



**University
of Manitoba**

**Application Guide for Admission to the
Master of Applied Human Nutrition (MAHN)
Practicum Program
2023-2024**

Department of Food and Human Nutritional Sciences



TRADITIONAL TERRITORIES = ACKNOWLEDGEMENT =

The University of Manitoba campuses are located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

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In addition to the admission requirements described in this manual, all applicants must meet the [minimum admission and English language proficiency requirements of the Faculty of Graduate Studies](#).

APPLICATION FEE

Faculty of Graduate Studies Application Fee - \$100

This program is currently working toward becoming “registered” for accreditation with Equal/Accreditation Canada. Letters of offer to successful applicants cannot be administered until registration is complete. If we are not able to complete registration in time to launch the program for September 2023, you will be refunded the application fee.

IMPORTANT DATES

MAHN application portal opens	March 3, 2023
MAHN application deadline	April 10, 2023
Up to 40 top-ranked candidates are invited to interview	April 24, 2023
Interviews	May 2-3, 2023
Applicants notified if successful or unsuccessful	Late-May, 2023

GENERAL INFORMATION

For the first year of the MAHN program (2023-2024), admissions are restricted to graduates from the University of Manitoba.

Pathways to Apply

Regular Admission: Students with an accredited dietetic nutrition undergraduate degree that has been completed within the last 3 years or have met upgrading requirements as assessed by the College of Dietitians of Manitoba are eligible to apply. Preference will be given to graduates of the B.Sc. Human Nutritional Sciences (HNS) dietetic preparation program from the University of Manitoba. Applicants must have already graduated or will be graduating in Spring Convocation of that year. Students applying through Regular Admission will apply in January and start the program in September of the same year.

Early Admission (*starts in 2025 for fall 2026 admission*): This category of admission will only be available to students currently registered in the B.Sc. HNS degree dietetics preparation program at the University of Manitoba. Applicants apply while in their 3rd year of the HNS program (1.5 years before the start date).

Positions Available

For the first year (2023) of the MAHN program, there will be a maximum of 20 positions available. All positions will be through regular admission (**Early Admission is not available until 2026**). The MAHN

program reserves the right to offer fewer positions. The *First year (2023) of admissions are restricted to graduates from the University of Manitoba.*

Two (2) positions are prioritized for Indigenous persons who have voluntarily self-declared on the application form and meet selection requirements. If there are more than 2 applicants who have self-declared as Indigenous, the top scoring 2 applicants will be awarded the two positions, and the other applicants will be evaluated in the general application pool. In the event there are no applicants who self-declare as Indigenous, all applicants will be competitively ranked for the available positions in the general application pool.

Starting in January 2025 for September 2026: There will be a maximum of 15 students offered conditional acceptance through the Early Admission process each year. Depending on the applicant pool, MAHN may choose to extend fewer than 15 offers for early admission. Students applying for Early Admission are applying for a start date in September of the following year. For example, a student applying in January 2025 is applying for a start date in September 2026. Any remaining spaces not offered to Early Admission applicants will be available through the Regular Admission pathway (for a total of up to 24 positions starting in 2025).

How many times can I apply for a MAHN program Early Admission position?

Students who meet the academic criteria as described below can **apply once**.

How many times can I apply for a MAHN program Regular Admission position?

Students may apply more than once within the 3 years after graduation from an accredited Nutrition undergraduate program. For example, a student who graduated in Spring 2022, may apply for 2023, 2024 and 2025. After 3 years have expired, academic upgrading is required as assessed by the College of Dietitians of Manitoba.

ELIGIBILITY REQUIREMENTS FOR ADMISSION

Regular Admission

Regular admission is available to applicants that meet the following criteria:

- Graduated (or will be graduating in spring convocation of the year of application) from an accredited dietetic/nutrition undergraduate program (<https://www.pdep.ca/accreditation/accredited-program-list.aspx>) or have met upgrading requirements as assessed by the College of Dietitians of Manitoba (CDM).
- A minimum GPA of 3.0 in the last 60 credit hours of study (or equivalent to 2 years) of university-level course work is required for admission. This is a requirement of the Faculty of Graduate Studies (FGS) admission.
- It is strongly recommended that applicants have a minimum grade of 'B' or equivalent in all upper level 3000/4000 (3rd or 4th year) Nutrition courses (HNSC for UM students) taken within an accredited dietetic/Nutrition undergraduate program.
- A grade of 'B' or higher is required in all courses taken to meet the academic upgrading required by the College of Dietitians of Manitoba (CDM).

- *NOTE: Academic upgrading may be required for applicants that are 1) internationally trained or 2) have graduated from a Canadian accredited dietetic/nutrition undergraduate program more than 3 years ago.*
- Eligible for registration as a Dietetic Intern with the College of Dietitians of Manitoba (<https://www.collegeofdietitiansmb.ca/registration/categories-process/dietetic-intern/>).

Early Admission (not commencing until 2025 for 2026 admission)

Candidates who wish to participate in the Early Admission process **must** be registered in the University of Manitoba's Human Nutritional Sciences Nutrition degree program and have one of the following academic profiles:

- a) Registered in the Nutrition Option, following dietetics preparation courses of the 4-year Bachelor of Science program in Human Nutritional Sciences and have:
 - A minimum Degree GPA (DGPA) of 3.0
 - At the time of application, have completed a minimum of 69 degree credit hours and have a minimum of 24 credit hours of required courses remaining to complete the program.
 - Will graduate before Spring of the following academic session (E.g., Applicants accepted during the January 2025 admission process must have convocated by Spring 2026 to start in Fall 2026).

- b) Registered in the Dietetics Option concentration of the Second-Degree program of the Bachelor of Science in Human Nutritional Sciences and have:
 - A minimum Degree GPA (DGPA) of 3.0
 - Have a minimum of 36 degree credit hours passed and a minimum of 24 credit hours of required courses remaining to complete the program at the time of application.
 - Will graduate before spring of the following academic session (E.g., Applicants accepted during the January 2025 admission process must have convocated by Spring 2026 to start in Fall 2026).

Applicants are encouraged to contact the Faculty of Agricultural and Food Sciences Student Services Office (aginfo@umanitoba.ca) after the Fall revision period in the term prior to applying to determine if they meet the eligibility criteria to apply.

HOW TO APPLY

Applications are due on **April 10, 2023**. Application packages must include the following items, all of which must be submitted through the Faculty of Graduate Studies' [application portal](#). Applications can be accessed through the portal starting **March 3, 2023**. You will be able to save your application and continue to work on it over time until the due date of the application.

MAHN Application package checklist

Items Required	Check <input checked="" type="checkbox"/>
MAHN Online application	<input type="checkbox"/>
Two letters of recommendation (applicants will include the names and contact information of their recommenders in the online application. This will prompt an automatic email notification, including the application form, to the recommenders. The recommenders will submit the form directly to the University of Manitoba.)	<input type="checkbox"/>
Transcripts (from all Universities attended) *No transcripts are required when applying to the Early Admission process. Unofficial transcripts are required when applying to the Regular Admission process. ALL applicants are required to submit official transcripts to the Faculty of Graduate Studies upon undergraduate program completion.	<input type="checkbox"/>

*See the Documentation section below for further details on items required.

MAHN Program Notifications

All correspondence between staff and applicants will occur via email.

Applicants will be notified by the University of Manitoba at each of the following stages of applicant selection:

- When the University of Manitoba has received a completed application submitted through the University of Manitoba Faculty of Graduate Studies Admission portal.
- Applicants that will not move on to the interview phase of the selection process.
- Applicants that are selected to participate in the interview process. ***Interviews for 2023-2024 will take place on May 2-3, 2023. Applicants are expected to be available during this time.***
- Successful applicants will receive a letter of offer mid- May and will be expected to accept or decline within 5 days. Failure to accept the offer within 5 days will be considered a decline of the position.
- If positions are declined, the next highest-ranked applicant may be notified with an offer and will have 3 days to accept or decline.
- Once all positions are filled all unsuccessful interview candidates will be notified. *The MAHN program may offer up to 20 positions. Fewer positions may be offered depending on the quality of applicants.*

APPLICATION DETAILS

Applicant Ranking

Applicants are scored in a consistent manner according to ranking criteria established by the FHNS Dietetics Committee. The MAHN program is committed to equity, diversity, and inclusion in our admissions process. Members of the Applicant Selection Committee will be blinded to the identity of

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applicants. Applicant names will be removed from all documents before being reviewed by the Applicant Selection Committee. Instead of submission of a traditional resume and statement of intent, applicants will provide information regarding their skills, experience, accomplishments, and fit for the program directly within the online application accessed through the Faculty of Graduate Studies. Separate resume and/or statement of intent documents will not be accepted.

Part 1: For part 1 of the application process, applications will be scored out of a total of 80 points.

Points will be awarded according to the following criteria:

1. Academic rating – 20
2. Letters of Recommendation – 20
3. Online Application: Statement of intent – 20
4. Online Application: Modified resume – 20
(For a total of 80)

Up to 40 top-ranked applicants in Part 1 will be invited to proceed to Part 2 of the application process.

Part 2: The multi-mini interview. The interview is scored out of 20.

Up to 20 top-ranked applicants from the interview process will be offered positions in the MAHN program.

Academic Rating (20 points)

Applicants will be assessed as follows:

Up to 10 points for overall GPA in the last 60 credit hours in an accredited dietetic/nutrition undergraduate program (<https://www.pdep.ca/accreditation/accredited-program-list.aspx>).

- Points will be awarded for each GPA range. The higher the GPA the more points awarded.
- Courses that are in progress at the time of application are not included. However, a minimum Degree GPA of 3.0 must be maintained throughout the remainder of the student's academic period until graduation.

Up to 10 points are awarded for grades in all upper-level nutrition courses (3000/4000 level nutrition courses).

- Points will be awarded for each course based on the GPA range. The higher the GPA the more points awarded.
- The total points will be divided by the number of courses completed.
- Courses that are in progress at the time of application are not included. However, all required courses must be successfully completed and verified by an official university transcript by spring convocation in the year you will commence the program.
- Courses that fall below a 3.0 GPA are awarded a score of zero.

Additional information about the academic rating:

- Use the grading scale provided by your institution if you wish to calculate your GPA.
- The weight of a course may vary based on the length of the course. Make sure you take this into consideration when calculating the average.
- If you are currently enrolled in or have completed courses after your degree has been conferred, we will not include these courses in your final GPA calculation.
- We only include completed courses where the credit was earned.
- Courses that are completed without an assigned grade but given a notation of pass/fail or credit, including courses disrupted during the COVID-19 pandemic, will not be included in grade calculations.
- If your degree is in progress, we will calculate the two-year GPA and CGPA based on the courses you have completed at the time of application. If you have been granted an offer of admission, you will be required to submit an official final transcript. A minimum Degree GPA of 3.0 must be maintained throughout the remainder of the student's academic period until graduation.

Online Application Form

The MAHN Application can be accessed through the Faculty of Graduate Studies starting **March 3, 2023**. **The** form includes the following information (note: sections in the form may not appear in the same order as indicated below):

Section 1: General information including name, education, and indigenous self-declaration.

Section 2 (20 points): Recommendation - Applicants will provide the names and contact information of their recommendation providers (recommenders). The University of Manitoba will send the recommendation form directly to the recommenders. A copy of the *Recommendation online form* is included at the end of this document (Appendix 1).

Recommendation providers must be either:

- a. **Two** work-related recommenders (either paid or volunteer work), from individuals who have evaluated your work and have the authority to monitor your performance such as a previous/current employer or supervisor of volunteer work. **Or**

- b. **One** work-related recommender AND **one** academic-related recommender from an individual who has evaluated your work and has the authority to monitor your performance such as a previous/current professor or instructor.

Important information to consider when choosing recommendation providers:

- Family members, fellow students, friends, peers, or work customers/clients cannot be used as a recommender. Recommendations received from any of these groups will not be accepted and applicants will not be provided an opportunity to identify a different recommender.
- Recommenders **do not** need to be dietitians.
- Applicants will submit the name and contact information of their recommenders on the online application.
- Recommendations are confidential and must be submitted by the recommender directly to the Faculty of Graduate Studies via the online system link that will be provided to the recommenders.
- When the applicant submits the recommenders' names and contact information, the University system will e-mail each recommender an automatic notification and the *Recommendation online form*.
- It is the applicant's responsibility to:
 - Confirm the recommender is willing to provide a recommendation.
 - Ensure the recommenders' contact information is accurate.
 - Select recommenders that are able to judge their performance in most, if not all, of the areas on the *Recommendation online form* (a sample of this form is included at the end of this document).
 - Identify and confirm with recommenders well in advance of the application due date.
 - Confirm with the recommender that they have received and submitted the recommendation.

Section 3 (20 points): Statement of intent

In this section you will be asked to describe:

1. Your reasons for choosing dietetics as a profession and your short-term and long-term career goals as a registered dietitian.
2. Your commitment to and/or experiences with equity, diversity, and inclusion and how this is expected to influence your future role as a dietitian.
3. Your personal qualities, experiences, and skills developed through work, volunteering, and other areas of your life that will contribute to your success in this program.

In addition to the content of your response, we will be assessing your writing for clarity, conciseness, and grammar.

Section 4 (20 points): Resume (this section is in place of a traditional resume document)

In this section, you will be evaluated on skills that you have gained and demonstrated through work and/or volunteer experience. Our program values skills that are transferable to the dietetic profession. We are looking for individuals with experience involving:

- a) leadership
- b) initiative/motivation
- c) Interpersonal and team communication

- d) nutrition/food: This does not need to be clinical food service experience. Relevant experience encompasses many areas such as food preparation, food service/ provision (such as in a restaurant, institution or other settings), teaching food and nutrition skills, developing food and nutrition resources, working in food systems (food production, or food distribution).

In the application forms, applicants will document their paid and/or volunteer experiences (maximum 10) including:

- start and finish date (be as specific as possible – date include day, month, year).
- position title.
- brief position description (one or two sentences).
- Using demonstration statements, provide specific examples of how you have achieved or demonstrated the transferable skills identified above. See the University of Manitoba Career Services Resume handbook page 6 [Resume.pdf \(umanitoba.ca\)](#) for directions on constructing effective demonstration statements.

Important information to consider:

- Applicants will be expected to demonstrate all transferable skills (identified above) through their entire combination of volunteer and work experience. Applicants do not need to demonstrate every transferable skill for every paid or volunteer experience.
- Applicants must clearly demonstrate how they have achieved each transferable skill and provide specific examples.
- We are not looking at the number of experiences but the overall quality of experience and how applicants have gained the transferable skills listed above through these experiences.

In the resume section of the application, applicants will also be asked for the following information. This information will be gathered to provide more information about the variety of experiences that applicants may bring to the MAHN program. At this time, the information below is optional, applicants will not be evaluated on the following information:

- a. Other relevant learning activities, recognition and awards, etc. Such as:
 - Professional development or continuing education (optional). list session/course title, sponsor, and date – describe learning outcomes and explain how each activity prepared you for the MAHN program
 - Awards and recognition (optional)
- b. Personal interests (optional)

Multi-Mini Interview

- Virtual multi-mini interviews will be offered to up to 40 top-ranked candidates (this is a maximum number and fewer interviews may be offered).
- Interview offers will be based on an overall combined score from academic rating, online application form (including resume and statement of intent), and reference reports.
- A multi-mini interview is an interview format where you are put through several short assessments – ‘stations’ – that usually last 10 minutes or less. Before each one, you’ll be presented with a

scenario and given a bit of time to prepare an answer. Applicants will interact with a different interviewer at each station.

- The MAHN multi-mini interview will take approximately 1.5 - 2 hours to complete.
- The multi-mini interview will follow the process described below:
 - Start- Greeting: The MAHN multi-mini-interview will start with arrival and a greeting in a main “virtual meeting room”. There will be four to five other candidates going through the same multi-mini-interview circuit. As a group the MAHN Interview team will explain the process and what you can expect.
 - One-on-one interview questions: Next, each candidate will be assigned to a virtual meeting room to meet one-on-one with one member of the interview team. Interviewees will be provided with an interview question and will have a set amount of time to respond to the question. Once the time is up, interviewees will move to the next interview room to meet one-on-one with another member of the interview team. Interviewees will be asked a different interview question by a different interviewer in each virtual meeting room. In total, interviewees will meet with five members of the interview team to answer 5 different interview questions.
 - End- Group Question & Answer: Once the interview portion is complete, interviewees will return to the main “virtual meeting room” where they will participate in a 10-minute group question and answer session. Interviewees will be assessed on their active and respectful participation in this session.
- Written question component: Once the multi-mini interview is complete, interviewees will receive a survey link to complete one written answer assignment (150 word limit). Once the survey is opened, interviewees will have 30 minutes to complete the assignment. The written portion of the interview must be submitted by midnight of the day of the interview. The written answer assignment will examine your nutrition knowledge and ability to clearly explain nutrition concepts to a defined audience.
- Potential topics for interview and written answer assignment include:
 - Character, personality and motivation
 - Knowledge of nutrition and dietetics
 - Conflict resolution, problem-solving and teamwork
 - Time management, dealing with stressful situations, ability to prioritize and manage workload
 - Dealing with ethical dilemmas
 - Social responsibility and accountability
 - Equity, diversity, and inclusion
 - Cultural competency
 - MAHN program expectations
 - Using a client-centred approach
 - Communication skills

OFFERS OF ADMISSION

All offers of admission are issued by the Faculty of Graduate Studies through the student application portal.

Any student that has been offered a position and is found guilty of either academic or non-academic misconduct, as defined by the University of Manitoba's Student Misconduct Procedures and Bylaws, will automatically lose their offer of provisional admission.

A minimum Degree GPA of 3.0 must be maintained throughout the remainder of the student's academic period until graduation. All required courses must be successfully completed and verified by an official university transcript by spring convocation in the year you will commence the program.

ACCEPTANCE

After interviews are concluded notifications will be sent regarding admission acceptance. You will receive confirmation, via email, of acceptance or non-acceptance. If you have been accepted, you must complete and **return the Acceptance Form within 5 days by email**. You will be notified when the University of Manitoba receives your form. Failure to respond within this timeframe will be considered an automatic decline of the position and it will be offered to the next highest-ranked applicant.

OTHER INFORMATION

IT IS STRONGLY ADVISED THAT YOU ALSO READ THE MAHN FREQUENTLY ASKED QUESTIONS (FAQ) SECTION on the FHNS website here: <https://umanitoba.ca/agricultural-food-sciences/food-and-human-nutritional-sciences/master-applied-human-nutrition-program-updates>

Program expenses incurred by students after acceptance

Tuition
Dietitians of Canada student membership
Criminal record check
Vulnerable sector search
Child abuse registry check
Adult abuse registry check
Up-to-date immunization record <i>Note: Prior to the start of the program, you MUST have the mandatory immunizations required by WRHA and other provincial Health Authorities.</i>
College of Dietitians of Manitoba registration as a Dietetic Intern
Transportation/travel costs
Accommodation costs
Food Handler's Certification

Timelines and Expectations for those admitted to the program

Timeline	Expectation
May	You will be provided with a Documentation Checklist with timelines to submit required paperwork (e.g., Criminal record check)
May/June "Spring"	Must have graduated or be graduating in Spring convocation (proof required)
June	An in-person meeting will be scheduled with the MAHN Program Coordinator to review program details, dietetic practicum schedule, planning processes, etc.
June 15	Deadline to apply for checks and searches is indicated in the documentation checklist.
July 30	Deadline to submit immunizations records to the MAHN program
September	MAHN program begins
Fall	Tuition deadlines as per UM guidelines

Appendix 1 – Recommendation Form

Attribute	Outstanding (top 10%)	Above Average (top 20%)	Average (upper 50%)	Below Average (lower 50%)	Comments (optional)
<u>Team skills</u> Individual collaborates with others to provide good client/ customer or community service.	Outstanding team member. Helps others to achieve common goals.			Has some difficulty working with others to achieve common goals.	
Applicant ranking (please check one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Feedback</u> Individual strives for excellence through self-reflection. Is receptive to and utilizes feedback from others.	Accepts constructive criticism, develops plan for improvement, and integrates new learning.			Unwilling to accept constructive criticism, unable to develop a plan for improvement or integrate new learning.	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Applicant ranking (please check one)					
<u>Critical thinking</u> Individual uses a problem-solving approach to make decisions and improve situations.	Critically analyzes and integrates complex information to make decisions.			Has difficulty analyzing and integrating information to make decisions.	
Applicant ranking (please check one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Decision making</u> Individual uses a client/customer/ community-centred approach when making decisions.	Makes sound and timely decisions, understands implications of decisions.			Decisions often made without adequate thought and consideration.	
Applicant ranking (please check one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attribute	Outstanding (top 10%)	Above Average (top 20%)	Average (upper 50%)	Below Average (lower 50%)	Comments (optional)
<u>Time management/organization</u> Individual manages time and workload effectively to meet deadlines.	Consistently manages time effectively and efficiently. Develops sound, logical plans, and considers details.			Has difficulty managing time to meet deadlines. Needs help developing plans for routine tasks.	
Applicant ranking (please check one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Initiative and self-direction</u> Individual continuously seeks new knowledge and innovation to support or enhance role.	Independently initiates appropriate activities. Seeks new opportunities to enhance skills.			Follows instructions but does not act independently.	
Applicant ranking (please check one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Communication skills</u>	Effectively uses speech to convey			Struggles to use speech to convey	

<p>Individual selects and uses written, oral, and interpersonal skills to communicate effectively.</p> <p>Applicant ranking (please check one)</p>	<p>information in all situations. Written work is consistently clear, concise, accurate, and logical. Accomplished interpersonal skills.</p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>information effectively. Difficulty writing clearly, concisely, accurately, and logically. Awkward interpersonal skills.</p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
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