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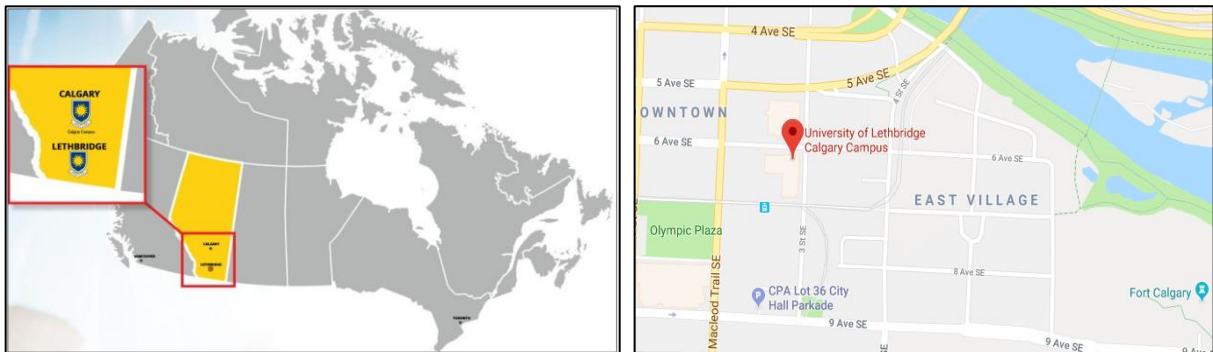
School of Graduate Studies
Master of Science (Management)

DHILLON
SCHOOL OF BUSINESS

THE UNIVERSITY OF LETHBRIDGE (WWW.ULETH.CA/FACTS)

Established in 1967, the University of Lethbridge (uLethbridge) is a publicly-funded, comprehensive, academic research institution and proud member of the Association of Universities and Colleges of Canada (AUCC). To-date, uLethbridge offers 150+ undergraduate-level and 75+ graduate-level programs spanning across six established Faculties/Schools: Arts & Science, Education, Fine Arts, Health Sciences, the Dhillon School of Business, and Graduate Studies.

CALGARY CAMPUS LOCATION



uLethbridge's Calgary Campus is located in the City of Calgary (~200km northwest from the City of Lethbridge where the Lethbridge Campus is based) to which it has been proudly serving both local students as well as the academic community since its inception in 1996. In January 2011, the campus relocated from its original destination at SAIT and subsequently "set-up-shop" inside of *Bow Valley College* – which is situated on the eastern end of the Calgary downtown core, adjacent to the *City Hall Train Station*.

MASTERS OF SCIENCE IN MANAGEMENT GRADUATE DEGREE

The **Masters of Science in Management (MSc(Mgt))**, which is co-governed by uLethbridge's Dhillon School of Business and School of Graduate Studies faculties, is a **16-40 month long, graduate-level business degree (exact duration will vary, depending on the individual student's chosen program pathway and declared participation status)** which was designed to provide learners with the knowledge and hands-on experience needed to conduct rigorous and scholarly investigation into issues facing the field of management in a chosen area/major. **1-of-2 possible completion pathway options can be chosen:**

- 1) **Thesis Pathway (Coursework + Thesis)** – The MSc(Mgt)'s Thesis Pathway will entail *both a research thesis + an oral defense* as the culminating activity. Thesis applicants are strongly advised to select the appropriate MSc(Mgt) major where they can confidently present a breadth of relevant coursework, as completed within their prior education, which will enable them to conduct substantive higher-level research in (ideally) the same/related discipline at uLethbridge.
- 2) **Project Pathway (Coursework + Final Project)** – The MSc(Mgt)'s Project Pathway will entail an *applied experiential project* as the culminating activity; requiring students to apply business analytics concepts, as learned within the degree's established program courses, towards an actual business or non-profit organization initiative/problem.

Under normal circumstances, successfully admitted Calgary-based MSc(Mgt) students will typically attend their **in-person classes onsite at Bow Valley College**, unless informed otherwise by either the individual instructor or the Dhillon School of Business' Graduate Programs Office. Lectures for individual, non-Self Directed study course sections **will normally take place during the mornings or afternoons (Mon-Fri)**; there will be no weekend-scheduled MSc(Mgt) classes.

****New MSc(Mgt) grad students are only admitted ONCE A YEAR – every Fall semester (September start)
There are currently no subsequent January or May intakes for the MSc(Mgt), at this time**

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Date of Last Revision: Apr 19th, 2022

PURSUABLE MAJORS (6)

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

Accounting	Examine 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. <ul style="list-style-type: none"> Note: A prior degree or major in accounting is required to be considered for ULETH's MSc(Mgt)-ACCT. Though not required, direct work experience in the field of accounting will be a valuable asset.
Finance	Focus on the study of financial markets, financial instruments and investment decision-making, and analyzes alternative methods in obtaining, managing, and using capital. <ul style="list-style-type: none"> Note: A prior degree or major in finance is required to be considered for ULETH's MSc(Mgt)-FINC
Human Resource Mgt & Labour Relations	Examine the employee-organization relationship through areas such as: leadership approaches, human behaviour, employee engagement, work attitudes, ethics, social influence, labour law, and workplace health.
International Mgt	Develop the skills needed to formulate effective and culturally-sensitive management strategies and policies aimed at benefitting an organization's/multinational firm's constituents in a globally competitive environment.
Marketing	Learn the science behind creating, communicating, delivering, and exchanging offerings of value for stakeholders and society at large, while also applying marketing techniques aimed at encouraging and promoting healthful behaviors, environmental protection, and non-profit support.
Policy & Strategy	Focus on for-profit and not-for-profit organizations and their: industrial and institutional environments, organizational ecology, top management team dynamics, corporate governance, and other subjects.

ADMISSION REQUIREMENTS

- An academic undergraduate degree** (i.e. a Bachelors) **or its equivalent (at a minimum)** from a recognized degree-granting institution, preferably in the applicant's desired management discipline of interest or if not, in a closely cognate/related discipline.
 - [Int'l Post-Secondary School Requirements for Master's-Level Program Admission](#) (sorted alphabetically by country) – All international graduate applicants are to meet these minimum requirements first before admission GPAs will be calculated
- A **minimum cumulative grade point average (CGPA) of 3.00** – when translated against uLethbridge's 4.00 scale – on the **last 20** graded university-level term courses (60.0 credit hours); **OR, calculated on all courses completed within the most recently awarded Masters**, if applicant possesses one graduate degree already.
- The successful completion of a **Graduate Management Admission Test (GMAT™)** with a **minimum total score of 600 overall + 4.0 on the Analytical Writing portion**.
 - All scoring bands (link) must be in the 50th percentile or higher.**
 - Any scores which end up falling under the 50th percentile will be considered on a case-by-case basis.
 - **Strongly advised to have the above-mentioned scores achieved at the time of application to uLethbridge**
 - [GMAT Exam Website](#) & [GMAT Exam Prep](#)
 - Although the GMAT is preferred, the completion of a [Graduate Record Exam \(GRE\)](#) **MAY** be considered (not guaranteed) where individual student circumstances merit the substitution
 - Applicants with an excellent academic record MAY qualify for a Special Case GMAT Waiver if and only if** they have achieved a min. CGPA of 3.70 (on a 4.0 scale) on the last 10 graded university-level term courses (30.0 credit hours) completed within either a uLethbridge-awarded BMgt degree or its recognized academic equivalent
 - Baccalaureate degrees that are not proprietary to uLethbridge** must have been awarded from another external [AACSB](#), [EQUIS](#), or [AMBA](#)-accredited institution in order to potentially qualify for the GMAT waiver
 - Securing a GMAT Waiver will not guarantee eventual MSc(Mgt) program admission.** Applicants must email dhillon.msc@uleth.ca prior to the application deadline for further waiver qualification and assessment details
- Documented proof of demonstrating **English Language Proficiency (ELP) for Graduate Studies**, as detailed [here](#)
 - [Individual ELP Exempt Int'l Universities](#) (sorted alphabetically by country)
 - *NOTE:** Highly-qualified applicants who **previously completed an English-instructed post-secondary program but from a non-ULETH recognized ELP exempt school/country** **MAY** be issued [conditional admission](#), pending ELP (case-by-case basis)
 - Such applicants are to possess either [English-written transcripts](#) or if not, **at least an accompanying notarized English translation** to include in their application package in order to merit this conditional consideration

***SPECIAL NOTE:** Applicants who have [significant work and/or life experience](#) but do not sufficiently meet the MSc(Mgt) program's current competitive GPA admission requirements, **MAY** still be eligible for admission on an individual case-by-case basis (not guaranteed).

***IMPORTANT:** The University reserves the right to determine the acceptable equivalencies of any graduate applicant's presented credentials, associated disciplines, admission exams and scores, and/or proof of ELP both including and beyond what is displayed above.

APPLICATION PROCESS

ONLINE APPLICATION	CollegeNet/ApplyWeb System: www.applyweb.com/leth/index.ftl
ANNUAL DEADLINE (Grad App Deadlines page)	*Normally Feb 1st for a Fall (September) start (Once-a-year intakes, only) **Deadline MAY be extended by the School of Graduate Studies during a given academic year (not guaranteed)
PROCESSING FEE (<i>non-refundable</i>)	- \$125.00 CAD, if all transcripts are domestic (from Canadian institutions, only) - \$140.00 CAD, if at least one set of transcripts is from a non-Canadian institution
SUPPORTING DOCUMENTS (Link) Grad App Process FAQs (Link)	
<ul style="list-style-type: none"> - Unofficial Academic Transcripts: Uploaded and scanned copies of each post-secondary institution previously attended/currently attending <ul style="list-style-type: none"> o <u>Note:</u> Transcripts which are written in a <i>non-English language</i> must also be accompanied with a <i>notarized English Translation</i> - Curriculum Vitae (CV): Resume of qualifications (e.g. academic background, work and/or volunteer experience, attended professional conferences, awards, scholarships, publications etc.) - Letter of Intent (Maximum Length: 500 words) which outlines the applicant's: (Thesis Pathway) Goals/objectives for seeking the MSc(Mgt), including potential research interests in the chosen discipline (major) of study; OR (Project Pathway) Goals/objectives for seeking the MSc(Mgt) via the business analytics focus and intended career outcome(s) upon program completion. <ul style="list-style-type: none"> o Must be addressed to the "Dhillon School of Business Graduate Programs Committee" o The LOI be the applicant's one opportunity to show the university their passion for their proposed research. Explain how dedicated and invested you are into pursuing your desired graduate program, and provide specific examples of key accomplishments. <p><i>*Note:</i> It is highly advised for all MSc(Mgt) applicants to consult the Dhillon School of Business' graduate supervisors and research streams page (link) before applying in order to help assist in drafting their Letters of Intent (i.e. identifying compatible research areas of interest). Formally securing a supervisor however, is not required for application or admission purposes.</p> <ul style="list-style-type: none"> - 3 Letters of Reference: The names and professional emails of professors/managers (Referees) who can speak to the applicant's background preparation, suitability, and aptitude for graduate studies <ul style="list-style-type: none"> o <u>Unacceptable references include:</u> those submitted by email or regular mail, re-used ones in support of a past application, and ones developed by friends/family members - Sufficient GMAT Scores (see previous <i>Admission Requirements</i> section, point 3) - Proof of ELP for Grad Students (see previous <i>Admission Requirements</i> section, point 4) 	
*Previous work experience will not be required for MSc(Mgt) program admittance	
**Successful admittance for any individual applicant will be determined at the collective discretion of the MSc(Mgt) Program Committee	

DEGREE PROGRAM STRUCTURE

Credential Program Overview: www.uleth.ca/future-student/graduate-studies/master-science-management

Supervisors & Research Streams: www.ulethbridge.ca/future-student/graduate-studies/research-streams-msc-management

All MSc(Mgt) prospects will be required to declare an approved management major at the time of application to uLethbridge (see pg. 2 of this information package), regardless of their chosen completion pathway (Thesis or Project), campus of study, or participation status.

Common Core Courses (9.0 credit hours)	<ul style="list-style-type: none"> - MGT 5100: Orientation, Research, & Skill Dev - MGT 5150: Research Methods in Mgt - MGT 5170: Data Mgt & Statistical Techs I 	<ul style="list-style-type: none"> - MGT 5200: Major Seminar I (Series) - BANA 5000: Overview of Business Analytics
Culminating Activity – OPTION A: Thesis Pathway (27.0 credit hours)	<p>Required Courses (12.0 credit hours):</p> <ul style="list-style-type: none"> - MGT 5140: Academic Literature Review - MGT 5160: Qualitative Methods & Analysis <ul style="list-style-type: none"> o OR ECON 5960: Econ Theory & Apps, OR o MGT 5230: Major Seminar III, if required by supervising area 	
The MSc(Mgt)-Thesis pathway <u>MAY</u> be completed within <u>20 months if full-time;</u> <u>40 months if part-time.</u> <i>*Note: The thesis option is dependent on the availability of appropriate supervision</i>	<p>MGT 6100 (Masters' Thesis) (15.0 credit hours): The MSc(Mgt)-Thesis Pathway will culminate in the development of <i>both a Research Thesis as well an Oral Defence Presentation</i>, the former of which must be a written document of publishable quality that: (1) highlights a significant contemporary management issue or problem, (2) addresses valid research questions that are relevant to the student's chosen area of specialization/major, and (3) reflects a substantive contribution to current academic/scholarly knowledge. Further details concerning the Thesis Supervisory and Examination Committees, the Oral Defence component, the assessment of the Thesis and Oral Defence, and associated final approval procedures, are provided in the SGS's Policies & Procedures webpage here.</p>	

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<p>Culminating Activity - OPTION B: Project Pathway: Business Analytics (BANA) Concentration (27.0 credit hours)</p> <p>The MSc(Mgt)-Project pathway MAY be completed within as little as 16 months on a full-time basis.</p>	<p>Required Courses (15.0 credit hours):</p> <ul style="list-style-type: none"> - BANA 5001: Intro to Business Analytics Methods - BANA 5007: Communicating Analytics Findings - BANA 5009: Intro to Consulting - BANA 5010: Intro to Data Sci & Analytics in Python I - BANA 5020: Data Visualizations - BANA 5050: Data Wrangling - BANA 5110: Intro to Data Sci & Analytics in Python II - BANA 5140: Data Management
	<p>Electives (6.0 credit hours) - Pick 4 from the following list:</p> <ul style="list-style-type: none"> - BANA 5002: Predictive Business Analytics I - BANA 5003: Predictive Business Analytics II - BANA 5004: Business Decision Analytics - BANA 5005: Time Series Models & Forecasting for Business - BANA 5006: Text Analytics for Business - BANA 5008: Big Data Analytics
	<p>BANA 6100 (Business Analytics Experiential Project) (6.0 credit hours): Students who have elected to pursue the Project Pathway/BANA concentration of the MSc(Mgt) degree, will be required to <i>identify and apply data analytics principles, tools, and methods towards an established organizational problem or opportunity, and subsequently develop a paper documenting all aspects of the project.</i> This will provide learners with the opportunity to demonstrate an in-depth knowledge and understanding of all proceeding course modules while serving as a means to integrate conceptual learning and critical thinking in a contextually meaningful way (i.e. business analytical application in the student's chosen major and the relevant interpretation of data science; as opposed to data programming).</p>
<p>Course Descriptions: www.uleth.ca/ross/courses > "Graduate Studies Course Catalogue" button > "Dhillon School of Business" section > "Business Analytics (BANA)" or "Management (MGT)" subsections</p>	

PROGRAM POLICIES & REQUIREMENTS

<p>Participation Status <i>Full-Time (FT) vs. Part-Time (PT)</i></p>	<ul style="list-style-type: none"> - Declared at the time of application and rendered in-effect upon successful admittance - Only under extraordinary circumstances may students seek approval to change their participation status from FT-to-PT (or vice versa) with permission from their supervisor, the Department Graduate Coordinator, and the School of Graduate Studies' Dean. Such approval must be obtained by no later than the end of the grad student's first 12 months of study.
<p>Academic Standards</p>	<ul style="list-style-type: none"> - Minimum final grade of "B-" (2.70 on a 4.00 scale) in all courses counted towards the degree - Achieving ≥ 2 grades below a B- (i.e. a C+ or lower), may be grounds for <i>required withdrawal</i>
<p>Graduation GPA</p>	<ul style="list-style-type: none"> - Minimum cumulative GPA of 3.00
<p>Minimum Residence Requirement</p>	<p>"Residence" is defined as the period in which an admitted MSc(Mgt) student is registered in the program, taking courses/pursuing scholarly research, or both, at uLethbridge</p> <ul style="list-style-type: none"> - 12 months of continuous registration in the MSc(Mgt) program for FT students <ul style="list-style-type: none"> o Residence parameters may be individually adjusted for PT students - 1-year/12 months = 3 consecutive terms of study. Each academic term is 4-months in duration: <ul style="list-style-type: none"> o Fall (Sept-Dec), Spring (Jan-Apr), and Summer (May-Aug)
<p>Maximum Time Limit for Program Completion</p>	<p>FT participation (20 months) vs. PT participation (40 months)</p> <ul style="list-style-type: none"> - At the end of the maximum time limit, in cases where there is judged to be cause and where completion is imminent, the Program Committee may approve to extend the MSc(Mgt) student's completion time limit for 12 additional months (max.). Failure to complete all program requirements within the extended period will result in required program withdrawal.

GRAD STUDENT EXPERIENCE

- **MSc(Mgt) Program Journey Page:** www.uleth.ca/graduate-studies/current-students/master-science-management
- **(General) New Grad Student Checklist:** www.uleth.ca/graduate-studies/new-student-checklist
- **Graduate Assistant Professional Development Program:** www.uleth.ca/teachingcentre/graduate-assistant-professional-development-program
- **THRIVE Professional Skills Program:** www.uleth.ca/graduate-studies/thrive

CO-OPERATIVE EDUCATION/INTERNSHIPS (“CO-OP”)

All successfully admitted MSc(Mgt) graduate students (domestic and international) are provided with the opportunity to apply into the university's Co-operative Education and Work-Integrated Learning Program (“Co-op” for short) as a way to supplement their studies. At this time, co-op work/internship terms are *not* built directly into the MSc(Mgt) degree program's curriculum nor are they required for graduation purposes – that is, they are *entirely optional*. Admission into uLethbridge's co-op program will entail an entirely separate application process to which current/active MSc(Mgt) students can elect to apply for at any point during their studies (so long as this is accomplished before graduation), if interested.

- **General Info:** www.ulethbridge.ca/career-bridge/co-op/how-co-op-works
- **Graduate Student Co-op:** www.ulethbridge.ca/career-bridge/co-op/how-co-op-works/graduate-student-co-op
- **How to Apply (after initial university admittance):** www.ulethbridge.ca/career-bridge/co-op/how-to-apply

CAREER SERVICES

At this time, all uLethbridge career coaches are exclusively headquartered out of the Lethbridge Campus in a centralized department. However, Calgary-based graduate students are welcome to correspond with the university's Career Bridge staff remotely via email at career.services@uleth.ca in lieu of phone calls or seated appointments.

- **Resume Writing:** www.uleth.ca/career-bridge/career-services/resume-writing
- **Cover Letters:** www.uleth.ca/career-bridge/career-services/cover-letters
- **Prepare for Interviews:** www.uleth.ca/career-bridge/career-services/prepare-for-interviews

INBOUND INTERNATIONAL STUDENT RESOURCES

- **International Student Guide:** www.uleth.ca/international/international-student-guide-1
 - *Immigration:* www.uleth.ca/international/immigration
 - *Canadian Study Permits:* www.cic.gc.ca/english/information/applications/student.asp
 - *Canadian Culture Immersion:* www.uleth.ca/international/canadian-way
- **Pre-departure Information (for Calgary-bound students):** www.uleth.ca/international/pre-departure-guide-undergraduate-students-calgary-campus
 - Make **special note** of the **“How much will my tuition and living expenses be in Calgary?”** section.
 - All displayed monetary values are expressed in Canadian dollars (CAD).
- **Post-Graduation Work Permits (PGWP):** www.cic.gc.ca/english/study/work-postgrad-who.asp
 - Length of permit will be contingent on the length of the academic program that the student graduates from

International students are strongly encouraged to connect with uLethbridge's team of RISIA-certified International Student Advisors for study permit, Co-op Work permit, PGWP, or other immigration/residency-related guidance (see below emails):

- *Prospective/Non-Active Students:* international.new@uleth.ca
- *Admitted/Active Students:* international.advice@uleth.ca

PROGRAM FEE INFORMATION

- **Estimated Program Fees for the Current Academic Year:** See www.uleth.ca/financial-services/fee-schedules > see “*Graduate Fees*” section. Fees can be subject to annual change, as authorized by the university Board of Governors
- **General Graduate Tuition Info:** www.uleth.ca/graduate-studies/tuition-fees
 - At this time, *University Parking Permits* are reserved for Lethbridge Campus students, only.
- **Funding Tips:** 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

GRADUATE SCHOLARSHIPS & FINANCIAL AWARDS

- **(Current) Graduate Award Opportunities Database:** www.uleth.ca/graduate-studies/award-opportunities/grad

All MSc(Mgt) students are strongly encouraged to contact the university's **School of Graduate Studies' (SGS) Awards & Funding Office** either via *email* (sgs.awards@uleth.ca) or *online inquiry form* (www.uleth.ca/graduate-studies/funding-fees/inquiry-form) for their general funding/financing or scholarship-related inquiries.

STUDENT HEALTH & DENTAL BENEFITS/INSURANCE PLAN:


- Administered by Medavie Blue Cross, managed by the uLethbridge Student's Union (ULSU)
- **Plan Coverage Details:** www.studentvip.ca (**Benefit year runs from September 1 – August 31**)
 - Select "University of Lethbridge Students' Union (ulsu)" option from drop-down box
- **General Health Insurance @ uLethbridge:** www.uleth.ca/hr/health-centre/content/health-insurance
- **Alberta Health Care Insurance Plan (AHCIP):** www.alberta.ca/ahcip.aspx

GRAD STUDENTS ASSOCIATION (GSA)


- **General Website:** ulgsa.org
- **Graduate UPASS:** At this time, uLethbridge's graduate UPASS is exclusively restricted to the City of Lethbridge's Transit Service area and as such, unfortunately cannot be used for Calgary Transit. As a result, **all successfully admitted and registered Calgary-based grad students are automatically opted-out of the UPASS fee.**
- **GSA Contact:** ulgsa.org/contact

LIVING ACCOMMODATIONS (FOR RELOCATING STUDENTS)


(Additional cost to student) At this time, the Calgary Campus unfortunately does not possess its own institutionally-managed housing (onsite or offsite) for admitted students due to our small size. All inbound out-of-city/out-of-country students who are in need of living accommodations within the City of Calgary while they pursue their academic studies with uLethbridge are strongly encouraged to visit local listing websites, such as:

- **Rent Faster:** www.rentfaster.ca/ab/calgary
- **Rent Seeker:** www.rentseeker.ca/rentals/apartments/alberta/calgary
- **Gotta Rent:** www.gottarent.com/calgary-ab-rentals

The following websites will detail further information regarding **the legal rights of renters and landlords** in Alberta:

- Government of Alberta (Provincial laws): www.alberta.ca/information-tenants-landlords.aspx
- Centre for Public Legal Education in Alberta (CPLA): www.landlordandtenant.org
 - CPLA Renting 101 Guide: www.cplea.ca/wp-content/uploads/Renting101.pdf


HAVE ADDITIONAL QUESTIONS? PLEASE SEE BELOW

DEPARTMENT	EMAIL	WEBSITE
Admissions	admissions@uleth.ca	www.uleth.ca/ross/admissions
Career Services	career.services@uleth.ca	www.uleth.ca/career-bridge/career-services
Cash Office	cash.office@uleth.ca	www.uleth.ca/financial-services/students
Co-operative Education	coop@uleth.ca	www.uleth.ca/career-bridge/co-op/how-co-op-works
Dhillon School of Business Grad Programs Office (Inquiries & Program Advising)	dhillon.msc@uleth.ca	www.uleth.ca/graduate-studies/current-students/master-science-management
GSA	gsa@uleth.ca	ulgsa.org
International Student Services Centre	Prospects: international.new@uleth.ca Admitted Students: international.advice@uleth.ca	www.uleth.ca/international/content/international-student-services
SGS Funding & Awards Office	sgs.awards@uleth.ca	www.uleth.ca/graduate-studies/funding-fees/inquiry-form
SGS General Inquiries Office	sgs@uleth.ca	www.uleth.ca/graduate-studies
THRIVE Professional Skills	thrive@uleth.ca	www.uleth.ca/graduate-studies/thrive
ULSU Health & Dental Benefits Office	su.health@uleth.ca	www.studentvip.ca/SchoolSelect.aspx

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