



UM | Faculty of Agricultural
and Food Sciences

Department of Food and Human Nutritional Sciences Graduate Student Handbook

Welcome to the Department of Food and Human Nutritional Sciences at the University of Manitoba. The Department offers both Master's and Ph.D. programs in the areas of Food Science and Human Nutritional Sciences.

This handbook provides general guidelines for completing your program, departmental information, and services and resources available to you on campus.

Explore the Power of Food!

Department Website: <https://umanitoba.ca/agricultural-food-sciences/food-and-human-nutritional-sciences>

Table of Contents

Contact Information	3
Getting Started	4
Student Photo ID Card.....	4
Activate your UMNNetID.....	4
International Student Information.....	4
Indigenous Student Information.....	4
Registration and Selection of Courses.....	4
How to Check and Pay your Tuition/Fees.....	4
Advisor Student Guidelines (ASG).....	5
Required Tutorials: GRAD 7500 and GRAD 7300.....	5
Departmental Timeline Forms – Forms 1A, 1B, and 1C.....	5
Orientation	5
Available Services and Resources	6
Financial Support	6
Transportation	7
Additional Resources	7
Health and Wellness	9
Get Involved!	10
Departmental Information	11
Laboratory Safety	12
Graduate Program Information	14
Supplemental Regulations.....	14
Advisory Committees.....	14
Department Forms.....	14
Registration.....	14
Master’s Program	15
Program Requirements.....	15
Thesis Proposal.....	15
Thesis Style and Format.....	15
Oral Examination.....	15
Milestones for Completing the MSc Program (2-year period).....	16
Ph.D. Program	17
Course Requirements.....	17
Thesis Proposal.....	17
Candidacy Examination.....	17
Thesis Style and Format.....	19
Transfer from the Master’s to Ph.D. Program.....	19
Milestones for Completing the Ph.D. program (3-4 years).....	20
Important FGS Links	21
Graduation and Convocation	21
Graduation Deadlines.....	21
Declaring Intent to Graduate.....	21
Graduation Checks.....	21
Convocation Information.....	21
Confirmation of Eligibility to Graduate.....	21

Contact Information

FHNS Administrative Office

209 Human Ecology Building 35 Chancellors Circle
Winnipeg, Manitoba, R3T 2N2
Tel (204) 474-6411
fhns.admin@umanitoba.ca

Dean's Office: <https://umanitoba.ca/agricultural-food-sciences/deans-office>

Faculty Members and Staff:

<https://umanitoba.ca/agricultural-food-sciences/food-human-nutritional-sciences-faculty-and-staff>

Department Head:

Dr. Cristina Rosell
208A Human Ecology Building
Tel (204) 474-6874
fhnsdepartmenthead@umanitoba.ca

Graduate Program Chair:

Dr. Harold Aukema
W573 Duff Roblin Building Tel
(204) 474-8076
Harold.Aukema@umanitoba.ca

Graduate Program Assistant:

210 Human Ecology Building (204)
474-6874
fhns.grad@umanitoba.ca

Campus Maps and Directions:

<http://umanitoba.ca/visit-university-manitoba>

IN AN EMERGENCY:

- Call 911 first (Ambulance, Fire, Police)
- Then call Security Services:
 - 555 from any university phone
 - #555 from Bell MTS or Rogers Wireless
 - 204-474-9341 from all other phones
 - Any emergency phone on campus

Getting Started

Student Photo ID Card

- An ID card is required for access to services and facilities such as the libraries, Active Living Centre, U-Pass, and printer/photocopiers on campus.
- For information on how to obtain an ID card, visit the Registrar's Office, 400 University Centre; 204-474-9420; <https://umanitoba.ca/registrar/photo-id>

Activate Your UMNNetID:

- A UMNNetID is your account name that uniquely identifies you as a member of the University of Manitoba community.
- Your UMNNetID and password allow you to access various online services and systems such as UM Learn, email and Wi-Fi.
- Instructions to activate your UMNNetID are available on the Information Services and Technology (IST) website, here: <https://umanitoba.ca/information-services-technology/my-accounts-email/claim-umnnetid>
- It is University of Manitoba policy that all email correspondence between students, instructors, and staff be communicated through university email.

International Student Information:

- As an international student it is your responsibility to comply with Immigration, Refugees and Citizenship Canada regulations as they apply to your stay and studies in Canada: <https://www.canada.ca/en/services/immigration-citizenship.html>).
- The International Centre will contact you prior to your arrival with information to help support your studies in Canada.
- Visit the International Centre's website for information and resources: <https://umanitoba.ca/international/resources>

Indigenous Student Information:

- Migizii Agamik is the permanent home of the Indigenous Student Centre advisors, and several student support providers spend dedicated time at Migizii Agamik each week to make it easy for you to take advantage of the guidance they offer.
- More information is available here: <https://umanitoba.ca/indigenous/student-experience>

Registration and Selection of Courses:

- Registration is the process of choosing and enrolling in courses as well as dropping courses or making other changes. Registration is completed through a program called Aurora. More information and registration tutorials are available on the Registrar's Office website: <https://umanitoba.ca/registrar/registration/steps-registration>
- Course selection must be approved by your Advisor, prior to registration.
- Courses delivered by other departments require instructor approval and/or department head approval. Please contact the FHNS Graduate Program Assistant for more information.

How to Check and Pay your Tuition/Fees:

- Each term, an official summary of your tuition and fees will be posted in your Aurora account, instructions are available here: <https://umanitoba.ca/registrar/tuition-fees>
- You are responsible for being aware of your fee balance and making payment prior to the deadline.
- Payment Options: http://umanitoba.ca/admin/financial_services/revcap/payment.html
- Important Dates and Deadlines: <http://umanitoba.ca/registrar/important-dates-deadlines>

Advisor Student Guidelines (ASG):

- The ASG were implemented to assist advisors/co-advisors and students in establishing mutually acceptable guidelines for their working relationship, thereby enhancing the graduate experience.
- The ASG is required for all students in thesis and practicum routes. It is to be completed prior to the commencement of any research and no later than the submission of the student's first Progress Report.
- The ASG may be revisited at any point throughout the student's program to accommodate any changes in the advisor-student relationship.
- The ASG must be completed online using the form found on the Graduate Studies Hub SharePoint site. More information is available here: <https://umanitoba.ca/graduate-studies/student-experience/advisor-student-guidelines>

Required Tutorials: GRAD 7500 and GRAD 7300:

- All graduate students and pre-master's students must complete two online tutorials – GRAD 7500 Academic Integrity and GRAD 7300 Research Integrity – as part of the [Bona Fide Academic Requirements](#) of their graduate program.
- Register for the courses in Aurora, then complete them in UM Learn. More information can be found here: <http://umanitoba.ca/graduate-studies/student-experience/core-academic-requirements>

Departmental Timeline Forms – Forms 1A, 1B, and 1C:

- Departmental Form 1A must be submitted within the first term of registration, Form 1B within 9 months of starting the program, and Form 1C within the last 6 months of the program.
- Please contact the FHNS Graduate Program Assistant for these forms.

Orientation

Departmental Orientation

- Orientations are offered to new and returning graduate students at the beginning of each semester.

University of Manitoba Graduate Student Association (UMGSA) Orientation

- The UMGSA presents an overview of all services available to graduate students at the U of M in an easy and digestible manner. More information is available here: <https://umanitoba.ca/graduate-studies/student-experience/graduate-student-orientation>

International Student Orientation

- The International Centre offers orientation and welcome programming at the beginning of each term. Get the information you need and connect with other international students going through the same experience. More information is available here: <https://umanitoba.ca/international/orientation>

Indigenous Student Orientation

- Get to know the Indigenous Student Centre team and the resources located at Migizii Agamik. More information is available here: <https://umanitoba.ca/indigenous/student-experience>
- Contact the Indigenous Student Centre at isc@umanitoba.ca or 204-474-8850 or come by Migizii Agamik in person. They are located at 114 Sidney Smith St. on UM's Fort Garry campus.

Available Services and Resources

Information Services and Technology (IST)

- The Service Desk provides University of Manitoba students with information and assistance with computing questions and problems:
 - E-mail
 - Password Resets
 - Supported Software
 - Wired & Wireless Network
 - and More
- IST website: <http://umanitoba.ca/ist/help/>

UM Learn

- The University of Manitoba's learning management system and is used to support the delivery of face-to-face, online, and blended courses. UM Learn is used to distribute course materials, collect assignments, deliver quizzes/surveys, etc. Access UM Learn here: <https://universityofmanitoba.desire2learn.com/d2l/home>

Accessing Wireless Network

- The University of Manitoba has a wide-spread wireless network installation maintained by IST in most academic and on campus residential buildings and public spaces. How to setup secure wireless network access: <http://umanitoba.ca/ist/connect/wireless/>

Financial Support

Bursaries

- The University of Manitoba offers a wide range of bursaries ranging from \$100 to \$1,000 to support students with financial need. Complete the University of Manitoba General Bursary application to be considered. <http://umanitoba.ca/financial-aid-and-awards/bursaries>

Emergency Loans

- The University of Manitoba emergency loan program provides short-term assistance to students who experience unexpected and immediate financial expenses or constraints. This includes, but is not limited to, unanticipated personal living costs, and unexpected delays in government loans, and other award funding. More information is available here: <https://umanitoba.ca/financial-aid-and-awards/emergency-loans>

Scholarships, Awards, and Funding

- Faculty of Graduate Studies Awards Database: <http://webapps.cc.umanitoba.ca/gradawards/>
- FGS Awards and Financial Aid: <http://umanitoba.ca/graduate-studies/funding-awards-and-financial-aid>
- Faculty of Agricultural and Food Sciences awards: <http://umanitoba.ca/faculties/afs/awards/index.html>

Academic Travel/Conference Grants

- FGS Travel Award: https://universityofmanitoba.formstack.com/forms/travel_award
- UMGSA Conference Grants: <http://www.umgsa.org/grants-and-awards/>
- FHNS Travel Award: contact the FHNS Graduate Program Assistant

Teaching Assistant and Grading Positions

- Positions are available to help conduct undergraduate classes and laboratories. These positions will be posted online through UM Careers: http://www.umanitoba.ca/admin/human_resources/employment/
- The Department will inform students when positions are open for application (typically 1-2 months in advance of each term).

UM Food Bank

- Students can use the food bank to help offset the costs of groceries during times of financial distress. <https://umanitoba.ca/financial-aid-and-awards/u-m-food-bank>

Transportation

Parking

- Student parking information: <http://umanitoba.ca/parking/student-parking>

Busing to Campus

- Plan your route to campus: <https://umanitoba.ca/visit-university-manitoba/busing-campus>
- The U-Pass is a universal transit pass available to full-time students studying at UM. More information on the U-Pass program offered by the U of M Students' Union (UMSU) is available here: <https://umsu.ca/services-and-support/u-pass/>

U of M Shuttle Bus

- Free shuttle service loops around campus, including SmartPark, every 15 minutes: <http://umanitoba.ca/parking/shuttle/>

Safe Walk and Safe Ride Program

- Students, staff, and visitors of the University community can request a Safe Walk 24 hours a day, 7 days a week. To request a Safe Walk call: 204-474-9312 (Fort Garry Campus); or 204-789- 3330 (Bannatyne Campus).
- The Safe Ride program operates daily (Monday-Friday) until 12:00am. More information can be found here: <https://umanitoba.ca/security/um-safe>

Additional Resources

Faculty of Graduate Studies (FGS)

- Academic Guide: <https://catalog.umanitoba.ca/graduate-studies/>
- Graduate student workshops: <https://umanitoba.ca/graduate-studies/student-experience/graduate-student-workshops>
- Thesis Information: <http://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum>
- FGS forms: <http://umanitoba.ca/graduate-studies/forms>

International Centre:

- The International Centre is the University of Manitoba's hub for all things global: <https://umanitoba.ca/international>

Academic Learning Centre:

- The Academic Learning Centre offers academic supports and writing tutors. Please visit their website for additional information: <https://libguides.lib.umanitoba.ca/staff/librarywebpages>

Libraries:

- There are a number of libraries on campus, please visit the following link for locations and additional information: <https://libguides.lib.umanitoba.ca/staff/librarywebpages>
- The Libraries offer services to assist you through the research and thesis writing process. Please visit their webpage for more information: <https://libguides.lib.umanitoba.ca/staff/librarywebpages>

Centre for the Advancement of Teaching and Learning (CATL)

- CATL provides resources and supports for Teaching Assistants. Visit their website for available resources: <https://centre.cc.umanitoba.ca/ta-training/>

English Language Centre

- The English Language Centre (ELC) provides courses, tests, accommodations, and individual support to students whose first language is not English to support academic success and participation in the University of Manitoba community. More information is available here: <http://umanitoba.ca/english-language-centre>

Office of Research Ethics and Compliance

- The approval from a U of M Research Ethics Board (REB) may be required prior to the student proceeding with the information gathering procedures for the thesis or practicum: <https://umanitoba.ca/research/orec/index.html>

iThenticate

- Plagiarism detection software designed for researchers to ensure the originality of written work before publication. For more information: <http://umanitoba.ca/research/integrity/iThenticate%20.html>

Poster Printing

- The CADLab offers wide format printing. Information is available here: <https://umanitoba.ca/architecture/cadlab>

Career Services

- Career Services assists all University of Manitoba all students with their career planning and job search, offering a wide range of help throughout a student's career journey. More information is available here: <http://umanitoba.ca/careerservices>

Child Care Services

- Explore information on existing childcare services and supports: <http://umanitoba.ca/about-um/child-care>

Student Accessibility Services (SAS)

- SAS is there to provide students with disabilities and to foster success. Visit their website: <http://umanitoba.ca/student-supports/accessibility>

Student Advocacy

- Student Advocacy is a safe place for students. They help you navigate university processes and advocate for your rights as a student at UM. Visit their website: <http://umanitoba.ca/student-supports/academic-supports/student-advocacy>

UMSU University Centre

- The activity hub of the Fort Garry campus, it is the location of the Book Store, the UMSU Service Centre, a convenience store, many food and dining options, and a range of student services and commercial businesses. Its array of meeting rooms also makes it a popular conference, meeting, and event center.
<http://umanitoba.ca/campus-services/university-centre>

Health and Wellness

Student Counselling Centre

- The U of M offers students a variety of on-campus and off-campus counselling supports. Visit their website for more information: <http://umanitoba.ca/student-supports/counselling-resources-students>

University Health Services (UHS)

- University Health Service (UHS) is the University of Manitoba's community health clinic, providing primary care and health promotion services for the entire UM community. Visit their website for more information: <http://umanitoba.ca/student-supports/health-wellness/university-health-service>

Health and Wellness Office

- For any changes you want to make to your health and wellness, the Health and Wellness Office at the University of Manitoba would like to support you in your journey. Visit their website for more information: <http://umanitoba.ca/student-supports/health-wellness>

International Student Health Coverage

- Through the Manitoba International Student Health Plan, you have access to the health coverage you need so you can focus on your studies. Visit their website for more information: <http://umanitoba.ca/current-students/international/health-coverage>

Health and Dental Insurance

- All full-time graduate students are automatically members of the UMSU Health & Dental Plan and are assessed the fee on their Aurora tuition fee statements in the fall term. You have the option to opt-out of this plan with alternate coverage.
- For more information about your Insurance Plan contact: 101 University Centre; 204-474-8678; <https://umsu.ca/services-and-support/health-dental/>

Recreation Services

- Recreation services provides membership and recreational programming opportunities for the university community and the public at both campuses. Visit their website for more information: <http://umanitoba.ca/community/sport-recreation/sport-and-recreation-facilities>

Sexual Violence Support and Education

- Sexual violence affects people of all ages, sexual orientations, genders, gender identities, abilities, and relationship statuses. At the U of M, we are committed to ensuring a respectful work and learning environment and a safe and inclusive campus community where survivors of sexual violence receive the supports, they need to succeed both academically and personally.
 - Call 204-474-6562 or email svrc@umanitoba.ca to make an appointment:
 - Staff hours: M-F 8:30 a.m. - 4:30 p.m.
 - More information is available here: <http://umanitoba.ca/student/sexual-assault/index.html>

Chaplains' Association

- Offers support to all students regardless of their religion: 102Y University Centre; 204-474-8721; <http://umanitoba.ca/student/resource/chaplains/>

Get Involved!

Student Life:

- Student Life provides leadership opportunities through volunteer programs or a Student Leadership Development Program. They offer opportunities to get involved at the U of M, and within the community, as well as internationally.
- Student Life is also responsible for the Co-Curricular Record, which is the official document that recognizes your involvement in approved programs: 225 University Centre; 204-474-9093; <http://umanitoba.ca/student/studentlife/>

Community

- Whether you're a student, alumnus, faculty or staff member, donor, retiree, neighbour, Bisons fan, music lover or one-time visitor, you're part of our community. Let's stay connected. For more information, visit: <https://umanitoba.ca/community>

University of Manitoba Graduate Students' Association (UMGSA)

- The UMGSA is the official voice of graduate students. Their mission focuses on graduate student advocacy, student involvement, providing services and benefits, financial assistance, and support to students.
- The GSA receives revenues from the organization fees paid by students. These monies are used to support several services including, scholarships, conference grants, and computer access. The GSA also transfers a portion of its revenues to departmental associations.
- Contact information: 221 University Centre; 204-474-9181; gsa@umgsa.org or pres@umgsa.org; www.umgsa.org

Department Involvement

- Graduate students are selected and/or elected to represent students on departmental committees. The representatives attend committee meetings and vote as required, representing the view of the graduate student body.

Food and Human Nutritional Sciences Graduate Student Association (FHNS-GSA)

- The FHNS-GSA is composed of all graduate students in the Food Science and Human Nutritional Sciences graduate programs. The FHNS-GSA exists to represent the interests of graduate students in departmental administration, to organize social events, and send a representative to the Graduate Students' Association (GSA) Council. Meetings of the FHNS-GSA are held at least once per semester.

Departmental Information

Our Facilities

- Our facilities are in Duff Roblin, Ellis, Human Ecology, the Richardson Centre for Food Technology and Research (RCFTR) and the Canadian Centre for Agri-Food Research in Health and Medicine (CCARM).
- Students at the RCFTR and CCARM should discuss the processes and procedures for these facilities with their advisor.

Keys and Card Access – Duff Roblin, Ellis, and Human Ecology

- Graduate students are issued keys for their shared office space, building entrances, and any labs/rooms authorized by their advisor.
- Each key requires a \$5.00 deposit, which is refunded when keys are returned.
 - There is a \$25.00 charge for replacement of a lost key; this is also refundable when the key is turned in.
- These keys are for your use only and are not to be used by unauthorized persons. All outside doors must be kept locked during the evenings, weekends, and holidays. Be sure that your office, laboratory, and building doors are locked and that all lights and instruments in your area are turned off before you leave.
- Please contact fhns.admin@umanitoba.ca for keys and card access.

Human Ecology Laboratories

- Research and teaching activities related to food preparation are conducted in the Barbara Burns Food Innovation Laboratory and the Weston Sensory and Food Research Centre, Room 410 and 400 of the Human Ecology Building, respectively.
- Access to these laboratories requires departmental approval well in advance of the desired time of use in addition to a laboratory orientation scheduled prior to actual work in the laboratories. Please contact fhns.admin@umanitoba.ca for departmental approval.

Mail

- Graduate student mail is grouped in a shared mailbox in Room 208 Human Ecology Building and 250 Ellis Building. Please check for mail regularly.
- You may send internal university mail at no charge through campus mail. Any other mail must be stamped at the student's expense.

Courier Service

- To send parcels by courier, please contact fhns.admin@umanitoba.ca and provide the following information: Contact person, Full address (PO Box not acceptable), telephone number and research grant to be charged. Should the shipment be for overseas or the U.S., value and description of contents must also be supplied using a commercial invoice form.

Telephone

- To dial out from a university telephone, you must first **dial 4** then the number.
- Long distance calls can only be made through the FHNS Administrative Office upon request.

Photocopying and Printing

- Research-related photocopying in the department is covered by the student's advisor.

Computers

- A computer or laptop may be provided by your Advisor but will not be allocated by the department.
- There are also open computer labs on campus. More information is available here: <https://umanitoba.ca/information-services-technology/teaching-learning-classroom-support/open-area-computer-labs-request-support>

Working at the University

- If you are working at the University, a Social Insurance Number (SIN) is required prior to start date. To apply for a SIN, please visit the Service Canada website: <http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml>
- Ensure that you check the comments section on your student Visa to see if you are permitted to work in Canada; you may need special approval for this.

Travel and Expense Reimbursement

- If your advisor agrees to provide funds to reimburse you for student travel and/or expenses incurred in relation to your laboratory work, you must:
 - Have all original receipts for accommodations, transportation, meals, etc. for all expenses you claim.
 - Contact fhns.admin@umanitoba.ca for more information.

Ordering Laboratory Supplies

- Chemicals and laboratory supply orders must be submitted on the FHNS Ordering form and signed by the Principal Investigator (PI). Once the signature(s) is obtained, the order form can be sent to fhns.ordering@umanitoba.ca for processing.
- If you need assistance finding the correct product, please consult with the PI or a technician in your lab.

Laboratory Safety

WHMIS

- Before entering any laboratory, all students must complete the Workplace Hazardous Materials Information Training (WHMIS) training online. More information is available here: <https://umanitoba.ca/environmental-health-and-safety/chemical-safety/workplace-hazardous-materials-information-system-whmis>
- You must receive an online test score of 80 per cent or higher to complete your WHMIS Training.
- Once you have successfully completed the test, a certificate will be generated that you can access and print. This certificate can be submitted to your departmental WHMIS coordinator for record keeping.

In addition to basic WHMIS training, you may be required to take additional training:

Generic Biosafety Training

- If you will be working with any potential biohazards: <https://umanitoba.ca/environmental-health-and-safety/biosafety>

Animal Ethics Training

- If your research involves animals: <https://umanitoba.ca/research/opportunities-support/ethics-compliance/animal-care-and-veterinary-services>

Radioisotope Training

- If your research involves the use of radiologic materials or hazards: <https://umanitoba.ca/environmental-health-and-safety/radiation-safety>

IMPORTANT NOTES:

1. Be sure you are thoroughly familiar with chemical (MSDS) or microbial hazards before beginning experiments for course work, read each exercise listed in your lab manual prior to each laboratory period. All students should be familiar in advance with the principles and methods involved in each exercise. Familiarity with the exercise decreases your chance of an accident and allows you to use your time efficiently to complete the experiment.
2. Eating, drinking, smoking and any other unsafe practice is forbidden in all laboratories.
3. Always wear your lab coat in the laboratory to protect yourself and your clothes.
4. Only materials pertinent to your lab work (lab manuals, notebooks, etc.) can be brought to your lab workspace. Graduate students must record all procedures used and results obtained in a bound book with numbered pages.
5. All material and chemicals must be properly labeled with your name, group number and experiment number. Labeling is critical to avoid improper use or disposal of material.
6. Wash your hands before leaving the laboratory.
7. In the event of any accident or injury, report to the laboratory instructor immediately.

***You must always adhere to these rules.** Laboratory safety is always paramount, with reference to the use and handling of chemicals, glassware, and equipment.

About chemicals, your attention is drawn to WHMIS (Workplace Hazard Materials Information System) and the Material Safety Data Sheets (MSDS). You should be familiar with these materials prior to doing any lab work. Questions on this matter can be addressed to the technician in your lab.

IN CASE OF FIRE

- a) Fire extinguishers and fire blankets are available in the building hallways and in most laboratories. Obtain instructions on use of this equipment from the laboratory technician.
- b) The fire alarm must be pulled and do not attempt to fight the fire. Alarm pull stations are located by the stairwells and exits to the building.
- c) Phone 555/911 (for non-emergencies call the Security Office at 474-9312).
- d) The Emergency Exit Plans for the individual zones of the building are posted in the hallways. These plans detail the location of pull stations, fire extinguishers, fire hoses and multiple exit routes.

FIRST AID TREATMENT

- First aid kits are checked regularly, but if there is a problem with a kit or its contents, contact the lab technician.
- In the event of any work-related injury or accident, report immediately to the lab technician.
- All injuries, minor or serious, that require first aid treatment should be reported. What is minor at first could develop into a more serious problem.

Graduate Program Information

Supplemental Regulations

- The Department of Food and Human Nutritional Sciences has regulations supplemental to the Faculty of Graduate Studies. The document is available here: <https://umanitoba.ca/graduate-studies/supplementary-regulations>

Advisory Committees

- Advisory committees are selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice and guidance to the student during their research program.
- The advisory committee must be formed within 9 months after commencement of the program.

Department Forms

- The department requires that timeline forms be filled out at specific points during the Master and Doctorate degrees. Please obtain Forms 1A, 1B, and 1C from the FHNS Graduate Program Assistant.

Registration

- Students must discuss coursework selection with their advisor(s).
- All students must re-register each term until program completion. Failure to re-register will normally result in discontinuation of the student's graduate program.
 - The re-registration requirement does not apply to occasional students, visiting students, Pre-master's students, or students on an FGS-approved leave of absence.

Degree Designations

- Degree designations for a Master's or Ph.D. student are not allowed until the degree is conferred. Any misrepresentations of a degree designation by a student are viewed as a type of fraud.
- If a student wishes to indicate their status, they may consider using the designation "Ph.D. Student" or "master's Student."

Master's Program

Program Requirements

- As part of the 12 credit hours required in the program, all students are required to take HNSC 7200 (3 CH) or FOOD 7130 (3 CH), plus 3 credit hours in HNSC or FOOD courses at the 7000 level. The remaining 6 credit hours can be from within or outside the department and must include at least 3 credit hours at the 7000 level or above. Reading/Special Topics courses must not exceed 3 credit hours.
- Students who wish to change a program requirement must make the request via the FHNS Graduate Course Modification Request form, which can be obtained from the FHNS Graduate Program Assistant.

Thesis Proposal

- A written thesis proposal followed by an oral presentation by the student must be approved by the Advisory Committee within 9 months of commencing the program.
- Students will be apprised of guidelines and evaluation procedures by the Advisor. The thesis proposal shall include the title, an introduction, literature review, hypothesis, objectives, methodology, references, and Gantt chart (timeline). Students shall submit their draft thesis proposal to the advisor for feedback prior to circulation to the Advisory Committee. The written proposal will be submitted to the Advisory Committee by the student 2 weeks prior to the date of the proposal oral presentation. The student then presents orally for 20 minutes and defends the thesis proposal to the members constituting the Advisory Committee. The proposal may undergo further revisions to address comments raised and recommendations of the advisory committee. Modifications can continue to be made until there is consensus, the criteria of which are embedded in the evaluation of the scientific quality of the work. The Advisory Committee must unanimously approve the written proposal.
- Once the proposal is approved, a copy of the written proposal (signed by the committee members), along with a completed Form 1B (from the MSc Timeline and Forms) and the FGS ['Master's Thesis/Practicum Proposal'](#) form must be submitted to the FHNS Graduate Program Assistant.

Thesis Style and Format

- Students may present a thesis in regular style or manuscript style; the format is specified in [Appendix 1](#).

Oral Examination

- The oral examination will be chaired by a member of the Department of Food and Human Nutritional Sciences. The responsibility of finding a chairperson will rest with the student's advisor(s).
- Two weeks prior to the oral exam, students will provide the Graduate Program Assistant with an abstract, a list of examining members, and chairperson. This information will be advertised at least 1 week prior to the exam.
- At the oral exam, the non-voting Chair will provide an abstract of the thesis for all members of the audience and will introduce the student who will give a 20-minute presentation highlighting and interpreting the research findings. The Chair will then invite the first round of questions from each member of the Examining Committee, beginning with the external, if applicable. After this round, the Chair shall invite questions from the audience. The examining committee in a second round will then have opportunity to further question the student. The total duration of the oral examination should not be more than approximately 2 hours.
- The examining committee will grant approval based on the written document and the ability of the student to defend the work completed. Agreement with no more than one dissenting vote on the written thesis and oral defense is required for final approval.
- Before giving a final approval of the thesis, the examiners may require the student to make revisions they see fit. Committee members may withhold their signature on the FGS ['Master's Thesis/Practicum Final Report'](#) form until revisions have been made. The advisor(s) shall ensure all revisions are completed before the form is submitted. A copy of the form must be submitted to the Graduate Program Assistant for departmental records.

Milestones for Completing the M.Sc. Program (2-year period)

YEAR 1: The First 6 Months

- Complete departmental **Form 1A** (attached).
- Complete the [Advisor/Student Guidelines \(ASG\)](#) on the Graduate Studies Hub SharePoint site.
- Complete the Academic Integrity tutorial on UM Learn (Requires registration in GRAD 7500).
- Complete the Research Integrity tutorial on UM Learn (Requires registration in GRAD 7300).
- Selection of required courses; begin coursework.
- Selection of research topic.
- Research Ethics Board approval and other approvals for access from outside agencies as needed.
- Selection of Advisory Committee and first meeting.
- Initiation of literature review and thesis proposal.

YEAR 1: The Last 6 Months

- Thesis proposal approved by the Advisory Committee (by 9 months).
 - Submit a copy of the approved proposal to the Graduate Program Assistant for filing.
- Advisory Committee signs the [Master's Thesis Proposal form](#); submit form to the Graduate Program Assistant for departmental signature and submission to the Faculty of Graduate Studies (FGS).
- Complete departmental **Form 1B** (attached) by 9 months.
- Continuation of coursework.
- Begin data collection.

YEAR 2: The First 6 Months

- Continuation of data collection.
- Completion of coursework.
- Begin writing of thesis.
- Meet with Advisory Committee.

YEAR 2: The Last 6 Months

- Check [FGS deadlines for graduation](#) and plan for completion of thesis accordingly.
- Complete departmental **Form 1C** (attached).
- Review official Student History (available through Aurora under Student Records) to ensure all course requirements are completed and reported accurately.
- Completion of data collection.
- Analyses of data.
- Meet with Advisory Committee to obtain approval to write thesis.
- Writing of thesis and research manuscript; have thesis vetted by Advisor.
- Submit the [Master's Thesis Title & Appointment of Examiners form](#) to FGS prior to handing out the examination copy of thesis to Advisory/Examining Committee.
- Distribution of the thesis to the Advisory/Examining Committee.
- Oral examination within one month of distribution.
- Further revisions (if applicable), revisions approved by Advisor.
- Submission of the final thesis to [MSpace](#) before the graduation deadline.

****Note:** An annual [Progress Report](#) is normally due on June 1 of each year, regardless of the program start date.

Ph.D. Program

Course Requirements

- The coursework requirement will consist of a minimum of 6 credit hours at the 7000 level. Of these 6 credit hours, three will consist of the seminar course (FOOD 7130, 3CH or HNSC 7200, 3 CH). Further coursework may be required at the advisory committee's discretion.
- Students who wish to change a program requirement must make the request via the FHNS Graduate Course Modification Request form, which can be obtained from the FHNS Graduate Program Assistant.

Thesis Proposal

- A written thesis proposal followed by an oral presentation by the student must be assessed and approved by the Advisory Committee within 12 months of commencing the program.
- Students will be apprised of guidelines and evaluation procedures by the Advisor. The thesis proposal shall include the title, an introduction, literature review, hypothesis, objectives, methodology, references, and Gantt chart (timeline). Students shall submit their draft thesis proposal to the advisor for feedback prior to circulation to the Advisory Committee. The written proposal will be submitted to the Advisory Committee by the student 2 weeks prior to the date of the proposal oral presentation. The student then presents orally for 20 minutes and defends the thesis proposal to the members constituting the Advisory Committee. The proposal may undergo further revisions to address comments raised and recommendations of the Advisory Committee. Modifications can continue to be made until there is consensus, the criteria of which are embedded in the evaluation of the scientific quality of the work. The Advisory Committee must unanimously approve the written proposal.
- Once the proposal is approved, a copy of the written proposal along with the '[Ph.D. Thesis Proposal](#)' form be signed by the Advisor(s) and the Advisory Committee and filed with the Graduate Program Assistant.

Candidacy Examination

- I. The objective of the candidacy examination is to give the candidate the opportunity to demonstrate:
 1. Potential as an independent researcher by writing and defending a research grant proposal that is separate from the thesis proposal.
 2. Ability to critically evaluate the literature, formulate a valid research question and propose an appropriate design to scientifically address the question.
 3. A general knowledge of the basic principles in human nutrition and foods as pertains to the written proposal.
- II. **The candidacy exam will consist of 2 parts:**
 1. A written work consisting of a complete research grant proposal.
 2. An oral defense of the written work.

III. Candidacy examination committee:

The examination committee is to consist of a non-voting chairperson and the student's Advisory Committee. The chairperson will be appointed by the Department Head, (or designate) and will supervise all aspects of the examination but will not ask any questions or vote on the outcome of the exam.

IV. Grant proposal:

The topic of the proposal will be chosen by the student. The topic may be related to, but must be distinctly different from, the student's Ph.D. proposed research. The student should demonstrate the ability to thoroughly examine a topic with respect to the following: theoretical perspectives, empirical assessment of related research including a critique of methodology, and a critical appraisal of theory and research related to the topic.

The grant proposal will be based on a three-year project and must include information under the following headings:

- a) Lay abstract (max. 250 words) - not part of the page limit.
- b) Summary of research proposal (max. 1 page)
- c) Current state of knowledge (literature review)
- d) Rationale
- e) Hypothesis and objectives
- f) Experimental approaches including appropriate and feasible methodology.
- g) Expected outcome(s), and potential pitfalls and alternatives.
- h) Anticipated significance

The grant proposal must not exceed 10 pages (not including references, tables, charts, and figures). All pages must be numbered sequentially with Roman numerals. Each page must be 8.5" × 11" (21.5 × 28.0 cm) with minimum 12 points font size and typed single spaced page (no condensed type or spacing and maximum 6 lines per inch), and margins of ¾" (2 cm).

A curriculum vitae must be provided along with the proposal using the Common CV format: <https://ccv-cvc.ca/indexresearcher-eng>. It will be assumed that this is a first-time applicant, but that all equipment needed for the project is available. The project should represent a significant advancement in the field. In addition, a budget plan must be submitted. The budget must include expenditures separated by year and category (for example, personnel, salary and benefits, travel and conferences, material supplies and services, professional services, repairs, and maintenance). The budget and its justification should not exceed 2 pages.

The candidate will prepare a brief description of the grant proposal for the advisory committee. The committee will then either approve the topic or give suggestions for changes that would be required before work is begun on the complete proposal. The committee will do this within 2 weeks of receiving the brief description of the grant proposal from the student. Once approved, the Advisor will inform the FHNS Graduate Program Assistant, and the student can begin preparing the grant proposal. Preparation of the grant proposal should take no more than three months from the time it is approved and should be given to the examination committee one month prior to the expected examination date.

The candidacy examination will take place within the first 2 years of the student's program. The candidate should prepare the description of the grant proposal for approval with these deadlines in mind. The grant proposal is the candidate's intellectual property, and the candidate has the exclusive right to it, including the use of it in any future grant application. The grant proposal will be kept in the student's file in the department and is not available to anyone who does not have access to this file without written consent from the candidate. Candidates are encouraged to discuss the advantages and disadvantages of different experimental approaches with colleagues and with faculty, but the research question, objectives, concepts, theories, and methodological approach are to be developed by the candidate.

V. Oral defense of grant proposal:

The candidate should make an oral presentation (maximum of 20 minutes) of the grant proposal, keeping in mind that the examiners will have read it. This will be followed by questions from the examining committee which will be based on the written document but will be broad enough to assess all the objectives specified in Section I above, including the ability to think critically about the basic concepts and recent advances in Human Nutrition or Foods. Most of the emphasis will be on the research proposal, and less on the CV and budget modules. The Chairperson may allow 2 rounds of questioning, allowing a total of 15 minutes of examining time to each examiner per round. Only the student and the examining committee (including the Chairperson) will be present for the examination. Immediately after the examination, the student will be asked to leave the room and the examination committee will deliberate on the student's performance on both the written grant proposal and the oral defense. To pass the candidacy examination, the committee must unanimously agree that the grant proposal and the defense are acceptable (i.e., objectives 1-3 in section I have been demonstrated). After

making the final decision, the Chairperson will invite the student to the room and inform her/him of the Committee's decision.

If the committee is not unanimous, then this will stand as a failure of the first attempt of the candidacy examination. In this situation, the student has the right to learn of the reasons for the decision. Then, the committee will decide on the conditions of re-examination. This could include revisions to the grant proposal, or preparation of a new grant proposal on a topic that is unrelated to the unsuccessful proposal. If re-examination is required, it must be completed as soon as possible and no later than 3 months after the date of the first examination. If at this point, the committee does not unanimously vote in favor of the student passing the candidacy exam, then this will stand as a failure of the second attempt and the student may be required to withdraw from the program.

The final outcome of the examination will be communicated to the FGS by the Chairperson of the examining committee, using the appropriate FGS form '[Report on PhD Candidacy Examination.](#)' A copy of the form also must be submitted to the FHNS Graduate Program Assistant.

Thesis Style and Format

- Students are encouraged to structure their thesis around manuscripts submitted for publication.
- Refer to [Appendix 1](#) for thesis type and format.

Transfer from the Master's to Ph.D. Program

A transfer from the M.Sc. program to the Ph.D. program will be considered by the FHNSGSC under the following conditions:

1. The student has completed a maximum of twenty (20) months in the M.Sc. program at the time of application for transfer.
2. Both the student and the advisor's request, in writing, the student's transfer to the Ph.D. program. This request should be made to the FHNSGSC. The request should outline the reasons for requesting waiver of the M.Sc. degree requirement for acceptance into the program. The student should understand the risk of the transfer without having a M.Sc. degree. For example, if the student fails the Ph.D. Candidacy exam, they are asked to withdraw from the Ph.D. Program, resulting in no M.Sc. degree being bestowed.
3. All 9 credit hours required in the M.Sc. program, exclusive of the seminar course, have been completed, with a minimum GPA in those courses of 3.5.
4. Approval by the student's M.Sc. advisory committee, the FHNSGSC and the Department Head. The criteria for approval of transfer by the advisory committee is that the student is the first author of an original manuscript generated from her/his M.Sc. research project submitted for publication in a peer-reviewed journal or, in special circumstances, the student furnishes a copy of unpublished research data obtained by the student equivalent to that acceptable for an M.Sc. thesis. In either case, the student will present their data and their Ph.D. proposal to the advisory committee in a 30–45-minute presentation, which will be followed by a question period not to exceed an additional 75 minutes.

Milestones for Completing the Ph.D. program (3–4-year timeframe)

YEAR 1: The First 6 Months

- Complete departmental **Form 1A** (attached).
- Complete [Advisor/Student Guidelines \(ASG\)](#) on the Graduate Studies Hub SharePoint site.
- Selection of coursework, begin coursework.
- Complete the Academic Integrity tutorial on UM Learn (Requires registration in GRAD 7500).
 - *Not required if you just finished a UM master's program, so long as it hasn't been more than one term.*
- Complete the Research Integrity tutorial on UM Learn (Requires registration in GRAD 7300).
- Selection of research topic.
- Research Ethics Board approval and other approvals for access from outside agencies as needed.
- Selection of Advisory Committee and first meeting.
- Advisory Committee signs the [Ph.D. Program of Study and Appointment of Advisory Committee](#); submit to the Graduate Program Assistant for department signature and submission to the Faculty of Graduate Studies (FGS).
- Initiation of literature review and thesis proposal.

YEAR 1: The Last 6 Months

- Complete departmental **Form 1B** (attached) by 9 months.
- Thesis proposal approved by the Advisory Committee (within 12 months).
 - Submit a copy of the approved proposal to the Graduate Program Assistant for filing.
- Advisory Committee signs the [PhD Thesis Proposal form](#); submit form to the Graduate Program Assistant for departmental signature and submission to FGS.
- Continuation of coursework
- Begin data collection.
- Meet with Advisory Committee and complete the annual [Progress Report](#) form.

YEAR 2:

- Continuation of data collection and coursework.
- Meet with Advisory Committee for approval of Candidacy Exam topic.
- Begin preparing for the Candidacy Exam.
- Complete Candidacy Examination (no later than one year prior to expected graduation).
- Advisory Committee signs the [Report on PhD Candidacy Examination form](#); submit form to the Graduate Program Assistant for departmental signature and submission to FGS.
- Meet with Advisory Committee and complete the annual Progress Report (as above).

YEARS 3-4:

- Meet with Advisory Committee to determine if research goals have been met and establish consensus with remaining goals and completion of annual progress report (as above).
- Check [FGS deadlines for graduation](#) and plan for completion of thesis accordingly.
- Complete departmental **Form 1C** (attached).
- Review official Student History (available through Aurora under Student Records) to ensure all course requirements are completed and reported accurately.
- Completion of data collection and analyses.
- Meet with Advisory Committee to obtain approval to write thesis.
- Writing of thesis and research manuscript; have thesis vetted by Advisor.
- Advisory Committee and Department Head sign the [Approval to Proceed to PhD Thesis Examination form](#) prior to the submission of thesis to FGS for internal and external distribution.
- Oral examination and public defense of thesis
- Further revisions (if applicable), revisions approved by the advisor.
- Submission of the final thesis to Submission of the final thesis to [MSpace](#) before the graduation deadline.

Important FGS Links

- [Submitting your thesis to committee members](#)
- [Submitting your thesis or practicum to the MSpace digital repository](#)
- [Thesis and practicum submission checklist](#)
- [Distribution of your thesis and practicum](#)
- [FGS Forms](#)

Graduation and Convocation

Graduation Deadlines

- The final revised thesis must be submitted to the Faculty of Graduate Studies by the appropriate deadline. The deadline for each graduation period is published on the Faculty of Graduate Studies website.

Declaring Intent to Graduate

- Students in graduate programs do not declare graduation in Student Aurora like undergraduate students do. The receipt of final reports, final revised theses in MSpace and lists of potential graduands from departments triggers the graduation check process.
- Once all applicable items have been received, a student's name will be added to the potential graduand list and departments/units/students will be contacted by FGS if additional information/revisions are needed.

Graduation Checks

- The Faculty of Graduate Studies' graduation check ensures that all FGS requirements have been met. The department/unit's graduation check ensures that all departmental requirements have been completed.

Convocation Information

- All information concerning graduation and convocation will be emailed to students from the Registrar's Office, using their UM email account. Please contact the Registrar's Office directly if you have any questions about final transcripts/parchments/convocation/fees.

Confirmation of Eligibility to Graduate

Students who have completed all program requirements and require a letter confirming their pending graduation status for the purpose of applying for permits/visas/work, please see the Registrar's Office website for instructions on how to request a "confirmation of eligibility to graduate letter."

- The document includes the student's full name, the degree they are expecting to receive, the date all program requirements were completed and the date of their expected graduation (subject to Senate ratification).
- Upon receiving the student's request and payment, the Registrar's Office will forward the request to FGS prompting the student's graduation check to be completed within 2 weeks (but may take longer).
- Once FGS performs a final check of Faculty of Graduate Studies minimum requirements, and the department/unit confirms that all departmental requirements for the degree program have been completed for graduation, FGS forwards the information to the Registrar's Office so that they may issue the letter to the student.