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COMMUNICATIONS NOTICE

A copy of this handbook is available on the AHN department’s webpage.

Every effort is made to communicate information to students on an ongoing basis. Communication will usually be through a department email distribution list for graduate students. Only MSVU email accounts will be used, please check regularly.

Note: all graduate students are required to register for the “Applied Human Nutrition” Moodle Course which acts as a medium to communicate notices, workshops, job opportunities, etc.

University wide notices regarding Graduate Studies are posted on the university website.

Please see http://www.msvu.ca/en/home/programsdepartments/graduatestudiesgeneralinformation/default.aspx
1.0 The University

Mount Saint Vincent University is a beautiful campus, located in suburban Halifax. The park-like campus, with its well-treed grounds, is situated on a hill overlooking the waters of the Bedford Basin. The campus map is here:

It provides a strong liberal arts and science core and selected professional disciplines. It is dedicated to promoting academic excellence, a high degree of personalized education, and an environment characterized by values of its founders, the Sisters of Charity - equity, ethical concern, social responsibility, and service to the community. The Mount considers the educational needs of women to be paramount, although men are accepted as students. Programs, class times, facilities and services are specifically tailored to provide maximum accessibility for women.

1.1 Services to Students

Some specific links and services are described below, but students are strongly encouraged to thoroughly explore the Mount's website to learn more about the university and its specific services, policies and procedures: http://www.msvu.ca

Information about web access (user names and passwords), computer labs, and technical support may be accessed at the Information Services webpage:
For graduate studies Calendar information:

Financial information, such as parking and tuition fees, is available at:

The university provides a number of services to students (see Appendix A for a General Directory of phone numbers).

An Institute for the Study of Women was established in 1981 to promote the kind of research and scholarly activity that will help to bring about equality of women with men in every sphere of human endeavour. The Nancy Rowell Jackman Chair in Women's Studies brings distinguished visiting scholars in women's studies, or persons in public life who have contributed to the advancement of women, to the university for specified periods of time.

Other special facilities of interest to graduate students are The Child Study Centre; the Centre for Women in Business, the Maritime Data Centre for Aging Research and Policy Analysis, FoodARC, Appetite Lab and the Nova Scotia Centre on Aging. An increasing number of courses are available through DLCE (Distance Learning and Continuing Education), which allow students to complete courses away from campus on the student's own schedule. Links to these facilities and more can be found at:
1.2 Distance Learning and Library Services

The *E. Margaret Fulton (EMF) Communications Centre*, opened in the fall of 1989, provides library holdings and advanced on-line computer information systems, video studio and other facilities used for distance education including Moodle technical support: [http://www.msvu.ca/en/home/programsdepartments/distancelearning/MoodleCollaborate/technicalsupport/default.aspx](http://www.msvu.ca/en/home/programsdepartments/distancelearning/MoodleCollaborate/technicalsupport/default.aspx)  The Library On-Line [http://www.msvu.ca/en/home/library/default.aspx](http://www.msvu.ca/en/home/library/default.aspx) offers on-line access to electronic journals. The site also provides for on-line search of the Novanet catalogue, which consists of a consortium of Nova Scotia post-secondary library holdings.  (The library provides wireless communication for those with personal computers). Through this partnership, students can borrow library materials from other member libraries. Students are encouraged to attend library information sessions at the beginning of each term to become familiar with the library and all its services. Individual sessions may be booked with the university librarian. The library resources also include an access to citation manager *RefWorks* that can help in organizing references in a literature review: [http://libguides.msvu.ca/refworks](http://libguides.msvu.ca/refworks)

1.3 Technology Services

Computer labs are provided in the University. The list of computer labs and installed software including SPSS and SAS, Food Processor SQL can be accessed here: [http://www.msvu.ca/en/home/studentservices/itservices/findacomputerlab/default.aspx](http://www.msvu.ca/en/home/studentservices/itservices/findacomputerlab/default.aspx)  The graduate student office located in EV316 has a computer with network access. The University provides a link to Science & Nutrition Databases through the Library webpage ([http://libguides.msvu.ca/nutrition](http://libguides.msvu.ca/nutrition)). The access to Practice-based Evidence in Nutrition (PEN) is provided through MSVU network at: [http://libguides.msvu.ca/pen](http://libguides.msvu.ca/pen)  Students are provided with a webmail address. The main communication interface between professors and students is through MSVU email accounts.  IT&S helpdesk is located in the EMF library (902-457-6538, helpdesk@msvu.ca): [http://www.msvu.ca/en/home/studentservices/itservices/default.aspx](http://www.msvu.ca/en/home/studentservices/itservices/default.aspx)

2.0 Graduate Program

Graduate study in Applied Human Nutrition will improve or update the preparation of professionals in a range of fields encompassed by nutrition and dietetics. The main focus is to build research expertise that can be used in the practice setting.

Two Masters Degrees are offered:
- **Master of Applied Human Nutrition (MAHN)**, requires completion of five units of course work: two and one-half units required and two and one-half units electives;
- **Master of Science Applied Human Nutrition (MScAHN)**, requires completion of a research thesis and three and one-half units of course work: one and one-half unit of thesis, two and one-half units required, and one unit electives.

Students are admitted to the MAHN program because they apply to this program or because they do not meet the higher standard required for admission to the MScAHN program.
Students in the MAHN program cannot transfer into the MScAHN program.

Students in the MScAHN program are required to complete a research thesis. The thesis provides an opportunity for independent research and it must demonstrate the student’s critical judgement, scholarship and competencies in methods of research. The thesis contributes to practice-based knowledge in nutrition and dietetics. Each student’s program is planned individually between the student and graduate advisor.

**Master of Applied Human Nutrition**

*Required Courses:*

- GEPY 6601 - Statistics (one-half unit)
- GAHN 6608 - Methods of Nutrition Research (one-half unit)
- GFSG 6613 - Critical Theories in Family Studies and Gerontology (one-half unit)

One unit from: **
- GAHN 6600* Recent Advances in Nutrition Research (one-half unit)
- GAHN 6602* Contemporary Issues in Food, Health and Disease (one-half unit)
- GAHN 6607* Nutrition Education (one-half unit)
- GAHN 6609* Nutrition and Population Health Assessment (one-half unit)
- GAHN 6616* Community Education (one-half unit)
- GAHN 6617* Issues in Food Security (one-half unit)

* *offered in alternate years

**Elective Courses:**
Selected in consultation with academic advisor (two and one-half units)

**Master of Science Applied Human Nutrition**

*Required Courses:*

- GEPY 6608 – Intermediate Statistics and Research Design (one-half unit)
- GAHN 6608 - Methods of Nutrition Research (one-half unit)
- GFSG 6613 - Critical Theories in Family Studies and Gerontology (one-half unit)

One unit from: **
- GAHN 6600* Recent Advances in Nutrition Research (one-half unit)
- GAHN 6602* Contemporary Issues in Food, Health and Disease (one-half unit)
- GAHN 6607* Nutrition Education (one-half unit)
- GAHN 6609* Nutrition and Population Health Assessment (one-half unit)
- GAHN 6616* Community Education (one-half unit)
- GAHN 6617* Issues in Food Security (one-half unit)

* *offered in alternate years

GAHN 6691 – Thesis (one and one-half units)

** Students are required to take one unit from this list of courses. Students can take more
than one unit and count the additional course(s) as elective course(s).

*Elective Courses: (one unit)*
Selected in consultation with academic advisor

In addition to graduate courses offered by the Department of Applied Human Nutrition, students may take courses offered by other departments e.g. *Education, Child and Youth Studies, Women and Gender Studies, Communication Studies.* With permission of the department, students may also choose to complete elective courses at other institutions. The number of these external electives will not normally exceed one full unit of course work. Requests for exceptions to this policy will be assessed by the Department Graduate Studies Committee on a case-by-case basis (see Authorized External Course at another University form posted at [http://www.msvu.ca/en/home/studentservices/registraroffice/forms/aecpolicy.aspx](http://www.msvu.ca/en/home/studentservices/registraroffice/forms/aecpolicy.aspx)).

*Cross-listed Undergraduate Courses:*

- GAHN 6330 Food and Nutrition for Successful Aging (one-half unit)
- GAHN 6325 Advanced Human Nutrition and Metabolism (one-half unit)
- GAHN 6408 Medical Nutrition Therapy I (one-half unit)
- GAHN 6409 Medical Nutrition Therapy II (one-half unit)
- GAHN 6414 Nutrition Education in the Community (one-half unit)
- GAHN 6400 Issues in Food Product Development (one-half unit)
- GAHN 6417 Management & Revenue Generation in Nutrition & Food Services (one-half unit)

*These are cross-listed undergraduate courses. Normally, students who have completed an undergraduate degree in dietetics should not include these courses in their graduate program. Please consult with your academic advisor before registering.*

Required courses are offered every year while elective courses are usually offered in alternate years – consider this when planning your schedule. Students may elect to study full-time or part-time. **Full-time status is considered to be the equivalent of registration in three units of courses, or registration in thesis seminar.**

All degree requirements must be completed within five years of first registration. All students must register for a minimum of one unit of courses during each calendar year. **If a student is not able to meet this requirement, s/he must request a leave of absence from the Dean of Graduate Studies.** The form to request a leave of absence is available at [http://www.msvu.ca/en/home/programsdepartments/graduatestudiesgeneralinformation/geralforms.aspx](http://www.msvu.ca/en/home/programsdepartments/graduatestudiesgeneralinformation/geralforms.aspx)

Please refer to the Graduate Academic Calendar on the University website for complete course descriptions, grading criteria and procedures related to registration and academic conduct [http://www.msvu.ca/en/home/programsdepartments/graduatemecalendar/default.aspx](http://www.msvu.ca/en/home/programsdepartments/graduatemecalendar/default.aspx)
2.1 International Students

International students will be expected to complete 6 – 7 weeks of Cultural Adaptation and English Language Training prior to registration in the Masters program.

International students will normally be admitted to the **Master of Applied Human Nutrition (MAHN)** program which requires the completion of five units of graduate course work along with one to two units of undergraduate preparatory course work.

The two units of preparatory undergraduate courses must include:

NUTR 1106 – Introduction to Nutrition (one-half unit)
NUTR 2211 – Intermediate Human Nutrition (one-half unit)

The remaining one unit of preparatory courses can be selected from:

NUTR 2240 – Child Care Health, Nutrition and Safety (one-half unit)
NUTR 2300 – Nutrition for Fitness and Sport (one-half unit)
NUTR 2324 – Nutrition during the Lifecycle (one-half unit)
NUTR 3205 – Natural Health Products (one-half unit)
NUTR 3407 – Introduction to Client Care (one-half unit)
NUTR 3326 – Ecological Perspectives of Food (one-half unit)

Students will take two and one-half units of required graduate study course work, and two and one-half units electives **at the graduate level** upon recommendation of the academic advisor.

Each student is required to meet with an academic advisor prior to registration as each student’s program is planned individually.

*Required Courses:*

GEPY 6601 - Statistics (one-half unit)
GAHN 6608 - Methods of Nutrition Research (one-half unit)
GFSG 6613 – Critical Theories in Family Studies and Gerontology (one-half unit)

One unit from:

GAHN 6600* Recent Advances in Nutrition Research (one-half unit)
GAHN 6602* Contemporary Issues in Food, Health and Disease (one-half unit)
GAHN 6607* Nutrition Education (one-half unit)
GAHN 6609* Nutrition and Population Health Assessment (one-half unit)
GAHN 6616* Community Education (one-half unit)
GAHN 6617* Issues in Food Security (one-half unit)

* offered in alternate years

** Students are required to take one unit from this list of courses. Students can take more than one unit and count the additional course(s) as elective course(s).
Elective Courses: (two and one-half units)
Selected in consultation with academic advisor

In addition to graduate courses offered by the Department of Applied Human Nutrition, students may take courses offered by other departments e.g. Education, Child and Youth Studies, Women and Gender Studies, Communication Studies. With permission of the department, students may also choose to complete elective courses at other institutions. The number of these external electives will not normally exceed one full unit of course work. Requests for exceptions to this policy will be assessed by the Department Graduate Studies Committee on a case-by-case basis (see Authorized External Course at Another University form posted at http://www.msvu.ca/en/home/studentservices/registraroffice/forms/aecpolicy.aspx).

Cross-listed undergraduate courses:
GAHN 6300 Food and Nutrition for Successful Aging (one-half unit)
GAHN 6325 Advanced Human Nutrition and Metabolism (one-half unit)
GAHN 6408 Medical Nutrition Therapy I (one-half unit)
GAHN 6409 Medical Nutrition Therapy II (one-half unit)
GAHN 6414 Nutrition Education in the Community (one-half unit)
GAHN 6400 Issues in Food Product Development (one-half unit)
GAHN 6417 Management & Revenue Generation in Nutrition & Food Services (one-half unit)

*These are cross-listed undergraduate courses. Normally, students who have completed an undergraduate degree in dietetics should not include these courses in their graduate program. Please consult with your academic advisor before registering.

All required courses will be offered every year. Electives are normally offered only every second year. There may be electives of interest to you which are not available in your year of study. Consult with your academic advisor for assistance with an alternate elective.

All degree requirements must be completed within five years of first registration. All students must register for a minimum of one unit of courses during each calendar year. If a student is not able to meet this requirement, s/he must request a leave of absence from the Dean of Graduate Studies.

Please refer to the Graduate Academic Calendar on the University website for complete course descriptions, grading criteria and procedures related to registration and academic conduct http://www.msvu.ca/en/home/programsdepartments/graduatecalendar/default.aspx
2.2 Internship Education Program

The internship provides professional development experience that can be completed in conjunction with the graduate program. **Only students enrolled in the MScAHN program are eligible for the internship program.** To be eligible, a MScAHN student must be a graduate of an undergraduate dietetics program accredited under the Partnership for Dietetic Education and Practice (PDEP) (or an equivalent organization).

Students must maintain academic currency in order to be well prepared for all of their internship placements and the Canadian Dietetic Registration Exam (CDRE). Students are required to engage in academic upgrading if it has been more than three years since they have completed course work in a particular knowledge area (see below). Academic upgrading requirements will be determined by the Internship Education Program Sub-Committee.

<table>
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<tr>
<th>Course work knowledge area</th>
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<td>Food Service Administration/Management</td>
<td>NUTR 4501 Administrative Internship</td>
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<tr>
<td>Community Nutrition</td>
<td>NUTR 4503 Community Internship</td>
</tr>
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<td>Clinical Nutrition/Medical Nutrition Therapy</td>
<td>NUTR 4502 Clinical Internship</td>
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Students who complete the Internship Education Program will be given a certificate upon completion. Completion of internship placements (NUTR 4501, 4502, 4503) is in addition to, not in place of, graduate courses. See section 5.0 Suggested Timelines for Completion for a sample schedule that integrates degree and internship requirements.

2.3 Admission Requirements

Students will normally have completed an undergraduate degree in nutrition, dietetics, foods, or related fields, e.g. biology, biochemistry, health education, and nursing. Students will normally have achieved a [minimum of a B average](#) (GPA 3.0). Where there are deficiencies, additional course work may be necessary for admission. Credit in the following undergraduate courses will normally be required: one-half unit applied statistics; one unit biochemistry; one unit physiology; one unit sociology, psychology or communications; one unit 3000 level and one unit 4000 level human nutrition.

The application package submitted for admission will include
- Statement of Intent including career goals and how our program will facilitate achieving these goals,
- Letter of Reference (Academic),
- Letter of Reference (Professional, for internship application only, Academic for those not intending to apply for the internship),
- For M.Sc.AHN: Statement of Research Interests. The potential thesis supervisor(s) should be identified.
- Application for Research/Teaching Assistantship.

Completed applications should be submitted by [January 31st](#) of the year immediately preceding intended enrolment. Applications are considered by the Applied Human Nutrition Graduate Studies Committee. Applicants who do not meet requirements for full admission
may be asked to complete selected prerequisite preparatory courses or meet other conditions. **Normally, there is no January admission to the program.** We reserve the right to interview applicants prior to acceptance.

Application information and forms are available on the University web site at [http://www.msvu.ca/en/home/beamountstudent/applynow/graduateapplication](http://www.msvu.ca/en/home/beamountstudent/applynow/graduateapplication)

### 3.0 Financial Assistance

Scholarships and bursaries available through the university are limited in number and value. In-course Merit Scholarships are available to students who have completed 2 units of course work. Information is available in the Graduate Calendar [http://www.msvu.ca/en/home/programsdepartments/graduatecalendar/default.aspx](http://www.msvu.ca/en/home/programsdepartments/graduatecalendar/default.aspx).

Some externally funded scholarships are administered through the Dean’s Office. For information link to [http://www.msvu.ca/en/home/programsdepartments/graduatestudentsgeneralinformation/scholarships.aspx](http://www.msvu.ca/en/home/programsdepartments/graduatestudentsgeneralinformation/scholarships.aspx)

Some external funding sources include:

**Canada Graduate Scholarships-Master’s Program:**
The CGS M Program supports up to 2,500 students annually in all disciplines and is administered jointly by Canada’s three federal granting agencies: CIHR, NSERC and SSHRC.

Canadian Institutes of Health Research (CIHR) – Frederick Banting and Charles Best Canada Graduate Scholarships

Natural Sciences and Engineering Research Council of Canada (NSERC) – Alexander Graham Bell Canada Graduate Scholarships

Social Sciences and Humanities Research Council of Canada (SSHRC) – Joseph-Armand Bombardier Canada Graduate Scholarships

Only those students who have completed as of December 31 of the year of application, between zero and 12 months of full-time studies (or full-time equivalent) are eligible to apply. The information session and internal deadline for this scholarship is announced by Dean of Graduate Studies Office.

[Nova Scotia Health Research Foundation](http://www.nshrf.ca)
[The Heart and Stroke Foundation](http://www.heartandstroke.ns.ca)

Candidates are encouraged to explore various sources of financial assistance, including the scholarships available through professional associations and Health Canada. For example, Dietitians of Canada offers a student membership which entitles graduate students to apply for graduate awards ([www.dietitians.ca](http://www.dietitians.ca)). As other funding sources come available information will be posted in the department.

The Dean’s Office provides up to $200 per student to assist with research related costs such as printing, mailing, and minor items of equipment. The Dean’s Office also offers a small travel allowance (one time only) for students presenting research papers at conferences. A limited number of graduate assistantships are available each year.
4.0 Faculty

**Judy Fraser Arsenault, PDt., MAHE (Mount Saint Vincent University)** Internship Education Program Coordinator. Lab Instructor
**Contact:** EV308, 457-6145, [Judy.Fraser.Arsenault@msvu.ca](mailto:Judy.Fraser.Arsenault@msvu.ca)

**Jennifer Brady, MHSc, RD, PhD (c) (Queen’s University), Assistant Professor STARTING JANUARY, 2017**

**Shannan Grant, MSc, RD, PhD (University of Toronto), Assistant Professor ON LEAVE UNTIL JULY 2018**
Contact: EV 311, 457- 5400 [shannan.grant2@msvu.ca](mailto:shannan.grant2@msvu.ca)

**Daphne Lordly, PDt., MAHE, Ed.D., (University of South Australia), Chair. Professor:** Dietetic Education including: competence, methods, challenges, professional socialization; Professional Standards including: career choice and gender, Dietetic knowledge, what counts.
**Contact:** EV313, 457-6259, [Daphne.Lordly@msvu.ca](mailto:Daphne.Lordly@msvu.ca)

**Bohdan Luhovyy, PhD (Ivan Franko National University of L’viv Ukraine), Associate Professor:** Functional foods and ingredients, food processing and nutritional quality, food-derived bioactivities, dietary approaches in prevention of metabolic syndrome, diets and biomarkers of chronic disease, food product development.
**Contact:** EV317, 457-6256, [Bohdan.Luhovyy@msvu.ca](mailto:Bohdan.Luhovyy@msvu.ca)

**Linda Mann, PDt., MBA (University of Alberta), Associate Professor:** Foodservice systems (menu analysis, child care centre menu planning, emergency feeding); Influences on food and nutrition status (university students, immigrants, children); Predictors of entrepreneurship (dietetic program graduates); and Education (dietetic internship preceptors, chef de cuisine).**Contact:** EV329, 457- 6146, [Linda.Mann@msvu.ca](mailto:Linda.Mann@msvu.ca)

**Kyly Whitfield, PhD (University of British Columbia), Assistant Professor:** Research interests include international nutrition; perinatal maternal, infant, and young child nutrition; micronutrients, with a focus on B vitamins; human milk and lactation; public health interventions to combat micronutrient deficiencies in low-income settings; and fortification.
**Contact:** EV319, 457-5978, [kyly.whitfield@msvu.ca](mailto:kyly.whitfield@msvu.ca)

**Patricia Williams, PDt., Ph.D. (University of British Columbia).** Associate Professor and Canada Research Chair in Food Security and Policy Change: The use of participatory research processes to engage multiple inter-sectoral partners in the issue of food Security, and capacity building processes for policy change.
**Contact:** EV320, 457-6394, [Patty.Williams@msvu.ca](mailto:Patty.Williams@msvu.ca)
Adjunct Professors

**Dr. Sarah Kirk**, RD, PhD, Canada Research Chair in Health Services Research, School of Health and Human Performance, Dalhousie University.

**Contact:** sara.kirk@dal.ca

**Catherine Morley**, PDt, FDC, PhD, Assistant Professor, School of Nutrition and Dietetics, Acadia University

**Contact:** Catherine.Morley@acadiau.ca

**Melissa Rossiter, PDt, Ph.D. (University of Guelph)**, Assistant Professor, University of Prince Edward Island,

**Contact:** Mdrossiter@upei.ca

Staff

**Shannon Fisher**, Administrative Assistant

**Contact:** EV331, 457-6321, shannon.fisher@msvu.ca

5.0 Suggested Timelines for Completion

While students generally proceed through the program at their own pace, the following schedules are optimal:

**MAHN.** Assuming course availability, with careful course selection and no requirement for undergraduate upgrading, the MAHN may be completed in one academic year.

**MScAHN.** Assuming course availability, course work may be completed in one academic year. Students should plan on a term to complete a thesis proposal, followed by two terms to conduct data collection and analysis, writing of results and discussion, thesis defence.

**MScAHN with Internship.** The time lines for the MScAHN apply. Time must also be allotted for completing the internship placements. It may be possible to combine data collection with an internship placement. Students are also encouraged to consider Prior Learning Assessment (PLA) if they already have work experience in a competency area. Details on how to do this can be obtained from the Internship Education Program Policy & Procedure Manual and the Internship Education Program Coordinator. Assuming course availability, course work can be completed in one academic year. During the summer of the first year and fall of the second year, the student will normally complete one internship placement and the thesis proposal. During the winter of the second year, the student will complete data collection and analysis. The summer of the second year and fall of the third year will be spent on thesis development and final internship placement. Once the thesis is defended, the student is eligible for graduation and to write the Canadian Dietetic Registration Exam (CDRE).

Students in the Internship Education Program must follow the policies and procedures outlined in the Internship Policies and Procedures Manual. While every effort is made to accommodate students, graduate students in the Internship Education Program are **NOT** given preference over undergraduate students for internship placements.
Please note, it is of no advantage to complete the internship placements before starting the thesis, e.g. three consecutive placements after finishing course work. Papers indicating internship requirements have been fulfilled thereby allowing the student to write the CDRE will NOT be signed until the thesis requirement has been completed. *There will be no exception to this policy.* The internship is accredited under the Partnership for Dietetic Education and Practice (PDEP) based on completion of both the thesis and work terms. The internship is not complete until the thesis is completed. Normally the thesis proposal must be completed and presented to the Thesis Advisory Committee and submitted to the University Research Ethics Board (UREB) prior to commencement of the final internship placement.

6.0 Graduate Advisor

Each student is assigned an academic advisor on acceptance into the program. Together they plan a program designed to meet the student's career goals and help develop the student’s strengths. Students in the MScAHN program should consult section 10.1 regarding selection of a thesis supervisor.

Students are encouraged to have regular contact with their advisor, especially before registering for courses. Students who may have concerns or suggestions should contact their Advisor or the Department of Applied Human Nutrition Graduate Studies Coordinator, Dr. Bohdan Luhovyy or the Dean of Graduate Studies, Dr. Kim Kienapple.

7.0 Graduate Studies Committee

Students are encouraged to meet together to discuss their respective experiences. Orientation and updating sessions are organized periodically by the Applied Human Nutrition Department but graduate students may wish to meet more frequently outside class sessions. A student representative is selected by the graduate student body and represents graduate students at the Departmental meetings.

Graduate studies at Mount Saint Vincent University are under the auspices of the Dean of Graduate Studies, Dr. Kim Kienapple. The Dean of Graduate Studies chairs the two university Graduate Studies Committees: Program and Policy Committee and the Scholarship, Assistantships and Awards Committee. Students can be appointed to the Program and Policy Committee, which can provide excellent experience from a professional development perspective. See the Standing Committees webpage for a full description of committee structures:

8.0 Research Seminar

Research Seminars are held several times throughout the year to allow graduate students and faculty to make presentations on proposed research or research they have completed. All graduate students are expected to attend research seminars as part of their development. Graduate students are required to attend eight (8) research seminars over the course of their program. Students will document participation in these seminars in their annual report. These seminars provide an excellent forum in which to discuss research issues, methodologies and results and advancement in the field of study. The research seminar schedule will be posted in the Department on the Graduate Studies bulletin board. Notices about upcoming thesis proposal and thesis defence presentations (both counted as research seminars) are posted on campus and on the Graduate Studies webpage (see http://www.msvu.ca/en/home/programsdepartments/graduatestudiesatthemount/upcomingthesesdefences.aspx) and any interested person is welcome to attend.

9.0 Annual Report

Every student will be required to complete an annual report, which documents her/his progress in the program. This report will be submitted electronically to the Department Graduate Studies Coordinator (bohdan.luhovyy@msvu.ca) and Shannon Fisher (Shannon.fisher@msvu.ca). For M.Sc.AHN students, the annual report should be approved by their thesis supervisor(s) first. The deadline for submission is June 1st of each year. See Appendix B for an outline of what to include. The purpose of this report to help students stay on pace for completion of the program within expected time lines.

10.0 The Thesis

The thesis component of the MScAHN requires a student to undertake a major independent research project in a selected area related to Applied Human Nutrition. Although the format and content of a thesis will vary in accordance with the nature of the study, a thesis will normally include a comprehensive review of published literature of related aspects, an articulation of a research question(s), a theoretical framework, a detailed methodology plan, ethical considerations and safeguards, and a report and analysis of findings, implications, and recommendations. Assessment of a thesis is based on the quality of the data and analysis, interpretation and conclusions drawn from the data.

Students may choose from a number of different research approaches – primary data collection, secondary data analysis, using either quantitative and/or qualitative methodologies. The thesis must demonstrate students’ competencies in methods of research, and critical appraisal of previous research and scholarship. The thesis should be of sufficient length to achieve these goals. In evaluating the thesis it is important to note that significance, conciseness, and quality of the document and defence are of greater weight than the number of pages of the document.

Thesis supervision can follow two different formats: the apprenticeship model where the student fits into on-going research of the thesis supervisor; or the mentorship model where the thesis supervisor guides the student through development of their own research question.
In the latter case, the supervisor will be knowledgeable in the area but may not have direct experience or an on-going research program in the topic area.

10.1 Thesis Supervisor and Thesis Advisory Committee

The thesis will be written under the direction of a thesis supervisor, who will normally be a full-time faculty member of the Department of Applied Human Nutrition*, and an advisory committee. The supervisor recommends to the Graduate Program Coordinator two or more persons to serve on the advisory committee. Normally one member will be from within the Department of Applied Human Nutrition and one member will be from outside the department. In selecting an advisory committee, the key concern is that the members have appropriate expertise to guide the research process. The function of the thesis committee will be to approve the thesis proposal, to be available to advise the student in all stages of the research project, and to approve the final thesis. See the Policy and Procedure for Appointment of Thesis supervisor at:
(http://www.msvu.ca/en/home/programsdepartments/graduatestudiesgeneralinformation/thesesrequirementforms.aspx)

(* If the appropriate expertise is not available, a thesis supervisor may be from outside the university. See Appointment of External Thesis Supervisor Approval form at:

10.2 Responsibilities of Thesis Supervisor

When a faculty member agrees to serve as a “thesis supervisor”, s/he assumes several responsibilities:

a. To be accessible to students and to be available for consultation within a reasonable time frame;

b. To be as helpful as possible in suggesting research topics and in assisting students to define their theses;

c. To inform students approximately how long it will be before written work, such as drafts of chapters, can be returned with comments;

d. To be thorough in their examination of thesis chapters, supplying, where appropriate, detailed comments on such matters as literary form, structure, use of evidence, relation of the thesis to published work on the subject, citation of references, and making constructive suggestions for rewriting and improving the draft;

e. To indicate clearly when a draft is in a satisfactory final form, or, if it is clear to the supervisor that the thesis cannot be successfully completed, to so advise the student;

f. To know the departmental and university regulations and standards to which the writer of a thesis is expected to conform, and to make sure that the student is aware of them;
g. To continue supervision while on leave, possibly with arrangements also being made for members of the advisory committee to assist the student for the leave period;

h. To advise and help the student to approach other faculty members for assistance with specific problems or even to request the reading of a chapter or section of the thesis.

10.3 Responsibilities of Students

When a graduate student undertakes the writing of a thesis, s/he also assumes several responsibilities:

a. To choose a topic (often with the supervisor’s help) and to produce a thesis that is essentially their own work;

b. To submit a copy of all proposal and thesis drafts in the format requested by committee members, e.g. hard copy or electronic copy;

c. To produce a thesis which meets the standards of scholarship required by the university and the department, including demonstration of their capacity for independent scholarship and research in their field;

d. To acknowledge direct assistance or borrowed material from other scholars or researchers;

e. To realize that the supervisor has undergraduate or other duties, which may at times, delay the student’s access to the supervisor at short notice;

f. To give serious and considered attention to advice and direction from the supervisor;

g. To submit their work to the judgement of the department and to abide by its decision when any rights of appeal, if exercised, have been exhausted;

h. To be familiar with information in the graduate handbook and various timelines related to thesis completion and convocation;

i. To know the departmental and university regulations and standards to which the writer of a thesis is required to conform.

10.4 Rights of Supervisors

The supervisor has the following rights:

a. To expect students to give serious and considered attention to their advice concerning what they regard as essential changes in the thesis;

b. To terminate supervision and advise the student to find another supervisor if the student does not heed advice and ignores recommendations for changes in the thesis, or if the student is not putting forth a reasonable effort;
c. To have their thesis supervision properly credited by the department as an intrinsic part of their workload so that, in the assignment of duties, they are not overburdened to the point of having their effectiveness impaired as supervisors.

10.5 Rights of Students

The student has the following rights:

a. To have a clear understanding of what is expected in thesis-writing;

b. To expect help from their supervisor in establishing a feasible topic and in solving problems and assessing progress as the thesis is being written;

c. To receive a fair assessment of the completed thesis and explanations of negative criticism;

d. To be allowed to have a new supervisor when they can offer convincing reasons with evidence to the department for the change;

e. To be protected from exploitation by their supervisor or other faculty members if the latter should intrude upon students’ right of authorship or constrain students’ research efforts for purposes not directly related to the advancement of the thesis project;

f. To submit a thesis even if the supervisor is not satisfied, although such action should be taken only in extreme cases and after full consultation with the department.

10.6 Responsibilities of the Department

a. To uphold a good standard for theses;

b. To provide adequate advising at all times, so that, when a supervisor leaves the university for another permanent position, substitute arrangements are made as soon as possible;

c. To allow students to change supervisors if their research interests shift or develop in a new direction;

d. To provide procedures that assist and encourage students to complete the thesis, such as early review and approval of topic and methodology, guidelines on access and appeals, oversight of the student’s schedule, and a clearly stated system of thesis review and evaluation;

e. To provide a fair evaluation of the thesis, normally by giving considerable responsibility to the committee and the thesis supervisor.
10.7 Thesis Registration (GAHN 6691)

The student will typically enrol in the Thesis once substantial work on the thesis has begun. (Enrolment is for three semesters or one calendar year.) Students who are enrolled for thesis credit are expected to present two seminars: the proposal, and the defence of thesis results. Registration involves working with the thesis supervisor and advisory committee on the conceptualization, production, and defence of the thesis. If work is not completed within one calendar year, the student will have to pay a continuation fee (50% of the tuition rate prorated to the length of extension).

10.8 Thesis Proposal

Students typically complete one semester or one and one-half units of course work before formulating a research proposal. The academic advisor assigned to the student upon admission does not necessarily become the thesis supervisor. The thesis supervisor may be selected in consultation with the academic advisor, coordinator of graduate studies and/or Department Chair. It is advised that substantial review of relevant research literature be carried out before the thesis committee is finalized. A proposal developed as part of a course, for example, “Research Methods”, does not necessarily become the thesis proposal.

By far, the greatest amount of time for conducting the research and for writing the thesis needs to be devoted to reviewing related literature, refining the problem statement or hypothesis, developing the methodology, procedures and instruments. Data collection and analysis typically require less time if the review of literature and proposal has been thorough. The department office has copies of previous theses for students to review, as does the library.

The purpose of the proposal is to communicate precisely the nature of the inquiry that is to be carried out. The proposal may include:

- a statement of the problem or research focus,
- an explanation of theoretical/practical importance of the study,
- the research question or hypotheses,
- definition of key terms,
- a review and critique of related research literature,
- the theoretical framework,
- methods for data collection
- review of ethical considerations and safeguards
- a plan for data analysis
- discussion of limitations of the inquiry
- time line for completion of all components of the study
- references

While the degree of explicitness required in a proposal may vary from study to study, the student should be aware of the benefits associated with a careful, precise proposal. Provocative research questions usually arise out of a familiarity with the literature of a particular area of study. Moreover, a clear understanding of theoretical frameworks will also facilitate the research and writing process. Consequently, at the time of writing the proposal,
the student should be able to demonstrate the familiarity with the literature and a sound understanding of the theoretical framework(s) which will inform the research. The critical review of related research and the presentation and application of an appropriate theoretical framework(s) contained in the proposal can form the basis of the literature review chapter and theoretical framework chapter in the final thesis. Therefore, the thesis proposal can be viewed as a means to an end, rather than an end in itself. See the Policy and Procedure “Notification of Thesis Proposal Presentation and Policy” at: http://www.msvu.ca/site/media/msvu/Documents/Notification%20of%20Thesis%20Proposal%20Presentation%20and%20Policy%20REVISED%20F2014(1).pdf and “Thesis Proposal Presentation Report and Policy” at: http://www.msvu.ca/site/media/msvu/Documents/Thesis%20Proposal%20Presentation%20Report%20and%20Policy%20REVISED%20NOV%202014(1).pdf

10.9 Referencing Format

The Department of Applied Human Nutrition uses the referencing style of the Canadian Journal of Dietetic Practice and Research. Details on style requirements can be found at http://www.dietitians.ca/Downloadable-Content/Public/guide_for_authors.aspx. Some thesis Supervisors may require other referencing styles such as the American Psychological Association (APA) or the Modern Language Association (MLA). Details on these style requirements can be found at http://www.msvu.ca/en/home/library/research/citationrefworks/default.aspx.

10.10 Ethical Standards and Ethics Approval

When human subjects are used in research, the question of ethical standards must be addressed. Students are expected to adhere to the Tri-Council Ethics Policy and obtain approval for research involving human subjects from the University Ethics Review Board (UREB). All students who conduct research with human participants must complete online tutorial TCPS 2: CORE (Course on Research Ethics): https://tcps2core.ca/welcome

The certificate of completion must be submitted to UREB along with research ethics application.


The University Research Ethics Board (UREB) provides an ethics application form that encourages the development of succinct and relevant submission, which will expedite the review process. Please allow a minimum of three weeks for an expedited review. Students must consult with their supervisors to determine whether the risk level of their studies is “minimal risk” or exceeds minimal risk. However UREB make the final decision in regards to the risk level. Copies of instruments, surveys, interview guides, questionnaires, letters to potential research subjects, and consent forms should be included with the application. Application forms are available on the University website http://www.msvu.ca/en/home/research/researchethics/forms.aspx

More information on ethics is provided in Appendix C.
Please note: The thesis committee must approve the research proposal before an application is submitted to the UREB. Approval consists of a defence of the proposal held in accordance with department regulations and a signed approval form. This signed approval form must be included with the UREB application. Ethics Certificates are given for one year. Research that extends beyond the one calendar year will require a formal extension from UREB. Also note that a final ethics report is required following completion of the thesis. The form for the final report is included on the website with the application forms.

10.11 Organization of the Thesis

1. Title page (See Appendix D)
2. Copyright Notice
3. Signed approval page (See Appendix E)
4. Dedication (if any)
5. Abstract (not more than 500 words)
6. Preface (if any)
7. Acknowledgement (if any)
8. Table of contents (listing chapter heads and subheads, references and appendix)
9. List of tables (if any)
10. List of figures or illustrations (if any)
11. List of plates (if any)
12. Body of text *
13. Footnotes (if any)
14. Reference
15. Appendices (if any)

* Body of texts will vary but typically included chapters that correspond to introduction; research problem, research hypothesis/objectives/questions; literature review; theoretical framework; methods; results, discussion; conclusions and recommendations.

10.12 Thesis Defence

The thesis committee must be provided with a minimum of two weeks to review the final draft of a thesis before a defence. Notification of Thesis Defence and Policy is here: http://www.msvu.ca/site/media/msvu/Documents/Notification%20of%20Thesis%20Defence%20and%20Policy%20-%20Revised%20W2015(1).pdf

For committee members requesting a hardcopy of the thesis document, it is the student’s responsibility to deliver the hardcopy.

After completion of the defence, the thesis committee will meet in camera (privately) and shall by majority vote reach one of the following decisions:

a. Approve thesis.
b. Approve thesis with minor revisions.
c. Require that the thesis be revised and resubmitted for examination.
d. Fail the thesis with no opportunity for resubmission.

The decision of the thesis committee is considered to be final and is communicated to the
Dean of Graduate Studies using the Thesis Defence form:
When the thesis supervisor/committee are satisfied with revisions, the Thesis Release Form:

10.13 Submission of Thesis

The final approved thesis will be submitted using the Electronic Thesis Deposit Program. Students must submit three complete electronic versions of their thesis to the Library. The thesis will be in PDF format and submitted electronically. Detailed instructions are available on the Library website:

The Department of Applied Human Nutrition is to be provided with one hard copy (may be soft bound) and one electronic copy of the thesis. The student should be prepared to provide the thesis supervisor and each committee with a hard copy (may be soft bound) if they wish to receive one, in addition to an electronic copy. Students can arrange to have the thesis bound with a hard cover through the Library if they wish. If so, all theses will have a standard cover, blue in colour with the university logo, the title, degree, the student’s name and year embossed in gold on the cover and an abbreviated title, degree, student name and year on the spine.

Payment for bound copies of the thesis must be made to Financial Services before the unbound copies are deposited at the library circulation desk. A receipt of payment must be presented. Theses presented without evidence of payment will not be sent to the bindery. Soft bound copies are arranged for by the student.

When the bound theses are delivered to the university, the student will be notified by the Archivist/Librarian to come pick them up.

10.14 Sequence of Events – Summary of Thesis Preparation

Normally, the sequence of events for students choosing the MScAHN will be as follows (see Table 1 for time lines related to convocation):

- Student discusses general topic with academic advisor
- Academic advisor suggests readings, journals, etc., and/or suggests another faculty member for consultation
- Student conducts initial review of literature and formulates a specific research problem.
- Student prepares research plan that answers the following questions.
  - What is the general area in which you wish to study?
  - What specific question do you propose to answer?
What does current research say about this question?

How do you propose to answer this question?

- The student seeks a thesis supervisor interested in the topic. This will normally involve discussion with academic advisor, other faculty, graduate coordinator, and/or chairperson.

- The student presents her/his choice of thesis supervisor to the Department Graduate Studies Coordinator.

- The student prepares a complete proposal. As the student proceeds with the review of relevant literature and development of methodology, the student may, in consultation with the advisor, seek the advice of other faculty members who have expertise relevant to aspects of the proposed study. These faculty members may or may not become members of the thesis committee.

- The student and thesis supervisor discuss make-up of thesis committee and invitations are issued.

- Students using human subjects in their research are required to submit their proposal to the UREB for approval. This approval is sought after the thesis proposal has been accepted.

- The thesis supervisor approves the proposal for presentation, calls proposal seminar and announces date of proposal seminar to the Office of the Dean of Graduate Studies.

  In addition to the policies outlined in Notification of Thesis Proposal Presentation (p.23), the electronic copy of the proposal should be e-mailed to the Department Administrative Assistant, Shannon Fisher (Shannon.fisher@msvu.ca) (for file). The electronic copy of the abstract along with the information about proposal defence will be circulated to all faculty and students.

- Proposal seminar is held with the thesis supervisor chairing the presentation.

  Suggested format:
  - Introduction by thesis supervisor
  - 20-30 minute presentation by student
  - Questioning by committee members followed by questions from others present
  - Committee members meet in camera
  - Committee meets with student

- A copy of the revised proposal and acceptance of proposal must be sent to the Dean of Graduate Studies

- Study in progress. The student works with the thesis supervisor, and consults committee members as needed. In consultation with thesis supervisor, the student
submits approved copies of thesis draft to committee members. Reasonable turnaround time, **usually two weeks**, should be agreed upon by committee members and student. Completed thesis is submitted to the thesis supervisor and the committee **at least one month** prior to the intended oral defence.

- Committee approves thesis for presentation

- **Thesis defence.** In addition to the policies outlined in Notification of Thesis Defence (p.23), the student submits an electronic copy of their abstract one week prior to seminar to the Department Administrative Assistant, Shannon Fisher ([Shannon.fisher@msvu.ca](mailto:Shannon.fisher@msvu.ca)). A public Thesis Seminar is called.

  Suggested format:

  - A representative from the Office of Graduate Studies will chair the thesis defence.
  - Student presents summary of research focus, methodology, method, findings and recommendations (30 minutes).
  - Committee members question the student, one at a time, in a “round robin” format. Upon completion of one cycle of questioning by all committee members, the chair of the thesis defence invites committee members, one at a time, to participate in a subsequent round of questions, should they so choose. The chair of the thesis defence then invites all others present to ask questions.
  - Committee meets (in camera) to decide to the outcome of the defence and this is communicated to the Dean of Graduate Studies. Final editing following the oral defence must be completed at least one (1) month prior to the intended date of graduation.

Important Deadlines: For students intending to graduate the October convocation, the thesis must be submitted to the Library by the third Friday in September. For students intending to graduate in the Spring Convocation, the thesis must be submitted to the Library by the last Friday in April.
APPENDIX A - General Directory

Admissions Office ................................................................. 902-457-6117
Alumnae Office ................................................................. 902-457-6433
Assisi Front Desk ................................................................. 902-457-6412
Ath/Rec (general info) .......................................................... 902-457-6420/6152/6370
Audio Visual ................................................................. 902-457-6599
Bookstore ................................................................. 902-457-6157
Campus Ministry ................................................................. 902-457-6446
Career Placement Centre ....................................................... 902-457-6567
Continuing Education .......................................................... 902-457-6511/6243
Counselling ................................................................. 902-457-6567
Curriculum Resource Centre .................................................. 902-457-6426
Dean’s Office ................................................................. 902-457-6400
DLCE (Distance Education) ..................................................... 902-457-6437
EMERGENCIES ................................................................. 902-457-6111
Financial Aid ................................................................. 902-457-6356/6351
Financial Services ............................................................... 902-457-6409
Health Office ................................................................. 902-457-6354
Health Plan ................................................................. 902-457-6123
Housing ................................................................. 902-457-6356/6351
Human Resources .............................................................. 902-457-6283
Information & Technology Services – Help Desk .................. 902-457-6538
Institute for Study of Aging ................................................... 902-457-6568
International Student Advising .............................................. 902-457-6130
Internship Office .............................................................. 902-457-6321
Library ................................................................. 902-457-6250
Maritime Data Centre .......................................................... 902-457-6780
Nova Scotia Centre on Aging .................................................. 902-457-6546
Parking – general information .................................................. 902-457-6286
Registrar’s Office – general information ................................... 902-457-6117
Research Office .............................................................. 902-457-6350
Security – general information .............................................. 902-457-6267/6505
Student Affairs .............................................................. 902-457-6359
Switchboard ................................................................. 902-457-6412
Prof Linda Mann .............................................................. 902-457-6146
Dr. Daphne Lordly ............................................................. 902-457-6259
Dr. Patty Williams ............................................................. 902-457-6394
Dr. Bohdan Luchovy ........................................................... 902-457-6256
Dr. Shannon Grant ............................................................ 902-457-5400
Dr. Kyly Whitfield ............................................................. 902-457-5978
Shannon Fisher (Administrative Assistant) ........................... 902-457-6321
Judy Fraser Arsenault (Lab Instructor/ IEP Coordinator) .......... 902-457-6145
Department Fax .............................................................. 902-443-4080
APPENDIX B
Suggested Outline for Annual Report

1. General Information
   - Student name
   - Program and semester in program
   - Year admitted into the program
   - Full time or part time status

2. Course Work
   - Progress on course requirements
   - Courses taken this year (if applicable) with grades
   - Titles of term papers
   - Incomplete grades

3. Progress on Thesis (MScAHN students only)
   - Thesis title
   - Expected completion date
   - Supervisor
   - Committee members
   - Brief description
   - Progress to date

4. Research Experience
   - Research seminar participation (please list titles, presenters’ names, and dates of all department and non-department seminars attended)
   - Research assistantships
   - Other research activities (outside of thesis project)
   - Research awards
   - Publications (provide full citation)
   - Conference papers

5. Teaching Experience
   - Classes taught
   - Other relevant experience

6. Academic Financial Support
   - Scholarships, fellowships, graduate teaching/research assistantships (amounts, dates)

7. Additional Information

8. Overall assessment of previous year’s work and progress to date in the program

9. Plans for upcoming year
APPENDIX C

Policies & Guidelines for Conducting Research with Human Participants


Research Ethics Forms and Applications


Most applications include: REB.FORM.001 Standard Application for Research Ethics Clearance:
http://www.msvu.ca/site/media/msvu/REB.FORM.001%20Standard%20Application.docx

If the project is conducted as a part of faculty research project, use REB.FORM.006 Student Research as Part of Faculty Research:
http://www.msvu.ca/site/media/msvu/REB.FORM.006%20Student%20Research%20with%20Faculty.docx

For changes in research protocol including adding new research team members, use REB.FORM.002 Request for Change to Approved Protocol:
http://www.msvu.ca/site/media/msvu/REB.FORM.002%20Protocol%20Change.docx

In case of unanticipated research event or adverse event, students must notify their supervisor and the appropriate form should be submitted to UREB:
REB.FORM.007 Adverse Event Report:
http://www.msvu.ca/site/media/msvu/REB.FORM.007%20Adverse%20Event.docx
REB.FORM.008 Unanticipated Research Event Report
http://www.msvu.ca/site/media/msvu/REB.FORM.008%20Unanticipated%20Event.docx

Students must complete REB.FORM.003 Renewal request / Annual report
http://www.msvu.ca/site/media/msvu/REB.FORM.003%20Renewal%20and%20Annual%20Report.docx on annual basis or if the study is completed the REB.FORM.004 Final Report:
http://www.msvu.ca/site/media/msvu/REB.FORM.004%20Final%20Report.docx should be submitted to UREB.

All ethics forms must be reviewed and signed by thesis supervisor before they are submitted to UREB.

Research Ethics Review Process

APPENDIX D

Sample Title Page

Mount Saint Vincent University
Department of Applied Human Nutrition

Food intake of women and children in Canada:
The impact of Canada’s Food Guide to Healthy Eating

by
Lesley Dale Doe

A Thesis
Submitted in partial fulfilment
of the requirements for the degree of
Master of Science in Applied Human Nutrition

October, 2011
Halifax, Nova Scotia

©Lesley Dale Doe
APPENDIX E

Sample Signature Page

Mount Saint Vincent University
Department of Applied Human Nutrition

Food intake of women and children in Canada:
The impact of Eating Well With Canada’s food Guide

by
Lesley Dale Doe

Approved:

Tracey White, Ph.D.
Thesis Supervisor
Associate Professor of Applied Human Nutrition

Pat Black, Ed.D.
Assistant Professor of Applied Human Nutrition

Shawn Green, Ph.D.
Associate Professor of Mathematics
2016-17 Career Planning Workshops for Graduate Students
These workshops are designed specifically for graduate students, and they can help you make the big move from student to professional. If you’re not able to attend these sessions, you are welcome to sign up for one of the many workshops, sessions, or resources offered by Career Planning Services.

Identifying and Communicating Your Skills: Offered by Christine Frigault (Career Planning Services) and Dr. Gayle MacDonald (Associate Vice-President Research)
Thursday October 20th, 2016. 12:00 noon, Evaristus 409.

Academic Job Search: Presented by Dr. Kim Kienapple (Dean of Graduate Studies).
Wednesday November 16th, 2016. 5:00 p.m., Seton 304.

Interview Preparation: Offered by Christine Frigault (Career Planning Services).
Tuesday December 6th, 2016, 5:00 p.m., Evaristus 102.

The Job Search Outside Academia: Offered by Christine Frigault (Career Planning Services).
Thursday January 26th, 2017, 5:00 p.m., Seton 304.

Resumes and CVs: Offered by Christine Frigault (Career Planning Services).
Tuesday, February 28th, 2017, 12:00 noon - 1:00 p.m., Seton 306.

Thesis-writing Roundtable: Presented by Dr. Kim Kienapple (Dean of Graduate Studies).
Monday, March 20th, 2017, 5:00 p.m., Seton 304.

Interview Preparation: Offered by Christine Frigault (Career Planning Services).
Wednesday, April 5th, 2017, 12:00 noon - 1:00 p.m., Evaristus 102.

3MT
The Mount's local 3-Minute Thesis competition will be held on Thursday March 30th, 2017.
THESIS FORMS

Students are advised to download forms from the website to ensure the most current one is used: