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# DHILLON

## SCHOOL OF BUSINESS

### The University of Lethbridge ([www.uleth.ca/facts](http://www.uleth.ca/facts))

Established in 1967, the University of Lethbridge is a publicly-funded comprehensive academic and research institution and is home to approximately 8,500 students, each year. A member of the Association of Universities and Colleges of Canada (AUCC), uLethbridge offers more than 150 undergraduate-level programs and 60 graduate-level (Masters and PhD) programs spanning across six established Faculties/Schools: Arts & Science, Education, Fine Arts, Health Sciences, the Dhillon School of Business, and Graduate Studies. With a focus on excellence in research and teaching instruction, uLethbridge also staffs international faculty members, across multiple disciplines, from more than 45 different countries across the globe.

As our institution grows, our core values of being: student-focused, research-intensive, and grounded in liberal education continue to hold strong with each passing year. Through our commitment to nurturing the needs of lifelong learners, we are confident that all graduates from our school will be able to face the world with confidence in not only their education but also in their ability to achieve success in their future career paths as they transition from the classroom and enter the workforce.

### Location and Campuses

The University of Lethbridge's main campus is located in the City of Lethbridge, which can be found in the southern end of the Canadian province of Alberta. A second campus can also be found in the City of Calgary (~200km northwest of Lethbridge) to which it has been proudly serving both Calgary-based students as well as the academic community since its inception in 1996.

The Calgary Campus' administrative office is located – or rather “set up shop” – inside of Bow Valley College (South Campus building, 6<sup>th</sup> floor) to which it is situated on the eastern end of the Calgary downtown core at the “City Hall” LRT Train Station.



### Masters of Science in Management Graduate Degree

The University of Lethbridge's “Masters of Science in Management” [“MSc(Mgt)”], which is co-governed by both the Dhillon School of Business as well as the School of Graduate Studies, is a 2-4 year, graduate-level business degree that was designed to provide successfully admitted students with the knowledge and hands-on experience required to conduct rigorous and scholarly investigation into issues facing the field of management in a chosen area (major).

Unlike a traditional MBA which focuses on the development of functional knowledge and management skills, the MSc(Mgt) degree on the other hand focuses more on competence in research (i.e. coursework + thesis), which subsequently grooms graduates for achieving success in: advancing their education at the doctorate/PhD-level, pursuing careers where research skills and scholarly knowledge are valued, or both. Successfully admitted Calgary-based MSc(Mgt) students will complete the required academic coursework in their respective programs inside of the Calgary Campus' office space to which the lectures are usually conducted via videoconferencing by a Dhillon School of Business faculty member; class times will normally run during the mornings and early afternoons.

## MSc(Mgt) MAJORS (6)

(Note: The *Information Systems* major is currently unavailable for admission)

<b>Accounting</b>	Examines the factors influencing the design, provision, quality, use, and impact of financial and non-financial information on a variety of stakeholders including: investors, managers, auditors, creditors, and organizations as a collective whole.
<b>Finance</b>	Focuses on the study of financial markets, financial instruments and investment decision-making, and analyzes alternative methods in obtaining, managing, and using capital. Finance incorporates basic economics, accounting, and statistics in simple and complex mathematical models to simplify and study the complete economic reality of financing business investments.
<b>Human Resource Management &amp; Labour Relations</b>	Learn the science behind successfully managing people in organizations. The field as a whole uses rigorous qualitative and quantitative methods to examine the employment relationship from beginning to end. HRLR majors can choose to study “what motivates and inspires” or “what can go wrong” and “why”
<b>International Management</b>	Develop the conceptual and analytical skills needed to formulate effective international management strategies and policies. IM majors will become familiar with the cultures and comparative business practices of countries in which multinational firms actively trade and invest.
<b>Marketing</b>	Marketing involves creating, communicating, delivering, and exchanging offerings that have value for customers, clients, partners, and society at large. The Dhillon School of Business in particular specializes in applying marketing techniques which encourage behaviour that will benefit both individuals and society. Some examples of these techniques include but are not limited to: encouraging healthy behaviour, environmental protection, and non-profit support.
<b>Policy &amp; Strategy</b>	Focus on for-profit and not-for-profit organizations and their industrial and institutional environments, organizational ecology, inter-organizational networks, organizational and institutional change, strategic choice and implementation, top management team dynamics, corporate governance, and other subjects. P&S majors will learn to evaluate theory and research about organizations and their environments, as well as undertake their own research in the field.

## MSc(Mgt) ADMISSION REQUIREMENTS

1. A University of Lethbridge, **Bachelor of Management (BMgt) degree or its academic equivalent** from another recognized degree-granting institution, preferably in the applicant’s desired discipline of interest or of not, in a closely cognate/related discipline.
2. A **min. cumulative grade point average (CGPA) of 3.00** on the **last 20** graded university-level term courses (60.0 credit hours) in the applicant’s prior degree. Translated against the University of Lethbridge’s 4.00 scale
3. The successful completion of a **Graduate Management Admission Test (GMAT)** with the following **minimum test component scores: 550 (Overall) & 4.0 (Analytical Writing)**
  - *GMAT Exam Website:* [www.mba.com/global](http://www.mba.com/global)
    - Although the GMAT is preferred, the completion of a *Graduate Record Exam (GRE)* will be considered where circumstances merit the substitution.
  - *GMAT Training Program:* [renertonline.com/index.php?p=gmatt](http://renertonline.com/index.php?p=gmatt) (@ the U of Calgary’s Renert Centre)
  - *Special Case GMAT Waiver:* Considered for applicants who have achieved a min. CGPA of 3.70 on the last 10 graded university-level term courses (30.0 credit hours) in either the University of Lethbridge’s BMgt degree (any major) or its academic equivalent
    - *GMAT Waivers do not guarantee admission.* Applicants who wish to determine if they qualify for this waiver must email [dhillon.msc@uleth.ca](mailto:dhillon.msc@uleth.ca) prior to the application deadline for details
4. Proof of meeting the university’s **English Language Proficiency (ELP) for Graduate Students** admission requirement as detailed here: [www.uleth.ca/ross/admissions/elp\\_sgs](http://www.uleth.ca/ross/admissions/elp_sgs)

**\*IMPORTANT:** The University reserves the right to determine the acceptable equivalencies of any applicant’s: baccalaureate degrees/academic programs, associated disciplines, or graduate entrance exams completed elsewhere. Any and all documentation that is proposed for admission purposes beyond what is described above will be subject to review and assessment by Admissions (in consultation with the School of Graduate Studies) on a case-by-case basis.

## MSc(Mgt) APPLICATION PROCESS

<b>Application Form</b>	Online (only) Grad App Form: <a href="http://www.applyweb.com/leth/index.ftl">www.applyweb.com/leth/index.ftl</a>
<b>Application Deadline</b>	<b>***Feb 1<sup>st</sup> for a Fall (September) start, only</b> (Link to Grad App Deadlines: <a href="http://www.uleth.ca/ross/admissions/grad/deadlines">www.uleth.ca/ross/admissions/grad/deadlines</a> )
<b>Application Fee</b>	<ul style="list-style-type: none"> <li>- \$100.00 CAD, if all transcripts are from Canadian institutions</li> <li>- \$140.00 CAD, if at least one set of transcripts is from a non-Canadian institution</li> </ul>
<b>Required Supporting Docs</b>  (Details: <a href="http://www.uleth.ca/future-student/graduate-studies/supporting-documents">www.uleth.ca/future-student/graduate-studies/supporting-documents</a> )	<ul style="list-style-type: none"> <li>- Official Academic Transcripts from previous undergraduate degree</li> <li>- Curriculum Vitae (CV)</li> <li>- Letter of Intent</li> <li>- 3 Academic Letters of Reference</li> <li>- GMAT Score (see <i>Admission Requirements</i> section above)</li> <li>- Proof of ELP (see <i>Admission Requirements</i> section above)</li> </ul>
<b>Procedure</b>	<a href="http://www.uleth.ca/future-student/graduate-studies/master-science-management">www.uleth.ca/future-student/graduate-studies/master-science-management</a>

## MSc(Mgt) DEGREE PROGRAM REQUIREMENTS

The MSc(Mgt) degree consists of 36.0 credit hours of full-time study involving: an orientation, coursework, several research-focused workshops, and a Master's Thesis. The program is divided into four (4) modules running over a 2-year period. At the time of admission, students are required to declare an approved Management major (see *Available Majors* section, pg 2).

**\*\*\*Dhillon School of Business Supervisors & Research Streams:** [www.uleth.ca/future-student/graduate-studies/master-science-management/research-expertise](http://www.uleth.ca/future-student/graduate-studies/master-science-management/research-expertise)

<b>Orientation</b>	Refresher seminars on statistics, use of computers, library facilities, and other topics.
<b>Integrated Management Studies</b>	Comprehensive and rigorous cross-disciplinary analysis of the field of Management
<b>Major Module</b>	In-depth studies in the student's declared major where they will develop their research proposals in further detail. Students will defend their Master's Thesis proposals by the end of this module.
<b>Management Graduate Course Descriptions (non-Thesis)</b>	<a href="http://www.uleth.ca/ross/courses/management_graduate">www.uleth.ca/ross/courses/management_graduate</a>
<b>Master's Thesis (MGT 6100)</b>	The Master's Thesis addresses a significant management issue or problem which is to be defended in an oral examination (graded: Pass/Fail). The topic must address valid research questions related to real market, industry, or organization issues in the area of specialization (major). The student's developed thesis must yield an output of publishable quality that reflects a substantive contribution to knowledge.

## MSc(Mgt) PROGRAM POLICIES & PROCEDURES

Details: [www.uleth.ca/graduate-studies/policies-procedures/master-science-management](http://www.uleth.ca/graduate-studies/policies-procedures/master-science-management)

<b>Full-Time/Part-Time Status</b>	<ul style="list-style-type: none"> <li>- Declared at the time of application or transferred after admission (FT-to-PT, vice versa)</li> <li>- Post-admission status transfers are only permitted within the first 12 months of study</li> </ul>
<b>Min. GPA Requirement:</b>	<ul style="list-style-type: none"> <li>- Minimum final grade of "B-" (2.70 on a 4.00 scale) <u>in all courses</u>.</li> <li>- Achieving 2 or more grades below a "B-", may be grounds for <i>required withdrawal</i></li> </ul>
<b>Graduation GPA:</b>	<ul style="list-style-type: none"> <li>- Min. CGPA of 3.00</li> <li>- All courses completed either within or transferred into the MSc(Mgt) degree are included in the calculation of the student's final program GPA for graduation purposes.</li> </ul>
<b>Residence Requirement (Cont. Registration)</b>	<i>Full-Time (12 months) vs. Part-Time (24 months)</i> <ul style="list-style-type: none"> <li>- <i>Residence:</i> a successfully admitted MSc(Mgt) program student who is actively engaged in coursework, pursuing scholarly research, or both, at uLethbridge</li> </ul>
<b>Max. Time Limit for Program Completion</b>	<i>Full-Time (24 months) vs. Part-Time (48 months)</i>

Date of Last Review/Revision: August 27<sup>th</sup>, 2018

## Grad Student Experience

- **MSc(Mgt) Program Area Website:** [www.uleth.ca/graduate-studies/master-science-management](http://www.uleth.ca/graduate-studies/master-science-management)
    - **Program Overview (18/19 Year):** [www.uleth.ca/ross/academic-calendar/2018-19](http://www.uleth.ca/ross/academic-calendar/2018-19)
      - See “*Graduate Studies Calendar and Course Catalogue*” > Pages: 125-128
  - **uLethbridge School of Graduate Studies (SGS) Website:** [www.uleth.ca/graduate-studies/our-school](http://www.uleth.ca/graduate-studies/our-school)
  - **New MSc(Mgt) Grad Student Program Journey:** [www.uleth.ca/graduate-studies/master-science-management/resources/beginning-your-program](http://www.uleth.ca/graduate-studies/master-science-management/resources/beginning-your-program)
  - **Student Engagement Opportunities:** [www.uleth.ca/graduate-studies/students-experience](http://www.uleth.ca/graduate-studies/students-experience)
  - **Graduate Teaching Assistant (GTA) Professional Development Program:** [www.uleth.ca/teachingcentre/graduate-assistant-professional-development-program](http://www.uleth.ca/teachingcentre/graduate-assistant-professional-development-program)
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## International Grad Student Information

- **New Student Checklist:** [www.uleth.ca/graduate-studies/school-graduate-studies/our-programs/current-students/beginning-your-graduate-program/international-](http://www.uleth.ca/graduate-studies/school-graduate-studies/our-programs/current-students/beginning-your-graduate-program/international-)
  - **International Student Services:** [www.uleth.ca/international/content/international-student-services](http://www.uleth.ca/international/content/international-student-services)
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## Financing & Money Matters

- **Estimated Tuition Fees (18/19 Calendar Year):** [www.uleth.ca/ross/academic-calendar/2018-19/fees](http://www.uleth.ca/ross/academic-calendar/2018-19/fees)
  - See “*Graduate Fees Schedules*” > “*M.Sc. (Management) Program*” section (pdf file)
- **General Graduate Tuition Info:** [www.uleth.ca/graduate-studies/tuition-fees](http://www.uleth.ca/graduate-studies/tuition-fees)
  - **GlobalPay Process (for Int’l bank transfers):** [www.uleth.ca/financial-services/international-student-payments](http://www.uleth.ca/financial-services/international-student-payments)
    - At this time, *University Parking Permits* are reserved for Lethbridge Campus students, only.
- **MSc(Mgt) Funding:** [www.uleth.ca/graduate-studies/master-science-management/funding](http://www.uleth.ca/graduate-studies/master-science-management/funding)
- **Funding Tips:** [www.uleth.ca/graduate-studies/school-graduate-studies/our-funding-fees/funding-tips](http://www.uleth.ca/graduate-studies/school-graduate-studies/our-funding-fees/funding-tips)
- **General Financing FAQs:** [www.uleth.ca/graduate-studies/school-graduate-studies/our-funding-fees/financial-faq](http://www.uleth.ca/graduate-studies/school-graduate-studies/our-funding-fees/financial-faq)
- **Scholarships:**
  - [www.uleth.ca/future-student/graduate-studies/awards-and-scholarships](http://www.uleth.ca/future-student/graduate-studies/awards-and-scholarships)
  - [www.uleth.ca/graduate-studies/award-opportunities](http://www.uleth.ca/graduate-studies/award-opportunities)

**Note:** All MSc(Mgt) students are strongly encouraged to contact the university’s *School of Graduate Studies (SGS) Awards Office* ([sgs.awards@uleth.ca](mailto:sgs.awards@uleth.ca)) for their general funding or scholarship inquiries.

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## Grad Students Association (GSA)

- **GSA Services:** [www.ulgsa.ca/gsaservices](http://www.ulgsa.ca/gsaservices); please be advised that at this time, the following services/amenities are exclusive to Lethbridge Campus Grad students: *The GSA U-Pass Program, The SGS/GSA Study Carrel Space, The Grad Student Lounge, and Day Care.*
    - **GSA U-Pass Program:** Restricted to the City of Lethbridge’s Transit Service area; cannot be used for/transferred to Calgary Transit. Calgary-based grad students will need to *Opt-Out* of the U-Pass (process displayed in above weblink) in order to obtain the appropriate refund.
  - **GSA Resources:** [www.ulgsa.ca/gsa-resources](http://www.ulgsa.ca/gsa-resources)
  - **GSA Awards:** [www.ulgsa.ca/awards](http://www.ulgsa.ca/awards)
  - **GSA Executive & Council Office:** [www.ulgsa.ca/about](http://www.ulgsa.ca/about)
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**Student Health & Dental Plan (*Medavie Blue Cross*):** Managed by the uLethbridge Student’s Union (ULSU)

- **Coverage Details:** [www.studentvip.ca](http://www.studentvip.ca) – Select “*University of Lethbridge Students’ Union (ulsu)*” option from the *Please Select Your School* drop-down box
- **General Health Insurance @ uLethbridge:** [www.uleth.ca/hr/health-centre/content/health-insurance](http://www.uleth.ca/hr/health-centre/content/health-insurance)
- **Alberta Health Care Insurance Plan (AHCIP):** [www.health.alberta.ca/health-care-insurance-plan.html](http://www.health.alberta.ca/health-care-insurance-plan.html)

### Living Accommodations (for relocating students)

Due to its small size, the Calgary Campus unfortunately does not possess its own established onsite/offsite housing for admitted students at this time. All on-local students who are in need of living accommodations within the City of Calgary while they pursue their studies with uLethbridge are encouraged to visit public websites that are dedicated to local housing and rental listings, which include but are not limited to:

- **Rent Faster:** [www.rentfaster.ca/ab/calgary](http://www.rentfaster.ca/ab/calgary)
- **Rent Spot:** [calgary.rentspot.com](http://calgary.rentspot.com)
- **Gotta Rent:** [www.gottarent.com/calgary-ab-rentals](http://www.gottarent.com/calgary-ab-rentals)
- **Kijiji:** [www.kijiji.ca/b-real-estate/calgary/c3411700199](http://www.kijiji.ca/b-real-estate/calgary/c3411700199)

### Study Permits & Post-Graduation Work Permits (PGWP)

- Citizenship and Immigration Canada (CIC) – Visa and Study Permit info:  
[www.cic.gc.ca/english/information/applications/student.asp](http://www.cic.gc.ca/english/information/applications/student.asp)

All International Students who successfully graduate from their respective uLethbridge program will be eligible to apply for a post-graduation work permit (PGWP), if they are interested. According to the following *Government of Canada* webpage ([www.cic.gc.ca/english/study/work-postgrad-who.asp](http://www.cic.gc.ca/english/study/work-postgrad-who.asp)), at this time, any academic program from an accredited post-secondary institution that entails a *minimum completion length of 8-months or greater* is PGWP-acceptable; the length of the permit will be contingent on the length of the program. All graduate degree programs offered at uLethbridge meet this qualification as the respective minimum completion length in any discipline is 2 years.

International students are encouraged to contact the university's International Student Services Centre at either [international.advice@uleth.ca](mailto:international.advice@uleth.ca) or at 1-403-329-2053 (Lethbridge number) for further information about: study permits, PGWPs, or other residency-related questions.

### HAVE ADDITIONAL QUESTIONS? PLEASE SEE BELOW

<u>DEPARTMENT</u>	<u>EMAIL</u>	<u>WEBSITE</u>
<b>Admissions</b>	<a href="mailto:admissions@uleth.ca">admissions@uleth.ca</a>	<a href="http://www.uleth.ca/ross/admissions">www.uleth.ca/ross/admissions</a>
<b>Cash Office</b> <i>(Tuition &amp; Payment Inquiries)</i>	<a href="mailto:cash.office@uleth.ca">cash.office@uleth.ca</a>	<a href="http://www.uleth.ca/financial-services/students">www.uleth.ca/financial-services/students</a>
<b>Dhillon School of Business Grad Programs Office</b> <i>(Inquiries &amp; Advising)</i>	<a href="mailto:dhillon.msc@uleth.ca">dhillon.msc@uleth.ca</a>	<a href="http://www.uleth.ca/graduate-studies/master-science-management/connect">www.uleth.ca/graduate-studies/master-science-management/connect</a>
<b>GSA</b>	<a href="mailto:gsa@uleth.ca">gsa@uleth.ca</a>	<a href="http://www.ulgsa.ca">www.ulgsa.ca</a>
<b>GSA Finance &amp; Awards Office</b>	<a href="mailto:gsa.finance@uleth.ca">gsa.finance@uleth.ca</a>	<a href="http://www.ulgsa.ca/awards">www.ulgsa.ca/awards</a>
<b>International Student Services Centre</b>	<a href="mailto:international.advice@uleth.ca">international.advice@uleth.ca</a>	<a href="http://www.uleth.ca/international/content/international-student-services">www.uleth.ca/international/content/international-student-services</a>
<b>SGS Funding &amp; Awards Office</b>	<a href="mailto:sgs.awards@uleth.ca">sgs.awards@uleth.ca</a>	<a href="http://www.uleth.ca/graduate-studies/funding-fees/inquiry-form">www.uleth.ca/graduate-studies/funding-fees/inquiry-form</a>
<b>SGS General Office</b>	<a href="mailto:sgs@uleth.ca">sgs@uleth.ca</a>	<a href="http://www.uleth.ca/graduate-studies">www.uleth.ca/graduate-studies</a>
<b>ULSU Health &amp; Dental Office</b>	<a href="mailto:su.health@uleth.ca">su.health@uleth.ca</a>	<a href="http://ulsu.ca/health-and-dental">ulsu.ca/health-and-dental</a>