disability Studies, to work together. We can share information and insights. Each program will be stronger as we learn and share with each other, including through a new Graduate Social Justice Programs co-ordinating committee.

Social, social justice, citizenship and rights-based disciplines can work together to share information resources, gaining greater depth of knowledge for students as a result. Although the Disability Studies Program is small, we can provide elective courses, guest speakers and thesis committee members for the benefit of MHR students.

Sincerely,

Nancy E. Hansen, PhD
Director, Interdisciplinary Master's Program, Disability Studies
128 Education Building
University of Manitoba, Winnipeg, Manitoba, Canada, R3T 2N2
Tel. (204)-474-6458 Fax. (204)-474-6676
Nancy.Hansen@umanitoba.ca
Dear President Barnard,

I am writing to express wholehearted support for the interdisciplinary Master of Human Rights (MHR) program proposal being developed jointly by the faculties of Arts, Law, Social Work and Education.

The idea has been floated in the past, but events have aligned to make this the perfect time to move forward:
- The University of Manitoba’s Canada Research Chair in Human Rights (one of only four in Canada) is eager to help lead this initiative.
- The university recently identified human rights as one of seven major research themes and has set ambitious goals to increase the number of graduate students enrolled.
- The opening of the Canadian Museum for Human Rights has drawn international attention to Winnipeg.
- Motions supportive of the MHR have been passed by councils in at least three faculties.
- Donors have tentatively committed to helping support the master's program.

On May 30, 2013, representatives of our research centre and the Mauro Centre for Peace and Justice met with VP John Kearsey to brainstorm about how to take human rights at the University of Manitoba to the next level. We agreed that two missing pieces were a master’s degree program in human rights and a University 1 course in human rights. The current initiative is an effort to fill one of those gaps.

Centre for Human Rights Research advisory board members are among the MHR’s most enthusiastic supporters, including several faculty members who volunteered to help write the proposal. It is clear to us that increasing the number of graduate students at the University of Manitoba focusing on human rights complements our research centre’s mandate to enhance the university’s collaborative human rights research capacity.

At a preliminary meeting of MHR stakeholders Nov. 29, 2013, I volunteered to co-ordinate proposal writing. Our research centre will continue to assist with proposal development until the program is approved and a director is appointed. I am also committed to sitting on the committee that will run the new program and providing practical startup advice to the new director, as I do for the director of the National Centre for Truth and Reconciliation. The Centre for Human Rights Research may be able to hire some MHR students as part-time research assistants.

Thank you for your leadership in promoting human rights at this university and please feel free to contact me if you have any questions.

Sincerely,

Prof. Karen Busby
Director, Centre for Human Rights Research
August 4, 2015

Dear President Barnard,

I would like to express the National Centre for Truth and Reconciliation’s enthusiastic support for the interdisciplinary Master of Human Rights (MHR) program under development by the faculties of Arts, Law, Social Work, Education and Graduate Studies.

Our research and education centre is one of three such centres based at the University of Manitoba that have agreed to assist those five faculties with MHR program development and governance. As you well know, the NCTR was created to preserve forever the memory of Canada’s Residential School system and legacy. We will care for a massive electronic archive that will eventually grow to include other Indigenous collections. These materials will be a rich resource for Master of Human Rights students pursuing research related to the history of human rights and new approaches to reconciliation.

The NCTR will likely be able to hire some MHR students as part-time research assistants and collaborate with some students on thesis projects. A few graduates of the program may well end up on our staff. We also foresee many opportunities for joint programming, such as lectures, workshops and summer institutes, where MHR students would interact with the communities served by the NCTR. This is the kind of creative community engagement highlighted in the university’s new strategic plan. The opening of our centre and of the Canadian Museum for Human Rights makes this the ideal time to create a new Winnipeg-based master’s program in human rights. These complementary initiatives will ensure the University of Manitoba becomes known internationally as a centre for human rights education and research.

The NCTR is committed to providing a representative to sit on the committee that will run this exciting new graduate program.

Please contact me if you would like to discuss this further.

Sincerely,

Ry Moran
Director, National Research Centre for Truth and Reconciliation
Statement for New Programme

Faculty: Graduate Studies  
Subject: Master of Human Rights

Statement

The Libraries' collection can support this new programme, as described in the documentation provided to UML. However, ongoing support may be impacted by a weak Canadian dollar, inflationary increases in subscription costs, and any reductions to the Libraries' acquisitions budget. Library staff costs are also incurred in the support of, and services to, the introduction of new courses.

The Libraries currently holds 48 out of a list of 65 reference titles, or 74%. A list of 122 relevant periodicals was generated and checked against the Libraries' holdings. The Libraries currently subscribe to 97 titles (80%) with an additional 15 titles (12%) available after a 6-24 month embargo period. A check of 2,262 citations from 7 sources indicates that the overall monograph and journal collections are both at a doctoral level (80-94%) in the area of human rights.

The Libraries' collection lacks 14 monograph titles, out of the 106 titles listed in the supplementary readings for the proposed courses. Pending programme approval, these titles can be purchased for approximately $400 CAD from existing acquisition funds.

UML also has an efficient document delivery service which can supply articles or monographs not held in the collections. Graduate programmes are also supported by Libraries' staff through the provision of information services including research consultations, reference assistance, seminars and assistance with institutional repository deposit.

Gary Strike  
Liaison Librarian for Sociology

Nicole Michaud-Oystryk  
Head, Elizabeth Dafoe Library

Jan Horner  
Coordinator, Collections Management

Mary-Jo Romaniuk  
University Librarian

Date

15 September 2015
Master in Human Rights Appendix

Human rights materials are found mostly in Elizabeth Dafoe Library, E.K. Williams Law Library and Fr. H. Drake (St. Paul's College) Library. The National Centre for Truth and Reconciliation will also be an important resource for the study of human rights, and their literature resources will be identifiable via the Libraries' One Stop Search and catalogue. For all checking below, the holdings of all University of Manitoba Libraries were taken into account.

Reference Material Checking


<table>
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<th>Titles checked</th>
<th>Titles held</th>
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</thead>
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<tr>
<td>65</td>
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Journal Checking

From a variety of sources, a listing of 122 currently published journals dealing with human rights was generated. These journal titles were then checked against the Libraries holdings, with the results displayed in the table below. Embargo periods are all 2 years or less.

<table>
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<tr>
<th>Titles checked</th>
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<th>Subscription with embargo</th>
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<td>97</td>
<td>15</td>
<td>112</td>
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While every effort will be made to retain these journals, continuing access will depend on increases to the acquisitions budget to address inflation and maintain the spending power of the budget.

Monographic Checking

In checking citations for monographic items, the holdings of all University of Manitoba Libraries were taken into account. Monograph citations from one text from the supplied course bibliography for each of HMRT 7100, 7200 and 7300 were checked. As no course bibliography was supplied for the Human Rights Practicum course, three monographs with a broad or interdisciplinary focus were chosen. Citations from the bibliographies were checked in the Library catalogue with the following exclusions: non-English titles, theses, unpublished material, working papers, government publications (except Canadian government publications), and URLs. If a later edition of a title was held by the University of Manitoba Libraries, but the cited edition was not, the title was considered held. It was not considered held if only an earlier edition of the cited title was held.
## Titles Checked

**HMRT 7100 – THEORY AND PRACTICE OF HUMAN RIGHTS: CRITICAL PERSPECTIVES:**

**HMRT 7200 - MIXED METHODS FOR HUMAN RIGHTS RESEARCH:**

**HMRT 7300 - HUMAN RIGHTS LAW:**

**HMRT 7400 – HUMAN RIGHTS FIELDWORK SEMINAR:**

**HMRT 7500 – HUMAN RIGHTS PRACTICUM / INTERDISCIPLINARY:**


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University of Manitoba Libraries
Statement for Graduate Curriculum Change

Faculty
Graduate Studies

Course #
HMRT 7100

Course Name
Theory and Practice of Human Rights: Critical Perspectives

Statement

The Libraries’ collection can support this new course, as described in the documentation provided to UML. However, ongoing support may be impacted by a weak Canadian dollar, inflationary increases in subscription costs, and any reductions to the Libraries’ acquisitions budget. Library staff costs are also incurred in the support of, and services to, the introduction of new courses.

This is a course in the proposed Master of Human Rights programme. For this course, the Libraries' collection was checked against a recent monograph in this subject area: Donnelly, Jack. 2013. Universal Human Rights in Theory and Practice. 3rd ed. Ithaca: Cornell University Press. The Libraries holds 262 of the 333 monograph citations (78%) and 120 of the 121 journal citations (99%). According to the University of Manitoba Libraries' Collection Assessment Guidelines, the above analysis indicates that the collection is adequate to support a course at this level. See the Statement for the Master of Human Rights programme for full assessment details.

The Elizabeth Dafoe Library and the E.K. Williams Law Library will both be of particular relevance for this course. UML makes available the Oxford University Scholarship Online, JSTOR and Taylor & Francis databases which contain substantial literature that is relevant to human rights theory and practice.

Gary Strike
Liaison Librarian for Sociology

Jan Horner
Coordinator, Collections Management

Nicole Michaud-Oystryk
Head, Elizabeth Dafoe Library

Mary-Jo Romaniuk
University Librarian

15 September 2015
Date
The Libraries' collection can support this new course, as described in the documentation provided to UML. However, ongoing support may be impacted by a weak Canadian dollar, inflationary increases in subscription costs, and any reductions to the Libraries' acquisitions budget. Library staff costs are also incurred in the support of, and services to, the introduction of new courses.

This is a course in the proposed Master of Human Rights programme. For this course, the Libraries' collection was checked against references from one of the textbooks: Denzin, Norman K. and Michael D. Giardina. 2010. *Qualitative Inquiry and Human Rights*. Walnut Creek, Calif.: Left Coast Press. The Libraries holds 211 of the 260 monograph citations (81%) and 140 of the 145 journal citations (96%). According to the University of Manitoba Libraries' Collection Assessment Guidelines, the above analysis indicates that the collection is adequate to support a course at this level. See the Library Statement for the Master of Human Rights programme for full assessment details.

The Elizabeth Dafoe Library will be of particular relevance for this course, as it has a strong collection of research methods literature. Sage Research Methods Online, available through UML, will also be of great relevance to this course as it provides indexing and full text to research methods literature that will be relevant to human rights issues.

Gary Strike  
Liaison Librarian for Sociology

Nicole Michaud-Ostryyk  
Head, Elizabeth Dafoe Library

Jan Horner  
Coordinator, Collections Management

Mary-Jo Romaniuk  
University Librarian

15 September 2015  
Date
University of Manitoba Libraries

Statement for Graduate Curriculum Change

Faculty
Graduate Studies

Course #
HMRT 7300

Course Name
Human Rights Law

Statement

The Libraries' collection can support this new course, as described in the documentation provided to UML. However, ongoing support may be impacted by a weak Canadian dollar, inflationary increases in subscription costs, and any reductions to the Libraries' acquisitions budget. Library staff costs are also incurred in the support of, and services to, the introduction of new courses.

This is a course in the proposed Master of Human Rights programme. For this course, the Libraries' collection was checked against references from a recent monograph in this subject area: Bantekas, Ilias and Lutz Oette. 2013. International Human Rights Law and Practice. Cambridge: Cambridge University Press. The Libraries holds 123 of the 157 monograph citations (78%) and all 80 of the journal citations (100%). According to the University of Manitoba Libraries' Collection Assessment Guidelines, the above analysis indicates that the collection is adequate to support a course at this level. See the Library Statement for the Master of Human Rights programme for full assessment details.

The E.K. Williams Law Library will be of particular relevance for this course, as it has thousands of volumes dealing with law and human rights. The HeinOnline database, available through UML, will also be of great relevance to this course as it provides indexing and full text to law literature, including human rights issues.

Gary Strike
Liaison Librarian for Sociology

Jan Horner
Coordinator, Collections Management

Nicole Michaud-Ostryk
Head, Elizabeth Dafoe Library

Mary-Jo Romanuk
University Librarian

15 September 2015
Date
University of Manitoba Libraries

Statement for Graduate Curriculum Change

Faculty
Graduate Studies

Course #
HMRT 7400

Course Name
Human Rights Fieldwork Seminar

Statement

The Libraries’ collection can support this new course, as described in the documentation provided to UML. However, ongoing support may be impacted by a weak Canadian dollar, inflationary increases in subscription costs, and any reductions to the Libraries’ acquisitions budget. Library staff costs are also incurred in the support of, and services to, the introduction of new courses.

This is a course in the proposed Master of Human Rights programme. For this course, the Libraries’ collection was checked against references from one of the textbooks: Sriram, Chandra Lekha, John C. King. 2009. *Surviving Field Research: Working Violent and Difficult Situations*. London; New York: Routledge. The Libraries holds 109 of the 150 monograph citations (73%) and 69 of the 73 journal citations (96%). According to the University of Manitoba Libraries’ Collection Assessment Guidelines, the above analysis indicates that the collection is adequate to support a course at this level. See the Library Statement for the Master of Human Rights programme for full assessment details.

Taylor & Francis and JSTOR databases, available through UML, will be of great relevance to this course as they provide indexing and access to full text fieldwork literature that is relevant to human rights issues. The monograph collection is sufficient for master’s level study, but will benefit from the purchase of six supplementary reading titles not held by the Libraries. Should the course be approved, these can be acquired with existing funds.

Gary Strike
Liaison Librarian for Sociology

Nicole Michaud-Oystryk
Head, Elizabeth Dafoe Library

Jan Horner
Coordinator, Collections Management

Mary-Jo Romaniuk
University Librarian

15 September 2015

Date
University of Manitoba Libraries

Statement for Graduate Curriculum Change

Faculty
Graduate Studies

Course #
MHR 7500

Course Name
Human Rights: Practicum

Statement

The Libraries’ collection can support this new course, as described in the documentation provided to UML. However, ongoing support may be impacted by a weak Canadian dollar, inflationary increases in subscription costs, and any reductions to the Libraries’ acquisitions budget. Library staff costs are also incurred in the support of, and services to, the introduction of new courses.

This is a course in the proposed Master of Human Rights programme. For this course, the Libraries’ collection was checked against references from three textbooks, with following results:


According to the University of Manitoba Libraries’ Collection Assessment Guidelines, the above analysis indicates that the collection is adequate to support a course at this level. The department is encouraged to contact the liaison librarian for support for specific course topics, once chosen. The UML document delivery service is also available to supply any material lacking in the collection. See the Library Statement for the Master of Human Rights programme for full assessment details.

Gary Strike
Liaison Librarian

Jan Horner
Coordinator, Collections Management

Nicole Michaud-Ostryk
Head, Elizabeth Dafoe Library

Mary-Jo Romanuk
University Librarian

15 September 2015

Date
July 6, 2015

Helen Fallding, MA, BSc (Hons)
Manager, Centre for Human Rights Research
University of Manitoba
Room 442, Robson Hall

Dear Ms. Fallding,

Thank you for sending me the new Master of Human Rights program proposal to review.

Based on the material therein, this proposed new program should have no significant effect on IST facilities.

Best wishes on the success of your team’s proposal.

Sincerely,

Mario Lebar, Acting CIO
Information Services & Technology
July 17, 2015

To: Helen Fallding, Manager, Centre for Human Rights Research
From: Neil Marnoch, Registrar

Re: Proposal for a Master of Human Rights

Having reviewed the program proposal for a Masters of Human Right, I see no problems in the Registrar's Office supporting this program with respect to registration, fee assessment and academic evaluation. I note that the plans for this program include the conversion of a classroom in St. Paul's College. The details of this conversion to space that supports the Master of Human Rights program will need to be coordinated between St. Paul's College, the Registrar's Office and Campus Planning.

Best of luck with your proposal.
Dear Dr. Barnard,

Please accept this letter as strong support for the establishment of an inter-disciplinary Master of Human Rights at the University of Manitoba. As background, I am a graduate and Celebrated Alumnus of the University of Manitoba who worked for over a decade with the United Nations. My last position was as Director of Research at the United Nations Office of the High Commissioner in Geneva, and I previously worked with the United Nations Development Programme in Asia and the Pacific as well as Central Europe and the former Soviet Union, and with the Canadian Department of Justice in Ottawa.

I have observed the impact that well qualified Canadians can have in advancing the human rights mission of the United Nations and civil society. As you know, human rights are vitally interconnected with peace and development today. A keen and nuanced grasp of these issues, their inter-linkages, and an understanding of promising models of promotion and protection of the full range of human rights, are necessary for international civil servants and Canadian representatives to the United Nations to successfully fulfil their roles. The proposed Masters Program has the potential to, among other aims, equip students at the University of Manitoba with the requisite knowledge to successfully fulfill these complex and important multilateral roles.

Now that the Canadian Museum of Human Rights has opened in Winnipeg to raise awareness of current and past rights issues, I am hopeful that the University of Manitoba will create a graduate programme to enable its students to shape the future human rights situation globally.

Yours sincerely,

Marcia V.J. Kran
Dear President Barnard

I write with reference to the proposal for a University of Manitoba Master of Human Rights (MHR) program. Having worked for the past 15 years in the international legal sphere, including in the field of human rights, I wish to voice my strong support for the proposal.

In my experience, there is a clear need for academic programs in this area generally. The past 15 years have brought significant developments in human rights law and practice and an expansion of work opportunities for lawyers trained in this specific field. While some academic curriculums have developed as a result, from my experience they do not match the growth in the subject and its ever expanding applications.

From a pragmatic perspective, as discussed in the proposal, there is a vast range of career options available to an individual with a Master degree in the field. I would note that in addition to the various possibilities listed, there is growing demand for advocates to conduct human rights litigation both at the domestic and international level.

It also strikes me as highly appropriate that the University of Manitoba, located in the province which is home to the Human Rights museum and other important initiatives in this area, would host such a program. I believe as well that the program as articulated is highly innovative and would be unique within Canada and beyond.

As to the content, I am struck by the multidisciplinary approach proposed which I believe captures the practical reality of human rights practice today. It is a field which spans disciplines and any program related to the subject area should be similarly broad in approach.

During my five years as Ombudsperson for the Al-Qaida Sanctions Committee I have seen first-hand the need for attention to human rights concerns in all aspects of the work of the United Nations, including that of the Security Council. It would
be wonderful to have the University of Manitoba, making an important contribution to this critical field by training future human rights advocates, policy makers, defenders and leaders.

I very much hope that the proposal will be accepted and implemented.

Yours sincerely

Kimberly Prost
Ombudsperson
Security Council Al-Qaida Sanctions Committee
August 3, 2015

Dr. David Barnard  
President  
University of Manitoba  
Winnipeg, MB  R3T 2N2

Dear Dr. Barnard:

I have had the opportunity to review the University of Manitoba proposal to establish a Master of Human Rights program, and am pleased to offer my endorsement for this proposal. The proposed program will fill a growing demand for human rights studies, and will be a forerunner in western Canada. The growing importance of human rights programs in Canadian universities, and their value for the Province of Manitoba in particular, are articulated well in the program proposal and will not be repeated here.

I will share my experience with Human Rights education. The University of Winnipeg launched a BA degree in Human Rights in 2008, with very positive results. Student interest has outstripped our modest projections. Since the inception of this program, 57 students have graduated with this degree, and this number is currently growing by 10-12 a year. Many students in other programs have taken Human Rights courses as electives, and last year we introduced a Minor in Human Rights as well. A number of our graduates are interested in pursuing advanced degrees in Human Rights, and the proposed MHR could fill that need. Based on queries that I have received from students seeking graduate studies in Human Rights, I am confident that the program will attract students from other provinces and countries as well.

The proposed program is a creative complement to existing Masters programs in Manitoba, including the Joint MA in Peace and Conflict Studies offered by our two universities, and will open additional opportunities for joint projects and collegial collaboration between Global College and our colleagues at the University of Manitoba.

I commend your colleagues on the work they have done in preparing this proposal, and look forward to seeing it implemented.

With best wishes,

[Signature]

Dean Peachey, PhD  
Executive Director  
Coordinator, BA in Human Rights
Amsterdam, 31 July 2015

Dear Dr. Barnard,

I am writing to offer my support for the proposed Masters in Human Rights program at the University of Manitoba. As both a Canadian, and the coordinator of a graduate program dealing extensively with human rights issues, I am convinced that the creation of such a program would serve to fulfill a great need in Canada. While there are many Canadians engaged in human rights work in Canada and globally there is a lack of adequate interdisciplinary graduate programs in human rights in Canada. As a consequence many Canadians, such as myself, have felt the need to leave Canada to study at interdisciplinary centres in Europe and the United States.

The proposed Masters in Human Rights program would be unique in the Canadian university system. As such I believe the program could potentially draw students from across Canada, as well as foreign students. The program would be well-situated in Winnipeg, where it could benefit from the presence of the Canadian Museum for Human Rights and other human rights institutions.

Through supporting the MHR program the University of Manitoba could increase its international profile, as well as establish itself as a Canadian leader in the field of human rights research, training, and education.

Sincerely,

Dr. Kjell Anderson
Coordinator, Masters in Holocaust and Genocide Studies,
University of Amsterdam
July 5, 2015

Andrew Woolford
Professor
Department Head
Department of Sociology
University of Manitoba
Winnipeg, Manitoba
R3T 2N2

Dear Professor Woolford,

I am writing to express strong support for the establishment of your new interdisciplinary Master of Human Rights degree program. I have reviewed the proposal and believe the initiative is well-conceived, thorough, and will be of great interest to students and other members of your scholarly community.

It also synergizes with other initiatives at or related to the University of Manitoba, including the Centre for Human Rights Research Initiative (CHRR), the new Canadian Museum of Human Rights, and the recent establishment of the National Research Centre on residential schools.

In addition, there are a number of scholars at the university who work on human rights-related issues, including, for example, scholars who have established close ties to indigenous communities in the area and have a history of working together with them. This sort of university-community relationship would further enhance your proposed degree program.

I should note that the program I direct, the Center for the Study of Genocide and Human Rights has a long-standing relationship with the University of Manitoba. We have a partnership agreement with the Centre for Human Rights Research Initiative and collaborated to co-host an international conference on Colonial Genocide in Indigenous North America that resulted in a 2015 volume published by Duke University Press.

In keeping with this long-standing relationship, our Center would be happy to explore future collaborations, such as cooperating and co-organizing learning opportunities and events, ranging from thematic conference to seminars. Other
possibilities might include student exchanges, guest lectures, collaborative course
development and/or teaching, and workshops.

For all of these reasons, I hope your administration will give the utmost
consideration to establishment of this new Human Rights program. My colleagues and I
strongly support it. Please do not hesitate to contact me if I can provide any additional
information.

Sincerely,

Alex

Alex Hinton
Director, CGHR
Professor of Anthropology
Core Faculty, Peace and Conflict Studies
Dr. David Barnard  
University of Manitoba  
202 Administration Building  
University of Manitoba,  
Winnipeg, MB  
R3T 2N2  

Re: Graduate Programme Proposal Master of Human Rights  

July 7, 2015

Dear Dr. Barnard,

It is with great pleasure that I offer my unqualified support for the proposed interdisciplinary Master of Human Rights degree programme and recommend its implementation by the University of Manitoba. While I write this letter in my capacity as longtime chair of the Freeman Family Foundation Holocaust Education Centre of the Jewish Heritage Centre of Western Canada and as one of the nine Canadian delegates of the IHRA (International Holocaust Remembrance Alliance), I must also state from the outset that the proposal is also very relevant to some of the other "hats I wear," namely, as vice-president of the Manitoba Multifaith Council and as a current graduate student at the University of Winnipeg.

I have taken the time to review the proposal in detail and was particularly impressed with the interdisciplinary approach that would in my opinion, attract a great number of students pursuing careers in many different fields. It also provides the opportunity of course, for a very enriching experience with the scholars available to them from such diverse fields as education, law and other disciplines of the social sciences. The history of Canada with its record of achievements and failures in the area of human rights perhaps best exemplified most recently with the work of the Truth and Reconciliation Commission affords a logical fit. With the opening of the Canadian Museum for Human Rights and the National Centre for Truth and Reconciliation at the University of Manitoba, Winnipeg is becoming a centre of excellence for researchers in the field of human rights; a programme at the graduate level seems the next natural step.

There are students studying all over Canada and in other countries that I believe would have a keen interest in this programme. I am certain that other experts in their various fields will be mentioning the particular, natural and logical associations with their own diverse fields, such as immigration and human rights law, social work, etc. However, I will limit myself to those areas to which I have a particular connection. I believe that the education field will be particularly well served by the opportunity for educators to study
human rights at the graduate level. The human rights curricula across our country (and
indeed in North America) continue to be of a concern to me. Certainly, in my own work,
I see a wide disparity in the manner in which the teaching of the Holocaust and other
genocides is approached. I am astounded, on the other hand, by the quality of work being
done in countries throughout Europe and the UK, and often wonder why Canada has
lagged behind. I can imagine potential theses resulting from offering this degree that
would in turn have positive implications on the way we teach genocide in Canada—from
the elementary years to the post-secondary level.

As a person engaged in and promoting multifaith dialogue, I am currently pursuing a
graduate degree in dialogue theology. I believe that the MHR degree will add
significantly to the possibilities available to those who are very much engaged in this area
yet are not oriented toward a career in ministry. Certainly, as the composition of
Canada’s multicultural society is changing and becomes less Eurocentric, it becomes
difficult to find a graduate degree for those who wish to study the concept of dialogue
from a non-Christian approach. Dialogue is an area that is so vast, extending from
religion to politics to law, etc. and the interdisciplinary method seems the perfect way to
approach this topic. As well, while the topics of global ethics and human rights are
explored in the both the graduate programmes offered in Theology, Indigenous
Governance and Indigenous Development Practice at the University of Winnipeg, they
are generally limited in scope to Canadian issues. Looking at the list of scholars who
might be teaching in the MHR programme, I can envision broader possibilities for
students.

I believe that students in the MHR programme could be a wonderful resource for the
Freeman Family Foundation Holocaust Education Centre as we move forward. I can also
imagine students developing programming for us and we in turn providing guest
lectureships to the programme—such as survivors, people who have interviewed them or
second-generation of survivors. The Manitoba Multifaith Council provides an
opportunity to access several different faith communities through their representatives
and as such provide networking and research opportunities.

Several months ago, I attended an international conference in Manchester. Delegates
from around the world crowded around me and another delegate from Winnipeg. The
question on everyone’s lips was the same: “Tell us about your wonderful new museum!”
I believe that this programme will be another world-class initiative that will make
Winnipeg a world-class centre for scholarship and research. I wish to congratulate those
who have had the extraordinary vision to imagine such a programme.

Sincerely,

Belle Jarniewski

Chair,
Freeman Family Foundation Holocaust Education Centre of the Jewish Heritage Centre
of Western Canada
Dr. David Barnard  
President of the University of Manitoba  
University of Manitoba, Canada

Dear Dr. Barnard,

On behalf of the Permanent Mission of Costa Rica to the United Nations, I would like to refer to the University of Manitoba in regard of the Academic Master Program of Human Rights that it is currently initiating.

In this regard, Human Rights have been historically a fundamental condition in the national policies of Costa Rica. The history of Costa Rica is rich in laws and institutional actions in order to guarantee the fundamental rights and freedom of our citizens.

Human Rights have been the central pillar of the foreign Costa Rican policy. Our country was one of the main contributors of the Universal Declaration of the Human Rights and the first one to ratify the International Covenant on Civil and Political Rights created by the United Nations. Education in human rights has also been a key issue in our agenda.

Therefore, we support initiatives in the academic field that can contribute to create knowledge and capacity in human rights. We hope that your new Master Program of Human Rights is successful and can make a positive impact in the benefit of humanity and the future generations.

I avail myself of this opportunity, the assurances of my highest consideration.

With regards,

Juan Carlos Mendoza  
Ambassador and Permanent Representative  
Of Costa Rica to the United Nations

Cc: Dr. Annette Desmarais. CRC in Human Rights, Social Justice and Food Sovereignty.  
University of Manitoba, Canada
19 March 2015

Dr. David Barnard, President
Office of the President
202 Administration Building
University of Manitoba
Winnipeg, MB R3T 2N2

Dear Dr. Barnard:

I am an Instructor in the fields of human rights and conflict resolution studies who is writing to support the proposal to establish a Masters in Human Rights program at the University of Manitoba based on a lack of similar sought-after programs in Canada, highlighting the types of careers graduates would be able to pursue. As someone who has earned a postsecondary education specializing in human rights at the University of Essex, National University of Ireland, Galway and Middlesex University, I can personally attest to the added value of offering an MA program in human rights at a local level.

The postsecondary study of human rights is growing on a global level, with world-leading MA programs offered at the London School of Economics, University College London, Essex Human Rights Centre, Irish Centre for Human Rights, Rutgers University, Utrecht University, Columbia University and countless others. Encouraging local undergraduate students to continue/pursue postsecondary education at the University of Manitoba and attracting international students hinges on offering a diverse range of programs competitive against those offered abroad. Though there are other masters programs offered in related areas, such as an LLM concentrated in social justice at the University of Ottawa, none has an overt focus on human rights.

Pursuing a Masters in Human Rights is the next logical step for students who have earned a Bachelor of Arts in Human Rights and wish to continue their education. At present, such students are forced to study abroad and may choose not to return to Canada to pursue their careers. With at least nine BA programs in human rights offered by prominent universities across Canada, this presents a significant missed opportunity for Canadian universities.

Launching a Master’s in Human Rights at the University of Manitoba would enable graduates to pursue a variety of careers. At the provincial government level, graduates of the program could become Human Rights Officers at the Manitoba Commission for Human Rights, or draw from their expertise to inform the shaping of government programs, policies and laws in any government department. Graduates could take on a similar role in the federal government, or take on more expressly human rights focused work for the Office of the Ombudsman or for the
Canadian Human Rights Commission. With over 4000 nongovernmental organizations (NGO) formally recognized by the United Nations Economic and Social Council, graduates have ample opportunity to become involved in NGO work locally, regionally and at an international level. Other similar opportunities include working with civil society or non-profit organizations. Finally, though not exhaustively, graduates may also apply their knowledge to the area of human resources, ensuring that human rights are respected in the workplace.

As of 1 July 2015, I will commence a new position as Assistant Professor in Human Rights and Director of the Atlantic Centre for Human Rights. My Directorship with the Centre could potentially create opportunities for collaboration, including professional development opportunities for MA students in human rights. I would likewise be pleased to continue my support through consultation with the University as this program unfolds, should it be approved.

Establishing a Master’s in Human Rights at the University of Manitoba presents an opportunity for the University to be a leader in a quickly growing field, for which Winnipeg is becoming known, particularly with the recent erection of the Canadian Museum of Human Rights. Offering this program addresses several gaps in Canadian higher education, will encourage existing students to remain in Manitoba for their postgraduate studies while attracting international students, and will better position graduates to embark on careers in their chosen field.

Sincerely,

Christina Szurlej, PhD
July 30, 2015

President David Barnard
Office of the President
202 Administration Building
University of Manitoba, Winnipeg, MB R3T 2N2 Canada

Dear President David Barnard,

I would like to commend the faculty and leadership of the University of Manitoba for its proposal to create a Master of Human Rights program. My own work as the director of the Toronto office of Facing History and Ourselves (www.facinghistory.org), very much aligns with the proposed scope of the program. Facing History supports educators as they teach their students about some of the greatest human rights abuses in history. Our pedagogical approach engages students in learning that history is made up of the choices that individuals make, and that therefore their own choices matters. Through the study of history, our students become civically engaged global citizens.

For the last two years, I have been a presenter at the Teaching and Leadership for Human Rights Education Summer Institute co-sponsored by the University of Manitoba and the Canadian Museum of Human Rights. I have been impressed by the faculty I have worked with in the delivery of this program, as well as the student participants from the University's Department of Education. Educators today are expressing the need for more professional development in the field of Human Rights. A 2013 Canadian Teachers Federation Survey reported that 94 per cent of respondents said it was important for them to acquire more knowledge and skills around age-appropriate methods for teaching about human rights. I do not doubt that the Master in Human Rights Program would attract individuals with degrees in education who would like to deepen their knowledge in this important field. The cross curricular nature of this program would certainly graduate individuals prepared to lead the field of human rights education. Graduates could not only go back into the classroom, but would also be prepared for positions like my own, supporting other educators through the writing of new curricular materials, and providing professional development.

In reading the proposal, I have no doubt that the Master of Human Rights Program at the University of Manitoba would be successful in attracting a high caliber of students. I personally would look forward to the possibility of working with student from the program through internships and possible employment with Facing History and Ourselves. I would be delighted to teach students in the program as a guest lecturer or as a presenter at Summer Institutes.

I fully support the development of a Master of Human Rights at the University of Manitoba.

Sincerely,

Leora Schaefer
Director, Toronto Office
Facing History and Ourselves
Dr. David Barnard  
President of the University of Manitoba  
202 Administration Building  
University of Manitoba  
Winnipeg, MB.  
R3T 2N2

RE: Letter of support for University of Manitoba Masters of Human Rights Program

Dear Dr. Barnard,

I am writing to express Inter Pares' enthusiastic support for the creation of a Masters of Human Rights program at the University of Manitoba.

Inter Pares is a registered Canadian charity founded in 1975, and based in Ottawa but with supporters across Canada, including many in Manitoba. Inter Pares currently works with over 70 organizations around the world who share our analysis that poverty and injustice are caused by inequalities within and between nations and who are working to promote social and economic justice in their communities and societies. The promotion of human rights and the use of human rights mechanisms is an important element of the programs of many of our counterparts in many countries. We see a growing emphasis on human rights in many thematic areas that affect the poor, including food security, women’s empowerment, trade, children and youth, and education.

Inter Pares frequently collaborates with professors and students from comparable programs at universities across Canada as part of our work. The kind of interdisciplinary graduate-level education being proposed prepares students not only for work in Canada’s non-profit sector, but also for work with government, and other related fields. We feel that it is also an excellent grounding for students who choose to apply their credentials and a human rights lens to other sectors, such as journalism, and education. It has been our experience that university programs focussed on human rights attract students from all over the world, and from diverse communities within Canadian society including various diasporas.

Winnipeg, as a key hub for indigenous rights in Canada, as a focal point of the disability rights movement, and as the new home of the Canadian Museum for Human Rights, is an ideal location to offer an interdisciplinary Masters of Human Rights program.

Inter Pares looks forward to future opportunities for collaboration with the University of Manitoba in engaging Canadians on human rights issues that affect us all, in Canada and overseas.

Respectfully,

Jack Huif Litster  
Co-manager, Inter Pares
J. Grant Sinclair, QC,
B.Com, LL.B, LLM
514-138 Princess Street
Toronto, ON, M5A 0B1
July 21, 2015.

David T. Barnard
President and Vice Chancellor
Room 202, Administration Building
University of Manitoba
Winnipeg, MB, R3T 2N2

Dear President Barnard,

I am writing to you in support of the Graduate Program Proposal, Master of Human Rights at the University of Manitoba. I recently ended my ten year tenure as the Vice-chair and Chairperson of the Canadian Human Rights Tribunal. The Tribunal administers the Canadian Human Rights Act, more specifically, hears and decides, through written decisions, human rights complaints referred to it by the federal Human Rights Commission.

In the past four decades following the enactment of the CHRA, many of the Tribunal decisions have found their way on appeal to the Supreme Court of Canada. The result has been an expanding recognition and protection of human rights in Canada including disability, gender, ethnic/national origin, race, aboriginal, freedom from harassment, both sexual and in employment, age, and hate messages.

The human rights process, federally and provincially is complaint driven and to a large extent has been located in the domain of the lawyers and the courts. My experience, as a decision-maker, is that there has been little appreciation or use by advocates or the courts of sources such as international human rights norms found in treaties to which Canada is a signatory. As well, the use of restorative justice within the human rights process has only recently been introduced but is not yet broadly based in Canada.

Although there has been a significant expansion of human rights, in my view, it is time to look beyond just the provisions of human rights legislation in order to deal with, as the Proposal states “the increasingly complex human rights challenges of the 21st century. Human rights figure much more prominently in politics, business, policy, law, education and movements for social change. The myriad of complex human rights issues confronting Canada and the world are best tackled through a broad-based approach that spans histories, cultures and academic disciplines.”

The Proposal indicates that the University of Manitoba has identified human rights as one of its six strategic priorities for academic enhancement and one of seven major research themes. The MHR program can also draw on the broad expertise in human rights research and teaching that currently exists at the University of Manitoba.
In my assessment, to the extent that the Master of Human Rights (MHR) program will be broadly interdisciplinary, branching into the sciences and taking advantage of expertise in the university's professional schools, including Law, Education and Social Work, it will fill an identifiable need and equip graduates to respond to the increasingly complex human rights challenges.

Respectfully submitted,

[Signature]

Grant Sinclair
To Whom It May Concern:

This letter is in support of the proposed Master of Human Rights (MHR) at the University of Manitoba.

I have an M.A. in Human Rights from the University of Essex in Colchester, U.K., which I received in 1999.

Since this time, due to the opportunities this degree afforded, I have worked as a Human Rights Officer with the Organization for Security and Cooperation in Europe (OSCE) with their mission in Kosovo; as a lecturer with the Norman Paterson School of International Affairs (NPSIA) at Carleton University, and as a Program Advisor in the Humanitarian Affairs Division with the Canadian International Development Agency (CIDA). As well, for several years I was an employee of a special UN human rights and humanitarian roster consisting of UNICEF (UN Children’s Fund), UNHCR, (UN High Commissioner for Refugees), OHCHR (UN Office of the High Commissioner for Human Rights) and OCHA (UN Office for the Coordination of Humanitarian Affairs). As a ‘Senior Protection Officer’ I was deployed to the field by 1 of these 4 agencies depending on need.

For the past several years I have been a consultant in the area of human rights. Contracts have included Amnesty International, UNDP (UN Development Program), and IOM (International Organization for Migration).

As someone who had to study abroad to obtain a degree similar to the one being proposed by U of M because none existed in Canada, it would have been a great help to have had access to a program like this when I was looking for graduate programs.

As such, I think the proposed MHR will be filling a much needed niche in Canada and will attract a broad array of students who are looking for an opportunity to gain academic knowledge in an area that would provide them with opportunities to work either in Canada with non-profits or the federal or provincial governments, or abroad with multi-lateral agencies, such as the UN or OSCE or international non-governmental organizations.

Sincerely,

Corey Levine
MA Human Rights,
University of Essex
26 March 2015
July 28, 2015

Dr. David T. Barnard  
President and Vice-Chancellor  
Office of the President  
202 Administration Building  
University of Manitoba  
Winnipeg MB R3T 2N2

Dear Dr. Barnard:

Re: LETTER OF SUPPORT FOR MASTER OF HUMAN RIGHTS PROGRAMME AT UNIVERSITY OF MANITOBA

The Manitoba Human Rights Commission is delighted to hear that the University of Manitoba is considering a Master of Human Rights programme.

Since the United Nations adopted The Declaration for Human Rights in 1948, human rights have held an important place in the legal and political frameworks of modern societies. Despite the formal recognition of human rights and various systems to promote and protect those rights, discrimination continues to exist across Canada, including Manitoba. Human rights cannot be left solely to commissions, tribunals, and courts. It requires the engagement of a wider public in a critical discourse about the effect of stereotype and prejudice, its causes, and potential remedies. While human rights commissions actively work to educate the public, such an objective also requires input of bright innovators and researchers.

The Commission believes that a programme such as the proposed Master of Human Rights at the University of Manitoba would equip human rights innovators and researchers to lead meaningful change in local, national, and international communities. The Commission strongly encourages the University of Manitoba to consider implementing such a programme given the clear need.

The Commission would be pleased to work with the University in relation to such a programme, exploring possibilities for involvement with the programme in areas such as research projects for students, thesis committee membership, involvement with events, and guest lectures.

Sincerely,

Azim Jiwa  
Executive Director

7th Floor, 175 Hargrave Street, Winnipeg, MB R3C 3R8  
Tel: 204-945-3007  Toll Free: 1-888-884-8681  Fax: 204-945-1292  
Email: hrc@gov.mb.ca  www.manitobahumanrights.ca
August 5, 2015

Dr. David Barnard, President  
202 Administration Building  
University of Manitoba  
Winnipeg, MB R3T 2N2

Dear Dr. Barnard:

On behalf of the Manitoba Council for International Cooperation, I am pleased to write a letter of support for the Master of Human Rights program.

I think this would be a significant opportunity for Manitoba and the University of Manitoba to offer a Master’s level program in Human Rights. Manitoba has often been at the forefront of important milestones in Human Rights, such as Manitoba women getting the right to vote, the Disability Rights Movement, and now with the opening of the Canadian Museum for Human Rights, it makes sense for Manitoba to lead the way in offering a Master in Human Rights.

In recent years MCIC’s programming in international development has moved toward a rights based approach to development. I think the international development sector would value from the contribution of graduates of a MHR program.

In conclusion, I fully support the development of a Master in Human Rights program at the University of Manitoba. The inter-disciplinary and trans-faculty engagement that is being proposed is exciting. I think this program could play an important role in building a more just and fair world for all.

Sincerely,

Janice Hamilton  
Executive Director

Manitobans - Working Together as Global Citizens
302-280 Smith Street  Winnipeg, Manitoba, Canada  R3C 1K2  
tel: (204) 987-6420  fax: (204) 956-0031  e-mail: info@mcic.ca  web: www.mcic.ca
Dear President Barnard;

I am very pleased that a graduate program proposal for the establishment of a Master of Human Rights (MHR) program at the University of Manitoba has been developed.

As you may know, I have endeavored to advance the understanding and practice of human rights throughout most of my life. It seems to me the MHR program will not only complement other academic programs at the University of Manitoba and other institutions of higher academic learning in the province, it will also provide a centerpiece for leadership and further coherent development of human rights learning infrastructures. Human rights expertise should, and must, be welcomed and employed in every public and private enterprise. This could, and will, advance us toward our shared vision of a future where human rights are pervasively manifest.

Such a future cannot arrive by directive only from above; it is achieved by shared, collective efforts by many at every level. On my part, I am willing to contribute to the development and operation of the MHR program. As an example, perhaps I can help by providing guest lectures in fieldwork, or any other appropriate course in the program.

Thank you for your consideration.

Yours truly,

Dr. Jim Derksen
Honorary member, Council of Canadians with Disabilities
March 30th, 2015

Dr. David T. Barnard, Dip.C.S., B.Sc., M.Sc. Ph.D.
President and Vice-Chancellor
University of Manitoba

Dear Dr. Barnard,

We are pleased to support the application of the Centre for Human Rights Research to create a new interdisciplinary Master of Human Rights degree.

Winnipeg Harvest believes strongly that such a program will support the development of increased consciousness of the importance of human rights in Winnipeg, Manitoba and Canada.

You are likely to attract students who put a high value on human rights, in practice as well as theory. They could find careers in a wide variety of fields, including human rights commissions, governments, teaching and non-governmental organizations.

Winnipeg Harvest would be pleased to consider co-operation with this program on a number of fronts. We would be prepared to have student placements at Winnipeg Harvest, just as we do with the College of Nursing.

We could hold jointly sponsored events with the MHR program. For instance, three years ago, Winnipeg Harvest sponsored a workshop with two U of M professors, Evelyn Forget and Wayne Simpson, on the Manitoba Minimum Income program.

We could provide a guest lecture for the fieldwork course, as we do with the College of Medicine.

Winnipeg Harvest could be a potential employer of graduates of this program, just as we currently employ a number of U of M grads from different faculties, including Fine Arts.

Winnipeg Harvest believes that the right to food – the right to be free from hunger – is a basic human right. We look forward to working with the Faculty members, staff and students to explore what that truth means in Canada today and in the future.

We are selfish in our support, because we see the need to engage and provide actions with human rights promises that can help us reduce the need for food banks in Canada. This program can help to give us hope.

Please let me know if we can provide any additional support for this worthy application.

Yours sincerely,

David Northcott, CM, OM
Executive Director
Proposal for Course Introductions

Unit Name: Master of Human Rights c/o Grad Studies  Prepared by: Dr. Annette Desmarais

Date Approved by unit Faculty Council: ____________________

Course to be Introduced

Proposed Course Number: HMRT 7100  Credit Hours: 3

Course Title: Theory and Practice of Human Rights: Critical Perspectives

Abbreviated Course Title (maximum 15 characters) HMRT Theory

Grading Mode  Letter Grades ☐  Pass/Fail ☐

Proposed New Calendar Description
(Including any pre- or co- requisites. Must not exceed 4 lines, 75 characters per line)

This course critically analyzes, from an inter-disciplinary perspective, the theory and practice of human rights as a framework for social justice. The course examines historical and current human rights struggles to better understand the potential, politics, challenges and limitations of the international human rights framework.

State Reasons for the Introduction of the new Course

Several faculties and research centres are collaborating on a new Master of Human Rights program. This course will be one of the core courses in that program.
Proposal for Course Introductions

Expected Enrollment: 18

Course Offering Cycle - eg. “yearly,” “every two years,” “as needed”
(Provide explanation if not yearly)

Yearly

Duration of Delivery
Weeks/Terms: 12 weeks/one term Hours per week: 3

Required or Elective Course (indicate degree program)
required for Master of Human Rights students, elective for grad students from partner faculties and centres

Is there any additional cost in terms of staff facilities or Equipment? Yes ☐ No ☐
(If yes, a statement from the Budget Dean must be appended)

To Be Appended For All Courses Introduced

☐ Course Outline
Format: A short description of the intent of the course with concise and accurate statements of the main topic or conceptual areas to be covered. Clarify the nature of the course, such as whether it is theoretical or practical, laboratory, seminar, or other form. Identify required textbook(s) (if applicable). Include a statement on Academic Integrity and a breakdown of how the course is evaluated.

☐ Letters of support (if necessary, from units perceiving duplication or overlap)

☐ Library Resource Statement
Note: The library must be provided with a course outline as described above. As well, the proposing unit and the subject librarian should discuss and agree upon the bibliography to be used in assessing the strength of the library’s collection in the field. The library will need at least one month notice of course proposals, and six months notice of program proposals, in order to prepare its statement.

Signed Approval

Head of Department ________________________________

Chair, Faculty Graduate Committee ________________________________

Budget Dean ________________________________

Date of Unit Faculty Council Approval ________________________________
COURSE LETTER /NUMBER CODE:

HMRT 7100

Credit Hours: three

COURSE TITLE:

Theory and Practice of Human Rights: Critical Perspectives

COURSE OBJECTIVES (75-100 words):

This course critically analyzes, from an inter-disciplinary perspective, the theory and practice of human rights as a framework for social justice. The course examines historical and current human rights struggles to better understand the potential, politics, challenges and limitations of the international human rights framework. The objectives of the course are threefold:

• To understand the moral debates, history and politics leading to the development of the human rights framework;

• To examine the biases in human rights thinking and understand the different critiques of the human rights framework;

• To explore how human rights are used for different purposes; and

• To critically analyze the challenges to implementing human rights.

COURSE FORMAT (theoretical, practical, lecture, seminar, labs, etc.):

This is a seminar course. There will be no lectures other than those of guest speakers. Instead, students must read the assigned material and come to class prepared to engage in informed discussions of these readings.

TOPICS TO BE COVERED (paragraph statement or itemized by week):

The course is divided into four units that all provide opportunities to critically examine theoretical and practice dimensions of the human rights framework. Unit One analyzes the moral debates, social
context and political struggles that led to the formulation of human rights. Unit Two analyzes specific cases of how groups have mobilized human rights. Unit Three turns to some specific critiques of human rights while Unit Four concentrates on persistent struggles in various parts of the world in reaching the full realization of human rights.

UNIT ONE – ANALYZING THE ROOTS OF HUMAN RIGHTS

Week 1: Philosophical and ideological debates, political context, and struggles - Part One
Week 2: Philosophical and ideological debates, political context, and struggles - Part Two

UNIT TWO – THE POWER OF HUMAN RIGHTS: SPECIFIC CASES OF THE MOBILIZATION OF HUMAN RIGHTS

There are numerous topics that could be examined in this unit. This proposal presents three cases.

Week 3: State terrorism in Argentina and the Mothers of the Plaza de Mayo
Week 4: Human right to the environment
Week 5: Transnational social movements and networks

UNIT THREE – CRITIQUES OF HUMAN RIGHTS

Week 6: Human Rights: A global mission to civilize ‘others’
Week 7: Culture and the search for universal human rights
Week 8: “Are women human?” Feminist Critiques of Human Rights – Part 1

UNIT FOUR: PERSISTENT CHALLENGES IN REALIZING HUMAN RIGHTS

There are numerous topics that could be explored in this unit. For example, among others: The promises and pitfalls of Corporate Social Responsibility and Socially Responsible Investment Corporations as mechanisms to ensure human rights; human rights and media; the right to private property vs. the commons; persistent challenges to implementing ILO Convention 169 and the United Nations Declaration of the Rights of Indigenous Peoples; the extractive industries and human rights of indigenous peoples; and the rights of migrants and refugees. This course proposal presents the following three topics with this understanding that any one of those just listed could also be of interest in this course.

Week 10: Human rights and power
Week 11: What about inequality? Claiming economic, social and cultural Rights
Week 12: The global food crisis the human right to food
COURSE REQUIREMENTS with % WEIGHTING OF THE COMPONENTS THAT CONTRIBUTE TO THE FINAL GRADE, INCLUDING (if applicable) A FINAL EXAM:

The grade will be determined as follows:

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<td>Questions</td>
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<td>Discussion/reflection paper one</td>
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<td>Major reflection paper or research paper on human rights</td>
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GRADING SCALE:

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STATEMENT ON YOUR PRACTICE REGARDING LATE/MISSED WORK and EVALUATIVE FEEDBACK:

Use consistent language in this section across all new MHR courses? Also consistent grading scale above.

All due dates are final. Late papers will be penalized 5% per day late. No papers will be accepted if they are submitted five days or more after the due date. Exceptions will be made only in the case of acceptable circumstance (i.e. serious illness) and acceptable documentation. In the event of such a case the request for an extension must be made before the due date. Unfortunately, computer failures do not fall in the category of acceptable circumstances.

REQUIRED READINGS OR TEXTBOOKS (if applicable):

The required readings also include those listed in the “detailed course reading list” provided below.

STATEMENT ON ACADEMIC INTEGRITY IN GRADUATE COURSES (required for graduate courses):
University policy on academic integrity will be enforced. Refer to General Academic Regulations in the Academic Calendar. All disciplinary matters in graduate courses are handled by the Faculty of Graduate Studies directly.

(TESE MUST BE INCLUDED IN ALL COURSE OUTLINES WHERE APPLICABLE)

UNIVERSITY POLICIES:
Voluntary withdrawal deadline date (must be included in outline): will change by term. ROASS requires that students have some sort of evaluation (whether through a test, assignment, essay or other) prior to the VW date. Courses that cannot meet this deadline must receive written consent from the Department Head and must have a statement on the course outline if you do not plan to provide such information to students prior to this date.

Unclaimed term work disposal: Any term work that has not been claimed by students will be held for four (4) months from the end of the final examination period for the term in which the work was assigned. At the conclusion of this time, all unclaimed term work will become property of the university and be destroyed according to FIPPA guidelines and using confidential measures for disposal.

OTHER SUGGESTED INFORMATION TO INCLUDE AS/WHEN RELEVANT

STATEMENT ON STUDENT ACCESSIBILITY SERVICES AND SPECIAL NEEDS:
Students with special learning needs (who for legitimate reasons require extra time to write a test or who require aids or other supports) should identify themselves to the instructor at the beginning of term in order to arrange suitable accommodation and register with Student Accessibility Services.

STATEMENT ON RELIGIOUS HOLIDAYS & OBSERVANCE:
The University recognizes the right of all students to observe recognized holidays of their faith which fall within the academic year. With instructor discretion, necessary arrangements can be made to ensure studies are not jeopardized. The instructor should be notified of a student’s intended absence in advance and at least three weeks of notice prior to the absence should normally be given where special arrangements are sought.

STATEMENT ON POLICY REGARDING GROUP OR COLLABORATIVE COURSE WORK:
Students are reminded that group projects are subject to the rules of academic dishonesty and that group members must ensure that a group project adheres to the principles of academic integrity. Students should also be made aware of any specific instructions concerning study groups and individual assignments. The limits of collaboration on assignments should be defined as explicitly as possible.

(ROASS)
STATEMENT ON REFERENCING STYLE/FORMAT:

Use consistent language in this section across all four new courses?

Students are free to select the academic referencing style they prefer as long as they are consistent throughout the paper.

DETAILED COURSE READING LIST:

Unit One – ANALYZING THE ROOTS OF HUMAN RIGHTS
Philosophical and ideological debates, political context, and struggles: Part One

Philosophical and ideological debates, political context, and struggles: Part Two

Unit Two – THE POWER OF HUMAN RIGHTS: SPECIFIC CASES OF HOW HUMAN RIGHTS ARE MOBILIZED

There are many cases that could be examined in this unit. For example, other cases could include, among others, struggles for the Convention on the Elimination of All Forms of Discrimination Against Women, the International Convention on the Protection of the Rights of All Migrant Workers and their Families, and Sexual and Reproductive Rights. This proposal focuses on the following three cases.

State terrorism in Argentina and the Mothers of the Plaza de Mayo


Human Right to the Environment

Or


Transnational social movements and networks
UNIT THREE – CRITIQUES OF HUMAN RIGHTS

Human Rights: A global mission to civilize ‘others


Culture and the search for universal human rights


Feminist Critiques of Human Rights: “Are women human?”


UNIT FOUR: PERSISTENT CHALLENGES IN REALIZING HUMAN RIGHTS

Human Rights and Power


What about inequality?


The Global Food Crisis the Human Right to Food


The readings listed above will be supplemented by articles from various human rights journals such as:
- International Journal of Human Rights
- Human Rights Quarterly
- Humanity: An International Journal of Human Rights, Humanitarianism and Development
- Human Rights Dialogue
- Human Rights Review
- Harvard Human Rights Journal
- International Journal of Human Rights
- Journal of Human Rights Practice

BIBLIOGRAPHY:
See detailed course readings list above.

DETAILED ASSIGNMENT INSTRUCTIONS:

Contribution to seminar discussions (30% of final grade)

Students’ primary responsibility is to read the assigned readings, to think about the issues and arguments presented in the articles, and to come to class prepared to discuss in an informed manner about them. Students are expected to participate fully in discussions of the assigned readings – this demands more than just quickly skimming the reading. Students need to have a very good understanding of, and be able to engage with the authors’ argument(s) and the evidence used to defend the argument.

Active and engaged participation in this class demands preparation and contribution.

a/ Preparation: Here are some tips to help students prepare. There are three stages to critical reading: 1/ writing a short summary of the article so that you understand and remember what you have read, 2/ providing a succinct critique in which you articulate your own ideas and reasoning about the issues raised in the reading, and 3/ formulating thoughtful questions based on the readings that you then raise in the seminar discussions.

b/ Contribution: Student contributions must be directly related to the topic(s) being discussed. It is the quality of your contributions to the class discussions that really counts. Contributions should demonstrate that you:

- have critically read the materials and are able summarize and engage with key arguments and points made,
- can raise thoughtful questions as a result of the readings,
- can link ideas from different readings done throughout the course, and
- your ability to interact with your fellow classmates in a respectful manner.

Students must attend all classes. Your contribution grade will be determined based on attendance (you
can’t contribute if you are not in class) and the criteria discussed above. I will assign a grade out of 10 for each week, accompanied by a brief explanation of why you got that grade. Your final contribution grade will be a compendium of these weekly grades. Periodically I will provide you with these so that you know how you are doing. The best way to get a good grade is to read all of the required material, come to class prepared to talk about them and take an active part in the discussion.

**Questions (10% of final grade)**

To help foster discussion students will come to class with at least three written questions about the readings to be discussed during the weekly seminar. The questions must be sent to me through desire2learn three hours prior to when the class meets. Students should also bring a copy of these questions with to the seminar. Along with the questions students must include the date, the title of the seminar, your student number and name. I will grade these questions that represent 10% of your grade.

**Critical Discussion/reflection paper (20% of final grade)**

You are required to submit an 8-page (double-spaced) critical discussion/reflection paper of the readings assigned for Units 1 and 2. Please feel free to discuss this paper with me before starting on it if you still have questions after reading the description provided here.

The focus of the discussion/reflection paper is to explore the course readings. It is not a summary of the readings; nor is it simply your own ideas about the readings. A **discussion/reflection paper is like a think piece.** Discussion papers must do two things: they must provide an assessment of the major arguments in the readings and they must frame those into an overall approach or argument about the readings. The discussion papers should not be a cataloguish summary of each article, but rather you should weave your discussion of the articles into an overall argument or approach. A good discussion/reflection paper, therefore, must take a sophisticated approach in summarizing the salient points of the readings, relating the readings to each other. It should also critique the readings (note critique does not necessarily mean to criticize) by talking about how the approach in individual readings either helps us or does not help us understand the issues and by telling the reader how your opinion about the issues has been reflected in, is opposed to, or has been deepened or altered by the readings.

Know that for the discussion/reflection papers you are not expected to do any further reading in addition to the readings provided in the course. You are expected to spend some time thinking about the issues explored in the units, linking the ideas together, expressing your own ideas about the readings, and making cogent arguments in clear and eloquent language.

This first discussion/reflection paper is **due at TIME and DATE.** This paper must meet the following specifications:

- typed on 8.5” x 11” white paper,
- 12 pages in length (not including the bibliography and end notes if these are used)
- double spaced lines using Times New Roman 12 pt font
- be submitted through desire2learn

You must include an additional page (the title page) that contains the title, your name, the prof’s
Major reflection/discussion paper or research paper (40%)

For the final assignment students must choose one of the following options.

Option 1: Writing a major reflection paper. This is essentially a major think piece (see the description provided above for the first assignment) that allows you to reflect on the course material as a whole.

Option 2: Writing a research paper for this course. Major research paper: You may choose any topic related to human rights but a short proposal (one or two paragraphs) must be sent to and approved by me before you begin extensive work on your essay.

The due date to submit this final assignment at TIME on DATE. The major reflection or research paper must meet the following specifications:

- Be typed on 8.5” x 11” white paper,
- 24 pages in length (You must include an additional page (the title page) that contains the title, your name and student number, my name, and the course number).
- Double-spaced lines using Times New Roman 12 pt font
- Remember to number the pages
- Submitted through desire2learn
13 November 2015

Dear Dr. Barnard,

This letter confirms that Master of Human Rights (MHR) students will be permitted to register for HMRT 7100/SOC 7160: Theory and Practice of Human Rights.

The course is not one that is taught every year in the Faculty of Arts in normal circumstances. Given the needs of the MHR program, however, such a course will be made available every year with sufficient space to enrol MHR students providing that a teaching release is made available to the Faculty of Arts out of the Masters of Human Rights budget, and providing that appropriate faculty are available to teach the course. There is every expectation that appropriate faculty will be available, and the cost of the release has been included in the MHR budget.

I understand that faculty members in the Faculty of Arts will also be available to supervise thesis work on a voluntary basis, with no expectation of teaching credit from the Faculty of Arts.

Please do not hesitate to contact me if you have any questions.

Yours truly,

Dr. Jeffery Taylor
Dean of Arts
Proposal for Course Introductions

Unit Name: Master of Human Rights c/o Grad Studies
Prepared by: Dr. Andrew Woolford

Date Approved by unit Faculty Council: 

Course to be Introduced

Proposed Course Number: HMRT 7200 (A01)  Credit Hours: 3

Course Title: Selected Topics in Human Rights Research and Methods

Abbreviated Course Title (maximum 15 characters) HMRT Methods

Grading Mode  Letter Grades ✔  Pass/Fail 

Proposed New Calendar Description

(Including any pre- or co- requisites. Must not exceed 4 lines, 75 characters per line)

This seminar course will explore multidisciplinary approaches to qualitative, quantitative, legal, and/or community-based research methods, as applicable to academic human rights research and projects overseen by governmental and non-governmental organizations. Particular attention will be paid to the intricacies of ethically, politically and culturally sensitive research.

State Reasons for the Introduction of the new Course

Several faculties and research centres are collaborating on a new Master of Human Rights program. This course will be one of the core courses in that program.
Expected Enrollment: 18

Course Offering Cycle - eg. “yearly,” “every two years,” “as needed”
(Provide explanation if not yearly)

Yearly

Duration of Delivery

Weeks/Terms: 12 weeks/one term   Hours per week: 3

Required or Elective Course (indicate degree program) required for Master of Human Rights students, elective for grad students from partner faculties and centres

Is there any additional cost in terms of staff facilities or Equipment? Yes ☐ No ☑
(If yes, a statement from the Budget Dean must be appended)

To Be Appended For All Courses Introduced

☐ Course Outline
 Format: A short description of the intent of the course with concise and accurate statements of the main topic or conceptual areas to be covered. Clarify the nature of the course, such as whether it is theoretical or practical, laboratory, seminar, or other form. Identify required textbook(s) (if applicable). Include a statement on Academic Integrity and a breakdown of how the course is evaluated.

☐ Letters of support (if necessary, from units perceiving duplication or overlap)

☐ Library Resource Statement
 Note: The library must be provided with a course outline as described above. As well, the proposing unit and the subject librarian should discuss and agree upon the bibliography to be used in assessing the strength of the library’s collection in the field. The library will need at least one month notice of course proposals, and six months notice of program proposals, in order to prepare its statement.

Signed Approval

Head of Department ________________________________

Chair, Faculty Graduate Committee ________________________________

Budget Dean ________________________________

Date of Unit Faculty Council Approval ________________________________
UNIVERSITY OF MANITOBA  
MASTERS OF HUMAN RIGHTS  

SELECTED TOPICS IN HUMAN RIGHTS RESEARCH AND METHODS  

HMRT 7200  (A01)  
(Semester, Year)  
Day, Time  
Room  

Instructor  
Office:  
Office Hours: TBA  
E-mail:  
Phone:  
Credit hours: 3

Course Objectives:  
The content of this course may vary from year to year, depending on interest and need, as well as the research expertise of the instructor. In general, the seminar will explore multidisciplinary approaches to qualitative, quantitative, legal, and/or community-based research methods, as applicable to academic human rights research and projects overseen by governmental and non-governmental organizations. Particular attention will be paid to the intricacies of ethically, politically and culturally sensitive research.

Potential Course Texts May Include  
Robert Murray Thomas, Blending Qualitative and Quantitative Research Methods in Theses and Dissertations, Corwin, 2003.

Course Format  
This course will take the form of a student-led seminar, with occasional lectures by the professor or a guest lecturer. Group work will also be performed from time to time to give opportunity for practical application of research strategies.
Potential Topics Covered

- Qualitative Interviewing
- Qualitative Data Analysis
- Interviewing Survivors of Human Rights Violations
- Carrying out Sensitive Research
- Research Ethics
- Human Rights Legal Research
- Historical and Archival Human Rights Research
- Ethnographic Research for Human Rights
- Fact-Finding Investigations and Research
- NGO Research Methods
- Research in Post-Conflict Societies
- Indigenous Epistemologies and Decolonizing Research
- Counting and Mapping Human Rights Violations, including through use of Geographical Information Systems (depending on expertise of the instructor)
- Human Rights Surveys
- Socio-economic and Administrative Data
- Comparative Case Studies
- Genocide Statistics: estimating casualties
- Demographics and Population Data Systems

Potential Course Requirements (These will vary depending on the topical focus of the seminar):

1) Class Participation (10%): Based on a combination of a) the quality and quantity of your contributions to class discussions; b) your participation in group work; c) your presentation when leading the seminar.

2) Take Home Midterm Exam (20%): choice of 2/4 essay questions

3) Indigenous Epistemologies (15%): Choose two readings on Human Rights Research Methods produced by European Scholars (a list of titles will be provided) and consider how the underlying assumptions or methodological approaches described in the article might be critiqued through an Indigenous epistemology or decolonizing approach to research.

4) Human Rights Methods Research Design (30%): Design a human rights research project. Your research design should address issues of: a) epistemology; b) ontology; c) access and recruitment; d) ethics; e) sampling; f) triangulation of methodological approaches; g) coding and data analysis; and h) rigor. All instruments (e.g., interview schedules) required for your study should be included as appendixes. Your paper should also be based on research into questions of epistemology, methodology, and ontology that extend beyond the course readings.

5) Take Home Final Exam (25%): choice of 2/4 essay questions
Statement of Consequences of Missed Tests: Failure to complete a test will result in a mark of zero for that test. Except under exceptional circumstances (e.g., medical issues accompanied by a valid doctor’s note) missed tests cannot be re-taken at a later date. If a make-up test is approved (and this will be a different test), you must attend at the scheduled time.

Statement of Consequences of Late Assignments: Late assignments will receive a penalty of 5% for every day late. In exceptional circumstances an extension may be granted if you receive my permission in advance and provide documentation (e.g. medical note).

Grading:

- A+ 90-100 Exceptional
- A 80-89 Excellent
- B+ 76-79 Very Good
- B 70-75 Good
- C+ 66-69 Satisfactory
- C 60-65 Adequate
- D 50-59 Marginal
- F 49 & below Failure

Academic Integrity: Students should acquaint themselves with the online University of Manitoba Academic Calendar and Catalog: http://umanitoba.ca/calendar and refer to the section on General Academic Regulation: Section 5 - Academic Evaluation: Personation at Examinations (Section 5.2.9) and Section 8 - Academic Integrity - Plagiarism and Cheating (Section 8.1)

The university also reserves the right to submit student work that is suspected of being plagiarized to Internet sites designed to detect plagiarism.

Unclaimed term work disposal: Any term work that has not been claimed by students will be held for four (4) months from the end of the final examination period for the term in which the work was assigned. At the conclusion of this time, all unclaimed term work will become property of the university and be destroyed according to FIPPA guidelines and using confidential measures for disposal.

Statement On Student Accessibility Services And Special Needs: Students with special learning needs (who for legitimate reasons require extra time to write a test or who require aids or other supports) should identify themselves to the instructor at the beginning of term in order to arrange suitable accommodation and register with Student Accessibility Services.

Statement On Religious Holidays & Observance: The University recognizes the right of all students to observe recognized holidays of their faith which fall within the academic year. With instructor discretion, necessary arrangements can be made to ensure studies are not jeopardized. The instructor should be notified of a student’s intended absence in advance and at least three
weeks of notice prior to the absence should normally be given where special arrangements are sought.

**Statement On Policy Regarding Group Or Collaborative Course Work:** Students are reminded that group projects are subject to the rules of academic dishonesty and that group members must ensure that a group project adheres to the principles of academic integrity.

**Statement on Referencing Style:** Because of the multi-disciplinary nature of human rights research, I will accepted your use of the following recognized referencing systems in your assignments and on the take-home exam (APA, ASA, Chicago [in text or endnote], MLA, or McGill Legal). To use a system not listed here, special permission must be received from the instructor.

**Potential Detailed Course Reading List (This will vary depending on the topical focus of the seminar):**

**Section 1 (Weeks 1 and 2): On the Specific Nature of Research in the Field of Human Rights**
- Denzin and Giardina, Introduction, and Chapters 2, 3, and 4.

**Section 2 (Week 3): The Ethics of Human Rights Research**
- Denzin and Giardina, Chapters 1 and 5.

**Section 3 (Weeks 4, 5, 6): Qualitative Methodological Approaches to Human Rights Research**
- Denzin and Giardina, Chapters 6, 7, and 8

As well, from Course reserve and D2L (order of reading to be provided in class):


Section 4 (Weeks 7, 8, and 9) Quantitative Methodological Approaches to Human Rights Research
• Asher et al., Statistical Methods for Human Rights, Chapters 1-4, 7, 11, and 12

Section 5 (Weeks 10 and 11): Decolonizing Human Rights Research
• Linda Tuhiwai Smith, Decolonizing Methodologies, Zed Books 2012.

Section 6 (Week 12): Challenges within Human Rights Research
• Denzin and Giardina, Chapters 10, 11, 12, and Coda
• Asher et al., Chapter 13

Bibliography:


**Detailed Assignment Instructions:**

**Voluntary withdrawal deadline is Month Day, Year.**
Dear Dr. Woolford,

I have reviewed the course outline for the proposed course, HMRT 7200 Mixed Methods for Human Rights Research, which would be offered as part of the new Masters of Human Rights program. Although some of the content related to general qualitative research strategies, such as interviewing and data analysis, is similar to that covered in our research methods course (EDUA 7840 Qualitative Research Methods in Education), the proposed course presents the information within the unique context of human rights violations. For this reason, I can confirm that the content of HMRT 7200 does not duplicate or overlap in a problematic way with any research methods courses currently offered in the Faculty of Education.

Please do not hesitate to contact me if you have any questions or require any further information.

Sincerely,

Charlotte Enns, Ph.D.
Professor and Associate Dean, Graduate & Professional Programs, and Research
Faculty of Education
September 6, 2015

Andrew Woolford
Professor and Department Head
Department of Sociology
University Of Manitoba

Dear Dr. Woolford:

The Faculty of Social Work Graduate Program Committee at its September 4, 2015 meeting reviewed the course outline for the proposed course, 7200 Mixed Methods for Human Rights Research which would be offered as part of the proposed Masters of Human Rights program. The committee found no unnecessary duplication between this proposed course and the graduate courses offered by the Faculty of Social Work. The committee also supported the introduction of this new course.

Please do not hesitate to contact me if you require any further information.

Sincerely,

Dr Lyn Ferguson, PhD
Associate Dean Research and Graduate Programs

cc: Dr. Jim Mulvane, Dean
    Dr. Don Fuchs, Chair, Graduate Program
July 23, 2015

Office of the Vice-President (Academic) and Provost  
University of Manitoba  
Winnipeg, Manitoba

To whom it may concern,

This letter will confirm that I have reviewed the course description for the proposed graduate course “Mixed Methods for Human Rights Research” in the Masters of Human Rights program, Department of Sociology (HMRT 7200 (A01)). I do not see any unnecessary duplication between this course and graduate courses offered in the Department of Community Health Sciences (including those previously offered by the Department of Family Social Sciences in the Faculty of Human Ecology). I support the introduction of this new course.

Yours sincerely,

[Signature]

Stephen Moses  MD, MPH  
Professor and Head of Department
July 30, 2015

To: Andrew Woolford, Head, Department of Sociology

From: Gady Jacoby, Associate Dean Research and Graduate Programs

Re: Mixed Methods for Human Rights Research (HMRT 7200)

Dear Andrew,

I have checked the syllabus you have sent with your email for your proposed new course on Mixed Methods for Human Rights Research (HMRT 7200). There is little overlap with any of our graduate courses. Specifically, I have consulted with Dr. Kelley Main, who teaches a graduate seminar in research methods to our MSc and PhD students (Seminar in Research Design and Methods; MKT 7080). In her assessment, the overlap is around 10%. In particular, the overlap is in the discussion of surveys and interviews as research methods in both courses. In addition, both courses cover ethical issues in research. The overlap is at the broad level rather than in the execution of the specific readings that are covered. The proposed course focuses on discipline specific issues that are raised in the context of human rights while our course diverges from that to discuss issues of conducting research in some of the management sub-disciplines (business administration, marketing and supply chain management). To conclude, we find no significant overlap between the new course and our methods course (or any of our graduate courses), and we have no concerns about the offering of the proposed new course.

Sincerely,

Gady Jacoby
Dear Dr. Woolford...
As requested, I have reviewed the course outline for the proposed course: Mixed Methods for Human Rights Research (HMRT 7200);
This seminar course is clearly focused on qualitative and quantitative human rights research and as such does not overlap with/duplicate our master’s level nursing quantitative and qualitative courses;
Therefore, I support the instruction of this course.
Best regards

Jo-Ann V. Sawatzky RN, PhD
Associate Professor
Associate Dean - Graduate Programs
College of Nursing, Faculty of Health Sciences
Winnipeg, MB, R3T 2N2
e-mail: joanne.sawatzky@umanitoba.ca
Ph: [204] 474-9317
FAX: [204] 474-7682
July 31, 2015

Andrew Woolford
Department Head, Department of Sociology

I have reviewed the proposed HMRT 7200 course outline. The proposed course does not overlap with any course offerings in the Faculty of Kinesiology and Recreation Management. In fact, some of our graduate students may be interested in participating in the proposed course after it is approved. Good luck with your application.

Sincerely,

[Signature]

Todd Duhamel
Associate Dean (Research and Graduate Studies)
Faculty of Kinesiology and Recreation Management

TD/th
Master of Human Rights c/o Grad Studies

Prof. Karen Busby

1. Course to be Introduced

Proposed Course Number: HMRT 7300
Credit Hours: 3
Course Title: Human Rights Law
Abbreviated Course Title (maximum 15 characters): HMRT Law

Grading Mode: Letter Grades ✔ Pass/Fail □

2. Proposed New Calendar Description

Critical and constructive study, at an advanced level, of a significant major subject or set of topics in Human Rights Law. (3 Credit hours)
Restrictions: Must be enrolled in one of the following programs: Faculty of Law, Master of Human Rights
This course is cross-listed with LAW 3018. Students may not hold credit for both LAW 3018 and HMRT 7300.

3. State Reasons for the Introduction of the new Course

Several faculties and research centres are collaborating on a new Master of Human Rights program. This course will be one of the core courses in that program. The cross-listed law course is already being offered.
Expected Enrollment: 25

Course Offering Cycle - eg. "yearly," "every two years," "as needed"
(Provide explanation if not yearly)

Once a year, or twice if enrolment warrants.

Duration of Delivery

Weeks/Terms: 12 weeks/one term  
Hours per week: 3

Required or Elective Course (indicate degree program)  required for Master of Human Rights students

Is there any additional cost in terms of staff facilities or Equipment?  Yes ☐  No ☑
(If yes, a statement from the Budget Dean must be appended)

To Be Appended For All Courses Introduced

☐ Course Outline
   Format: A short description of the intent of the course with concise and accurate statements of the main topic or conceptual areas to be covered. Clarify the nature of the course, such as whether it is theoretical or practical, laboratory, seminar, or other form. Identify required textbook(s) (if applicable). Include a statement on Academic Integrity and a breakdown of how the course is evaluated.

☐ Letters of support (if necessary, from units perceiving duplication or overlap)

☐ Library Resource Statement
   Note: The library must be provided with a course outline as described above. As well, the proposing unit and the subject librarian should discuss and agree upon the bibliography to be used in assessing the strength of the library’s collection in the field. The library will need at least one month notice of course proposals, and six months notice of program proposals, in order to prepare its statement.

Signed Approval

Head of Department ________________________________

Chair, Faculty Graduate Committee ________________________________

Budget Dean ________________________________

Date of Unit Faculty Council Approval ________________________________
COURSE LETTER /NUMBER CODE:

HMRT 7300

Credit Hours: three

COURSE TITLE:

Human Rights Law (to be co-listed with existing LAW 3018 course)

COURSE OBJECTIVES (75-100 words):

This course examines the nature and extent of domestic human rights protection with reference to international commitments. Canadian federal and provincial statutory protections, as well as the constitutional protections of the Charter, are considered. The interrelations between the statutory, constitutional and international provisions are reviewed. The purpose of this course is to convey an understanding of the current situation concerning human rights in Canada and globally, and to facilitate discussion of what the future may bring. This course will explore the sources and content of human rights norms, including questions of cultural relativism.

COURSE FORMAT (theoretical, practical, lecture, seminar, labs, etc.):

The course will be conducted as a seminar or lecture, depending on enrolment. All students are expected to be prepared for class through the required readings. Instructors may choose to assign class presentation, participation and engagement grades. Students may not hold credit for both LAW 3018 and HMRT 7300.

TOPICS TO BE COVERED (paragraph statement or itemized by week):

Students without a background in law will complete an introductory module on legal research methods. Possible topics to be covered include duty to accommodate, disability, poverty, children's rights, sexual harassment, transgender issues, migrant domestic workers, employment equity, pay equity. The particular subjects covered will depend in part upon students' areas of interest.

COURSE REQUIREMENTS with % WEIGHTING OF THE COMPONENTS THAT CONTRIBUTE TO THE FINAL GRADE, INCLUDING (if applicable) A FINAL EXAM:

Research paper of at least 9,000 words (at least 60% of the course grade). Critical reflection papers (500-750 words) on a selection of the readings. The weighting of the latter and other components (class participation and seminar presentation) will be at the discretion of the
instructor. (Note that these requirements will be more onerous than the cross-listed course for law students, who normally write a 7,500 word paper and may not be required to submit critical reflection papers.)

GRADING SCALE:

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STATEMENT ON YOUR PRACTICE REGARDING LATE/MISSED WORK and EVALUATIVE FEEDBACK:

Late assignments will receive a penalty of 5% for every day late. In exceptional circumstances an extension may be granted if the student receives permission in advance from the Associate Dean (Academic) for the Faculty of Law.

REQUIRED READINGS OR TEXTBOOKS (if applicable):

(Will vary depending on which professor is teaching the course, but below are books required by Dr. Donn Short in the co-listed Law course.)


STATEMENT ON ACADEMIC INTEGRITY IN GRADUATE COURSES (required for graduate courses): University policy on academic integrity will be enforced. Refer to General Academic Regulations in the Academic Calendar. All disciplinary matters in graduate courses are handled by the Faculty of Graduate Studies directly.

Term work disposal: All research papers will be retained and disposed of in accordance with the policies of the Faculty of Law.

Statement on Student Accessibility Services and Special Needs: Students with special learning needs (who for legitimate reasons require extra time to write a test or who require aids or other supports) should register with Student Accessibility Services and about service will advise of necessary accommodations.

Statement on Religious Holidays & Observance: The university recognizes the right of all students to observe recognized holidays of their faith which fall within the academic year. With
instructor discretion, necessary arrangements can be made to ensure studies are not jeopardized. The instructor should be notified of a student’s intended absence in advance and at least three weeks of notice prior to the absence should normally be given if special arrangements are sought.

STATEMENT ON REFERENCING STYLE/FORMAT:
Because of the multi-disciplinary nature of human rights research, the instructor will accept your use of the following recognized referencing systems in assignments (APA, ASA, Chicago [in text or endnote], MLA, or McGill Legal). To use a system not listed here, special permission must be received from the instructor.

DETAILED COURSE READING LIST:
Varies by professor teaching the course, but below is an example of the books from which readings are assigned by Dr. Donn Short in the co-listed Law course:

Sally Engle Merry, Human Rights & Gender Violence: Translating International Law into Local Justice (Chicago, IL: University of Chicago Press, 2006)

David P. Forsythe, Human Rights in International Relations (Cambridge: Cambridge University Press, 2000)


Nicole LaViolette & Craig Forcese, The Human Rights of Anti-Terrorism (Toronto: Irwin Law, 2008)


Other readings are in journals and reports already available to U of M students online.

BIBLIOGRAPHY:
See reading list above. John Eaton, Head Librarian, E. K. Williams Law Library, advises that the
law library has more than 4,000 human rights titles (and a volume count that exceeds 7600) and many more works are accessible through online services.

DETAILED ASSIGNMENT INSTRUCTIONS:
Varies by instructor.
PROPOSAL FOR THE MODIFICATION OF UNDERGRADUATE COURSES

If you are changing the short course title or a course number, you MUST delete the current course and introduce it under the new title and/or number.

TO BE COMPLETED FOR COURSES BEING MODIFIED.

Faculty: Law  Department: 
Course number: LAW 3018
Long title: (max 90 characters) Human Rights Law

How is the course being changed?

This course will be cross-listed with a new Master of Human Rights course HMRT 7300

When will the modification be effective: September 2018

Course Description (current):
Critical and constructive study, at an advanced level, of a significant major subject or set of topics in Human Rights Law. (3 Credit hours) Restrictions: Must be enrolled in one of the following Colleges: Faculty of Law Must be enrolled in one of the following Campuses: Main (Fort Garry & Bannatyne)

Course Description (modified): As it will appear in the Calendar (include restrictions, pre-requisites, equivalencies, may not be held with, etc.) *** See Guidelines for writing course descriptions. ***
Critical and constructive study, at an advanced level, of a significant major subject or set of topics in Human Rights Law. (3 Credit hours) Restrictions: Must be enrolled in one of the following programs: Faculty of Law, Master of Human Rights This course is cross-listed with HMRT7300. Students may not hold credit for both LAW 3018 and HMRT 7300.

Rationale/explanation for the proposed modification:
Cross-listing with new Master of Human Rights course HMRT 7300

Does this change lead to changes in programs in your own unit? Yes ☑ No ☐
In other faculties? Yes ☑ No ☐

Include supporting documentation or explanation.
Use a separate sheet if necessary.
NOTE: Please include all applicable previous course numbers below. [Must also be included in calendar course description.]

Prerequisites: (MUST be taken before)

Pre- or Corequisites (must be taken either before or at the same time)

Corequisites (MUST be taken at the same time)

May not be held with:
Students may not hold credit for both LAW 3018 and HMRT 7300.

The modified course has been accepted by University 1 Advisory Council for the University 1 course list. □
The modified course is to be removed from the University 1 course list. □

Signatures:
Department Approval: ___________________________  Print Name  Signature  Date

Faculty/School Approval: Lorna Turnbull  Print Name  Signature  Date  Aug 4 2015.
SUPPORTING DOCUMENTATION FOR THE MODIFICATION OF UNDERGRADUATE COURSES

Checklist:

The following items are attached and form part of this proposal:

1. **COURSE OUTLINE**
   A one page outline including: lecture, laboratory and tutorial hours per week; topics covered in lectures; a brief description of laboratories, tutorials and assignments. Identify required textbooks(s) if applicable.

2. **LIBRARY STATEMENT**
   Note: The library must be provided with a course outline as described above. As well, the proposing unit and the subject librarian should discuss and agree upon the bibliography to be used in assessing the strength of the library’s collection in the field. The library will need at least one month notice of program proposals, in order to prepare its statement.

3. **STATEMENT OF ADDITIONAL COSTS, WORKLOAD, AND/OR SUPPLIES**
   Provide a statement of additional costs if there is a change in any of the following:
   - Workload of academic or support staff or reassignment of workload from one faculty/school to another.
   - Requirements for additional space, renovations to existing space or changes in the usage of space.
   - Costs of supplies and expenses including any specific media requirements associated with the teaching of the course.

4. **STATEMENT(S) FROM OTHER DEPARTMENTS, FACULTIES OR SCHOOLS OF POSSIBLE OVERLAP**
   Where there is possible curricular overlap or infringement or conflict of jurisdiction, the proposing unit must provide a statement indicating that other units have been contacted.

5. **STATEMENT(S) FROM OTHER DEPARTMENTS, FACULTIES OR SCHOOLS OR POSSIBLE CHANGES IN THEIR PROGRAMS**
   Provide letters of comment for other faculties/schools whose programs would be affected by this proposal.

6. **REVISED PROGRAM DESCRIPTIONS FOR ALL PROGRAMS USING THIS COURSE**
   Describe, by providing both current and revised program descriptions, the effects of the proposed course change on programs within your faculty/school. Where appropriate, describe what arrangements will be made for the students affected by the transition to a new program structure.

7. **OTHER DOCUMENTATION**
LAW 3018: STATEMENT OF ADDITIONAL COSTS

On May 8, 2014, the Faculty of Law council passed a motion that “MHR students will be permitted to register for Human Rights Law or an equivalent course. Such a course will be available every year with sufficient space to enrol MHR students and JD/LL.M. students.”

As LAW 3018 is currently limited to 16 students, addition of MHR students will require changing the course format to accommodate more students or addition of a new section.

The cost of teaching release to accommodate this change has been incorporated in the MHR budget.

Additional work by support staff will be minor and absorbed by the Faculty of Law.
October 7, 2015

Dear Dr. Barnard,

This letter confirms that Master of Human Rights students will be permitted to register for Human Rights Law (LAW 3018) or an equivalent course, which will be co-listed as HMRT 7300. Such a course will be available every year with sufficient space to enroll MHR students and JD/LL.M. students.

My colleagues on the Law Faculty Council agreed to the above in a motion passed May 8, 2014.

The addition of MHR students will require changing the course format to accommodate more students or addition of a new section. However, the cost of teaching release to accommodate this change has been incorporated in the Master of Human Rights budget.

Please do not hesitate to contact me if you have any questions.

Yours sincerely,

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

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

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

**PREFACE**

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

**Definitions**

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

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

**Section 1: Application, Admission, and Registration Policies**

1.1 Application and Admission Procedures

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

1.1.1 Process:

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

**The MHR program committee consists of:**

- MHR program chair (who will chair the committee)
- core MHR faculty member
- Arts professor appointed by the Dean of Arts.
- Law professor appointed by the Dean of Law.
- Education professor appointed by the Dean of Education.
- Social Work professor appointed by the Dean of Social Work.

(These four faculty representatives will ideally include adjunct professors in the MHR program.)

- An MHR graduate student. This student will participate in discussions unrelated to confidential student files.

Non-voting members will include:

- St. Paul’s College rector.
- Centre for Human Rights Research director.
- National Centre for Truth and Reconciliation representative.
- Mauro Centre for Peace and Justice director

The program committee will oversee student admission, scholarships, policy, approval of program changes and new courses, monitoring of student progress and general administration of the MHR program.

**University of Manitoba**

Master of Human Rights

St. Paul's College, 70 Dysart Road

Winnipeg, MB R3T 2M6 Canada

Email: MHR@umanitoba.ca
application fee and supporting documentation, to the Faculty of Graduate Studies.

NOTE: International students must pay special attention to the appropriate requirements with respect to transcripts (see application form for details).

1.1.1 (b) Applications are subsequently reviewed by the unit offering the program which will decide whether the applicant meets the unit’s criteria including, but not limited to, space, facilities, and advisors.

1.1.1 (c) Notification of recommended/rejected applications are sent by the Head of the unit to the Faculty of Graduate Studies. Applications recommended for admission are checked to determine if they meet the Faculty of Graduate Studies’ eligibility requirements. The Faculty of Graduate Studies then notifies applicants of their acceptance or rejection.

1.1.2 Deadlines for Recommended Applications (from Departments to the Faculty of Graduate Studies)

The following are the deadlines for receipt by the Faculty of Graduate Studies for recommendations from graduate units. Individual units may have earlier deadlines.

<table>
<thead>
<tr>
<th>Session</th>
<th>Start Date</th>
<th>Canadian/US</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td>September</td>
<td>July 1</td>
<td>April 1</td>
</tr>
<tr>
<td>WINTER</td>
<td>January</td>
<td>November 1</td>
<td>August 1</td>
</tr>
<tr>
<td>SUMMER</td>
<td>May</td>
<td>March 1</td>
<td>December 1</td>
</tr>
</tbody>
</table>

IMPORTANT: Applicants are **required** to submit the application and documentation to the Faculty of Graduate Studies for an earlier deadline than those listed above. Applicants are advised to confirm the deadline of the unit to which the application is being made. Contact information for each unit can be found at [http://umanitoba.ca/faculties/graduate_studies/admissions/index.html](http://umanitoba.ca/faculties/graduate_studies/admissions/index.html)

The deadlines are meant to accommodate the needs of students in securing appropriate documentation. Late applications may be considered for the next available start date.

1.1.3 Application Fee

A $100.00 (CDN) fee must accompany admission applications from all Canadian, Permanent Resident or International applicants.

1.1.4 Transcripts

Applicants must arrange for official transcripts from all post-secondary institutions attended to be sent to the University of Manitoba. **Applicants must ensure that the original transcripts bearing the university seal or attested copies are sent directly from their issuing university to the Faculty of Graduate Studies.** In cases where the transcript does not/will not clearly state that a degree has been conferred, an official degree certificate must accompany the transcript. It is important that the transcript(s) arrive as soon as possible to coincide with the arrival of the application.

1.1.5 Transcripts: International

Where academic records from a country other than Canada are produced in a language other than English, the applicant must arrange for the submission of official literal translations of all records. To be official, original language documents and English translations must arrive together in envelopes which have been sealed and endorsed by the issuing institution.

1.1.6 Transcripts: University of Manitoba

University of Manitoba students are not required to submit University of Manitoba transcripts.

1.1.7 Proficiency in English

A successfully completed English Language Proficiency Test from the approved list is required of

| Internal Unit Application Deadlines or statements such as “one month earlier than FGS deadlines”:

Application Deadlines:

completed applications must be received no later than December 1, for a September admission the following year.

Proficiency in English must be demonstrated prior to admission by:
all applicants unless they have received a high school diploma or university degree from Canada or one of the countries listed on the English Language Proficiency Test Exemption List (see next section). If applicable, this score is required as a basis for admission and applicants will NOT be accepted pending receipt of an acceptable score. Documented proof of either of the above must be submitted with the application for admission. **Please note:** scores more than two years old are not acceptable.

Thresholds required for successful completion are indicated in parentheses. Note: Some units may require a specific test or test scores greater than those indicated below:

- University of Michigan English Language Examination Assessment Battery (MELAB) (80%)
- Test of English as a Foreign Language (TOEFL) – Paper-based test (550); Internet based -iBT (80)
- Canadian Test of English for Scholars and Teachers (CanTEST) (band 4.5 in listening and reading and band 4.0 in writing and oral interview)
- International English Language Testing System (IELTS) (6.5)
- Academic English Program for University and College Entrance (AEPUCE) (65%)
- Canadian Academic English Language Assessment (CAEL) (60 overall and 60 on each subset)

**Note:** In addition, foreign language students may be asked by the unit to complete the CanTEST prior to or following registration in the Faculty of Graduate Studies and, if need be, the unit may recommend remedial measures in language skills based on the results of the CanTEST.

### 1.1.8 English Language Proficiency Test Exemption List

Applicants holding secondary school diplomas and/or university degrees from certain countries, where the language of instruction if English, are exempt from the English Language Proficiency Test requirement. A list of additional countries exempt from the English Language Proficiency Test can be found at [http://umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.htm](http://umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.htm)

### 1.1.9 Letters of Recommendation

Letters of Recommendation forms are available in the Faculty of Graduate Studies Office, 500 University Centre or on the web:

[http://umanitoba.ca/faculties/graduate_studies/media/Letter_Support-Application.pdf](http://umanitoba.ca/faculties/graduate_studies/media/Letter_Support-Application.pdf)

Two Letters of Recommendation must be sent to the Faculty of Graduate Studies in individually sealed envelopes with the referee’s signature across the closing flap of the envelope. Alternatively electronic letters of reference will also be accepted. Applicants should check with the unit to which they are applying as some units require more than two Letters of Recommendation on a form approved by individual units.

### 1.1.10 Admission Tests

Some units require admissions tests, such as the Graduate Record Examination (GRE) or the Graduate Management Aptitude Test (GMAT). These requirements are listed in the supplemental regulations of the particular unit, and if required, the scores must be submitted at the time of application.

### 1.1.11 Entrance Requirements

The minimum standard for acceptance into any category in the Faculty of Graduate Studies is a 3.0 Grade Point Average (GPA) or equivalent in the last two previous years of full time university study (60 credit hours).

**Criteria for admission:**

1) A four-year bachelor’s degree with at least a B average (3.0 GPA) in the last two previous years of full-time study (60 credit hours), to be completed before admission. Note that students with a higher GPA may have a greater chance of acceptance in the
1.1.12 Eligibility of University of Manitoba Staff Members

A staff member at the University of Manitoba at the rank of Assistant Professor or above is not eligible to apply for admission to a graduate program in the unit in which the appointment is held.

1.2 Registration Procedures

1.2.1 Registration

Undergraduate students are not allowed to register in graduate courses; that is, admission to the Faculty of Graduate Studies is a condition for registration in courses at the 6000 level and above.

All graduate students must initially register in the term specified in their letter of acceptance as specified in the Academic Schedule of the Graduate Calendar. Any student not registering by registration deadline for the term specified in their letter of offer will be required to re-apply for admission. In exceptional circumstances and with prior approval from the unit, a student may defer registration for up to one term following acceptance into the Faculty of Graduate Studies. In the case of international students, admission may be deferred, with prior approval from the unit, for up to one year following acceptance.

All programs must be approved by the Head of the major unit or designate. Approval to take courses from units outside the major unit must be obtained from the outside unit.

The approval or denial of admission and registration to two programs rests with the Dean of the Faculty of Graduate Studies in consultation with the unit concerned. The approval/denial must be submitted to the Faculty of Graduate Studies prior to the student’s admission/registration.

Where a student does register in two programs, the student must declare themself as part-time in at least one of the programs. Students should note that completing a graduate program as a part-time student will affect their eligibility for the University of Manitoba Graduate Fellowship (UMGF) and may limit other funding possibilities.

1.2.2 Re-Registration

Any student whose program of study extends for more than one year must re-register in both the fall and winter terms of each succeeding year of his/her program until a degree is obtained (or in the case of pre-Master’s students, their program is completed). Failure to re-register will result in the discontinuation of his/her graduate status. A student who has been discontinued and would like to be considered for continuation in a program must apply for re-admission, which is not guaranteed. The re-registration requirement does not apply to occasional students, visiting students, pre-Master’s students or students on an Exceptional or Parental Leave of Absence (please refer to “Leave of Absence”, Section 8 of this Guide).

The notation ‘Discontinued Graduate Program’ will be placed on the academic record of any graduate student who has failed to maintain continuous registration.

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

For designated periods subsequent to registration, approved revisions may be made. It is required that students adhere to dates and deadlines as published in the Academic Schedule of the Graduate Academic Calendar.

**Note:** Graduate students are not permitted to withdraw from courses without written permission from their unit Head on recommendation from their advisor/advisory committee. The notation “Required to Withdraw” will be placed on the academic record of any graduate student who has withdrawn from courses without such approval.

### 1.2.4 Western Deans’ Agreement

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

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

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

1.2.4.3 Students will qualify for the fee waiver if they:

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

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

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

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

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

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

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

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

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

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

### 1.3 Course Classifications

#### 1.3.1 General Classifications

Students who register through Aurora Student Information System (Aurora Student) must also have prior approval of the unit Head or designate. Students registering through Aurora Student should add only those courses that are a Major course in their program. Courses with Auxiliary “X”, Audit “A”, or Occasional “O” status (see below) must be added by the unit.

**X** Auxiliary course: Course is not a major requirement of the program but is required by the student’s advisor. **Extra courses that are not part of the Master’s or Ph.D. program but which are specified and required by the student’s advisor, may be classified as X (Auxiliary) and the grade will not be included in the degree GPA which appears on the transcript. However, X course grades may be used in the calculation of the GPA for continuation in the program and a minimum grade requirement may be required for X coursework by the unit.** (Please consult the individual unit’s supplemental regulations.) Additionally, X courses are used in the calculation of the GPA for the purposes of Admission and Awards. (The University of Manitoba Graduate Fellowship (UMGF) and International Graduate Student Scholarship (IGSS) use X courses in the calculation of the GPA.) The student’s advisor and unit Head must determine if there is a valid need for the registration in courses under the X classification. A maximum of 12 credit hours under the X course classification is permitted while registered in a given program.

**A** Audit course: Course is not taken for credit. No grade is recorded.

**O** Occasional course: Course is not a requirement of the program.

**Note:** Changes in course classifications are regarded as course/program changes and may not be made without approval (refer to the “Registration Revision” section of this Guide) or after the deadline dates for course changes as indicated in the Academic Schedule of the [Calendar](http://wcdgs.ca/).

#### 1.3.2 Continuing Courses (CO)

For those graduate level courses (6000, 7000, and 8000) which are being taken by students enrolled in the Faculty of Graduate Studies and which continue beyond the normal academic term, the instructor shall recommend that a mark classification of “CO” be used until such time as a final grade can be established. If the course is not completed by August 31, the student must re-register for the course(s).

In the absence of an assigned mark of “CO”, the student may receive a mark of “F” in that term.

**Note:** A CO will normally not be permitted longer than twelve months. In exceptional circumstances, where a CO grade is requested for a second twelve months, at the time the CO grade is submitted, the instructor and unit Head must also submit the “Recommendation for Continuing Status of a Course” form stating the reason for the CO and the deadline by which the course must be completed.

#### 1.3.3 Incomplete Courses

Students who are unable to complete the term work prescribed in a course may apply to the instructor prior to the end of term for consideration of a grade classification of “Incomplete”. It is understood that the student is to write the final examination if one is scheduled for the course.

Taking into account the results of the final examination, the value of the term work completed, and the extent of the incomplete term work, the instructor shall calculate the temporary grade.
using a zero value for incomplete work.

Normally, the following maximum extensions are allowed:

August 1st for courses terminated in April

December 1st for courses terminated in August

April 1st for courses terminated in December

If a final grade is not reported within one month of the extension deadline, the Incomplete (I) classification will be dropped and the grade will remain as awarded. The student will no longer have an opportunity to improve the grade. In no case will the satisfaction of the incomplete requirements result in a lower grade being awarded.

1.4 Student Status/Categories of Students

1.4.1 Full-Time And Part-Time Students

Graduate students who are participating in studies on a regular basis in an academic term and/or are registered in the academic year are considered to be full-time students. Graduate student status is not determined by the number of credit hours taken per term. Therefore, such students who spend much of the time in a laboratory or library engaged in research or writing a thesis/practicum, or who spend part of the academic year engaged in research elsewhere, are regarded as full-time students.

Student status should be determined by the student and advisor/co-advisor, and changes must be requested on the “Change of Status” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). The form must be approved by the unit Head and submitted to the Faculty of Graduate Studies.

Declaration of full/part time status must be made prior to the end of the registration revision period in the Fall and/or Winter terms and within one month of the start of the Summer term.

For every full year (twelve months) a student is declared as part time they will receive an additional four months in time. For every two years (24 months) a student is declared as part time they will receive an additional year (12 months) in time. Retroactive status changes will not be made.

1.4.2 Pre-Master’s Or Qualifying Students

In specific cases where the academic background of the student is judged to be insufficient for the given program in a unit, the unit may recommend that the student be admitted to a pre-Master’s program of study. The pre-Master’s program is intended to bring the student’s standing to approximately the level of an Honours graduate in the major unit, and to provide any necessary prerequisites for courses.

1.4.3 Occasional Students

A student wishing to take graduate courses with no intention of applying them toward an advanced degree at the University of Manitoba is classified as an occasional student. Occasional students must meet the same degree and grade point average entrance requirements as regular graduate students and must write final examinations in the courses taken (unless audited), but will not receive credit toward a degree. In special circumstances, an occasional student may apply for permission to proceed to a degree program and also apply for transfer, for credit, of courses previously taken in the occasional category. Note:

1. Transfer of courses from the “occasional” category to a degree program is not automatic:

Note:

Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)
### 1.4.4 Joint Masters (With the University of Winnipeg)

The University of Manitoba and the University of Winnipeg offer four joint Master's programs: History, Religion, Public Administration, and Peace and Conflict Studies. The University of Manitoba Faculty of Graduate Studies is responsible for the administration of the joint programs, and students must complete the regular University of Manitoba application and registration forms. Students taking pre-Master's qualifying work for these programs register at the University where the courses are being taken.

### 1.4.5 Visiting Students

Visiting students are students who are registered at another institution who are taking one or more courses at the University of Manitoba on a Letter of Permission from their home university.

### SECTION 2: Academic Performance - General

#### 2.1 General Note

Students are ultimately responsible for ensuring that they meet all degree and program requirements. The advisor (and if appropriate co-advisor), advisory committee, and unit must ensure that each student follows the guidelines and meets the program requirements. The Faculty of Graduate Studies performs a final check of program requirements for each student just prior to graduation. Students are cautioned, therefore, to periodically check all regulations with respect to the degree requirements. Failure to meet all the requirements will render a student ineligible to graduate.

Units may make recommendations with respect to the regulations concerning minimum academic performance; however, enforcement of academic regulations rests with the Faculty of Graduate Studies. The following procedures apply to recommendations made by units:

The unit is responsible for informing the Faculty of Graduate Studies when a student’s performance is unsatisfactory in research or coursework and the unit must outline any recommended remedial action(s).

The unit must notify the student of the deficiency and of its recommendation.

If the student fails to satisfy any remedial action recommended, the student may be required to withdraw from the Faculty of Graduate Studies.

### Note:

When a graduate student is required to withdraw from a program of study, the notation on the academic record will be: “Required to withdraw”. Voluntary withdrawal from a program is only permitted if the student is in good academic standing.

Recommendations of units will supersede student requests for voluntary withdrawal.

A student who has been required to withdraw from a graduate program at The University of

---

Note: Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)
Manitoba may be permitted to apply for admission to another graduate program only if the application for admission is approved by the Dean of the Faculty of Graduate Studies.

### 2.2 Academic Performance

Student progress shall be reported at least annually to the Faculty of Graduate Studies on the “Progress Report” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).

Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the “Progress Report” form. Two consecutive “in need of improvements” normally requires the student to withdraw.

Note: Progress Reports may be submitted more than annually

### 2.3 Performance in Coursework

A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course. Each failed course may be repeated or replaced only once, to a maximum of 6 credit hours of coursework. If a course is repeated or replaced, the most recent grade obtained will be used in the determination of the degree grade point average. Students receiving a grade of C or less in more than 6 credit hours of coursework are required to withdraw, unless otherwise stated in the unit’s supplemental regulations. Note:

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

Supplemental exams are not permitted to students in the Master’s or Ph.D. program, unless otherwise stated in the unit’s supplemental regulations.

All actions taken administratively are to be reported, in summary form, to the Faculty of Graduate Studies Executive Committee.

### 3.1 Admission and Program Requirements

Graduates of bachelor degree programs with a minimum grade point average (GPA) of 3.0 in the last two full years of university study will be considered for admission to a pre-Master’s program. These are the minimum requirements of the Faculty of Graduate Studies. Units may specify higher or additional criteria. Admission to a pre-Master’s program does not guarantee future admission to a Master’s program. As the pre-Master’s program of study is intended to bring a student’s background up to the equivalent of the required 4-year degree, units should assign to students, as part of their pre-Master’s program of study, an appropriate number of applicable upper level (3000 or 4000) undergraduate courses. Courses at the 7000 level or above cannot be taken in a pre-Master’s program. Courses taken as part of the pre-Master’s program may not be transferred to a Master’s program at a later date.

There is no pre-master’s program.

### 3.2 Academic Performance

3.2.1. The unit Head is responsible for assigning the courses and monitoring the progress of each student.

3.2.2. A minimum degree grade point average of 3.0 with no grade below C+ must be maintained to continue in a pre-Master’s program. Students who fail to maintain this standing will be required to withdraw.

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

FGS Template updated September 2013
3.2.3. Students deficient in 6 hours of credit or less may be permitted to write a supplemental examination (when offered in the unit’s supplemental regulations) in courses in which a grade of C or less was obtained.

3.2.4. Students deficient in 6 hours of credit or less with a grade of C, D, or F in a course or courses may be permitted, if the overall average is C or better, to write one supplemental examination in each course (when offered in the unit’s supplemental regulations), to repeat the courses, or to take equivalent substitute courses.

Note: In exceptional circumstances, when a student is deficient in more than 6 credit hours, the student may be permitted to repeat the pre-Master’s year, or to write supplemental examinations (when offered), or to substitute equivalent coursework in order to make up the deficiencies.

A student may be permitted to repeat the pre-Master’s year only once, and to remove deficiencies in grades by writing a supplemental examination or repeating courses only once for each course to a maximum of 9 credit hours of coursework.

If a course is repeated or a supplemental examination is written, the most recent grade obtained in that course will be used in the determination of the degree GPA.

The degree GPA is cumulative in a pre-Master’s program if more than one year is required to complete the course requirements.

All action taken administratively is to be reported in summary form to the Faculty of Graduate Studies Executive Committee.

SECTION 4: General Regulations: Master’s

4.1 General

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

- Thesis/practicum-based;
- Course-based/comprehensive;
- Accredited professional.

4.2 Diploma Programs

The regulations for the Master’s program shall also prevail for diploma programs. All students should consult the unit supplemental regulations regarding diploma programs.

4.3.1 General Criteria

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-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from:

Relevant information could include:
- Minimum admission criteria (beyond FGS requirements)
- Admission/selection committee composition (if applicable)
- Admission/selection procedures
- Indicate which specific major areas are acceptable

Note:
Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)
### Faculty of Graduate Studies Regulation

- Canadian institutions empowered by law to grant degrees; or
- Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies.

- Graduates from first-cycle Bologna compliant degrees.

- Students who have completed the pre-Master’s program from:
  - the University of Manitoba; or
  - Canadian institutions empowered by law to grant degrees; or
  - Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies.

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

An Admissions/selection committee composed of the MHR Program Committee members will review all applications.

**Please refer to section 1.1.11.**

### 4.3.2 Pre-Master’s Programs

In specific cases where the academic background of the student is judged to be insufficient for the given program in a unit, the unit may recommend that the student be admitted to a pre-Master’s program of study (Section 3).

The pre-Master’s program of study is intended to bring a student’s background up to the equivalent of the required 4-year degree in the major unit, and to provide the student with any necessary prerequisites for courses to be taken in the Master's program.

### 4.4 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 unit and may follow the unit’s supplemental regulations. Any single course cannot be used for credit toward more than one program.

#### 4.4.1 Thesis/Practicum Route

A minimum of 12 credit hours of coursework, unless otherwise stated in the unit’s supplemental regulations, plus a thesis or practicum. The minimum must include at least 6 credit hours at the 7000 level or above, with the balance of the coursework at the 3000 level or above. A maximum of 24 credit hours of coursework is allowed unless the unit’s supplemental regulations indicate otherwise. The student must complete the thesis/practicum at the University of Manitoba.

Indicate if the minimum or maximum number of credit hours required in the program differs from that required by FGS. List required courses (including full numbers and minimum level, e.g., 7000), and credit hours

- Students will complete 18 graduate-level course credits and a thesis, including proposal and defence.

- Students must complete three required graduate courses* and at least three additional graduate-level courses from the approved list.

*Required courses:
- HMRT 7100/SOC 7160: Theory and Practice of Human Rights
- HMRT 7200: Mixed Methods for Human Rights Research
- HMRT 7300/LAW 3018: Human Rights Law
- GRAD 7000: Master’s Thesis

#### 4.4.2 Course-based/Comprehensive Examination Route

A minimum of 24 credit hours of coursework and comprehensive examination(s). The minimum must include at least 18 credit hours at the 7000 level or above with the balance of the coursework at the 3000 level or above. A maximum of 48 credit hours of coursework is allowed unless the unit’s supplemental regulations indicate otherwise. The student must complete three required graduate courses and at least three additional graduate-level courses from the approved list.

**Note:** Minimum of 18 credit hours must now be taken at the 7000 level or above.

Indicate if the minimum or maximum number of credit hours required in the program differs from that required

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

_FGS Template updated September 2013_
<table>
<thead>
<tr>
<th>Faculty of Graduate Studies Regulation</th>
<th>Supplemental Regulation</th>
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<tr>
<td>unless supplemental regulations indicate otherwise.</td>
<td>by FGS. List required courses (including full numbers and minimum level, e.g., 7000), and credit hours</td>
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### 4.4.3 Accredited Professional Route

The credit hours and course requirements shall reflect the requirements of the external accrediting body.

### 4.4.4 Language Reading Requirements

Some units specify a language requirement for the Master’s degree. Students should check unit supplemental regulations regarding this requirement.

### 4.4.5 Advanced Credit

Advance credit for courses completed prior to admission to a Master’s program will be considered on an individual basis. The student’s unit makes the request to the Faculty of Graduate Studies by completing the “Recommendation for Advance Credit (Transfer of Courses)” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).

- Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section).
- No more than half of the required coursework for the program can be given advance credit.
- A course may not be used for credit toward more than one program.
- The student must register at The University of Manitoba for at least two terms within a single academic year as a full-time student and must also complete the thesis at the University of Manitoba.

Regardless of the extent of advanced credit received, all students are required to pay applicable program fees.

### 4.4.6 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 unit and the Faculty of Graduate Studies before the student may register for them;
- are considered on an individual basis;
- cannot be used for credit towards another degree;
- may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required.

Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar’s Office; an original transcript and course equivalency must be provided.

### 4.4.7 Time in Program

The minimum time for students in the Master’s program is equivalent to two terms. Most units require more than this and students should check unit supplemental regulations regarding

Note: Maximum time to completion is now 4 years for full-time students. See section 1.4.1 for criteria relating to full-time and part-time status.
specific requirements.

The maximum time allowed for the completion of the Master’s degree is four years for students declared as full-time and six years for students declared as part-time (see section 1.4.1). Some units may have specified maximum time limits and students should periodically check unit supplemental regulations regarding specific requirements.

Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies at least three, but no more than four, months prior to expiration of the respective maximum time limit.

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”.

4.5 Student’s Advisor/Co-Advisor

Each student should have an advisor upon entry into the program, and must have one assigned no later than one term following registration. The advisor must:

- hold at least a Master’s degree or equivalent
- be a member of the Faculty of Graduate Studies, and
- have expertise in a discipline related to the student’s program

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

In units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student’s entry into the program, the unit Head, within one term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen.

In special circumstances, an advisor and co-advisor, upon approval of the unit Head may advise a student. The co-advisor must meet all of the same qualifications and expectations as the advisor. Together the advisor/co-advisor shall fulfill the role of advisor. When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both co-advisors’ signatures are required on all documents where the advisor’s signature is required.

The advisor/co-advisor will advise the student on a program of study, direct research, and supervise the thesis or practicum work.

The advisor and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. The advisor and the student are required to sign the agreement; if the parties cannot agree on any component(s) of the ASG, the matter should be referred to the unit Graduate Chair, Head of the unit or the Dean of the Faculty of Graduate Studies.

Should, during the student’s program, the relationship between the student and advisor significantly deteriorate, the matter should be referred to the unit Graduate Chair, the Head of the unit or to the Dean of the Faculty of Graduate Studies.
# Faculty of Graduate Studies Regulation

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<thead>
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<th>Supplemental Regulation</th>
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<td>All students should consult unit supplemental regulations for specific details regarding advisor/co-advisor requirements.</td>
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## 4.6 Advisory Committee

### 4.6.1 Thesis/Practicum Route

Advisory committees are normally selected by the advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice to the student during his/her research program. The advisory committee must consist of a minimum of three members (including the advisor/co-advisor), two of whom must be members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee.

Additional specifications regarding the advisory committee are found in the unit supplemental regulations and students should consult these regulations for specific requirements.

### 4.6.2 Course-based/Comprehensive Examination Route

Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the unit’s supplemental regulations and students should consult these regulations for specific requirements.

### 4.6.3 Accredited professional programs

Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the unit’s supplemental regulations and students should consult these regulations for specific requirements.

## 4.7 Courses and Performance

### 4.7.1 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 unit Head. Withdrawal from courses or changes of course category without such approval will result in the student being required to withdraw from the Faculty of Graduate Studies.

It is recommended that units require a Program of Study and Appointment of Advisory Committee form (analogous to that required by FGS for PhD students) for internal use.

### 4.7.2 Lapse of Credit of Courses

Courses completed more than seven years prior to the date of awarding of a degree may not normally be used for credit toward that degree.

Note: Lapse of course credit is now 7 years.

### 4.7.3 Academic Performance

Student progress shall be reported at least annually to the Faculty of Graduate Studies on the “Progress Report” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the “Progress Report” form. Two consecutive “in need of improvements” normally requires the student to withdraw.

### 4.7.4 Performance in Coursework

A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a

Note:
Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)
**4.7.5 Performance not related to Coursework**

In some units, students are required to demonstrate satisfactory academic performance in areas not related to performance in courses, such as attendance at or participation in course lectures, seminars and in laboratories and progress in research, thesis or practicum. The specific nature of satisfactory academic performance is outlined in individual unit supplemental regulations and students should consult these supplemental regulations for specific requirements. Unacceptable performance must be reported to the Faculty of Graduate Studies on the “Progress Report Form” [http://umanitoba.ca/faculties/graduate_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the unit Head to the Dean of the Faculty of Graduate Studies.

Additional examples could include attendance in seminars, standards of ethical behavior, professional dress codes, etc.

**4.8 Requirements for Graduation**

All students must:

- maintain a minimum degree grade point average of 3.0 with no grade below C+,
- meet the minimum and not exceed the maximum course requirements, and
- meet the minimum and not exceed the maximum time requirements.

Individual units may have additional specific requirements for graduation and students should consult unit supplemental regulations for these specific requirements.

**4.8.1 Thesis/Practicum Route**

**4.8.1.1 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.

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

The thesis is developed under the mentorship of the advisor/co-advisor. Individual units may have specific guidelines regarding the thesis proposal and its acceptance by the student’s advisory committee/unit Head; students should consult unit supplemental regulations for specific requirements. Research must be approved by the appropriate Human Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the thesis research.

**Thesis/Practicum Proposal:**

Provide details of proposal format, page limits, other guidelines, evaluation procedures, who approves the proposal, at what point in the program is the thesis proposal to be completed; is the oral presentation completed in open or closed session; is unanimous approval required; can a thesis proposal that is not approved the first time be resubmitted, etc.

**Thesis Proposal**

Students must complete a thesis proposal. The proposal may be submitted after the student has completed 9 credit hours of coursework. Students should normally submit their thesis proposals within three months of completing their coursework to maintain momentum, structure, continuity and connection with the program and faculty.

Under the supervision of the Thesis Advisor, the student must prepare a 20-25 page written thesis proposal to be submitted to the Thesis Advisory Committee. The student is required to defend the thesis proposal orally in open session. The proposal will outline in some detail the problem the student intends to investigate as well as the theory and methodology to be employed in the endeavor. It should include an introduction, a context section, the theoretical background of the study, the methodology to be used, the research questions, and the significance of the study.

The Thesis Advisor will call a Thesis Advisory Committee meeting to consider the adequacy of the proposal. The Advisor must provide written notices to each member of the Thesis Advisory Committee advising them of the oral defence date. Students must submit the written proposal to each member of the Thesis Advisory Committee at least two weeks prior to
the meeting. Students should normally defend their thesis proposals within six months of completing their coursework to maintain momentum, structure, continuity and connection with the program and faculty. The student will formally present the proposal in a forum open to all faculty members and graduate students of the Program.

The purposes of the proposal examination meeting are:
1) to enable the Thesis Advisory Committee to assess the student’s preparation for undertaking independent graduate research;
2) to consider the feasibility of the proposed research; and
3) to provide necessary feedback for further advancement of the research.

The Thesis Advisor shall chair the thesis proposal defence. All members of the Thesis Advisory Committee shall be present at the proposal defence unless specifically exempted by the Chair of the MHR Program Committee. Members must be present in person or via video- or tele-conference or Skype.

The proposal meeting will be chaired by the Advisor, and will have the following steps:
1) introduction by the Advisor;
2) presentation of highlights of the research proposal by the student;
3) review of the proposal by the Thesis Advisory Committee and oral defence by the student;
4) evaluation of the proposal by the Thesis Advisory Committee on a pass/fail basis.

For a successful oral defence, the decision of the Thesis Advisory Committee must be by majority. Unanimity is not required. Students whose proposals pass with revisions must complete the revisions under the supervision of the Thesis Advisor. The feedback received must be incorporated into the document and the proposal may be required to be re-defended. Unsuccessful candidates will be allowed a second attempt within 2 months of the first attempt.

Following the successful defence of the thesis proposal, the Thesis Advisor should work with the student and the Thesis Advisory Committee to address any concerns raised in the proposal meeting.

After successful defence of the thesis proposal, the student may proceed to the stage of research and thesis writing. See the Thesis Guidelines on the Faculty of Graduate Studies website [http://umanitoba.ca/faculties/graduate_studies/thesis/250.html](http://umanitoba.ca/faculties/graduate_studies/thesis/250.html)

Where the research involves human subjects, data collection shall not proceed until the thesis proposal has been approved and until approval has been secured from the relevant University of Manitoba Research Ethics Board.

If a candidate fails a Thesis proposal on two occasions he/she will be required to withdraw from the program.
Thesis
The MHR thesis is an independently written research document of no more than 50,000 words in length on a topic of relevance to human rights. The thesis would normally range from 75 to 150 pages of double-spaced typescript. The thesis should demonstrate that the student has mastery of the specific field of human rights research under investigation, and is fully conversant with the relevant literature. The thesis should also demonstrate that the candidate has made a contribution to knowledge in the field of human rights research.

The thesis may entail co-operation with other faculties at the University of Manitoba, and agencies in the global community. In general, the overall goal of the thesis is to build or apply theory through disciplined and focused independent study. Consequently, the thesis should be based on scholarly study and research that encompasses both theoretical and empirical aspects of human rights research.

4.8.1.2 Examining Committee
The advisor will recommend an examining committee to the unit Head for approval, which shall then be reported to the Faculty of Graduate Studies on the "Master's Thesis/Practicum Title and Appointment of Examiners" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). This form must be approved by the Dean of the Faculty of Graduate Studies prior to the distribution of the thesis.

Under normal circumstances, the examining committee will be the same as the advisory committee unless otherwise stipulated in the unit's Supplemental regulations. The examining committee must consist of a minimum of three members (including the advisor), two of whom must be members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. All examiners must be deemed qualified by the unit Head and be willing to serve. The composition of, and any changes to, the examining committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. Individual units require specific requirements for examination and students should consult unit supplemental regulations for specific requirements.

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

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

4.8.1.3 Oral Examination
For units requiring students to pass an oral examination on the subject of the thesis/practicum and matters relating thereto, the format of the oral examination is described in the supplementary regulations of the unit. Students should consult these supplemental regulations for specific requirements. A student has the right to an examination of the thesis/practicum if he/she believes it is ready for examination. It is the unit's responsibility to warn the student of any risk involved.

Note: There is provision for a dissenting voice in the outcome of the evaluation of the oral examination and written thesis.

Provide details of scheduling of the oral examination, format and procedures of the examination, time constraints on oral presentation, duration of questioning by examiners, number of rounds of questions, etc.
should he/she decide to proceed against the unit’s recommendation.

All members of the examining committee must be present at the examination.

The oral examination shall be open to all members of The University of Manitoba community except in exceptional cases. The oral examination may be closed, for example, when the results of the thesis/practicum research must be kept confidential for a period of time. In such cases, the examining committee and unit Head shall recommend such action to the Dean of the Faculty of Graduate Studies who shall then approve that the final examination be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies.

Following completion of the examination of the thesis/practicum, examiners will consider 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 to the Faculty of Graduate Studies. The advisor is normally responsible for ensuring that revisions are completed according to the instructions from the examining committee.

The judgement of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms “approved” or “not approved” on the thesis/practicum final report form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Each examiner must indicate his/her opinion by his/her signature. If two or more examiners do not approve the thesis, then the student is deemed to have failed the defence.

The examining committee may recommend to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.

4.8.1.4 Failure

In the case of a failure of the thesis/practicum at the Master’s level, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate Studies, who will make the report available to the student and advisor/co-advisor.

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;
- The defence; or
- A combination of both stages.

The examining process should be completed within one month of distribution of the thesis/practicum.

4.8.2 Course-based/Comprehensive Examination Route

Students must demonstrate his/her mastery of their field. The specific procedures for evaluation of this mastery are stated in individual units’ supplemental regulations. Students should consult unit supplemental regulations for specific requirements.

In those units where comprehensive examinations are required, students should consult unit regulations for specific requirements.
supplemental regulations for specific requirements. The results of the comprehensive examinations shall be submitted to the Faculty of Graduate Studies on the Report on Comprehensive Examination form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) in the terms “pass” or “fail.” No student may sit comprehensive examinations more than twice. Any student who receives a “fail” on the comprehensive examination twice will be required to withdraw from the Faculty of Graduate Studies.

4.9 Style and Format

The thesis/practicum must be written according to a standard style acknowledged by a particular field of study (see Appendix 1).

4.10 Deadlines for Graduation

The final requirements of the degree, in the form of the final report on the thesis/practicum (and the corrected copies of the thesis/practicum); comprehensive examination; or M. Eng. project, design thesis, must be submitted to the Faculty of Graduate Studies by the appropriate deadline. For those programs that do not have a culminating exercise (thesis/practicum/comprehensive examination/M.Eng. project/Design thesis) the unit must forward potential graduate names to the Faculty of Graduate Studies by the deadline. The deadline for each of the graduation dates is published in the Academic Schedule of the Academic Graduate Calendar.

4.11 Details for Submissions of Final Copies

Following the approval of the thesis/practicum by the examining committee and the completion of any revisions required by that committee, the thesis/practicum, must be submitted to the Faculty of Graduate Studies as follows:

- One digital version submitted as an e-thesis/practicum at the MSpace website (https://mspace.lib.umanitoba.ca/index.jsp)

Final approval and release forms.

4.12 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, he/she will be required to grant a license of partial copyright to the University and to the Library and Archives Canada for any thesis or practicum submitted as part of their degree program.

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

The forms and conditions pertaining to these license agreements are available in the Faculty of Graduate Studies office. This and other related regulations may give rise to important questions of law, and students may need additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning their subsequent rights are advised to do so prior to signing the agreements. Signing of the license agreements is normally done after the contents of the thesis/practicum have been delineated and the importance of copyright and/or patents fully comprehended.

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:

- Patents – Refer to the section “Policy of Withholding Theses Pending Patent Applications” in this

Note:

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

Restriction of Theses/Practica for Publication – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor, may request in writing that the Dean of the Faculty of Graduate Studies restrict access, for a period up to one year after submission, of the digital and unbound paper versions of a thesis or practicum submitted to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.

Library and Archives Canada – A copy of the thesis is forwarded to the Library and Archives Canada.

SECTION 5: Doctor of Philosophy General Regulations

The degree of Doctor of Philosophy (Ph.D.) is granted only upon evidence of general proficiency and of distinctive attainment in a special field. In particular, the candidate must demonstrate an ability for independent investigation, original research or creative scholarship. This is expected to be presented in a thesis with a degree of literary skill and by an oral examination wherein the candidate exhibits mastery of their field. The Ph.D. is a research degree and is not conferred by the University of Manitoba solely as a result of coursework study.

Although general regulations apply to all students, individual units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html), and be kept on record in the Faculty of Graduate Studies. All students should consult unit supplemental regulations for specific details regarding admission, progression and completion.

5.1 Admission

5.1.1 General criteria

Normally, the completion of a Master’s degree or equivalent from a recognized university and a cumulative GPA of 3.0 or equivalent in the last two previous years of full time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program. However, the criteria for admissions into the Ph.D. program are more stringent than for Masters’ programs; therefore, the completion of a Master’s program does not guarantee admission into the Ph.D. program. Some units require completion of a thesis-based Master’s program prior to admission to a Ph.D. program.

5.1.2 Direct Admission from the Bachelor’s Honours or equivalent

With special recommendation of the unit concerned, applicants with an honours Bachelor’s degree or equivalent may be considered for entry to Ph.D. study. These students must be outstanding in their academic background (GPA well above 3.0 in the last two full years of undergraduate study). Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual unit’s approved supplemental regulations specify otherwise, and will be assessed Ph.D. fees for 3 years.

5.1.3 Transfer from the Master’s to the Ph.D. program

Students who have not completed a Master’s program may transfer to the Ph.D. program within the same unit upon the recommendation by the Head of the unit to the Faculty of Graduate Studies. The recommendation should be made within 18 months of the student’s commencement of the Master’s program. The coursework completed and time spent in the Master’s program will normally be credited towards the Ph.D. program. Students must complete at least 24 credit hours of coursework, unless the individual unit’s approved Supplemental regulations specify otherwise.

The request to transfer from a Master’s to the Ph.D. program must be submitted to the Faculty of
Graduate Studies at least one month prior to the term for which the student intends to commence the Ph.D. program. The following are required when making the request: The “Application for Admission” form (and application fee); “Ph.D. Selection Committee Report” form (http://umanitoba.ca/faculties/graduate_studies/media/cte_selection_report.pdf); and in the case where the student does not hold a Master’s degree, a letter of recommendation from the Head of the unit.

If the transfer occurs within 12 months of the initial registration in the Master’s program, the student will be assessed Ph.D. fees for 3 years. If the transfer occurs after 12 months, the student will be assessed Ph.D. program fees for 2 years (as they will have already paid fees for the Master’s program). Students are cautioned that such transfers may impact on the University of Manitoba Graduate Fellowship duration.

Where a student with a Master’s degree or equivalent is initially admitted and registered in a Master’s program, that student may be transferred to the Ph.D. program within the same unit on the recommendation of the student’s advisor/co-advisor and Head of the unit, provided that follow up transfer recommendation occurs within 12 months of the initial registration in the Master’s program. In such a case, the application fee is waived and fees assessed towards the Master’s program will be deducted from the full 2 years of Ph.D. program fees. Transfers later than 12 months must pay an application fee and their fees will be assessed as a 3 year Ph.D.

5.1.4 Provisional Admission to the Ph.D.

Students nearing the completion of the Master’s degree may be accepted provisionally to the Ph.D. program for a 12 month period (commencing with the first registration in the Ph.D. program). Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master’s degree within the 12 months. Students must maintain continuous registration in their Master’s program until its completion. Students will require assistance from the unit and the Faculty of Graduate Studies to complete dual registration in the Master’s and Ph.D. program simultaneously.

5.1.5 English Language Proficiency

Applicants whose first language is not English and who have not resided in a designated English-speaking country for three years immediately prior to application must provide proof of English language proficiency. Normally, this is done by providing results directly to the Faculty of Graduate Studies from one of the following recognised English language competency tests:

- MELAB – Minimum Final score of 80
- TOEFL – Minimum iBT score of 80, or a minimum PBT 550
- canTEST – Minimum band of 4.5 in Listening and Reading, and a band of 4.0 in Writing
- IELTS – Minimum score of 6.5 on the Academic Module
- CAEL – Minimum 60 overall and 60 on each subject
- AEPUCE – Minimum 65% overall.

The language competency test may be waived if the applicant has completed a degree at a recognised University where the language of instruction is English. Some units specify an additional language requirement for the Ph.D. degree. Students should check unit supplemental regulations regarding this requirement.

In all cases, test scores older than two years are invalid.

5.1.6 Students with Disabilities

See Accommodation Policy for Students with Disabilities:

http://umanitoba.ca/admin/governance/governing_documents/students/281.html

5.2 Student Advisor, Co-advisor and Advisory Committee

Note: See revised criteria for advisor/co-advisor.
5.2.1 Student Advisor

Every Ph.D. student must have an advisor, appointed by the Head of the unit. The advisor is responsible for supervising the student’s graduate program. The advisor is the student’s first point of contact at the University of Manitoba, and therefore should be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic unit. The advisor is directly responsible for the supervision of the student's graduate program. In this capacity, the advisor assists the student in planning the graduate program, and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic unit, the Faculty of Graduate Studies, the university, and external funding agencies. The academic advisor provides counsel for all aspects of the graduate program, and stays informed of the student’s scholarly activities and progress. The student’s advisor also acts as a channel of communication to the student’s advisory committee, the unit and the Faculty of Graduate Studies.

The advisor must:

- be a member of the Faculty of Graduate Studies,
- hold a Ph.D. or equivalent)*,
- be active in research, and
- have expertise in a discipline related to the student’s program.

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

Usually the student and the advisor choose to work together by mutual agreement. In units where the choice of thesis topic advisor is postponed for some time after entry into the program, the Head of the unit or the selection committee shall appoint a faculty member to advise the student as to the rules and regulations and on a program and course requirements. This interim period must not exceed eighteen months after entry in to the program before a permanent advisor is chosen.

The advisor and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. The advisor and the student are required to sign the agreement; if the parties cannot agree on any component(s) of the ASG, the matter should be referred to the unit Graduate Chair, the Head of the unit or the Dean of the Faculty of Graduate Studies.

Should, during the student’s program, the relationship between the student and advisor significantly deteriorate, the matter should be referred to the unit Graduate Chair, the Head of the unit or the Dean of the Faculty of Graduate Studies.

5.2.2 Co-advisor

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

The co-advisor must:

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

Must there be an advisor in place at admission? (Details of composition of advisory committee go in section 5.2.3)
be active in research.

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

The co-advisor will usually be identified either:

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

1. the student desires to draw equally upon the expertise of two individuals, or

2. the project is interdisciplinary in nature and requires the expertise of two advisors from their respective disciplines, or

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

1. the student's project developing in such a way as he/she requiring an additional advisor from a different discipline, or

2. the unit introducing a new Faculty member, to the standards of the unit, whose expertise facilitates the student's project.

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

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

5.2.3 Advisory Committee

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

5.3 Program of Study

As soon as possible, but no later than 24 months after a student has commenced their program, the student’s program of study should be registered with the Faculty of Graduate Studies and should include:

- information about the minimum or expected time for completion of the degree;
- coursework to be taken;
- any foreign language requirement;

Note:
Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)
• the research area in which the thesis will be written.

The approval of the student’s advisor/co-advisor and the Head of the unit are sufficient for registration. The program of study, including withdrawal from individual courses and any subsequent changes, must be approved by the student’s advisor/co-advisor, the advisory committee and the Head of the unit. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.

5.4 Program Requirements

All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved unit supplemental regulations:

- Where admission to the Ph.D. is directly from a Master’s degree, a minimum of 12 credit hours at the 7000 level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000 level must be at the 3000 level or above. For those students who hold a Master’s degree, a maximum of 24 credit hours of coursework is allowed toward the Ph.D. program.*
- Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a minimum of 24 credit hours plus a thesis is required. The coursework must include a minimum of 18 credit hours at the 7000 level or higher with the balance of the coursework at the 3000 level or higher. For those students who do not hold a Master’s degree, a maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.*

*Unless professional accreditation requirements and/or supplemental regulations indicate otherwise.

5.4.1 Language Reading Requirements

Some units specify a language requirement for the Ph.D. degree. Students are advised to check unit Supplemental regulations regarding this requirement.

5.4.2 Advance Credit

Advance credit for courses completed prior to admission to a Ph.D. program will be considered on an individual basis. The student’s unit makes the request to the Faculty of Graduate Studies by completion of the "Recommendation for Advance Credit (Transfer of Courses)" form.

1. Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section).
2. No more than half of the required coursework for the program can be given advance credit.
3. A course may not be used for credit toward more than one degree, diploma or certificate.
4. The student must register at The University of Manitoba for one academic year as a full-time student and must also complete the thesis at The University of Manitoba.
5. Regardless of the extent of advanced credit received, all students are required to pay the program fee.

5.4.3 Transfer Credit

Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:

1. must be approved for transfer to the program of study by the unit and the Faculty of Graduate Studies before the student may register for them;

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

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2. are considered on an individual basis;
3. cannot be used for credit towards another degree;
4. may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required.

Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar’s Office; an original transcript and course equivalency must be provided.

5.4.4 Lapse of Credit of Courses

Courses completed more than seven years prior to the date of awarding of a degree may not normally be used for credit toward that degree.

Note: Lapse of course credit is now 7 years.

5.5 Time Limits

5.5.1 Minimum Time Limit

The minimum time requirement for the program of study for a Ph.D. degree will normally be two years of study beyond the level of the Master’s degree, or three years beyond the level of a Bachelor’s degree. The student may be permitted to spend one of these years in an approved program of research or study elsewhere. Such permission must be approved by the Dean of the Faculty of Graduate Studies on the recommendation of the student’s advisory committee.

5.5.2 Maximum Time Limit

A student’s candidature shall lapse if he/she fails to complete the degree within six years following initial registration in the Ph.D. program. For those students who transfer from the Master’s to the Ph.D., years spent in the Master’s program are counted as years in the Ph.D. program. Recommendations for extensions of time to complete the degree will be considered on an individual basis and must be approved by the Dean of the Faculty of Graduate Studies.

A student who has not completed the degree requirements within the time limit or within the time limit of any extension that has been granted (see also sections “Extension of Time to Complete Program of Study” and “Leave of Absence”) will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be “Required to withdraw”.

Note: Maximum time in the Ph.D. is now 6 years.

5.6 Academic Performance

Student progress shall be reported at least annually to the Faculty of Graduate Studies on the “Progress Report” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the “Progress Report” form. Two consecutive “in need of improvements” normally requires the student to withdraw.

5.6.1 Performance in Coursework

A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

Note: Additional examples could include attendance in seminars, standards of ethical behavior, professional dress codes.

5.6.2 Performance Not Related to Coursework

Students may be required to withdraw from their Ph.D. program for reasons of unsatisfactory performance other than those related to failing grades. These include, but are not restricted to, unsatisfactory attendance and lack of progress in research and/or thesis preparation. The student’s advisory committee will make a recommendation for required withdrawal to the Head of the unit. The Head of the unit may then recommend to the Dean of the Faculty of Graduate Studies.

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

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### 5.7 Academic Requirement for Graduation

A cumulative degree grade point average of 3.0 or greater is required in those courses that constitute the program of study for graduation in the Faculty of Graduate Studies.

### 5.8 Candidacy Examination

The candidacy examination is an absolute requirement of the Faculty of Graduate Studies and, as such, cannot be waived under any circumstances. However, the format and content of the candidacy exam will vary from unit to unit. The purposes of the candidacy exam in doctoral programs is to determine the student's competence in the discipline with respect to understanding and absorbing a broad spectrum of material, and then researching, identifying, analysing, synthesizing, and communicating ideas about that material in depth.

At the time specified by the advisory committee—normally within the first year after the completion of the Ph.D. program coursework but in no case later than one year prior to expected graduation—the student must successfully complete the formal candidacy examination.

The examination is conducted according to a procedure established by the unit and approved by the Academic Guide Committee of the Faculty of Graduate Studies. Please see the unit supplemental regulations for the format and composition of the examination committee for the candidacy examination.

This examination, which is independent from the thesis Proposal, may be oral, written, or both and may cover subjects relevant to the general area of the candidate's research. These must be made known to the students.

A pass decision of the examiners must be unanimous. Students must be provided with feedback on their performance and access to the reasons for the pass/fail.

The Dean of the Faculty of Graduate Studies must be informed whether the candidate has passed or failed the candidacy examination on the “Report on Ph.D. Candidacy Examination” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).

Any student who fails the candidacy examination twice will be required to withdraw from the Faculty of Graduate Studies.

On successful completion of this examination, the student will be considered a candidate for the Ph.D. degree.

### 5.9 Thesis Proposal

Some units have specific procedures in place for approval of thesis proposals and students are advised to refer to the specific unit supplemental regulations. If units require thesis Proposal approval, this exercise is independent from the candidacy examination. Regardless, the proposed thesis research must be approved by the advisory committee and, if necessary, by the Human Research Ethics Board or Animal Care Committee before the work has begun on the thesis research or project.

### 5.10 Thesis

An essential feature of Ph.D. study is the candidate’s demonstration of competence to complete a research project and present the findings. The thesis must constitute a distinct contribution to knowledge in the major field of study, and the research must be of sufficient merit to be, in the judgement of the examiners, acceptable for publication.

The thesis must be written according to a standard style acknowledged within the candidate’s
5.11 Thesis Examination Procedures

The final examination for the Ph.D. degree proceeds in three stages (see Figure 5-1):

1. Examination of the candidate’s thesis by an internal examining committee.
2. Examination of the candidate’s thesis by an external examiner.
3. Oral examination of the candidate by all examiners on the subject of the thesis and any matters relating thereto.

5.11.1 Formation of the Examining Committee I - University of Manitoba (Internal) Examiners

The candidate’s advisor/co-advisor, in consultation with the Head of the unit, will recommend at least three internal thesis examiners on the “Thesis Title and Appointment of Examiners” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) to be forwarded to the Dean of the Faculty of Graduate Studies for approval. One member must hold a primary appointment within the unit and one member must hold no appointment within the unit. All internal examiners must be members of the Faculty of Graduate Studies. Under normal circumstances these will be members of the candidate’s advisory committee, if not, approval must be obtained from the Dean of the Faculty of Graduate Studies.

5.11.2 Formation of the Examining Committee II - External Examiner

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

The external examiner should:

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

The external examiner should not:

- have acted as an external examiner for the same Ph.D. supervisor within the previous two years;
- have been associated with the candidate at any time or in any significant way in the past five years, present or reasonably foreseeable future (advisor/co-advisor,
The Dean of the Faculty of Graduate Studies will choose the external examiner from the list provided by the candidate's advisor/co-advisor and will make the formal invitation to the external examiner. The Dean of the Faculty of Graduate Studies shall ensure the anonymity of the external examiner until it has been determined that the student can proceed to oral defence.

5.11.3 Changes in the Examining Committee

The Dean of the Faculty of Graduate Studies must approve changes in the membership of the examining committee. No changes shall be made in the examining committee after the thesis is submitted to the Faculty of Graduate Studies. Should the thesis not be submitted for examination within 12 months after the appointment of the examining committee, the committee appointment will lapse and a new "Thesis Title and Appointment of Examiners" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) will be required to be completed.

5.11.4 Distribution of the Thesis for Examination

It is the responsibility of the Faculty of Graduate Studies to distribute the electronic version of the thesis to all examiners. The Faculty of Graduate Studies shall attempt to ensure that the thesis is distributed to examiners as soon as possible after the submission of all required documentation. The Academic Schedule in the Graduate Calendar should be consulted regarding dates by which theses must be submitted.

Once the thesis has been submitted to the Faculty of Graduate Studies, neither the candidate nor the advisor/co-advisor shall have any communication with the examining committee regarding the thesis. However should the need arise, the external examiner may contact the Dean of the Faculty of Graduate Studies to discuss any issues related to the thesis.

5.11.5 Responsibilities of the Examiners

In general the examiners are responsible for:

- ensuring that the thesis and the candidate meet recognised scholarly standards for a Ph.D.
- appraising the underlying assumptions, methodology, findings, and scholarly significance of the findings of the thesis
- ensuring that the thesis is organized, presents data and uses accepted conventions for addressing the scholarly literature in an acceptable manner
- evaluating that the candidate has the ability to present their findings orally and demonstrate their scholarship by responding to questions and defending the thesis

Notes:

1. Any potential breach of academic integrity should be reported to the Dean of the Faculty of Graduate Studies for investigation by the Vice President (Research and International).
2. Submission of previously published, peer-reviewed material in the thesis does not preclude its examination, either as a written document being reviewed by examiners or at the thesis defence.

5.11.6 Process

Note: There is a possibility of a dissenting voice among the internal examiners.
### Internal Examiners

The Dean of the Faculty of Graduate Studies will request the internal examiners to give, within **three (3) weeks** of the distribution of the thesis, a detailed written report of the thesis and place it into one of the following categories:

1. The thesis represents a distinct contribution to the candidate’s field of research and is acceptable as it stands. Minor revisions to content, structure, or writing style may be required. The thesis may proceed to external distribution.
2. The thesis has merit and makes a contribution to the candidate’s field; however, there are research-related concerns that have the potential to be addressed in the oral examination. The structure and writing style are acceptable or require only minor revisions. The thesis may proceed to external distribution.
3. The thesis has some merit, but is not acceptable in its current state and requires major revisions to one or more of its core components, such as research content, structure or writing style. The thesis cannot proceed to external distribution.
4. The thesis is unacceptable with respect to its core components, such as research content, structure, and writing style. The thesis cannot proceed to external distribution.

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

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

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

If more than one of the internal examining committee members fail the resubmitted thesis, this constitutes a second failure. In the case of a second failure, the candidate cannot proceed to external distribution, and the candidate is required to withdraw from the Faculty of Graduate Studies.

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

### External Examiner

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

- If the external examiner passes the thesis, the student can proceed to oral defence.
- If the external examiner fails the thesis, the unit Head shall convene a meeting of the internal examining committee and the student’s advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard. In normal circumstances, this will involve additional scholarly work which the unit Head will describe, in writing, to the advisor/co-advisor, the candidate and the Dean of the Faculty of Graduate Studies.
- If the external examiner fails a resubmitted thesis, this constitutes a second failure. In the case of a second failure, the candidate cannot proceed to oral defence, and the

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**Note:**

Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)
candidate is required to withdraw from the Faculty of Graduate Studies.

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

### Reports

If advancement to the oral examination is approved, as outlined above, the Dean of the Faculty of Graduate Studies shall provide electronic copies of all reports to each of the advisor/co-advisor, examiners and Head of the unit.

#### 5.12 The Oral Examination

**5.12.1 Scheduling**

Units cannot proceed with scheduling the oral defence prior to receiving the approved examiners report from the Faculty of Graduate Studies. The examination must be held at the University of Manitoba. It is the responsibility of the unit to ensure that all room booking arrangements are made and appropriate facilities meet minimum standards expected for a Ph.D. defence. In addition, the candidate must submit, in electronic format biographical information and an abstract of the thesis to the Faculty of Graduate Studies.

**5.12.2 Attendance**

The Dean of the Faculty of Graduate Studies or designate shall act as Chair of the examination committee.

The attendance of the external examiner in person at the candidate’s oral examination is encouraged. If the external examiner will not be present in person, his/her participation via voice or video conferencing is expected.

It is required that all internal members of the examining committee be present at the defence, unless exceptional circumstances prevent this and with prior approval of the Dean of the Faculty of Graduate Studies. Regardless, no more than two participants can use voice or video conferencing.

Under no circumstances can the candidate participate by voice or video conferencing.

Normally, the oral examination shall be open to all members of the University of Manitoba community and the general public. In exceptional cases the final oral examination may be closed; for example, when the results of the thesis research must be kept confidential for a period of time. In such cases, the examination committee and Head of the unit shall request prior approval in writing from the Dean of the Faculty of Graduate Studies. If approved, the final oral examination shall be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies or designate.

Regardless of open or closed status, no recording devices will be permitted.

**5.12.3 Format of the Examination**

The first part of the oral examination shall consist of an oral presentation by the candidate. This is followed by examination of the candidate by the examination committee. If time permits the Chair, at their discretion, may allow questions from members of the audience.

**5.12.4 Procedures for the Conduct of the Examination**

The Chair should discuss the examination procedures with the examiners in camera prior to the...
beginning of the formal examination.

The Chair will introduce the candidate and request him/her to give a concise (20 to 25 minute) oral presentation of the thesis to include a summary of the problem addressed, the results obtained and the conclusions drawn from the study.

Following the presentation, the Chair will invite questions from each member of the examining committee, taking care to ensure that each examiner has approximately equal time for questions. The total time for questions by the examining committee must not exceed two (2) hours.

The Chair may exercise his/her discretion in allowing questions from the audience following completion of the formal examination. Once assuming the role of Chair, he/she foregoes the right to comment on the merits of the thesis whether or not he/she is an expert in the field.

5.12.5 Decision of the Committee:

Following completion of the formal examination, the candidate and audience must leave the examination room. The decision of the examining committee will be based both on the content of the thesis and on the candidate’s ability to defend it.

The judgement of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms “pass” or “fail” and each examiner must indicate his/her opinion by his/her signature:

- **Pass:** the candidate has satisfactorily presented their findings orally and answered, to the satisfaction of the examination committee, the methodology, observations and conclusions presented in the thesis. The advisor/co-advisor is charged with ensuring that any minor editorial or typographical revisions are satisfactorily completed. The Chair shall report this decision to the Dean of the Faculty of Graduate Studies on the "Final Oral Examination of the Ph.D. Thesis" form. Those examiners in agreement must indicate, by their signatures, concurrence with the passing grade.

- **Fail:** the candidate has failed to adequately orally present, or satisfactorily respond to questions posed related to, the thesis. This shall include significant defects in conception, methodology or context. The Chair shall report this decision, including providing the detailed written reasons for this decision, to the Dean of the Faculty of Graduate Studies on the "Final Oral Examination of the Ph.D. Thesis" form. Each examiner in agreement must indicate, by his/her signature, concurrence with the failing grade. A copy of the report will be made available to the candidate by the Dean of the Faculty of Graduate Studies.

If the external examiner or two or more internal examiners indicate a fail, the candidate fails the examination.

5.13 Candidate Awards

The examination committee may recommend in writing to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.

5.14 Graduation

The candidate will be recommended for the Ph.D. degree upon receipt by the Faculty of Graduate Studies of favourable reports by the thesis examining committee, a corrected copy of the electronic version of the thesis submitted to MSpace, a corrected copy of the paper version of the thesis (submitted to the Faculty of Graduate Studies), final approval and release forms and providing all other degree requirements have been satisfied.

5.15 Student Withdrawal

A student will be required to withdraw when the Ph.D. thesis has been rejected twice at the stage where:

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Note:
Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)
a) The internal examining committee reports on the merits of the written thesis;

b) The external examiner reports on the merits of the written thesis;

c) The oral examination; or

d) A combination of any of these stages.

### SECTION 6: Policy of Withholding Thesis Pending Patent Applications Content or Manuscript Submission

In 1970 the University of Manitoba Board of Governors and Senate approved a policy on accepting research grants from outside agencies. This policy defined the right of agencies to defer release of information and thus ensure freedom of publications for research findings of University personnel. Occasionally, the University may also wish to restrict the release of a thesis pending patent application. For additional details, see the University of Manitoba governing document: [http://umanitoba.ca/admin/governance/governing_documents/community/235.html](http://umanitoba.ca/admin/governance/governing_documents/community/235.html)

This situation may arise in the two circumstances defined below, both of which are governed by the same set of regulations.

1. Where a research project is known to contain patentable items as defined in the research contract, then it is the responsibility of the advisor to give written information of the restrictions on publication to the student prior to the start of the thesis research. If the student agrees to carry out the research, then the regulation given below will apply.

2. Where a patentable item is found during the course of research, then the advisor and the student may make application for patent rights through the University Patent Committee, and the following regulation will apply concerning the release of the thesis.

### Regulations Concerning Release of a Thesis During Application and Negotiation For Patents

The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor and the student, the Dean will retain the thesis for a period not to exceed one year.

### Regulations Concerning Release of Thesis Pending Manuscript Submission

The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor and the student, the Dean will keep the thesis for a period up to one year.

### SECTION 7: Extension of Time to Complete Program of Study Content

All requests for extensions will normally be dealt with administratively and reported, in summary form, to the Executive Committee of Graduate Studies for information. The student must complete the “Request for Extension” form [http://umanitoba.ca/faculties/graduate_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html) and submit it to his/her major unit for recommendation to the Faculty of Graduate Studies at least three, but no more than four, months prior to expiration of the respective maximum time limit. Requests for an extension are reviewed by the Faculty of Graduate Studies on a case by case basis.

Requests for extension must be accompanied by a realistic timeline that has been agreed upon by the student and advisor/co-advisor and endorsed by the unit Head. The extension time requested must closely reflect the time required to complete the program.

The normal time requested for extensions is four to eight months. More than one extension period may be considered. However the total approved for all extensions will not normally exceed one year.
### Section 8: Leaves of Absence

#### 8.1 Regular Leave

A regular leave is intended to allow students to meet responsibilities/plans related to family, travel or employment and circumstances not covered by the parental or exceptional leaves. At the student’s request, the Head of the unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted a leave of absence for a period of time not to exceed one year. While on leave of absence, a student would not be expected to conduct study and/or thesis research work. Students on regular leaves of absence will be required to maintain continuous registration and pay the appropriate continuing fee. If a student has program tuition fees (as opposed to continuing fees) owing at the time of the granting of the leave, the tuition fees will be deferred until the student returns from leave; however, the continuing fee will be levied.* A regular leave of absence status does not extend the time limits as outlined in Faculty of Graduate Studies regulations.

*Program Fees: The continuing fee in effect at the time of the granting of the leave will be levied. However, if the student returns from leave in January, the normal tuition fee will be levied less the continuing fee already paid.

#### 8.2 Exceptional Leave

In exceptional circumstances for medical or compassionate reasons (e.g. the need to care for an ailing family member), at the request of the student the Head of the unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted an exceptional leave of absence for a period of time not to exceed one year. While on an exceptional leave of absence, a student is not permitted to maintain study and/or thesis research work, would not be required to maintain continuous registration, nor pay tuition fees. In addition, the leave period would not be included in the time period allowed for the completion of the degree. This leave is not intended to cover circumstances related to travel, employment or financial concerns.

#### 8.2.1 Fees

Students are not expected to pay fees for the term in which they have been granted an exceptional leave. Upon return from the exceptional leave, students will be assessed fees as determined by the Registrar’s Office.

#### 8.3 Parental Leave

A graduate student who is expecting a child or who has primary responsibility of the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. The request should be made through the unit, normally for a leave of four to twelve months. Leaves of other duration will be considered on an individual basis. Parental leaves must correspond with (an) academic term(s). While on leave of absence for parental reasons, a student is not permitted to maintain study and/or thesis research work. The leave period is not included in the time period allowed for completion of the degree.

#### 8.3.1 Fees

Students are not expected to pay fees for the term in which they have been granted a parental leave. Upon return from the parental leave students will be assessed fees as determined by the Registrar’s Office.

**Note:** At the time of approval of an application for leave, the procedures for the return of the student to the unit at the completion of the leave must be stipulated.

#### 8.4 Awards and Leave of Absence

Students granted exceptional or parental leave will retain the full value of a University of Manitoba Graduate Fellowship or other award whose terms and conditions are established by the Faculty of Graduate Studies. Such an award will be suspended at the onset of the leave and reinstated at the termination of the leave period (4 to 12 months) provided that the student returns to full time study at that time.

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Note:

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

Students are entitled to three weeks of vacation over a 12-month period.

### SECTION 9: Appeals – Procedures and Guidelines

#### 9.1 General

Students who disagree with a decision have access to appeal routes as laid out by various Faculty of Graduate Studies and University of Manitoba appeal procedures. Student appeals may be limited by the scope of the inquiry available at each level and category of appeal, as well as the time limitations for submission of appeals.

A further limitation is that the Faculty of Graduate Studies rules and regulations, established to uphold the academic rigour of the University of Manitoba, are generally not subject to appeal unless an appeal route is otherwise stipulated. In situations where no appeal route is available, a student may make a written request to the Dean of the Faculty of Graduate Studies.

Students are referred to the appeals section of the University of Manitoba Governing Documents (http://umanitoba.ca/admin/governance/governing_documents/index.html) for further details.

For students registered in Joint Master's Programs (University of Manitoba and University of Winnipeg) there is a different process for handling appeals and academic dishonesty cases than for University of Manitoba students in regular programs (not Joint Programs). This process is outlined in the Joint Master's Program Governing Documents available at http://umanitoba.ca/faculties/graduate_studies/media/JMP_Regulations.pdf.

#### 9.2 Definitions

- “Appellant” – the graduate student appealing a decision affecting the student's own admission to, academic standing in, awards from or disciplinary action by a unit or the Faculty of Graduate Studies;
- “Appeal Panel” – a panel convened from the members of the Faculty of Graduate Studies Appeals Committee by the Executive Committee of the Faculty of Graduate Studies empowered to deal with appeals stemming from decisions of units or the Faculty of Graduate Studies, or individuals designated to make such decisions;
- “Unit” – the unit council, or appeal body, whose decision is being appealed. This is understood to include decisions taken by individuals or committees acting in the name of the unit and also to the supplementary regulations pertinent to a unit's operation which have been approved by the Faculty of Graduate Studies;
- “Respondent” – a representative of the unit or the Faculty of Graduate Studies designated by the unit Head/Dean of the Faculty of Graduate Studies to represent the unit or Faculty of Graduate Studies.

#### 9.3 Types of Appeal

There are several areas of appeal which are open to appellants:

- admission;
- academic;
- discipline;
- administration (e.g. Fee appeals).
### 9.4 Admission Appeals

Please refer to University of Manitoba Governing Documents: Students: Policy: Admission Appeals Procedures and Guidelines
http://umanitoba.ca/admin/governance/governing_documents/students/286.html

### 9.5 Academic Appeals

#### 9.5.1 Composition

Faculty members or students are disqualified from participating on an Appeals Panel if he/she:

- holds any academic appointment in the unit in which the appellant is registered;
- is/was a student in the unit in which the appellant is registered;
- was, as an individual, or as a member of a committee or board, responsible for making the decision being appealed.

**Note:** All members of an Appeal Panel shall participate in all of the deliberations essential for the determination of the matter in dispute. If, in the course of hearing an appeal, a member is not present at the commencement of the hearing or a member cannot continue, the Panel may elect to proceed in the absence of that member. If more than one member is not present at the commencement or cannot continue, the Appeal Panel must adjourn.

#### 9.5.2 Consideration

Appeal Panels will consider appeals:

- stemming from a decision of a unit on academic matters (e.g. failure in a course) only after they have been dealt with by the appropriate unit-level appeal process (if any), as is outlined in its supplementary regulations;
- stemming from a decision of the Faculty of Graduate Studies following the recommended action of a unit (e.g., qualifying examinations, candidacy examinations, thesis proposals, thesis examinations), only after they have been dealt with by the appropriate unit-level appeal process (if any), as outlined in its supplementary regulations;
- stemming from a decision of the Faculty of Graduate Studies.

In all cases, appeals should be directed to the Dean of the Faculty of Graduate Studies. A decision of the Appeal Panel is appealable only to the Senate Committee on Appeals. (see http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_policy.html).

#### 9.5.3 Grounds for an Academic Appeal

The Appeal Panel shall only consider an appeal if there is some evidence that:

- the unit or the Faculty of Graduate Studies failed to follow the rules of natural justice;
- the unit or the Faculty of Graduate Studies failed to follow procedures;
- a unit or Faculty of Graduate Studies regulation has been unfairly or improperly applied, or has become inapplicable through lapse of time;
- there are documented mitigating circumstances (e.g. medical, compassionate);
- there is apparent conflict between a Senate Regulation, a Faculty of Graduate Studies policy and/or a unit regulation.

**Note:** It shall be the responsibility of the appellant to indicate clearly and specifically the grounds.

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*FGS Template updated September 2013*
9.5.4 Academic Appeal Deadlines

9.5.4.1 Appeal of Term Work:

Students are encouraged to discuss matters relating to grading of term work with their instructor in the first instance. Further appeals of grades on academic term work shall be directed, by the appellant, to the unit responsible for the course within ten (10) working days after the grades for term work have been communicated to students. Following receipt of the appropriate appeal form and evidence of payment of the refundable appeal fee, the unit shall consider the appeal and provide a decision within fifteen (15) working days.

9.5.4.2 Appeal of Faculty of Graduate Studies Decision:

An appeal of action taken by any unit, committee, administrator or faculty member within the Faculty of Graduate Studies must be submitted in writing by the appellant to the Dean of the Faculty of Graduate Studies within fifteen (15) working days of the date from the date that the appellant was informed in writing of the action to be appealed.

9.5.4.3 Appeals to Senate:

As per the University of Manitoba Governing Documents: Students: Policy: Appeals Procedures and Guidelines (http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_procedures.html), appeals to the Senate Committee on Appeals shall be filed with the University Secretary within twenty (20) working days after the mailing of the notice of decision from which the appeal is made.

9.5.5 Academic Appeals Process

9.5.5.1 Documentation

The Dean of the Faculty of Graduate Studies may, on consideration, attempt first to reach an informal solution. If that is judged by the Dean of the Faculty of Graduate Studies to be inappropriate or unfeasible, an Appeal Panel will be formed.

The Dean of the Faculty of Graduate Studies shall inform the appropriate unit head of the nature of the appeal, forward a copy of the appellant’s written submission, and request a written response to the appeal within ten (10) working days. An Appeal Panel will be struck and a meeting set by the Dean of the Faculty of Graduate Studies as soon as possible after receipt of the written response from the respondent.

The appellant shall receive, through the Dean of the Faculty of Graduate Studies, the response of the respondent at least one week prior to the date set for the hearing of the appeal. Notices of the hearing shall be sent by the Dean of the Faculty of Graduate Studies to the individuals affected, giving the specific time and place for a hearing.

All documentation that the Appeal Panel will consider shall be made available through the Dean of the Faculty of Graduate Studies Office to both the appellant and the respondent in advance of the hearing. No additional materials may be presented at the time of the hearing. In the case where a request is made to submit additional materials, the Chair shall postpone the hearing and allow no more than ten (10) working days for the other party to respond to the new materials.

9.5.5.2 Hearing

The appellant and respondent shall have the right to appear before the Appeal Panel and to call witnesses that he/she wishes to appear before the panel. It is the responsibility of the party calling witnesses to ensure that the witnesses are informed of the date and time of the hearing. The Dean of the Faculty of Graduate Studies shall be notified not less than four working days prior to the hearing of the names of all witnesses that are to be called and shall inform the other party.
The appellant shall be advised by the Dean of the Faculty of Graduate Studies of the right to appear in person or to be represented by the student advocate, a fellow student or other full-time member of the University community not receiving payment for appearing, or working for legal aid.

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

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

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

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

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

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

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

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

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

### 9.5.5.3 Disposition

The Chair of the Appeal Panel shall inform the Dean of the Faculty of Graduate Studies in writing of the disposition of the appeal, the reasons for the decision, and any actions that may result. The Dean of the Faculty of Graduate Studies shall, in turn, inform the appellant and the unit in writing of the disposition of the appeal, the reasons for the decision and any actions that may result. The further right of appeal to the Senate Committee on Appeals should be acknowledged, along with any relevant time limits. The Dean of the Faculty of Graduate Studies may inform the unit of any recommendations brought forward by the Appeal Panel.

### 9.6 Discipline Appeals

The specific jurisdiction of each of the Disciplinary Authorities is outlined in: University of Manitoba Governing Documents: Students: Bylaw: Student Discipline. See 2.3.3: Table 1: Jurisdiction of Disciplinary Authorities

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**Note:**
Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)
When the appeal is against a disciplinary decision made by the Faculty of Graduate Studies, the appeal routes and procedures as outlined in the following shall prevail: University of Manitoba Governing Documents: Students: Procedures: Student Discipline (http://umanitoba.ca/admin/governance/governing_documents/students/868.html)

If the appeal is from a decision of the Dean of the Faculty of Graduate Studies the appeal statement shall be delivered to the Dean of the Faculty of Graduate Studies on behalf of the Local Discipline Committee (also commonly referred to as the “L.D.C.”)

If the appeal is from a decision of the L.D.C., the official statement shall be delivered to the Secretary of the University Discipline Committee (U.D.C.) with a copy to the Dean of the Faculty of Graduate Studies.

### 9.6.1 Discipline Appeal Deadlines

If a student wishes to appeal a decision, the notice of appeal must be delivered in writing to the appropriate person(s) within ten (10) working days of the student being notified of the decision the student intends to appeal.

### 9.6.2 Appeal of Violation/Penalty

As per section 2.7.2 of the University of Manitoba Governing Documents: Students: Procedures: Student Discipline http://umanitoba.ca/admin/governance/governing_documents/students/870.html

The student shall clearly indicate in the notice of appeal whether they are appealing the decision on:

(a) the finding of facts;

(b) the disposition determined by the disciplinary authority; or

(c) both (a) and (b).

### 9.7 Fee Appeals

Please refer to the Registrar’s Office webpage on fee appeals: http://umanitoba.ca/student/records/fees/830.htm. To initiate the Fee Appeal procedure, the student completes a Fee Appeal form, available online or in the Registrar’s Office, 400 University Centre.

### 9.8 Grade Appeals

Please refer to the Registrar’s Office webpage on grade appeals: http://umanitoba.ca/student/records/exams_grades_hub.html. To initiate the Grade Appeal procedure, the student completes a Grade Appeal form, available online or in the Registrar’s Office, 400 University Centre.

### 9.9 Assistance with Appeals

The Office of Student Advocacy, 519 University Centre, provides information and assistance to students regarding all appeal processes. It is strongly recommended that students contact the Office of Student Advocacy to assist them with any appeal they are considering.

### APPENDIX 1: Thesis/Practicum Types

A student/candidate may present a thesis/practicum in one of two acceptable formats:

- Regular style

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Note:
Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)
The type of thesis/practicum must be approved by the advisory committee and comply with all regulations of the Faculty of Graduate Studies and any supplemental regulations of the unit.

1.0 Regular Style

1.1 Prefatory Pages

1.1.1 Title Page

The title page should contain the following information:

- the title of the thesis/practicum,
- the name of the University,
- the degree for which the thesis/practicum is submitted,
- the name of the unit,
- the full name of the author,
- the copyright notation ©.

The title must be a meaningful description of the content of the research. The author’s name should be in full, identical to the name under which they are registered and be consistent on all other documents.

1.1.2 Abstract

The abstract is expected to provide a concise, accurate account of the thesis/practicum. Abstract maximum length is 150 words for a Master’s and 350 words for a Ph.D. An abstract should contain a statement of the problem, methods, results and conclusions.

1.1.3 Acknowledgements

The content of this single page is left to the discretion of the author. For example, the page may make reference to the student/candidate’s advisor and advisory committee, to other individuals who have provided invaluable assistance to the development of the thesis/practicum, and to sources of financial assistance.

1.1.4 Dedication

A single page pertaining to a dedication is allowed.

1.1.5 Table of Contents

This must list, and provide page references to, all elements of the thesis/practicum. The numbering and formatting must be identical to the way the material appears in the text. Page numbers should be right justified.

1.1.6 List of Tables

This should immediately follow the Table of Contents and be of the same format. The list must include the number, name and page number of each table.

1.1.7 List of Figures

This should immediately follow the List of Tables and be of the same format as the Table of Contents. The list must include the number, name and page number of each figure.

1.1.8 List of Copyrighted Material

On occasion students/candidates include images, figures, photos and other materials from copyrighted sources. Written permission from the copyright holder is required. This should follow

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

1.2.1 Styles

The thesis/practicum should be written in a standard style manual that has been recommended by the unit. Manuals recommended by the Faculty of Graduate Studies include but are not limited to:

- American Psychological Association, Publication Manual of the American Psychological Association;
- Kate L. Turabian, A Manual for Writers of Term Papers, Theses and Dissertations;
- The Modern Language Association of America, MLA Handbook for Writers of Research Papers;
- University of Chicago Press, The Chicago Manual of Style;

Students should always use the latest edition available. If there is a conflict between the instructions in this booklet and the style manual chosen, the former should be followed.

1.2.2 Spelling

Canadian, British or American spelling is acceptable, but one style must be used consistently throughout the document.

1.2.3 Format

Double space all text material; footnotes and long quotations may be single spaced. The entire thesis/practicum must be in the same text font, style, and size. Font size should be no less than 12 pt Times Roman. Full justification of the text is not required.

1.2.4 Margins

It is imperative that the specified margins be observed throughout the thesis/practicum. Leave at least a one and one half inch (1.5”) margin from the left hand edge of the paper to allow for binding. This margin applies to all material, including appendices, diagrams, maps, photographs, charts, tables, computer printouts, and others.

1.2.5 Page Numbers

Each page in the thesis/practicum must be numbered consecutively. Illustrative pages must also be numbered. Roman numerals should be used for the prefatory pages. The remaining pages of the thesis/practicum, beginning with the introduction (Chapter One) should be numbered consecutively in Arabic numerals.

1.3 Footnotes, References and Appendices

Instructions in the style manual recommended by the unit should be followed. Regardless of which style manual is used, format selected must be consistent.

1.4 Figures, Illustrations, Photographs and Design Drawings

1.4.1 Illustrative Material

All illustrative material must be consistent throughout the thesis/practicum. All figures, illustrations, photographs and drawings must be numbered consecutively in Arabic numerals and accompanied with a title. The material should appear as soon as possible after as it is mentioned in the text. All original materials should be of high quality, with sharp and clear images.

1.4.2 Layout of Tables and Figures

Note:
Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)
Each table and figure must have a number and title. The number and title should appear at the top of the table or figure. The title of the table or figure should be as short as possible and indicate the major focus of the material within the table or figure.

### 1.4.3 Oversized Pages and Design Drawings

Oversized pages should be avoided unless absolutely necessary. An alternate layout or a photographic reduction of the material should be attempted in order to accommodate the standard size of page. Ensure the size of the font remains legible after reduction of the material. Facilities for reducing illustrative material are available at the Campus Copy Centre, 118 University Centre. If the charts, graphs, maps, tables, or design drawings cannot be reduced to the size of an 8.5 x 11 size, they should be carefully folded into the document. The fold should not extend the full width of the page in order to avoid damage to the material when the edges are trimmed by the binder.

### 1.5 Additional Materials

#### 1.5.1 Consent and Access to Information Forms

Sample copies of consent forms that were used to obtain consent from participants to take part in the information gathering procedures for the thesis/practicum must be included in an Appendix. Any personal information must be omitted from the submitted form.

In some cases, approval from an agency, institution or corporation may have been required before the information gathering procedures could proceed. The original approval form for access should be retained by the student with a copy provided to the Faculty of Graduate Studies upon completion of the thesis/practicum.

#### 1.5.2 Use of Copyrighted Material

If the thesis/practicum includes copyrighted material (images or more than a reasonable extract (according to the Copyright Act) of another person’s work), permission must be obtained from the copyright holder. The Faculty of Graduate Studies has developed a form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) that can be utilized when requesting the use of copyrighted material.

In some cases, copyright holders prefer to use their own permission forms and/or will provide their permission electronically. Both of these are acceptable by the Faculty of Graduate Studies.

Note that obtaining permission may take a considerable amount of time and this must be taken into consideration when meeting a thesis/practicum submission deadline. A reference to written permission having been obtained must be included under the image or text. The reference should also include the date the permission was granted, and the name/title of the copyright holder(s). The original form(s) signed by the copyright holders should be retained by the student with a copy provided to the Faculty of Graduate Studies at the completion of the thesis/practicum.

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

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

For further information on copyright see: http://umanitoba.ca/admin/vp_admin/ofp/copyright/index.html

#### 2.0 Manuscript/Grouped Manuscript Style

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

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

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

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

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

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

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