

Graduate Program Procedure Manual

2011-2012

This handbook is designed to provide helpful guidance to students. The /regulations /and /procedures/ of the University and the Faculty of Graduate Studies are listed in the Graduate Studies Calendar.

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Preface

This graduate manual outlines the policies and procedures particular to the M.Sc. Program at NSAC and the overall policy set by the Faculty of Graduate Studies (FGS) of Dalhousie University. These procedures are in effect for the 2011-2012 year of graduate supervision for the joint Nova Scotia Agricultural College/Dalhousie University Master of Science Program in Agriculture. This document is reviewed and revised annually.

Any circumstances not specifically covered in these regulations should be referred to the Grad Studies Office who will reply after consultation with the Vice President Academic and/or the Graduate Program Committee, as is appropriate.

Contacts:

Leslie MacLaren lmaclaren@nsac.ca	Vice President Academic	Ext. 6030
Dian Patterson dpatterson@nsac.ca	Nova Scotia Agricultural College Faculty Graduate Studies Coordinator	Ext. 2464
Heather Hughes hhughes@nsac.ca	Manager, RGS	Ext. 6360
Marie Law mlaw@nsac.ca	Admin. Program Assistant, RGS	Ext. 6502
Laura Boudreau lboudreau@nsac.ca	President, NSAC Association of Graduate Students (NAGS) Office Location: Cox 017	
Keltie Jones kjones@nsac.ca	Associate VP, Student Services	Ext. 6019
Brian Crouse bcrouse@nsac.ca	Manager, Scholarship and Awards	Ext. 6729
Lugene Young lyoung@nsac.ca	Assistant Dean, Health Services	Ext. 6300
Colleen Hannam thesis@dal.ca	Senior Thesis Clerk, Dalhousie University	902-494-6726
Mark Mason mmason@nsac.ca	International and Exchange Student Coordinator	Ext. 6905

Academic Dates and Deadlines

- August 3, 2011** Last day for those expecting to graduate in October to submit copies of unapproved thesis to Research & Graduate Studies Office (NSAC).
- August 31, 2011** Last day to have Leave of Absence or change of student status approved for September.
- August 31, 2011** Last day for those expecting to graduate in October to make electronic submission of approved thesis to Faculty of Graduate Studies, Dalhousie University.
- September 5, 2011 Labour Day - NSAC and Dalhousie University closed.
- September 6, 2011 Graduate Student Orientation.
- September 7, 2011 Classes begin. Fall Semester Fees due.
- September 8, 2011** Last day to register for Fall Semester.
- September 23, 2011** Last day to cancel registration; last day to add classes.
- October 7, 2011** Last day to drop Fall Semester graduate classes only without 'W'. (This deadline date does not apply to undergraduate fall semester classes.) Last day to change from Audit to Credit and vice versa.
- October 10, 2011 Thanksgiving Day - NSAC and Dalhousie University closed.
- October 15, 2011 Canadian Dairy Commission Scholarship applications due.
- October 16-17, 2011 Fall Convocations at Dalhousie University.
- November 7, 2011** Last day to drop AGRI5710 (Module Class I) or AGRI5705 (Module Class II) without 'W'. Last day to drop Fall Semester graduate classes only with 'W'.
- November 11, 2011 Remembrance Day - NSAC and Dalhousie University closed.
- November 18, 2011** Last day for those expecting to complete this semester to submit unapproved thesis to the Research and Graduate Studies Office.

December 1, 2011	Last day to apply to graduate in May 2011.
December 16, 2011	Last day to make electronic submission of <u>approved</u> thesis to the Faculty of Graduate Studies, Dalhousie University for those registered in the Fall Semester only. Students who do not submit their approved thesis by this date must register and pay fees for the winter semester.
December 23, 2011	Last day to have Leave of Absence or change of student status approved for January.
January 2, 2012	In lieu of New Year's Day - NSAC and Dalhousie University closed.
January 4, 2012	Classes begin at NSAC. Winter Semester Fees due.
January 4, 2012	Last day to register for Winter Semester..
January 13, 2012	Last day to cancel registration; last day to add classes for Winter Semester.
January 30, 2012	Last day to drop classes for Winter Semester without 'W'; last day to change from Audit to Credit and vice versa. Last day to drop AGRI5710 (Module Class I) or AGRI5705 (Module Class II) with 'W'.
February 1, 2012	GRTI Scholarship applications due.
February 3, 2012	<u>Dalhousie University</u> closed in honour of Munro Day.
Feb. 20-24, 2012	Mid-term study break.
March 5, 2012	Last day to drop classes for Winter Semester with 'W'.
March 9, 2012	Last day for those expecting to graduate in May to submit <u>unapproved</u> thesis to the Research & Graduate Studies Office, NSAC.
April 5, 2012	Last day of classes at NSAC (Winter Semester).
April 5, 2012	Last day for those expecting to graduate in May to make electronic submission of <u>approved</u> thesis to Faculty of Graduate Studies, Dalhousie University.
April 6, 2012	Good Friday - NSAC and Dalhousie University closed.
April 9, 2012	Easter Monday. No classes at NSAC.
April 27, 2012	Last day to have Leave of Absence or change of student status approved for May.

May 1, 2012	Canadian Dairy Commission Scholarship applications due.
May 4, 2012	Convocation at NSAC.
May 7, 2012	Last day to register for Summer Semester.
May 21, 2012	Last day to cancel registration; last day to add classes for Summer Semester. Summer Semester Fees Due.
May 21, 2012	Victoria Day - NSAC and Dalhousie University closed.
June 1, 2012	GRTI Scholarship applications due.
June 4, 2012	Last day to drop classes for Summer Semester without 'W'; last day to change from Audit to Credit and vice versa.
July 11, 2012	Last day to drop classes for Summer Semester with 'W'.
July 2, 2012	In lieu of Canada Day - NSAC and Dalhousie University closed.
July 4, 2012	Last day to apply to graduate in October.
August 3, 2012	Last day for those expecting to graduate in October to submit <u>unapproved</u> copies of thesis to the Research & Graduate Studies Office, NSAC.
August 6, 2012	Natal Day - NSAC and Dalhousie University closed.
August 31, 2012	Last day to have Leave of Absence or change of student status approved for September.
August 31, 2012	Last day for those expecting to graduate in October to make electronic submission of <u>approved</u> thesis to the Faculty of Graduate Studies, Dalhousie University.

INTRODUCTION

The Master of Science (M.Sc.) program with a specialization in Agriculture is a joint program offered by the Nova Scotia Agricultural College (NSAC) and Dalhousie University. Dalhousie University grants the Master of Science degree in association with NSAC. Graduate Students may take graduate courses offered at NSAC and at Dalhousie University.

Students accepted for enrolment in the M.Sc. program register at NSAC and Dalhousie and are given a student identification number for each institution in accordance with the systems in place at each institution. **Official transcripts for all students are produced by Dalhousie University.** Students require their Dalhousie ID number to request official transcripts. The Dalhousie ID number is also needed for students to access Dalhousie's library databases and electronic journals from off campus. Through Dalhousie's proxy server, graduate students can access a wide variety of web databases and e-journals. The NSAC library provides access to databases and e-journals with a focus on agriculture.

For all academic matters relating to the M.Sc. program including admission requirements, degree requirements, examinations, evaluations and theses, students are deemed to be students of **both NSAC and Dalhousie University**. Students are subject to the academic regulations and rules of the Faculty of Graduate Studies as outlined in the Dalhousie's Graduate Studies Calendar 2011-2012.

For all non-academic matters, including the payment of tuition and other fees, scholarships, bursaries, research and conference funding, athletics, and non-academic discipline, students are deemed to be students of NSAC. Graduate students are referred to the "**NSAC Community Standards**" document (nsac.ca/stuserv/handbooks.asp) for further information on the rules and regulations governing the NSAC community. This document describes the regulations/standards that constitute reasonable behaviour and outlines the process by which breaches of these standards are adjudicated. This document also contains the alcohol and drug policy, information on appeal processes and the "**NSAC Student Code of Conduct**". NSAC's Policy for

Responsible Computing also applies to graduate students and can be found in the document “Acceptable Use Policy of NSAC Computing Resources” available from NSAC Help Desk (nsac.ca/its/policy.asp). All students must agree to obey all the regulations of NSAC and all academic regulations of the FGS, Dalhousie University. **Additionally, students are advised that this manual is not an all-inclusive set of rules and regulations but represents only a portion of the rules and regulations that will govern the student’s relationship with NSAC and Dalhousie University.** Other rules and regulations are contained in additional publications that are available to the student from Dalhousie University Registry and Faculty of Graduate Studies as well as the NSAC RGS Office. Students are also advised that the regulations herein are subject to change.

TERMINOLOGY

1. The term ‘NSAC’ refers to the Nova Scotia Agricultural College, Truro, NS.
2. ‘FGS’ means the Faculty of Graduate Studies, Dalhousie University, Halifax, NS.
3. ‘RGS’ means the Office of Research and Graduate Studies, NSAC.
4. The official names of the programs, ‘One-Year’ M.Sc. Program and ‘Two-Year’ M.Sc. Program do not refer to the length of the program. The One-Year M.Sc. program involves a full program fee requirement of one year (three semesters) and students are expected to be on campus for three consecutive semesters unless otherwise given permission to take classes or undertake research elsewhere. Students in the One-Year M.Sc. program can expect the time to completion to be 24 months. Students in the Two-Year M.Sc. program can expect the time to completion to be 36 months.
4. In the Dalhousie University Calendar for Graduate Studies and the Dalhousie University Faculty of Graduate Studies Regulations, the term ‘department’ is frequently used. Because of the joint nature of the M.Sc. program, the term ‘department’ in Dalhousie’s literature refers more to NSAC as a whole rather than to the individual departments within NSAC.
5. Academic Session:
 - Fall Semester: September to December
 - Winter Semester: January to April
 - Summer Semester: May to August

6. A ‘transcript’ is a complete history of a student’s academic record. Partial transcripts (e.g., a portion of a student’s record pertaining to registration) are not issued.

SPECIAL MESSAGE TO INTERNATIONAL STUDENTS

International Students will find additional information about international student services provided at NSAC as well as the climate, culture and services of the surrounding area in the “NSAC International Student Handbook”. This handbook has been prepared to assist international students in preparing for and adjusting to the Canadian culture, Truro area and NSAC campus. The handbook is available in PDF format on the NSAC web site (nsac.ca/stuserv/handbooks.asp) and in hard copy from Mark Mason, International and Exchange Student Coordinator, Student Services Dairy Building, Phone: 902-893-6905, e-mail: mmason@nsac.ca.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The Freedom of Information and Protection of Privacy Act (FOIPOP) provides for the protection of an individual’s right to privacy but also requires that certain records be disclosed upon request unless they are exempted from disclosure. The Act requires that NSAC and Dalhousie University not disclose personal information if that information would constitute an unreasonable invasion of personal privacy. Applicants to NSAC/Dalhousie are advised that information they provide along with other information placed in a student file will be used in conjunction with university practices for internal university use and will not be disclosed to third parties except in compliance with the FOIPOP Act or as otherwise required by law.

Release of Information about Students

The following information is available, without application through the Freedom of Information and Protection of Privacy Act:

1. Disclosure to Students of Their Own Records

- (i) Students have the right to inspect their academic record. An employee of the Registrar’s Office will be present during such an inspection.
- (ii) Students will, on submission of a signed request and payment of a fee where appropriate, have the right to receive transcripts of their own academic record. These transcripts will be marked ISSUED TO STUDENT.

Dalhousie University will not release copies of transcripts if students owe monies to NSAC or Dalhousie University. If transcripts are issued for a student while a senate discipline case is pending and the committee subsequently makes a decision that affects the student's transcript, revised transcripts will be sent to recipients if transcripts are issued while the case was pending.

2. Disclosure to Faculty, Administrative Officers, and Committees of the NSAC and Dalhousie University

Information on students may be disclosed without the consent of the student to university officials or committees deemed to have a legitimate educational interest.

3. Disclosure to Third Parties

(i) The following information is considered public information and may be released without restriction:

- Name
- Period of Registration
- Certificates, Diplomas, Degrees awarded
- Field of Study (as relates to degree awarded)
- Hometown and Awards/Distinctions*

*As indicated in the convocation program.

(ii) Information will be released without student consent to persons in compliance with a judicial order or subpoena or as required by federal or provincial legislation.

(iii) Necessary information may be released without student consent in an emergency, if the knowledge of that information is required to protect the health or safety of the student or other persons. Such requests should be directed to the Registrar.

(iv) In compliance with Statistics Canada requirements, a student's national personal identification number assigned by the university or college first attended will routinely appear on a student's transcript of record. The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only

for statistical purposes and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student. Students who do not wish to have their information used are able to ask Statistics Canada to remove their identifying information from the national database. Students should also be aware that the Maritime Provinces Higher Education Commission (MPHEC) collects data on behalf of Statistics Canada and that it uses the data for similar purposes. Statistics Canada will notify the MPHEC of any student choosing to have his/her personal information removed from the national database subsequently removing it from the MPHEC's database.

- (v) Other than in the above situations, information on students will be released to third parties only at the written request of the student or where the student has signed an agreement with a third party where one of the conditions is access to her/his record (e.g., in financial aid). This restriction applies to requests from parents, spouses, credit bureaus and police.

PREPARING FOR GRADUATE STUDIES

Graduate Student-Supervisor Relationship

One of the most important aspects of graduate training is the clear identification of a supervisor for each graduate student's program as it is this individual who plays a key role in the direction of the graduate student's research. The relationship between the student and supervisor is one of the most important to the student's successful completion of the degree. Continuity of supervision is an integral component of this relationship and is thus extremely important in all aspects of graduate work. As a consequence, a change in supervisor is usually made only in exceptional circumstances based upon strong and compelling reasons, following appropriate consultation by all parties involved.

For the majority of graduate students, the relationship between the student and supervisor is a productive, collaborative activity. Every effort is made to provide the student with the appropriate skills, facilities and learning environment required to succeed in the program and beyond in future positions; however, misunderstandings about the rights or obligations

that students and supervisors have to one another do arise.

It is recognized that conflict between students and supervisors may be minimized if several steps are taken to promote good practices of graduate supervision. Such practices include the establishment and maintenance of open lines of communication between the student and supervisor and an understanding of (and adherence to) the guidelines specifying the roles and responsibilities of the parties involved in graduate supervision (i.e., students, supervisors, supervisory committees). Graduate students, supervisors and supervisory committee members are expected to be familiar with their respective roles and responsibilities and those of the other parties. Explicit discussion with new and continuing graduate students and graduate faculty involving issues of authorship, intellectual property ownership and clear expectations regarding academic performance and time lines for thesis progress and completion, may prove highly beneficial in minimizing the occurrence of conflict situations.

In an effort to prevent some of the problems that may arise between supervisors and graduate students, the NSAC Graduate Program Committee has prepared a 'Supervisor/Student Checklist' for students and supervisors to use as a basis for opening the lines of communication, clarifying expectations and developing a positive, productive relationship that is satisfying to both parties. The 'Supervisor/Student Checklist' can be found in Appendix IV of this manual or can be obtained from the NSAC RGS Office.

Tips for Graduate Students

The following suggestions are offered to graduate students in an effort to facilitate progress in the graduate program:

- (i) Review the literature regularly and keep your literature survey/review up to date.
- (ii) If you are uncertain of your writing skills, make a serious effort to remedy this problem throughout your program rather than waiting until you are faced with writing the final draft of your thesis.
- (iii) Maintain accurate records of your experimental/theoretical work (e.g., lab books, data sheets, statistical analysis, analytical procedures, computer files) such that

others can replicate your results.

- (iv) Graduate students are required to assist in instructing an undergraduate course. This may require formal classroom instruction or less formal supervision of undergraduate student course work or research projects. You are encouraged to attend one of the free workshops offered at NSAC or Dalhousie University designed to assist you in acquiring or brushing up on your teaching or supervision skills. Contact the Dean, Teaching and Learning for further details (N. Goodyear, ngoodyear@nsac.ca).
- (v) While your supervisor is required to be reasonably available for consultation, it is your responsibility to keep in touch with your supervisor. Arrange regular meetings with your supervisor at mutually acceptable times.
- (vi) Your supervisor and supervisory committee members are tightly scheduled. To facilitate a focused discussion, it is helpful to prepare an agenda in advance of your meeting and circulate to your committee. Take notes of actions suggested by the committee and circulate them to your committee and follow up at the next meeting. Periodically review the actions suggested and complete the tasks prior to your next meeting and have this in your next meeting agenda.
- (vii) Develop a clear understanding of expectations with your supervisor. This mutual understanding is essential to cultivating a good student-supervisor relationship.
- (viii) Make a plan for the completion of your degree requirements by articulating your goals as well as specific steps to achieving those goals. Start by setting long-term goals and a time frame for achieving them. Set goals that are challenging but realistic. Unexpected events and obstacles **always** come up, so build in time to deal with them. Short-term objectives break your long-term goals into manageable tasks. They make the long-term goals seem less overwhelming by letting you focus on smaller tasks that are more easily achieved. Completing short-term goals will help you feel successful and productive as you progress toward your goal. This is an important part of successful time management and overcoming procrastination.

1. ADMISSION PROCESS

1.1 Application Review

All applications will be reviewed at NSAC based on the academic qualifications and record of the applicant. Paper copies of applications may be received from the NSAC RGS Office or from the RGS web site nsac.ca/research/graduatestudies/admissions.asp#applicationproc. Completed applications are sent from the RGS Office to the Head of the Department to which the student is applying. The Department Head receives completed applications, arranges for a departmental evaluation and recommendation on admission for each applicant and assists in finding a supervisor and funding support for acceptable M.Sc. candidates. In the event that a supervisor can be found but funding support is not available, the Department may recommend that the student be admitted on a self-funded basis. A recommendation on admission, signed by the Department Head, will be forwarded to the RGS Office within two weeks of receiving the completed application.

Recommendations regarding admission will then be forwarded from NSAC to the Dean of Graduate Studies, Dalhousie University. At this stage, NSAC will contact applicants to inform them that a positive recommendation has been made to the FGS, Dalhousie University. **This does not constitute official acceptance into the graduate program.** Final decisions on all admissions are made by FGS, Dalhousie University, and **there are no appeals on admission decisions.** Dalhousie FGS reserves the sole right to reject applications from candidates who meet or exceed the minimum admission requirements. Official acceptance is achieved when the recommendation has been approved by the FGS, Dalhousie University and a formal letter of acceptance is issued by the Dalhousie Registrar's Office. This letter is the only **official** notification that is sent out. Please note that entry into the graduate program is very competitive and some applicants who meet the minimum requirements are not guaranteed admission. Normally, successful applicants have academic records and qualifications that are well above the minimum required.

Note that supporting documents included in applications (e.g., transcripts, letters of reference, etc.) will be verified for authenticity. Applicants submitting fraudulent documents

may have their names published on the LISTSERV of the Association of Registrars of Universities and Colleges in Canada and may have their acceptance rescinded. Documents submitted as part of the application cannot be returned or photocopied for the student.

Dalhousie University reserves the right to rescind any acceptance of an applicant in the program or to rescind an offer of admission of an applicant into the program. Such rescission shall be in writing in accordance with Dalhousie University regulations. If a conditional admission is approved, the condition must be met within the first semester of initial registration and FGS may set a shorter time period. If the condition is not met by the appropriate deadline, the student's registration will be terminated. Conditions on admission cannot subsequently be waived.

1.2 Application Deadlines

Admission Date	Application Deadline Canadian Applicants	Application Deadline Non-Canadian Applicants*
For September Admission	June 1	April 1
For January Admission	October 31	August 31
For May Admission	February 28	December 31

*Normally visa processing is lengthy so applicants should apply at least two months before the deadline (for example, by February 1 for September admission).

Applicants who require a student visa and are not funded by NSAC or an officially recognized funding agency must provide proof of financial ability with their application. Canadian immigration requires proof of sufficient financial support to complete the program of study.

Applicants who wish to apply for a specific graduate research assistantship are strongly encouraged to apply for admission before the stated deadline and to list that assistantship in their application. All applicants are automatically considered for financial support. Candidates should also apply for external awards whenever possible. NSAC reserves the

right to rescind financial support (e.g., research assistantships, entrance scholarships) after the letter of initial offer, should the applicant be deemed not to meet admission standards, or the academic standards required for scholarship criteria.

Students with diagnosed learning disabilities who meet the current admission requirements may follow the current admission procedures.

Students with diagnosed learning disabilities who **do not meet** the current admission requirements or who otherwise wish to have their learning disability considered may apply for special consideration as may all other students who have extenuating circumstances. The following additional documentation must be submitted by students who wish to apply for special consideration:

- (i) Letter(s) of recommendation from the individual(s) most familiar with the applicant's academic performance and/or potential for success in the program;
- (ii) A written, oral or electronic statement from the student. In this brief personal statement, students should describe their learning disability, how this affected their grades, and the type of assistance they would require while at NSAC; and
- (iii) A current (within three years) psychological assessment based on standard diagnostic instruments administered by a registered psychologist documenting the presence of learning disabilities. If a current report is not possible, NSAC/Dalhousie University may accept an earlier report along with a current opinion (i.e., within the past year) expressed in a letter by a registered psychologist (or individual supervised by a registered psychologist) that the student has a learning disability. This letter should specify the nature, extent and rationale for program modifications or accommodations that were deemed appropriate in the student's last two years of schooling.

1.3 Full-Time Employment

Students with full-time employment are not eligible for full-time graduate study but may apply for a part-time M.Sc. Program.

1.4 Admission Requirements

Candidates must hold a Bachelor's Degree with a minimum 73% ("B" average or GPA of 3.0) in the last 2 full years of study from a university of recognized standing. For entry into the One-Year Master of Science (M.Sc.) Program, candidates must hold a Bachelor's Degree with an equivalent of honours standing as granted by Dalhousie University in the area in which graduate work is to be done or an area that is relevant to the graduate work. A four year Bachelor's degree may be considered as equivalent of honours if there is evidence of independent research capacity (such as a research project as part of a course) or if the degree is officially approved as an honours equivalent. In those cases where a candidate has a three-year degree and a four year degree honours program was not available to them, first-class candidates will be considered for admission into the Two-Year program or Qualifying Year. **Note:** The B.Sc. (Agr.) degree granted by the Nova Scotia Agricultural College is considered to be the equivalent of an honours degree.

In all cases, candidates for admission must possess degrees which are deemed by the Faculty of Graduate Studies to be equivalent to those granted by NSAC and Dalhousie University and which have been granted by institutions fully recognized by Dalhousie University.

(A) Special Admission Policies

- (i) **Admission of NSAC students with a B.Tech degree from NSAC to the M.Sc. Program.** The NSAC B.Tech degree is four years in duration. The last two years of study are at the university level. The last two years of NSAC's B.Tech Program are equivalent to courses offered in the last two years of NSAC's B.Sc. (Agr.) Program. NSAC B.Tech students are eligible to apply for admission to NSAC's M.Sc. program if they have completed an independent fourth-year research project course and statistics courses (STAT 2000 for credit and STAT 3000 for audit or credit). The success of NSAC B.Tech students admitted to the M.Sc. program is to be evaluated in 2011 or after ten such students have completed the M.Sc. program, whichever occurs first.
- (ii) **Admission of Jamaican students from CASE to the M.Sc. in Program.** The

B.Tech degree is offered jointly by CASE and NSAC. It is a four-year degree and all courses are at the university level. CASE students may apply for admission to the M.Sc. in Agriculture program at NSAC with a B.Tech degree upon the condition that they also demonstrate evidence of independent research:

- a) Students must have taken and passed the independent research course AFS4020, which is taught as an elective in the B.Tech program at CASE, or this requirement may be met by taking an equivalent course (that involves independent research design, data collection and interpretation) elsewhere. NSAC must approve the 'substituted' independent research course prior to completion to ensure that it meets the standards of 'evidence' of completion of independent research.
- b) Take either as a credit or audit, STATS3000, which is offered at NSAC in the Winter (January) and Summer (May-June) semesters. Evidence of taking an equivalent course elsewhere will also fulfill this requirement (students at CASE have one statistics course and therefore the requirement would be two university-level statistics courses). This can be taken during the student's M.Sc. program. In all cases, students must meet the normal admission requirements and have a GPA of 3.0 in the last two years of study.

1.5 English as a Second Language

English is the standard language of study at the NSAC and Dalhousie University. Candidates whose native language is not English, must demonstrate their capacity to pursue a graduate-level program in English before admission. The standard test is TOEFL. The minimum acceptable scores are 580 for the written TOEFL and 92 for the internet-based test. It is also recommended that potential students taking the non-computer TOEFL test should also take the Test of Written English (TWE) component. Official TOEFL reports are to be submitted to NSAC (institution code 0844). The following other tests will also be accepted with the following minimum scores: MELAB, 85; IELTS, 7; CanTest, average of 4.5 with no band score lower than 4.0; CAEL, 70 overall, with no band score lower than 60; Dalhousie's

Continuing Education ESL Placement Test with scores equivalent to TOEFL. The language competency requirement is waived if the applicant has completed a degree at an institution where the language of instruction is English. Further information on these tests may be obtained from the NSAC website at: nsac.ca/gradstudies/admissions.asp#english.

(A) FAFU English Language Requirement for Admission to the M.Sc. Program

(Approved by Faculty Council on April 15, 2008)

Students from Fujian Agriculture and Forestry University (FAFU), who complete their final two years of undergraduate study at NSAC must provide proof of English language competency as part of their application to the NSAC/Dalhousie M.Sc. Program in Agriculture. The following documentation will be accepted:

- (i) Standard English language test that meets or exceeds the minimum score as accepted and defined by Dalhousie University (e.g., TOEFL 580, IELTS 7.0, etc.). Usually tests that are over two years old are not accepted. However, if the FAFU student achieved over 580 on the TOEFL for admission to NSAC's B.Sc. (Agr.) Program, this test score will be accepted; or
- (ii) A request to have the TOEFL requirement waived based on the provision of an example of the student's writing and letters of support documenting the student's English competency. In this case, the FAFU student would provide a copy of his/her fourth-year research project final report (or proposal if the final report has not yet been completed) and two letters of reference that assess the student's English language competency. One letter of reference must be provided by the student's fourth-year project supervisor and the other letter of reference must be provided by the faculty coordinator of the fourth-year project course. In the event that the student's fourth-year project supervisor is the faculty coordinator of the student's fourth-year project course, one reference is to be provided by the student's Department Head. The English Language Assessment of Competency Letter of Reference Form is available from the NSAC RGS Office. The student's fourth-year project final report and the two English Language Assessment of Competency Forms will be sent to the Department to which the student is

applying with his/her full M.Sc. application. The Department will review the documentation and determine not only the student's suitability for the M.Sc. Program, but also whether the student must provide an official English language test report or if this requirement is waived because English language competency is evidenced through the student's written report and letters of reference.

1.6 Honours Degree

Students holding an Honours degree in a discipline that prepares them well for the particular area in which they wish to do graduate work may be accepted into the One-Year M.Sc. program. However, if there is a significant change of discipline between undergraduate and graduate studies, the student may be required to register in a Two-Year program.

1.7 Qualifying Program

NSAC may accept students into a qualifying program (minimum one semester, maximum one year) for upgrading. Alternatively, students can upgrade their background by taking classes in the undergraduate faculty as special status (no degree) students. Undergraduate courses are not accepted for graduate credit.

1.8 Advanced Standing

Students who have taken graduate courses before applying for graduate studies, and who have not used these credits for another degree, should apply for appropriate graduate credit at the time of admission. FGS Dalhousie University does not guarantee that advanced standing will be granted for courses taken prior to admission to the graduate program. Advanced standing will not be approved retroactively.

1.9 Deferral of Acceptance

Newly-accepted applicants, who, for reasons beyond their control, are unable to take up their position on the date for which they were accepted, may request a deferral of their start date to a later semester. Students may request a deferral of one, two, or three semesters, and no student may receive more than one deferral. Students wishing to request a deferral should

contact the NSAC RGS Office as soon as possible. All deferrals are subject to the agreement of the supervisor who has agreed to supervise the student's program of study, the Head of the Department to which the student has applied and the final approval of the FGS Dalhousie University. Students are advised that funding assistance provided through a research assistantship (e.g., supervisor's research grant or contract) may be rescinded if the student is unable to register on the date for which they were originally accepted into the program. If a student requests a deferral after he or she has registered, it is the student's responsibility to cancel his or her registration.

2. FULL-TIME, PART-TIME AND OTHER CATEGORIES

2.1 Full-Time Student

A full-time graduate student is a student who has been approved by NSAC and FGS as working full-time on his/her graduate degree. A full-time student may hold jobs simultaneously only if the jobs involve **no more than 16 hours work per week**. (NSERC scholarship holders are responsible for being aware of NSERC's employment guidelines).

2.2 Part-Time Student

A part-time student is a student who has been approved by NSAC and FGS as working part-time on his/her graduate degree. A part-time student cannot carry more than eight (8) credit hours per semester. International students are not admitted to the M.Sc. program on a part-time basis.

2.3 Continuing Student

A continuing student is one who has completed the program fee requirements but has yet to complete all their degree requirements (usually the thesis); for example, the second year for a full-time student. The student is required to pay a Continuing Fee on a per semester basis.

2.4 Qualifying Student

A qualifying student is a person with a Bachelor's degree or its equivalent, in whom NSAC has expressed an interest as a potential graduate student, but who does not meet all admission

requirements for the program. Admission to a qualifying program may be recommended for students in the following circumstances:

- (i) The student has the required GPA in a recognized undergraduate degree program but may not have the required background for graduate studies in a specific discipline. The required advanced undergraduate courses that must be completed with B- (70%) or higher marks to qualify for admission to the graduate program must be specified.
- (ii) The student does not meet the overall GPA requirements for admission to the graduate program. A set of advanced undergraduate courses that, upon satisfactory completion, will raise the GPA to the acceptable level must be specified.

Qualifying students can be full-time or part-time. If advanced placement for the graduate classes is anticipated, this information must be specified in the comments section of the application form. As it is a prerequisite, a qualifying program cannot be used to reduce the length of a subsequent regular graduate program. Qualifying students are not eligible for scholarship or bursary support and must apply for admission to the graduate program in the usual way towards the end of the qualifying period. Qualifying students must pass all classes with no grades below a B- (70%) and an average of at least B (73%), and fulfill any other requirements in order to be considered for admission.

2.5 Special Students

Special students are those students who are permitted to take a graduate class outside the Master's program. Such students, who have not been admitted to the Master's program, may normally take a maximum of two full-credit classes with the permission of the class instructor and the NSAC Faculty Graduate Studies Coordinator. As all graduate classes must be taught at a consistent standard to graduate level students, non-program students must have records which meet the minimum entrance requirements for the graduate program (hence they must be approved by the FGS, Dalhousie University as admissible to the graduate program). Students are ineligible to apply for Special Student status in a class if they have been declined admission to the graduate program on account of academic standing, or have

been withdrawn from the program. Students trying to qualify for entry to a graduate program must follow a different route; i.e., either a Qualifying Year program, if eligible, or a program of study as a Special Student in an undergraduate faculty. Classes completed as a Special Student may not be used for credits toward the formal graduate program. Exceptions can be granted only by FGS, Dalhousie at the time of admission.

2.6 Visiting Student Graduate Studies

Students registered as graduate students at another university may register at NSAC or Dalhousie University to take courses on a Letter of Permission from their home university. Visiting students must have academic records that meet the minimum entrance requirements for admission to the course they are registering.

2.7 Letters of Confirmation

A letter confirming a student's registration and/or scholarship or stipend status can be produced on request. Students should contact the NSAC RGS Office for information on this service. Confirmation letter request forms are located on the NSAC web site at: nsac.ns.ca/gradstudies/forms/default.asp.

3. PROGRAM TRANSFERS

3.1 Status Change

Changes in status, i.e. part-time to full-time or full-time to part-time, cannot be made after initial registration without permission of the FGS, Dalhousie University. Changes in registration can only be done at the beginning of a semester prior to registration for that semester.

3.2 Supervisor Change

A change of supervisor requires consultation by the student with the NSAC Faculty Graduate Studies Coordinator for academic concerns and with the Vice President Academic for administrative concerns. Refer to sections 27 and 28 of this manual for the detailed

procedures regarding change of supervision or termination of supervision.

4. REGISTRATION

4.1 Student Responsibility

It is the student's responsibility to register on the day(s) specified for graduate student registration. Students must register for each semester (fall, winter and summer) at **both NSAC and Dalhousie University**. Registration is the process by which students officially establish the courses to be taken in the M.Sc. program, their status (full-time, part-time) and get charged the appropriate academic fees. Both aspects of the process (course registration/status and fee payment) must be completed before a student can be said to be registered. Graduate students must maintain their registration status on a continuous basis and pay the required fees.

Note on Course Selection: Graduate students may take graduate courses offered at NSAC and at Dalhousie University. This provides graduate students in the M.Sc. program in Agriculture with a wide variety of courses from which to select. Graduate courses offered at NSAC are listed in the NSAC 2011-2012 Calendar, available from the NSAC Registry or NSAC RGS Office, and are listed on the NSAC web site (nsac.ca/research/graduatestudies/courses.asp). Graduate courses offered at Dalhousie University are listed in the Dalhousie University Graduate Studies Calendar 2011-2012 and are available on the Dalhousie web site gr.cal.dal.ca/index.html.

4.2 Students in First Academic Semester

To register, all graduate students in their **first semester** of study must do the following:

(A) Interviews

i) At the beginning of the first semester:

Meet with the NSAC Faculty Graduate Studies Coordinator for a student interview/registration appointment to complete the relevant forms that indicate the student's presence on campus and intention to study for a graduate degree during the

ensuing year. Students must meet with their supervisor prior to their registration appointment. At the meeting, the planned supervisory committee and courses will be discussed. The NSAC Faculty Graduate Studies Coordinator will assist the student with the formal completion of the Program Form. The student is expected to finalize the committee and courses and submit the signed program form by the end of the first month. The completed forms will be submitted by the NSAC Faculty Graduate Studies Coordinator to the NSAC Registrar and the Dalhousie Dean of Graduate Studies. Any change in courses or additions to the supervisory committee after the Program Form has been submitted must be approved by the supervisor and submitted on a Program Update Form for approval by the NSAC Faculty Graduate Studies Coordinator.

ii) A second interview will be held at the end of the first semester:

The Faculty Graduate Studies Coordinator will confirm that courses have been selected, that the committee has been formed and meetings set, and that the research program and preparation for the ATC is proceeding.

(B) Registration

Students must attend a group registration session as scheduled by RGS. It is the students' responsibility to ensure registration is done correctly each semester.

Instructions and time lines are available on the RGS website.

(C) Medical Insurance Coverage

Arrange for medical insurance coverage. All full-time students at NSAC who are Canadian citizens or permanent residents are automatically enrolled in the NSAC Student Health and Dental Plans when they register for classes (international students are added to the plan once they are approved for MSI coverage). The premium for each plan is an annual one; therefore the process for opting out must be done prior to the specified deadline. More information regarding your Student Health and Dental plans can be found at gallivan.ca or by visiting your on-site Student Benefits Plan Office.

The NSAC International office is responsible for administering student health insurance for international students. A Fact sheet on International Student Health Insurance is included in Appendix I of this manual. Please contact the International and Exchange Student Coordinator, Mark Mason, if you have any questions or if your status changes. All international students will be automatically enrolled in StudentGuard for the first year of their stay at NSAC. Students at NSAC for longer periods will remain on StudentGuard unless MSI coverage has been arranged (see Applying for MSI in Appendix I). International students will be billed for StudentGuard by the Finance Office through their student account.

(D) Payment of Fees

Arrange for payment of fees through Financial Services, 2nd Floor, Cumming Hall.

(E) Student ID

Obtain a student ID card from NSAC Student Services, Dairy Building.

(F) WebAdvisor and E-mail Accounts

WebAdvisor and E-Mail account login information will be provided by the NSAC Faculty Graduate Studies Coordinator at the time of the initial registration appointment, if it has not been previously sent to you by RGS.

(G) Desk and Mailbox

Full-time graduate students are to receive desk space and a mailbox within their department of study. The assignment of desk space and mailboxes is under the authority of the Head of the Department. Graduate students are encouraged to contact or meet with their Department Head to ask about desk space, a mailbox, and any departmental policies regarding safety, lab access, keys, photocopying, phone use, access to stationary supplies and lab supplies, etc. that apply to them.

<u>Name of Department</u>	<u>Department Head</u>	<u>E-mail Address</u>
Business and Social Sciences	Ms. Lauranne Sanderson	lsanderson@nsac.ca
Engineering	Dr. Ilhami Yildiz	iyildiz@nsac.ca
Environmental Sciences	Dr. Raj Lada	rlada@nsac.ca
Plant and Animal Sciences	Dr. Sam Asiedu	sasiedu@nsac.ca
	<i>acting</i> Dr. Claude Caldwell	ccaldwell@nsac.ca

(H) Review Student/Supervisor Checklist

Students are advised to review the Student/Supervisor Checklist contained within Appendix IV of this manual with their supervisor(s). This will clarify the supervisor's expectations of the student regarding academic requirements and research requirements, mandatory or necessary additional training requirements, additional publications and presentations, financial assistance for costs other than the research project (e.g., costs associated with publications, presentations, photocopying, printing, etc), vacations and work hours. Students are encouraged to discuss the following with their supervisor(s): authorship guidelines, intellectual property ownership, the location of laboratory space and storage space for samples (if necessary for the research project), opportunities to network and attend seminars and workshops.

(I) Student Orientation Session

This will be held for all students in their first semester. It is an opportunity for students to meet each other and to meet the NSAC staff and faculty involved with the graduate student program and to get a review of common questions and concerns. Students are expected to attend. The September session will be one-half day or more, sessions in May and January are shorter.

SPECIAL NOTE: NSAC Health Services

NSAC Health Services is located in the Dairy Building. Registered Nurses, Lugene and Cathy, provide primary health care and referrals to all undergraduate and graduate students at the NSAC (included in their fees). Health Services is open Monday-Friday, 8:00 a.m. to 4:00 p.m. Health Services provides confidential nursing assessments, treatment and referral services. They address common presenting health concerns (cold/flu, aches/pains, sore throats, allergies, first aid injuries, birth control information), provide health/life style counselling such as diet/nutrition, stress management, sexual health counselling, self esteem, relationships and also provide clinical services such as blood glucose testing, injections, suture removal, pregnancy testing and strep A testing. Health Services also supplies students with some antibiotics, birth control pills, STI testing, emergency contraceptive pills, etc. A physician is on campus on Mondays from 1:30 - 4:30 p.m. Appointments can be made to see the doctor through Health Services. Contact Lugene Young (893-6300, lyoung@nsac.ca) or Cathy Sharkey (893-6369, csharkey@nsac.ca) for assistance. Please refer to health services website for additional information.

4.3 Students Beyond First Semester

Graduate students in their **second semester** of the program and beyond will receive registration information by e-mail, including:

- (i) deadline dates by which registration must be completed;
- (ii) procedures to be followed to register at NSAC via the on-line registration system;
- (iii) procedures to be followed to register at Dalhousie University via the on-line registration system;
- (iv) dates of group registration sessions;
- (v) procedures for the payment of tuition fees; and
- (vi) specific information on procedures to follow to change academic status, program requirements, etc.

Students who have not received registration instructions are to contact Marie Law, Graduate Program Assistant at 902-893-6502 or mlaw@nsac.ca.

Graduate students must maintain their registration on a continuing basis. In addition to courses, and thesis (AGRI 9000), students must register at Dalhousie for REGN 9999 in all

three semesters. REGN 9999 is listed in the Academic Timetable as “Registration Course-Graduate” on Dalhousie’s web site (dal.ca). **If graduate students allow their registration to lapse, they will be considered to have withdrawn, and will be required to apply for re-admission.**

Continuing students who require an extension to their program or have an outstanding progress report will not be permitted to register until the extension or progress report has been officially submitted to NSAC RGS Office and approved by the FGS, Dalhousie.

4.4 Late Registration

Late registration is permitted until the last day for adding courses, as outlined in the ‘Academic Dates and Deadlines’ section at the beginning of this manual. All students must register on or before the deadline for each semester. Students who do not register on or before the last day to register must apply in writing to the NSAC RGS Office for permission to register. Late fees are waived only in extenuating circumstances and at the discretion of the Vice President Administration. Registration after the final deadline is normally only permitted in unavoidable circumstances such as illness or required absence for research at the beginning of the next academic year (in September).

4.5 Failure to Register

Any student who fails to register and pay tuition fees within the approved deadlines may neither submit a thesis nor obtain any services from NSAC or Dalhousie University during that semester. **Students who fail to register within the approved deadlines will be considered to have lapsed registration.** Students who allow their registration to lapse will be considered to have withdrawn and will be required to apply for readmission.

4.6 Program Form

An individual program of study must be approved for every graduate student. The program of study for each graduate student must be approved by the NSAC Faculty Graduate Studies Coordinator and submitted for final approval to the FGS, Dalhousie University. The NSAC

Faculty Graduate Studies Coordinator will enter the proposed program (with the total number of credits required, the names and numbers of courses required including ancillary courses) and any other requirements and conditions on the Program Form. The student, supervisor and the NSAC Faculty Graduate Studies Coordinator must sign this form prior to submission to the FGS, Dalhousie University. **The signed form is to be submitted to FGS within the first semester of the student's program of study. Once approved, the Program Form constitutes an agreed contract between the student and NSAC/Dalhousie University for the requirements to complete the M.Sc. program.** Any changes to the approved Program Form must be agreed to by the supervisor, NSAC Faculty Graduate Studies Coordinator and FGS, Dalhousie by submission of a Program Update Form.

4.7 Concurrent Registration

A student may, with the permission of the Dean of Graduate Studies register for two concurrent programs, either at Dalhousie or one at Dalhousie and one elsewhere, for a maximum of twelve months, usually the first academic year of the graduate program. This does not apply to a NSAC/Dalhousie student finishing his/her M.Sc. degree who has been accepted into a PhD program. In that case, the student must first complete the Master's and then register in the PhD program in January, May or September as applicable and approved by the Department. If the student fails to complete the Master's degree for a particular entry point, the department must request deferral of the admission to the next available start date.

4.8 Leave of Absence

Students who need to take leave from their program of study because of illness (medical reasons) or a serious problem outside the student's control, may apply in writing through the NSAC for a Leave of Absence. If NSAC recommends to the FGS, Dalhousie University that the Leave of Absence be granted, and if the FGS is also satisfied that the need is justified, such leave will be granted. An official Leave of Absence does not count toward time in the program. **Students may not hold stipends or scholarships during a Leave of Absence.** During a leave of absence, a student cannot study elsewhere and receive credit at NSAC or

Dalhousie University. **Leaves of Absence will not be approved retroactively.**

The application form for a Leave of Absence is available at dalgrad.dal.ca/forms/students/#loa and must be completed by the student, in consultation with the student's supervisor. The NSAC Faculty Graduate Studies Coordinator must recommend the Leave of Absence to the Dean of Graduate Studies, Dalhousie University.

A Leave of Absence can only be granted for a full semester. Students may apply for successive leave up to a maximum of three semesters (one year) per individual program. Applications for a Leave of Absence must be received according to the deadlines listed in the schedule of Academic Dates and Deadlines at the start of this manual.

A Leave of Absence not only frees the student from the necessity of paying tuition fees, it also releases NSAC and Dalhousie University from the obligation to provide the student with services. These include consultations with professors, library and computer privileges, health services and other student services.

4.9 Suspension of Studies

Unexpected emergencies that arise during the semester cannot be accommodated by a Leave of Absence. Such cases can be accommodated through a suspension of program, but no fee rebate is possible. A student must apply in writing to the NSAC Faculty Graduate Coordinator stating the reasons and the length of time requested. Upon approval, the request will be submitted to Dal FGS. A suspension relieves the student from responsibilities for completing class work and other program requirements during the period of suspension, but it *does* contribute to time in the program. **Normally, a suspension of studies shall be for no longer than one semester.** Disposition of courses registered for during a semester of suspension of studies must be agreed upon by NSAC and approved by FGS.

4.10 Parental Leave

Parental leave will be granted, without prejudice to academic standing, at the time of

pregnancy, birth or adoption. **A parent may request up to three semesters of leave, which must be completed within twelve months of the date of birth or custody.** Where both parents are graduate students seeking parental leave, the total number of semesters may not exceed four semesters. While on parental leave, students do not register or pay fees. Any refund of fees will be governed by university regulations. Parental leave not only frees the student from the necessity of paying fees, it also releases Dalhousie University and NSAC from the obligation to provide the student with services. These include consultations with professors, library and computer privileges, health services and other student services. It is recommended that students planning to take parental leave not only give adequate notice to their supervisor but also discuss issues such as future plans and progress, stipend support and research deadlines.

4.11 Program Continuance

Prior to the start of the student's thesis stage and with the support of his/her supervisor and NSAC Faculty Graduate Studies Coordinator, the Dean of Graduate Studies may approve a program continuance. The purpose of the continuance is to allow the student to take part in an exceptional academic or career opportunity and maintain his/her student status "in good standing" for a maximum duration of one year. Please see the following web address for further details and the application form: dalgrad.dal.ca/currentstudents/forms/#requestpc.

4.12 Identification Cards

Full-time and part-time students will receive both NSAC and Dalhousie ID numbers. Students will receive NSAC ID cards that will entitle them to Novanet library services. The Novanet consortium is comprised of ten post-secondary institutions including Dalhousie (AST, CBU, DAL, KINGS, MSVU, NSAC, NSCADU, NSCC, SFX, SMU). Students will have "in person" borrowing privileges at all of the above-listed institutions. Novanet also has a "Return Anywhere" as well as a "Pay Anywhere" policy among these libraries. Please note that because students are registered at Dalhousie University and are also given a Dalhousie ID number, NSAC graduate students can access the proxy server at Dalhousie University that allows access to the Dalhousie Library databases and electronic journals. Students will also

need their Dalhousie ID number to access their grades, request official academic transcripts and to update their personal information on Dalhousie's on-line access system at dal.ca/online.

Library News

GRADUATE STUDENT LOAN PERIODS

Graduate students at NSAC have an extended loan period of 60 days with two renewals before the item needs to be returned.

NOVANET

You can do your own renewals by logging-in to Novanet and clicking on "My Library Account". Within "My Library Account" you will be able to renew items checked out, unless others are waiting for that item. When you exit "My Library Account", you will automatically be logged out.

It is not necessary to login to your account to search the catalogue or to display results, but you will need to "Login" to process a Loan or Photocopy Request. The proper identification for a Novanet Loan or Photocopy request is your library bar code and your PIN (often a student ID # or last four digits of your phone number).

ACCESSING JOURNALS AND DATABASES FROM OFF-CAMPUS

Requests for full-text of electronic journal articles must be made through the NSAC MacRae Library web page in order to be routed through the NSAC Proxy Server. The Proxy Server authenticates you as an NSAC student or staff, and this allows you remote access to e-journals from off-campus.

For access to e-journals and databases from off-campus, the proper identification is your NSAC campus network username and password. You are authenticated automatically as an NSAC user when on-campus, because the library has notified the publishers of the IP addresses of all computers connected to the NSAC campus computing network.

Please contact the NSAC MacRae Library for more information.

4.13 Notification of Address

Correspondence from Dalhousie University and NSAC will be sent to the most recent address possessed by these institutions. Students will be held responsible for complying with all notifications sent from both NSAC and Dalhousie University. Non-receipt of material because of failure to report a change of address will not excuse students from program responsibilities.

All students must report their local address while attending the M.Sc. program to the RGS Office upon registration, or as soon as possible thereafter, and subsequent changes must be

reported promptly. Changes of address must be reported to the RGS Office and a Change of Address Form must be completed. The RGS Office will notify the NSAC Registry and Financial Services of the change in address.

Students are also required to ensure that Dalhousie University has their current mailing address. Students may update their address or phone number at Dalhousie on their on-line system. Select “Update Address(es) and Phones(s)” from the Personal Information menu and add the new address. Select the type to add and click the “insert” button. Students will need their Dalhousie ID number and a password to enter the system.

4.14 E-mail

E-mail is an authorized means of communication for academic and administrative purposes within Dalhousie University and NSAC. All students will be assigned an official e-mail address by both Dalhousie University and NSAC. These e-mail addresses will be used for communication with students regarding all academic and administrative matters. Any redirection of e-mail will be at the student’s own risk. Each student is expected to check both his or her official NSAC and Dalhousie University e-mail addresses frequently to stay current with program communications. The Dalhousie e-mail system at My.Dal requires your NetID and password.

NSAC Student E-mail Addresses Are Permanent

The graduating class of 2006 were the first students leaving NSAC to keep their e-mail accounts indefinitely. Because e-mail is so important for communication, NSAC allows students to maintain their @nsac.ca e-mail address after they graduate as a service to our alumni.

This means that students have access to their e-mail accounts via webmail after graduation just as they did before graduation.

4.15 Change of Name

Students who change their name while attending the M.Sc. program must provide proof of name change (e.g., marriage or divorce certificates, official name change form, etc.). Students should contact the NSAC RGS Office for additional information.

5. FEES

Graduate students pay Program Fees for a fixed period as either full-time or part-time students followed by Continuing Fees until all requirements have been completed.

5.1 Program Fees for Full-Time Students

The One-Year M.Sc. program involves a program fee requirement of one year (three consecutive semesters). The Two-Year M.Sc. program involves a program fee requirement for the first two years of study (six consecutive semesters). After the program fee requirement period, additional continuing fees are required.

5.2 Program Fees for Part-Time Students

Part-time graduate students pay the same program fee as full-time students, spread over three part-time years of study for every full-time year. If a part-time student completes the requirements for the degree before the full program fees have been paid, the balance of those fees must be paid prior to graduation. In other words, a part-time student entering the One-Year M.Sc. program will pay nine consecutive semesters of part-time fees, and a part-time student in the Two-Year program will pay 18 consecutive semesters of part-time fees. Students who complete their part-time programs in less time will still be required to pay part-time program fees for the outstanding semesters before they are approved for graduation.

5.3 Continuing Fees

Students who have completed the required program fee period but are still short of completing their program, must pay a continuing fee until all the academic requirements of the program have been completed. Students are assessed continuing fees on a per-semester fee basis. Usually, continuing fees are paid by students who are in the process of completing their thesis.

Graduate students must maintain continuous registration and pay fees until their program requirements are complete or granted a formal leave of absence.

5.4 Procedures for Payment of Fees

Students will be billed in September for the Fall semester, January for the Winter semester, and May for the Summer semester. Payment in full is due no later than the last day of registration as specified for the fall, winter and summer semesters (see Academic Deadlines p. 9-11). **Fees not paid by this date may be subject to interest charges and the student's registration may be cancelled.** Graduate students may arrange with the NSAC RGS Office to pay tuition fees on a monthly basis. The first payment of a monthly payment plan is payable upon registration. NSAC has the right to deduct tuition fees directly from a student's stipend, NSERC PGS, IPS or any other outside scholarship paid to NSAC to administer on behalf of the funding agency should the student's account go into arrears or not be paid by the last day of registration.

Graduate students cannot submit their approved thesis to Dalhousie University for binding nor will they be granted their degree or official transcripts until outstanding fees are paid in full.

Students who have an outstanding balance and who have not received special permission from the Vice President Administration are not permitted to register for a further semester. Students with outstanding account balances are required to meet with the Vice President Administration to sign an Outstanding Fee Form detailing in what manner the fees are to be paid and from which sources the funds are expected to arrive.

5.5 Submission in First Month of New Semester

Students who submit their approved thesis to Dalhousie within the first month of any semester, are entitled to a rebate at NSAC of 2/3 of that semester's tuition. Please contact the NSAC RGS Office to discuss eligibility for this rebate.

5.6 Graduate Program Fee Schedule 2011-2012

(Note: Health/Dental Fees or Medical Insurance fees are in addition to the fees shown below.)

Program Fees

Fall Term

<u>Status</u>	<u>Tuition</u>	<u>Student Fees</u>	<u>Technology Renewal</u>
<i>Full-time:</i>			
Canadian	\$2,491.00	\$188.00	\$75.00
International ¹	\$4,221.00	\$188.00	\$75.00
<i>Part-time:</i>	\$830.33	\$54.00 per course	\$22.00 per course

Notes: 1. **International Differential Fees:** International students pay tuition fees that include the basic tuition fee plus a differential fee of \$1,730 per semester.

Winter Semester

<u>Status</u>	<u>Tuition</u>	<u>Student Fees</u>	<u>Technology Renewal</u>
<i>Full-time:</i>			
Canadian	\$2,491.00	\$188.00	\$75.00
International	\$4,221.00	\$188.00	\$75.00
<i>Part-time:</i>	\$830.33	\$54.00 per course	\$22.00 per course

Summer Semester

<u>Status</u>	<u>Tuition</u>	<u>Athletic Fee</u>	<u>Technology Renewal</u>
<i>Full-time:</i>			
Canadian	\$2,491.00	\$45.00	\$75.00
International	\$4,221.00	\$45.00	\$75.00
<i>Part-time:</i>	\$830.33	\$45.00	\$22.00 per course

Continuing Fees**Fall Semester**

<u>Status</u>	<u>Tuition</u>	<u>Student Fees</u>	<u>Technology Renewal</u>
<i>Full-time:</i>			
Canadian	\$682.00	\$188.00	\$75.00
International	\$2,412.00	\$188.00	\$75.00
<i>Part-time:</i>	\$682.00	\$54.00 per course	\$22.00 per course

Winter Semester

<u>Status</u>	<u>Tuition</u>	<u>Student Fees</u>	<u>Technology Renewal</u>
<i>Full-time:</i>			
Canadian	\$682.00	\$188.00	\$75.00
International	\$2,412.00	\$188.00	\$75.00
<i>Part-time:</i>	\$682.00	\$54.00 per course	\$22.00 per course

Summer Semester

<u>Status</u>	<u>Tuition</u>	<u>Athletic Fee</u>	<u>Technology Renewal</u>
<i>Full-time:</i>			
Canadian	\$682.00	\$45.00	\$75.00
International	\$2,412.00	\$45.00	\$75.00
<i>Part-time:</i>	\$682.00	\$45.00	\$22.00 per course

Health and Dental Insurance: All full-time Canadian students at NSAC are automatically enrolled in the Student Health and Dental plans when they register for classes. The premium for each plan is an annual one (12 months) with Health Insurance = \$155 per year and Dental Insurance = \$135 per year; Total = \$290/year. Therefore, the process for opting out must be done prior to the specified deadline. The deadline each year coincides with NSAC's last date to register for a course. Students starting in January will be charged the full Dental Fee but a pro-rated Health fee of \$104. At this time, students starting in May do not have the option of purchasing health/dental insurance until the following September. International students are billed health insurance in accordance with the policy and procedures outline in Appendix I of this manual.

5.7 Differential Fee Refunds

International students who received permanent residency (PR) status or Canadian Citizenship (CC) during their M.Sc. program should immediately provide proof of their change in status to the RGS Office. Once the documentation is provided regarding the change in status, the student will no longer be charged differential fees. Differential fees for the student's current

semester of study will be reimbursed if the student provides documentation of the change of status prior to the end date of the student's current semester of study (e.g., If the student is registered for the Summer 2012 semester of study and received PR status prior to August 31, 2012, differential fees will be refunded for the Summer 2012 semester only and will not be charged for future semesters of study).

6. ACADEMIC PROGRAM REQUIREMENTS

The following sections outline the requirements of the M.Sc. Program.

6.1 Credit Requirements for Each Program

One-Year M.Sc. Program (usual type)

Ten graduate credits are required for the M.Sc. Program. A minimum of four graduate courses are required which must include AGRI5700 (Communication Skills and Graduate Seminar). A thesis will count up to a maximum of six credits. The number of credits awarded for the thesis is intended to make the total number of credits required for the M.Sc. degree equal to ten, and is not related to the thesis quality; it is expected that a thesis worth four credits is of the same quality as a thesis worth six credits. The expected time for completion for students in the One-Year program is 24 months.

Two-Year M.Sc. Program

In addition to the requirements for a One-Year M.Sc. Program, students must complete at least five additional credits with a grade of 'B-' (70%) or better in each course. These additional credits may be at the undergraduate or graduate level. The Two-Year program involves two full years of program fees followed by continuing fees, as required. The usual time for completion for students in the Two-Year program is 36 months.

6.2 Graduate Courses

Graduate courses at NSAC are numbered in the 5000 series. No course can be designated as a graduate course without the recommendation of the Graduate Program Committee, Curriculum Committee and the approval of Faculty Council (NSAC), as well as FGS and

Senate at Dalhousie University. The last dates for adding and dropping classes are published in the schedule of Academic Dates and Deadlines at the front of this manual. A grade of 'W' will be assigned for classes dropped according to these dates. After these dates, the student is responsible for the content of the class and receives a grade for it.

6.3 Advanced Placement

Upon admission, a student may be granted advanced placement credits based on courses completed previously with a course content equivalent to a graduate course at NSAC/Dalhousie University. Graduate courses that have not been counted toward a previous degree can be awarded transfer credit. For courses that have been counted toward a previous degree, advanced placement normally does not reduce the overall course requirements in the program, but may replace one or more required courses. Advanced placement must be approved by the supervisor, the NSAC Faculty Graduate Studies Coordinator and FGS and must be clearly annotated on the student's Program Form. Students should be aware that courses approved for advanced placement will not appear on their official transcript of the NSAC/Dalhousie M.Sc. program.

Please note: Combined advanced placement, letter of permission and transfer credits normally cannot exceed 33% of the program's overall course requirements.

6.4 Transfer Credit

A transfer credit allows for courses completed outside of the student's program, normally at another institution, to be used as part of the student's degree requirements. Such courses cannot have been used for credit for another degree and cannot exceed 33% of the student's overall requirements. Transfer credits should be applied for within the first semester following admission and must be approved by the student's supervisor, the NSAC Faculty Graduate Studies Coordinator and FGS. An original transcript and course equivalency is required if the course was not completed at Dalhousie University. Approved transfer credits will appear on the student's official transcript of the NSAC/Dalhousie M.Sc. program. In

order to be eligible courses must satisfy any time period restrictions that may apply.

6.5 Letters of Permission

Courses approved by Dalhousie University (after examination of course descriptions) can be taken at other universities on Letter of Permission as part of the graduate degree program provided the course is not available at NSAC or Dalhousie University. **Graduate students enrolled in the M.Sc. program in Agriculture do not need a Letter of Permission to take courses at Dalhousie University.**

To apply to take a course outside NSAC/Dalhousie University, see forms and regulations at dalgrad.dal.ca/docs/letter_of_permission.pdf. The form must be submitted to the Graduate Faculty Coordinator and approval of the Letter of Permission is granted by the Dean of Graduate Studies, Dalhousie University. Students may not take classes outside of the NSAC/Dalhousie M.Sc. Program for graduate credit unless prior approval has been received from the FGS, Dalhousie University. **Letters of Permission are not approved retroactively.**

Grades received below B- (70%) for courses taken on a Letter of Permission at another institution will be recorded as a failing grade on the student's record. The normal regulations governing grading policy apply to classes and will render him/her liable to academic withdrawal. Students who fail a class may not replace that class on a Letter of Permission, except with special permission of FGS.

NSAC will normally reimburse up to a maximum of \$500 toward the cost of a course taken on a Letter of Permission, if the course is a required course for the student's M.Sc. program and the course is not available at NSAC or Dalhousie University. This policy applies to students who pay program fees but it does not apply to students who pay course fees. To be reimbursed, the student must provide proof of payment for the course and official transcripts showing that the course was passed (i.e. a grade of B- or 70%).

6.6 Ancillary Courses

A student may be directed by his/her supervisor or supervisory committee to take undergraduate courses which are ancillary in nature to the student's specific area of study. Undergraduate courses recommended by a supervisor or the supervisory committee as advisable additional background to the degree program, but not specifically required for that program, are termed ancillary courses and are usually taken in a department other than the one in which the student is registered. These are taken by the student for credit in order to make up deficiencies in background or to acquire important skills of an ancillary nature. The pass grade in ancillary courses taken at NSAC (i.e., NSAC undergraduate courses) is 60%. Ancillary classes must be listed on the Program Form but do not count toward the required number of credits for the M.Sc. Degree. Normally students are limited to one ancillary class (6 credit hours) during their program. Students who take ancillary courses at another institution on Letter of Permission are responsible for the tuition fees at the other institution. Undergraduate courses taken at NSAC will not appear on the student's official transcript of the M.Sc. program issued by Dalhousie University and will not be included as part of the student's graduate program. The NSAC Registry will record ancillary courses.

6.7 Additional Undergraduate and Audit Courses

As part of their regular fees, graduate students may take two undergraduate NSAC courses for credit and two NSAC courses for audit of their choice in addition to their 10 required program credits. Approval is required from the student's supervisor for the additional undergraduate credit and audit courses.

Students may also audit one course at Dalhousie University (equivalent to six credit hours) in each year of residency of their formal program. Audits at Dalhousie University must be listed on the Program Form and must be relevant to the student's program of study. Audits cannot be taken on Letter of Permission and will not be approved as part of a Qualifying Program.

6.8 Independent Study, Directed Studies and Special Topics

Students may not register for more than two independent study, directed studies or special

topics courses in any graduate program. Special Topics and Directed Studies courses require the written approval of the Faculty Graduate Studies Coordinator or the designate (Special Topics coordinator). Information required includes an outline of topics, marking scheme and time to completion.

6.9 Grading Policy

Graduate students must achieve a minimum, or passing grade of B- (70%) in all classes required as part of their degree program. Any lower grade will be recorded as a failure.

FGS Dalhousie University uses the following grading scheme:

<u>Letter Grade</u>	<u>Numerical (%) Equivalent</u>
A+	90 - 100
A	85 - 89
A-	80 - 84
B+	77 - 79
B	73 - 76
B-	70 - 72
F	<70

Students can view their personal information (address/telephone number/e-mail) and grades on the Dalhousie website, Dal Online. To access academic records, students must obtain a PIN number from Dalhousie. PIN numbers may be obtained by following the procedure below:

- (i) Go to: dalonline.dal.ca
- (ii) Scroll down the page to “Create PIN”
- (iii) You will need your Social Insurance number. International students should use 999999998.
- (iv) Create a PIN number (a Dalhousie ID #, B----- is needed to complete this

procedure). Students will receive a PIN number and will be able to view their information. Addresses and personal information can also be updated on-line through this site. However, students will still need to notify the NSAC RGS Office of any changes in personal information. Students who have forgotten their PIN number will need to contact Dalhousie University for assistance. This can be done on the Dal OnLine User Login page.

Information and assistance will also be provided at NSAC Group Registration sessions.

6.10 Academic Transcript

The academic transcript is a reflection of academic progress and, therefore, reflects both passes and failures. It cannot be altered after the fact. Accordingly, it is essential that students be fully aware of the deadlines for adding and withdrawing from graduate classes. Except for university purposes, transcripts, official or unofficial, will be issued only on the request of the student, and where appropriate, on payment of the required fee. A student may receive only an unofficial transcript. Upon a student's request, official transcripts will be sent to other universities, or to business organizations. Graduate students are reminded that their official academic transcript must be requested directly from Dalhousie University. Official transcripts can be requested through Dalhousie's on-line system.

6.11 Incomplete Courses

A student who fails to complete the required work for a particular class during the normal period of the class will receive a grade of Fail. Where circumstances warrant it, a grade of Incomplete (INC) may be assigned. Subsequent completion of the work following the end of the class may result in a change of grade by the class instructor, as long as the work is completed before the following deadlines:

Fall semester classes -	February 1
Winter semester classes -	June 1
Summer semester classes -	October 1

For GPA purposes, a grade of INC holds a credit value of 0.0.

After these deadlines, an INC grade cannot be changed without permission of the FGS, Dalhousie University.

Where the formal deadline for completion of work is beyond the INC deadline, the instructor can request permission from the FGS to extend the INC for an approved period of time.

Where illness is involved, a certificate from the student's physician is required in order for a temporary mark of illness (ILL) to be recorded. This certificate should indicate the dates and duration of the illness and should describe the impact it had on the student's ability to fulfil academic requirements along with any other information the physician considers relevant and appropriate. To obtain a medical certificate, students who miss examinations, tests or the completion of other assignments should contact their physician at the time they are ill and should submit a medical certificate to their instructor as soon as possible thereafter. Such certificates will not normally be accepted after a lapse of more than one week from the examination or assignment completion date.

Requests for alternate arrangements should be made to the instructor in all cases. The deadlines for changing a grade from ILL to a letter grade are the same as those listed above for changing a grade from INC to a letter grade.

All outstanding grades, including ILL or INC, must be addressed prior to registration for the next semester. If grades are still outstanding into the next semester and no arrangements have been made, student may be required to re-register in the class.

6.12 In Progress Courses

The grade of In Progress (IP) may be used only to report the thesis course (AGRI9000). Students must continue to register for the course each semester until the final grade has been submitted.

6.13 Academic Standards

When the work of a student becomes unsatisfactory (including insufficient progress) or a student's attendance is irregular without sufficient reason, withdrawal from one or more courses or academic dismissal from the program may be required.

6.14 Failed Courses

A student who fails to obtain the minimum grade (B- or 70%) in any course in any year is immediately and automatically withdrawn (academically dismissed) from the program. However, such a student may apply in writing to the NSAC Faculty Graduate Studies Coordinator for immediate reinstatement. Reinstatement to the program after a failing grade must be supported by the student's supervisor, NSAC Faculty Graduate Studies Coordinator, the Department Head in which the student is registered at NSAC. It then must be approved in writing by the FGS, Dalhousie University. If readmitted, any subsequent "F" will result in a final program dismissal. Note that any academic withdrawal and reinstatement will be recorded on the student's official transcript.

6.15 Other Program Components

(A) Thesis

A satisfactory thesis embodying contributions to research must be presented and successfully defended in a public oral examination.

(B) Demonstrating/Teaching Assistantship

Each graduate student **must teach or assist in teaching at least one undergraduate** course. This requirement will be waived if satisfactory evidence of previous teaching experience is submitted to the NSAC Faculty Graduate Studies Coordinator, who will consult with the Vice President Academic.

(C) Research Presentation

Students beginning their program in May 2011 or later are required to participate in the NSAC Graduate Research Day held in April. This includes preparing and presenting either a poster or an oral presentation based on their research or proposed research. This

requirement would normally be met in the first year of the program.

(D) Language or Auxiliary Skills

Reading knowledge of a foreign language or skill in an auxiliary field such as electronics or computer programming may be required of the student by the supervisory committee.

6.16 Length of Program and Extensions

Graduate students are strongly encouraged to complete their program within the usual time limit periods shown below:

Usual Time Limits for the completion of degrees are:

- One-year M.Sc., full-time: 2 years
- One-year M.Sc., part-time: 4 years
- Two-year M.Sc., full-time: 3 years

Graduate students have a maximum period of time within which to complete all of the requirements for their graduate program.

Upper Time Limits for the completion of degrees are:

- One-year M.Sc., full-time: 4 years
- One-year M.Sc., part-time: 5 years
- Two-year M.Sc., full-time: 5 years
- Two-year M.Sc., part-time: 7 years

Students may apply for extensions beyond the upper time limits. A first extension of one year may be granted by the FGS, Dalhousie on the recommendation of the NSAC Faculty Graduate Studies Coordinator, along with a satisfactory Progress Report Form completed and signed by the student and the supervisor. A request for a second extension, the Final Extension, must be submitted to the NSAC Faculty Graduate Studies Coordinator with a Progress Report Form in the previous year together with a detailed plan and timetable for completion of the thesis within the following 12-month period. If supported by the

supervisory committee, the NSAC Faculty Graduate Studies Coordinator will forward the recommendation to the Dean of FGS, Dalhousie University for approval. The student is then expected to defend and submit the approved thesis within that academic year. Further extensions will only be given for one semester to provide for necessary revisions to the thesis following defense. Under no circumstances can a student be registered in a program for more than ten years.

6.17 Withdrawal from Program

A student who decides to withdraw from the graduate program must immediately notify, in writing, his/her supervisor and the NSAC RGS Office. The NSAC Faculty Graduate Studies Coordinator will notify the NSAC Registrar, the Dalhousie Registrar and the Dean of FGS, Dalhousie. Refund of fees, if applicable, will be calculated from the date this letter is received by the RGS Office. A withdrawal is not official until it has been approved by the FGS, Dalhousie University and is received in the Dalhousie Registrar's Office. Under no circumstances will the FGS, Dalhousie University back-date a withdrawal notice.

6.18 Academic Dismissal

A student may be required to withdraw from the program for academic reasons (e.g., resulting from class failure, failure of ATC examination or lack of academic progress), for academic offences such as plagiarism, irregularities in the presentation of data, for non-academic reasons (e.g., breach of an NSAC or Dalhousie University regulation or Code of Student Conduct) or for failure to maintain registration status. The student will be notified by the appropriate body of the reason for the required withdrawal. The student has the right to appeal the decision to the NSAC Faculty Graduate Studies Coordinator. Academic work completed at another institution while on Academic Dismissal can not be used for credit at NSAC/Dalhousie.

6.19 Readmission of Students

A student who is academically dismissed may apply in writing to the NSAC Faculty Graduate Studies Coordinator for immediate reinstatement. Upon the recommendation of the student's

supervisor, NSAC Faculty Graduate Studies Coordinator and FGS, a student may be immediately reinstated once during the course of his/her program.

A student who is required to withdraw for academic reasons, who voluntarily withdraws or whose registration has lapsed may apply for readmission within 10 years of initial registration. Readmission is not automatic because of the competition for places with incoming students. A student who is academically dismissed and not immediately reinstated may not apply for readmission for at least 12 months following the official date of the withdrawal.

6.20 Readmitted Students

Students who fail to register and pay tuition fees for any semester before the degree requirements have been fulfilled, are considered to have withdrawn and will be required to apply for readmission. Readmitted students (except those who have been withdrawn for academic reasons) must pay fees for the semesters in which they were not registered, to a maximum of three semesters at the current continuing fee rate.

Readmitted students who were academically withdrawn will not be charged make-up fees for the three semesters immediately following the official date of withdrawal. Make-up fees will be charged for any semester thereafter, to a maximum of three semesters, until the student is registered.

Students who have not maintained registration are normally required to have a satisfactory thesis in hand or a timetable for completion approved by the NSAC Faculty Graduate Studies Coordinator and signed by the student and thesis supervisor, before they can be readmitted.

Students may be readmitted only once during the course of their program. Application for readmission must meet normal application deadlines and all outstanding fees must be paid.

7. COURSE SELECTION AND ENROLLMENT

Students should meet with their supervisor before classes begin and design a complete program of suitable courses for each year of study. It is the student's responsibility to arrange this meeting. In selecting appropriate courses, the student must bear in mind the following:

- (i) All graduate students must enroll for thesis research (AGRI9000) every semester even though they may expect to make little progress in that semester.
- (ii) Students in the One-Year M.Sc. Program are encouraged strongly to take all course work during their first year. However; if necessary, courses may be spread over more than one academic year.

8. REGULATORY REQUIREMENTS

8.1 Mandatory OH&S Training for Graduate Students

The NSAC, as a branch of the Nova Scotia Department of Agriculture, is committed to providing occupational health and safety (OH&S) information and training to students. **All graduate students must take the following courses** early in their graduate program:

- (i) Introduction to Occupational Health and Safety
- (ii) WHMIS (Workplace Hazardous Materials Information System): All graduate students are required to take WHMIS Training or the WHMIS Update course annually.
- (iii) First Aid Training: All graduate students must have first aid training. Please note that students who will be working alone in the field or lab to conduct their thesis research should take the two-day first aid training course that includes CPR.

Supervisors are responsible for ensuring that student training needs are identified and that appropriate training is provided, evaluated and recorded. Supervisors and students should discuss potential hazards associated with the research project and the need for additional training (e.g., fire safety, water safety, safe work practices and procedures) early in the student's program.

Each academic department at NSAC has an Occupational Health and Safety policy for the students, faculty and staff within their department. Students are advised to contact their

Department Head for information on the specific safety and security policies and training requirements of their department.

Supervisors, students or departments with questions or concerns regarding Occupational Health and Safety (OH&S) training or requirements, are encouraged to contact NSAC Student Services or Safety and Security..

8.2 Travel for Field Work - Procedure for Working in Remote Locations

If a position requires work during off hours, a *remote location* plan must be completed with the supervisor and filed in advance with the Department secretary. In accordance with the OH&S Program, anyone who is leaving the Truro area to work in a rural location must fill out a Remote Location Form (ie. if working in a location that is 30 minutes or more from a health care facility or practitioner). Supervisors are to inform the appropriate Department secretary when workers will be at that location. This plan may be a general plan for work regularly scheduled in a rural location and kept on permanent file. Sporadic travel to remote sites will also require specific plans. This form is available from the RGS Office, Safety and Security Office and many department secretaries. The nearest civic address and emergency care facility are required on these forms. Workers must have some form of communication (e.g., cell phone) available and should be **shown** where the nearest emergency facility can be found when working at these locations.

Supervisors should be aware of graduate student locations, on or off campus, at all working times.

When any graduate student is leaving the Truro area, his/her name, destinations and anticipated time of return must be reported to the secretary in the appropriate office.

8.3 Students Working with Animals: Mandatory Training

The Canadian Council on Animal Care (ccac.ca) requires all animal users in government funded institutions to be properly trained. Graduate students working with animals must

complete a short course entitled “Experimental Animal User Training”. This course on the background theory of animal care is a ‘self-taught’ package. It is comprised of reading and multiple choice questions. Instructions for completing this training are available at nsac.ca/pas/animalcare/. To obtain a username and password, contact Linda Jack (ljack@nsac.ca). Once you have attained a mark >75% in each section, please contact the RGS Office. Once your records have been checked, you will be awarded a certificate. Successful completion of this course is a mandatory component of your Admission to Candidacy requirements.

8.4 Mandatory Training for Students Working with Radioactivity

All graduate students, staff and researchers who wish to use radioactivity must submit an *Application to use Radioactivity* to the NSAC Radiation Safety Office. Part of the approval process is based on proof of completion of a Radiation Use and Safety Training Program. A Training Program is available at NSAC. For more forms and information contact: Site Radiation Safety Officer: Anne LeLacheur, Dept. Env. Sciences (alelacheur@nsac.ca).

8.5 Mandatory Training for Students Working with Human Subjects

Students whose research involves human subjects and requires the approval of the NSAC Research Ethics Board must provide proof of completion of the Tutorial for the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS). This tutorial is available on-line at: pre.ethics.gc.ca/english/tutorial/. A copy of the certificate of completion must be submitted to Carolyn Terry (cterry@nsac.ca), RGS Office at the time the student submits his/her research for the approval of the NSAC Research Ethics Board.

8.6 Safety and Security Issues

The NSAC Safety and Security Office is located on the main floor of the Dairy Building, 11 River Road. All pay phones on the NSAC Campus and Agri-Tech Park are equipped with a direct line to the security office. The security officers also provide an escort service on campus. Any student or staff who requires an escort to or from any building on campus, should call 893-4190. This service is offered to ensure your safety while travelling within the

campus boundaries. If you observe any activities that are suspicious or if you see someone on campus that does not belong, please do not hesitate to contact this office.

Graduate students working in laboratories or offices at NSAC on nights or weekends are to advise the Safety and Security Office of the time of their arrival, expected departure time, and location on campus. This alerts security officers to your presence on campus so that lights can be left on for you and checks can be made to ensure your safety. The required information can be sent by e-mail to Elaine Rector at erector@nsac.ca.

8.7 Procedure for Applying for Authorization to Use NSAC/Government Vehicles

Authorization is required for all usage of NSAC/government vehicles by non-employees (e.g. graduate students) to ensure insurance coverage. Graduate students must be over 19 years old to be eligible to drive NSAC/government vehicles. Authorization is for a maximum of one year. To apply for authorization to drive NSAC/government vehicles, please follow the procedure below:

- (i) Complete the form entitled, AUTHORIZATION FOR USAGE OF GOVERNMENT VEHICLES FOR NON-EMPLOYEES OF NSAC/NSDA, (may be obtained from the Office of the Vice President Administration, Cumming Hall or the RGS web site at: nsac.ca/research/graduatestudies/forms/default.asp). All sections of the form must be completed, including your supervisors' signature at the bottom (Authorized Department/Manager).
- (ii) Obtain a copy of your drivers abstract from the Registry of Motor Vehicles at Service Nova Scotia. Individual departments may/may not compensate you for the fee. Consult your supervisor or Department Head.
- (iii) Photocopy both sides of your drivers license.
- (iv) If the individual requesting authorization to drive NSAC/government vehicles is under 25 years of age and has not completed a Defensive Driving course as part of the Nova Scotia Graduated Licensing System, a Defensive Driving course is mandatory (attach a copy of certificate, **if not taken as a component of the Graduated Licensing System**). Additional information on Nova Scotia Graduated

Licensing System is available at: gov.ns.ca/snsmr/rmv/licence/gradlic.asp

- (v) Return all of the above completed paperwork to the Office of the Vice President Administration for signature and processing.
- (vi) Should your driving abstract/record not be acceptable, you will not be authorized to drive NSAC/Government vehicles.

NOTE: Non-Nova Scotia residents must have a valid Nova Scotia drivers license before becoming eligible to drive College vehicles. Non-Nova Scotia residents and International students are reminded that an out-of-province driver's license or International Drivers Permit is valid for 90 days from the permit holder's *initial arrival date* in Nova Scotia.

9. SEMINARS AND WORKSHOPS

During the academic year, NSAC arranges a variety of special seminars by eminent scientists and workshops in various subject areas. These are for the benefit of students as well as staff and are designed to broaden the horizons of both. Graduate students will also be notified of seminars at Dalhousie University. Graduate students should attend seminars at NSAC and Dalhousie University whenever possible, as an integral part of their graduate training.

10. DEMONSTRATING

As part of their graduate training all students must spend at least one academic semester demonstrating in an undergraduate class. It is hoped that graduate students will participate in a variety of activities through the demonstrating position such as preparing teaching materials, giving pre-lab presentations/instructions, monitoring student progress, and marking assignments. The demonstrating will normally occupy six hours per week for the teaching semester and will be paid for by the Department at the prevailing rate (\$1,310.40 per semester) unless payment is disallowed by the semesters of a scholarship. The precise requirements of each graduate teaching assistantship differ according to what the individual professor determines to be appropriate to provide the experience necessary. Like the M.Sc. research project itself, the expectations of the graduate teaching assistantship should be discussed with the supervisor in advance, and expectations adjusted if necessary on a 'give and take' basis.

Department Heads, in consultation with the student's supervisor, are responsible for ensuring that each graduate student is assigned at least one demonstrating position during his/her program. Although Departments must ensure that a position is available for every student within his/her department so that this program requirement can be fulfilled, on occasion students demonstrate in an undergraduate course outside of their academic department. Students interested in demonstrating in an undergraduate course outside of their academic department must discuss this possibility with their supervisory committee and the instructor of the course in which they are interested, and **must have the approval of the Department Head in which the course is offered** as well as their own Department Head. **The Department in which the student is registered will not pay for a graduate student to demonstrate in an undergraduate course that is offered outside that academic department.** The demonstrating requirement can be completed in the student's first or second year of the program. Students may demonstrate in more than one course only with permission from their supervisory committee. **Students are responsible for ensuring that the instructor of the course receives, and submits to the RGS Office, a Teaching Assistantship Letter of Reference Form.** This form is available on the web site at nsac.ca/research/graduatestudies/forms/default.asp. The performance of students as demonstrators will be evaluated by those in charge of the course.

11. FINANCIAL SUPPORT AND VACATIONS

11.1 Stipends (Research Assistantship)

All graduate student stipends will be classified as **scholarships** regardless of the source. Graduate students are to be informed of the rate of the stipend prior to registration. Once a stipend rate is selected, that rate normally remains in effect for the duration of the stipend payment (i.e., usually 24 months). However, the rate of the stipend may be **renegotiated** if there is any change in the student's official academic status (i.e., change from full-time to part-time status) or if the student receives a major scholarship (i.e., NSERC PGS or IPS, GRTI, etc).

A student's stipend that is payable from a faculty member's research program, is contingent upon the student maintaining satisfactory academic progress and making satisfactory progress in the thesis research requirement. It is also contingent upon the student maintaining full-time academic status. The supervisor may give notice and subsequently stop stipend payments for a number of reasons with the most common being if the student withdraws or is withdrawn from the program, changes supervisors, terminates supervision, switches to part-time status or receives another major scholarship. The supervisor may also stop payments if the student is absent from the program for an extended unauthorized leave, during a student's Parental Leave, Leave of Absence or Suspension of Study or for reasons cited in the Graduate Program Procedures Manual.

Stipend payments are managed by and distributed from the NSAC RGS Office. Please contact Marie Law (mlaw@nsac.ca) for paperwork required to initiate stipend payments. Students receiving stipend or scholarship support will receive payment on a monthly basis at the beginning of each month via direct deposit to their bank account. For these students, the first payment will be issued 30 days following initial registration (e.g., if the program start date is Sept. 1, the first stipend payment will be issued on Oct. 1, etc.). NSAC has the right to deduct tuition fees directly from the student's payments should the student's account go into arrears.

11.2 Maximum Length of Time for Support of Program

Students who are offered graduate stipends can expect financial support for a duration of two years. The supervisor is responsible for informing the student as to when the stipend payment is terminated.

A 24-month stipend is the minimum commitment of support and this duration of support is appropriate for research projects that can be completed within 20 months of the student's initial registration. If the research is expected to continue beyond the student's 20th month of study (i.e., if two field seasons necessitate data collection until the student's 24th month), the supervisor must provide funding support for 4- months beyond the end date of data collection.

11.3 Research and Other Program Costs

A student's supervisor is responsible for all costs directly associated with the thesis research project. Sometimes, the student must incur costs for the research project (e.g., costs associated with field travel and purchase of supplies) and in these circumstances, the student is reimbursed for the expense by his/her supervisor. Students must always receive the prior approval of their supervisor for costs associated with the research project.

To be reimbursed for travel costs, students must either complete a Travel Expense Claim Form or a Cheque Request Form. Students who are on casual payroll at the time of expense submission (e.g. completing their TA) would complete a Travel Expense Claim; students who are not on casual payroll (e.g. receiving stipend only) would complete a Cheque Request Form. Travel expenses are to be submitted monthly, for a full month's travel costs. Claims received in Financial Services, with appropriate approvals and documentation requirements, are posted daily and included on the next regular travel cheque run. Students are advised that if they are required to travel out of province and/or country, they must first obtain permission to do so by completing an Out-of-Province/Country Travel Form. Out-of-Province/Country Travel Forms are available from the Department administrative assistant or on the NSAC web site at nsac.ca/research/researchers/forms.asp. The approved Out-of-Province/Country Travel Form must be attached to the Travel Expense Claim (or Cheque Request). Both Travel Expense Claim and Cheque Request Forms and detailed instructions are available on the NSAC web site at nsac.ca/finance/forms.asp. The Travel Expense Claim Form must be certified to be accurate by the Department administrative assistant and signed by the student and the student's supervisor. The Cheque Request Form must be signed by the student's supervisor. Please contact the RGS Office for assistance in determining which format you are to use for your travel expenses and for any clarification in completing the form.

Students can be reimbursed for a research purchase less than \$50 in value via petty cash provided that the purchase has been authorized by the student's supervisor and the transaction complies with the Nova Scotia Purchasing Agency regulations. Petty Cash expenses are not to be accumulated. Complete the Petty Cash Form available on the web site at

nsac.ca/finance/forms.asp, attach original receipts (detailed receipts showing the tax breakdown are required; credit card slips are not acceptable), obtain supervisor's signature and take the original documents to Financial Services, 2nd Floor, Cumming Hall for reimbursement. Petty Cash cannot be used to reimburse travel expenses.

If the student's supervisor has authorized that the student be reimbursed for a purchase or accumulated receipts totaling over \$50, the Cheque Request Form should be used for reimbursement purposes. The signature of the student's supervisor is required on this form. Students are advised to seek the assistance of the administrative assistant within their department of study for the completion of financial forms (travel expense claims, cheque requests, etc.) for reimbursement purposes.

Students are responsible for all costs associated with writing and presenting the thesis.

Students are encouraged to meet with their Department Head of study to obtain their Department's policies and procedures on photocopying within the department, access to office supplies available from the department, etc.

Students are encouraged to discuss with their supervisor if financial assistance is available to assist with miscellaneous costs associated with their program such as photocopy charges (e.g., photocopying of journals at the library, etc), printing charges (e.g., of the ATC research proposal and thesis), and NSAC MacRae Library charges (e.g., Novanet document delivery and interlibrary loan charges). Faculty Council has recommended that supervisors provide \$30 per year to assist with printing charges. If the student's supervisor can provide financial assistance toward photocopying and interlibrary loan charges at the NSAC MacRae Library, a form is available at the Library Circulation Counter that advises the Library of the amount of support available, the time during which support will be available, and the research account is being used. The signature of the student's supervisor is required. Students are to mention that a form is on file when they go to pick up a Novanet or Interlibrary loan item.

11.4 Self-support

On the few occasions when a student is accepted to the M.Sc. program with no financial support, NSAC requires that the student submit a letter waiving any responsibility on the part of NSAC for financial support for the duration of the given program. The student is required to pay the first year tuition in advance.

11.5 Conference Grants and Procedure for Reimbursement of Travel Expenses

Students planning to present their research at a scientific meeting may apply to the NSAC RGS Office for a grant towards their expenses. An application form (Travel Bursary Form) is available on the RGS web site at: nsac.ca/research/graduatestudies/forms/default.asp. Proof that an oral or poster presentation of the student's research has been accepted at the conference must be submitted with the completed Travel Bursary Form. A student will receive a maximum of one travel grant up to a total of \$500 during the course of his/her M.Sc. Program, subject to the approval of RGS Office, as financing permits.

Students will only be reimbursed for actual expenses paid. Receipts for expenses are required. Normally, students are reimbursed for expenses upon return from the conference and upon submission of a Travel Expense Claim Form and attached receipts. If the student's supervisor has paid all of the student's travel and conference expenses from a research project account, the travel bursary will be transferred to the supervisor's account from which the travel was paid. The Travel Expense Claim Form must be certified to be accurate by the Department administrative assistant and signed by the student, the student's supervisor, and the Manager of RGS. Additional details on submission of travel expenses can be found in the preceding section or by contacting the RGS Office.

Students travelling to conferences or to take part in research activities in countries other than Canada should be aware of visa requirements, travel concerns and cultural issues. The International and Exchange Student Coordinator, NSAC International, should be contacted well in advance of the travel for information and advice. Graduate students travelling abroad are also advised to present information on passport, date of travel, and visa and contact

information with the International and Exchange Student Coordinator, NSAC International to deal with emergencies.

11.6 Vacations

Graduate students are not normally required to work on a fixed schedule. They are expected to conduct themselves in a professional manner with diligence and self-discipline. It is common for students to put in many hours during evenings and weekends in order to complete the program requirements in a timely fashion. Students must work out vacation schedules with their supervisor.

12. STUDENT ADDRESSES

All students are assigned e-mail addresses and mailboxes on campus. Students who work outside NSAC must give the NSAC RGS Office a forwarding address if mail cannot be picked up from the mailbox. Students are held responsible for compliance with all regulations, notices, and deadlines circulated within NSAC, regardless of where they live. Changes of address must be reported to the RGS and to Dalhousie University.

13. ADMISSION TO CANDIDACY (ATC) EXAMINATION

Admission to Candidacy is based on presentation of an acceptable research proposal and successful defense of this proposal before an examining committee. The examiners will consider the merit and feasibility of the proposal as well as the student's knowledge of methodology, literature and general academic background in areas relevant to the research.

Each student **must pass** an Admission to Candidacy examination early in his/her program, normally within the first **four to six months** in which a student is registered. If the ATC examination is not completed within the first six months of the student's program, the student must submit a request for an extension with a detailed timeline for the completion of the examination before registration for the third semester of study will be permitted. The request for the extension and timeline for completion must be supported by the student's supervisory

committee and approved by NSAC Faculty Graduate Studies Coordinator. Students who do not complete the ATC examination within their first year of study will not be permitted to register for their second year of study. Students in a two-year M.Sc. program or part-time program may elect to delay the candidacy examination for up to one year.

13.1 Purpose of the Examination

An ATC exam is designed to:

- (i) evaluate the student's competency to pursue graduate studies in the student's chosen discipline within the context of the proposed research;
- (ii) identify and address any specific weaknesses in the student's background relevant to the proposed research area; and
- (iii) assess the merit, feasibility, and suitability of the proposed research as a graduate-level thesis.

13.2 Research Proposal for ATC

A research proposal must be prepared by all students as a requirement for Admission to Candidacy (ATC). The proposal should provide a suitably documented account of the project that the student wishes to undertake for the M.Sc. degree. The research proposal must be no more than 25 pages (single-sided and written in 12-point font, double-spaced, with 2.5 cm/1" margins on all sides), including the cover page, table of contents, reference list, figures, tables, appendices and a time-line for completion detailing the completion of all program requirements. Students are to develop the research proposal in consultation with their supervisor and supervisory committee members. Students should consult with their supervisory committee on issues such as the rationale behind the proposed research, important background literature, resources available, practical limitations, and the nature of the ATC examination. Students and supervisors are advised that the research proposal is not expected to contain a complete and thorough literature view nor a detailed description of every aspect of the methodology.

Students may find the NSAC Style Manual to be a useful resource in preparing their research

proposal. The aim of the style manual is to give specific guidance to students who require a standard format for writing assignments of various types. The NSAC Style Manual is available from the NSAC Bookstore and the NSAC web site at nsac.ca/stylemanual/2008stylemanual.pdf. It is recommended that students have all members of their supervisory committee review, comment, edit and critique the proposal prior to submitting the proposal for the ATC examination. It should be submitted, together with a research proposal information form (ATC Part 1 Form) and the ATC Planning Form, to the NSAC RGS Office to schedule the ATC examination (see Section 14.4).

13.3 Nature of the Examination

The ATC Examining Committee will include a Chair, one External Examiner and the members of the supervisory committee. The Chair of the ATC will normally be the Department Head of the student's academic department of study or his/her designate. The Chair of the ATC must be a member of the FGS, Dalhousie University. The External Examiner is usually an NSAC faculty member from a department other than that the student is located in, but may be a qualified scholar from outside NSAC, an honorary research associate or adjunct professor of NSAC and must be approved by the Faculty Graduate Studies Coordinator. Supervisors are advised that travel expenses associated with bringing an External Examiner to an Admission to Candidacy examination will not be reimbursed by NSAC Administration or the RGS Office. Students and supervisors are advised that they are not to make the arrangements for the External Examiner. The RGS Office will contact the External Examiner. In addition to the Chair and External Examiner, the ATC Examination Committee will normally consist of three to four examiners. Larger numbers of examiners are at the discretion of the student and the supervisor. One committee member may be replaced by an alternate examiner if it is impossible to have all members present.

The examination begins with a 15-minute oral presentation of the proposal by the student, highlighting the goals and objectives of the research, the research strategy/methodology and the impact, significance or benefit of the proposed research. The chairperson, supervisory committee members and External Examiner then question the student on the proposal and on

concepts relevant to the proposal.

The examiners will keep in mind that the ATC proposal is not a detailed description of how the research will be conducted. Thus, examiners' questions will focus on general knowledge of methodology required for the project and theory relating to it. At the same time, examiners will keep in mind that the ATC is not a comprehensive examination. Questions will arise from the scientific content of the work presented but will not range randomly over the entire field. The student is being examined for competence by evaluating his/her ability to put together a viable research project and to defend the rationale and methodology.

The chairperson is expected to intervene on behalf of the student if examiners' questions are not consistent with the purpose of the ATC examination.

13.4 Evaluation

Decision will be by majority and the alternatives are pass or fail. The Chair will vote only if the committee vote is tied. Recommendations and/or conditions may accompany a passing outcome. If the student requires further background preparation, the student may be required as a condition of the ATC examination to take additional courses. Appropriate classes or remedial effort will be assigned for the following academic year.

If the research proposal is not deemed to be satisfactory, the student may be required as a condition of the ATC examination to rewrite the research document. The NSAC Faculty Graduate Studies Coordinator will verify that these assignments are completed. A student who fails the ATC examination is required to withdraw from the program. **A failed ATC examination can be appealed to the NSAC Faculty Graduate Studies Coordinator within three working days.** The student will then be re-examined within two weeks by the Chair, the student's supervisor, and three faculty not on the original examining committee.

13.5 Arranging the ATC Examination

The ATC Planning Form is also available on the web site at

nsac.ca/research/graduatestudies/forms/default.asp. This form, along with sufficient copies of the research proposal, with the ATC Part 1 Form attached to each, must be provided to the NSAC RGS Office for distribution to the supervisory committee, External Examiner, and Chair of the exam **three weeks prior to the ATC examination**. One additional copy must be submitted to the RGS Office for the student's official file. Student responsibilities for specific arrangements of the examination will be discussed. The RGS Office will contact the External Examiner, arrange for a Chair, book the room, advertise the examination, send a copy of the student's research proposal with a memo confirming the date, time and location of the examination to all members of the examining committee. **The student is responsible for booking any AV equipment** (e.g., computer projection unit, laptop computer, overhead, etc.) needed during the examination.

14. ANNUAL PROGRESS REPORT

Every graduate student is required to submit an Annual Progress Report to Dalhousie University, through his/her supervisor and the NSAC Faculty Graduate Studies Coordinator prior to registering for his/her next year of study. This report, available on the Dalhousie web site at dalgrad.dal.ca/currentstudents/forms is due on an annual basis, one month prior to the anniversary of the student's admission date:

December 1 for those students who registered in January;

April 1 for those students who registered in May; and

August 1 for those students who registered in September.

Students who are planning to defend their thesis and complete their program prior to their anniversary date are still required to submit an Annual Progress Report that indicates the date of their defense and program completion date. However, should such a student miss his/her intended defense date, a full Annual Progress Report will be required prior to registration for another semester of study. **Failure to submit this report may result in delays in registration and funding.**

All students must present a written progress report to their supervisory committee each year and arrange a meeting with their supervisory committee to discuss it. At this meeting, the Progress Report Form should be completed. Completed Progress Report Forms must be submitted and approved in order for students to register for their next year of study.

15. THESIS REGULATIONS

15.1 Ethical Review

(A) Animal Care and Use

All thesis research involving the use of animals must be approved by the NSAC Animal Care & Use Committee (ACUC). The ACUC ensures procedures comply with the guidelines of the Canadian Council on Animal Care (ccac.ca).

Prior to any use of animals, proponents must submit a completed proposal form to the ACUC. The proposal must be approved and signed prior to assignment of animals to a project. Your supervisor is responsible for completing and submitting the appropriate form. Forms and animal care links are at nsac.ns.ca/pas/animalcare.

(B) Research Ethics Board

All thesis research involving human subjects (including research that includes surveys or questionnaires of human subjects) must be approved by the NSAC Research Ethics Board (REB). Projects which might typically arise at NSAC and which would require REB review are questionnaires, surveys, or interviews of individuals and personal opinions and practices about their private life or work are documented. Graduate students are to submit their proposals to Carolyn Terry (cterry@nsac.ca), RGS Office who will, in turn, forward it to the REB Chair. Submission deadlines, procedures, guidelines and forms are available on the RGS web site at: nsac.ca/research/researchers/ethics.asp. Students should allow, at minimum, six to eight weeks for processing. Care must be taken to ensure a well written and carefully considered ethics document is submitted. If this is the students first ethics submission to the NSAC REB, then the student must complete the Online Tutorial located

at pre.ethics.gc.ca/english/tutorial/. A copy of the tutorial completion certificate must be submitted with the REB submission to the RGS Office. A copy of the NSAC letter of ethics approval will be forwarded to Dalhousie University to put in the student's official file.

(C) Biohazards

Researchers, graduate students and instructors who are conducting, or propose to conduct, research involving biosafety hazards (e.g., infectious agents of animals including bacteria, viruses, prions, fungi and parasites; infectious agents of plants including bacteria, viruses, viroids and fungi; recombinant DNA, cell lines and microbial toxins) must adhere to the standards outlined in the Laboratory Biosafety Guidelines, which can be obtained in electronic copy from the NSAC Biosafety Officer.

Researchers must obtain certification from the NSAC Biosafety Officer that the laboratory procedures being used comply with the safety precautions necessary for the level of containment required by the research. Researchers who are proposing to work with biosafety hazards are asked to contact Kalyani Prithiviraj (kprithiviraj@nsac.ca) for specific details regarding the approval process as certificates are customized for each research project.

Research must comply with federal, provincial and municipal requirements for disposal of hazardous materials, chemical and biological wastes and for their use in the workplace.

(D) Radioactive Materials

Researchers, graduate students and instructors proposing to use radioactive materials must obtain permission from the NSAC Radiation Safety Office. The NSAC Site Radiation Safety Officer is Anne LeLacheur, Department of Environmental Sciences (alelacheur@nsac.ca).

The following forms are available from the Radiation Safety Office:

- (I) Application for Internal Permit for Acquisition and use of Radioactive Materials

- (ii) Application for Internal Permit for use of Radioactive Materials In Animals

All researchers, graduate students, and staff who wish to use radioactivity must provide proof of completion of a Radiation Use and Safety Training Program to the NSAC Radiation Safety Office.

15.2 Preparation of the Thesis

An acceptable thesis will describe in clear and concise language a contribution to knowledge of sufficient value to merit publication. It must be prepared according to instructions published by the FGS, Dalhousie University and conform to Dalhousie University requirements for thesis. The FGS Thesis Format Guidelines are available on Dalhousie's FGS web site (dalgrad.dal.ca/docs/thesis_regs.pdf). The regulations give details on: Originality, Format and Style, the Order of Contents, Mailing Costs and other pertinent information. All thesis students must obtain a copy of these regulations and students are responsible for ensuring that their thesis complies with all aspects of these regulations. Failure to do so may cause delays in completion, and may even result in the cancellation of a scheduled defense. Students and supervisors are referred to The CBE Style Manual for Authors, Editors and Publishers (available at the MacRae Library) as a possible resource for guidelines of thesis style.

The thesis must be written by the student but advice and constructive criticism from members of the supervisory committee should be sought during its preparation. Students are also encouraged to present a synopsis for discussion and conditional approval before beginning to write, but formal approval by the supervisory committee is not mandatory. Responsibility for the document presented rests with the student. The examining committee, in judging the thesis, is concerned primarily with the quality of the work and evidence of research contributions to knowledge. Students are encouraged to publish the results of their work at any stage of their graduate program but must avoid conflict of copyright or contractual agreement. Students who have concerns regarding these conflicts are urged to discuss these issues with their supervisor or to contact the NSAC RGS Office for further information.

15.3 Thesis Originality and Editing

A thesis must present the student's own work and all students are advised to read both NSAC's and Dalhousie University's regulations on plagiarism (including self-plagiarism). Dalhousie University's regulations on plagiarism can be found in the FGS Policy on Integrity in Scholarly Activity <http://dalgrad.dal.ca/regulations/v/#5.3>.

All students are expected to write their theses in excellent English. While editorial correcting occurs as part of the supervisory process (as sections of the thesis are read and commented upon by supervisory committee members), faculty are not expected to have to make excessive corrections to the standard of English. Supervisors should identify English problems early on and ensure that the student takes corrective measures, such as attendance at writing workshops. Requirements to improve a student's standard of English can be made compulsory if the student's language deficiencies are problematic to the progress and success of the research.

Just as the academic content of the thesis must reflect the student's own work, so must the standard of writing and expression. While students are encouraged to make use of standard spelling and grammatical checkers within their word processing software and have individuals proofread their papers and draft manuscripts, the use of professional editorial services (other than strict proofreading and formatting) is prohibited.

15.4 Manuscripts in Thesis (Submission of Papers to Journal prior to Defense or Completion)

It may be appropriate for the thesis to include published or accepted manuscripts, paper or reports authored or co-authored by the student. Students who wish to pursue this option must have the prior consent of their supervisory committee, and must obtain appropriate copyright permission.

It is expected that the student has made a substantial contribution to any such manuscripts. Where co-authored manuscript(s) are included in the thesis, the student's contribution must be clearly indicated on the Student Contribution to Manuscripts in Thesis Form (dalgrad.dal.ca/docs/manuscripts_in_thesis.pdf).

While students are strongly encouraged to publish their M.Sc. research in refereed journals before, during or after their defense, if a student has the thesis or chapters of the thesis in identical text as a manuscript to a journal prior to submitting the approved thesis to Dalhousie FGS for binding, the student must complete the Manuscripts in Thesis Form and obtain Copyright Release from the journals to which the publications have been submitted. The Student Contribution to Manuscripts in Thesis Form and the Copyright Release Request template letter are available from the Dalhousie FGS web site (dalgrad.dal.ca/docs/copyright_release_request.pdf).

A Copyright Release Request template letter must be sent to each journal to which manuscripts have been accepted regardless of whether the publication(s) is accepted before or after the defense. Please include an appropriate letter to present to the journal publishers with the first draft of each journal publication submitted. The signed Copyright Release Request letters must be included in an Appendix at the end of the thesis. In addition, the first page of each chapter that has been accepted as a publication must state “Parts of this chapter or this chapter ...has (have) been accepted to be included in the following manuscript(write title of publication)”.

All papers accepted by journals are to be summarized on the Manuscript in Thesis Form. Thus, there must be a signed copyright release form to match each entry on the manuscript in thesis form. Note that the Manuscript in Thesis Form is not to be included in the thesis for binding. Rather, it is to be submitted to Dalhousie FGS at the same time as the thesis.

The publication or acceptance of such manuscripts before the thesis defence in no way supersedes the examination committee's evaluation of the work, including requesting revisions.

16. SUBMISSION OF THESIS FOR EXAMINATION

All students must refer to the schedule of Academic Deadlines in the front of this manual for submission deadlines and registration deadlines. Students must be registered for the semester

in which they present their approved unbound thesis to FGS, Dalhousie University as well as for the semester in which they have their defense. Students will not be permitted to submit their thesis or proceed to defense until they have appropriately registered and all fees have been paid. Deadlines for the submission of fully completed and approved thesis (following examination and revision) are final in all cases. Failure to meet the deadlines will result in additional registration fees being applied and a delay in graduation. It is the responsibility of the student to ensure that all regulations have been met.

16.1 NSAC Submission Process

Students must submit a completed Thesis Defense Planning Form, signed Thesis Submission Form, and sufficient copies of the M.Sc. thesis to the NSAC RGS Office before the date of the thesis defense can be finalized. Both the Thesis Defense Planning Form and Thesis Submission Form are available on the RGS web site at nsac.ca/research/graduatestudies/forms/default.asp. The thesis must be complete and suitable for printing, if accepted. The defense date is set for a minimum of three weeks following the receipt of the thesis and accompanying documentation at the RGS Office.

Internal NSAC Deadlines

For those students expecting to receive their M.Sc. Degree in **May 2012**:
the last day to submit an unapproved thesis to NSAC RGS is **March 9, 2012**.

17. THESIS DEFENSE

17.1 Appointment of Examiners

The Thesis Examining Committee is usually the Supervisory Committee, an External Examiner and the Department Head, who Chairs the examination.

The External Examiner is recommended by the student's supervisor in consultation with the student. In selecting the External Examiner, the following priority should be used:

- (i) qualified scholars (e.g., member of a graduate faculty of another university) outside of NSAC,
- (ii) honorary research associates and adjunct professors of NSAC,
- (iii) NSAC faculty from a department other than that with which the student is most closely associated,
- (iv) NSAC faculty from the department with which the student is most closely associated, but not on the student's supervisory committee.

The External Examiner must not have been involved with the supervision or direction of the thesis and must be in a position to render an objective and impartial assessment of the quality of the work. The External Examiner may be a non-faculty member (such as a practising professional who does not hold an Adjunct appointment with a university) when it is deemed that they have the appropriate professional and academic qualifications and expertise to assess a graduate thesis. **In all cases, the External Examiner must be approved by the Vice President Academic, NSAC.** The External Examiner does **not** necessarily attend the defense but may instead submit a written report and questions prior to the examination.

The main role of the Chair is to ensure that the procedures are carried out in an appropriate manner, record the examiners' written comments and the results of the examination for inclusion in the student's file and inform the NSAC RGS Office of the outcome.

17.2 Arranging the Examination

Supervisors, in consultation with their students are responsible for completing the Thesis Defense Planning Form (nsac.ca/research/graduatestudies/forms/default.asp). The Thesis Defense Planning Form must be submitted to the RGS Office at least four weeks prior to the intended defense date. The Thesis Defense Planning Form serves to:

- (i) notify the NSAC RGS Office when the student is ready to defend;
- (ii) provide administration with the names of three potential External Examiners; and
- (iii) provide the NSAC RGS Office with all relevant information regarding the proposed date of the defense, and the availability of supervisory committee members.

Students and supervisors are advised that they are not to arrange for an External Examiner for the thesis defense. The External Examiner will be arranged by the Office of the Vice President Academic in cooperation with the RGS Office. RGS will assist with the costs associated with the External Examiner's travel expenses. Reimbursement of travel expenses of an External Examiner will be to a maximum of \$700 and must be in accordance with current guidelines of the Province of Nova Scotia regarding per diem rates, and travel policies. Supervisors are responsible for arranging any additional expenditures to be covered through approved sources prior to the defense. Room bookings and notices for thesis examinations are arranged by the Graduate Program Assistant of the RGS Office in consultation with the supervisor and student. **The student is responsible for booking any AV Equipment (e.g., computer projection unit, laptop computer, overhead, etc.) needed during the examination.**

17.3 Examination Formats

The thesis shall be defended orally before the Thesis Examining Committee and any other interested persons who choose to attend. A public announcement of the examination shall normally be posted at least two weeks before the event.

A defense consists of a 15-20 minute presentation by the candidate of the scope of the problem and main achievements in the research. This is followed by questions and comments from the External Examiner, committee members and by the student's response. After the members of the Thesis Examining Committee and the audience have questioned the candidate, the Thesis Examining Committee deliberates in camera, basing the decision both on the quality of the thesis and the candidate's ability to defend it.

17.4 Examination Results

The outcome is decided by consensus of members of the Thesis Examining Committee present. Thesis are either approved or not approved. The categories are:

- (i) Approved as submitted.**

- (ii) **Approved upon specific corrections being made.** A clear timetable for completion of the revisions must be presented to the student, normally with a maximum of one month to complete the revisions. The supervisor is usually asked to monitor the required changes. Usually, at least two members of the Examining Committee read the revised thesis to provide final approval.
- (iii) **Rejected but with permission to re-submit a revised thesis for re-examination.** A clear timetable for completion must be presented, normally with a maximum of one year to resubmit. Major revisions may be on grounds of form as well as content. When resubmitted, the thesis will be re-read by an examining committee, containing at least two members from the original Thesis Examining Committee. The thesis shall be sent to an External Examiner who may be the original External Examiner if the Chair of the examination considers this desirable. The revised thesis shall be defended in the usual way.
- (iv) **Rejected outright.** The rejection may be on grounds of form as well as content. The candidate or supervisor may appeal this decision to the Chair of the examination in writing within five working days of the decision. If the Chair deems the evidence to be sufficiently strong, the Chair of the examination shall initiate the procedure for a re-examination. No more than one appeal may be entertained and the examination Chair's decision shall be final. In all cases, all members of the Examining Committee must submit written examination reports, dated and signed, which shall become part of the candidate's file. The Chair's written report shall summarize the outcome of the examination process, the final decision and any conditions attached. In the case of an outright failure or failure with a right to re-submit by a specific date, the NSAC Faculty Graduate Studies Coordinator must send a written notification of failure to the FGS, Dalhousie University.

18. PRESENTATION OF THESIS FOR GRADUATION

18.1 Deadlines and Format Check

Students are responsible for presenting to the FGS, Dalhousie one copy of the corrected and approved thesis for a formal check at least one week before the deadline date for submission of approved thesis to the FGS (the deadline date is published annually in the Dalhousie Graduate Calendar). **Students must have their thesis checked for adherence to Dalhousie's format guidelines prior to submission of their approved thesis for binding.**

For those students expecting to receive their M.Sc. Degree in **May 2012**:

The last day to submit *approved*, unbound copies of thesis to the Graduate Studies Clerk, Faculty of Graduate Studies, Dalhousie University is **April 8, 2012**.

For those students expecting to receive their M.Sc. Degree in **October 2012**:

The last day to submit *approved*, unbound copies of thesis to the Graduate Studies Clerk, Faculty of Graduate Studies, Dalhousie University is **August 31, 2012**.

18.2 Signatures

These are needed on:

- (i) **the Signature Page** (example shown in Appendix II of this manual). This must bear the signature of all members of the examining committee.
- (ii) **the Copyright Form** (example shown in Appendix III of this manual, signed by student).
- (iii) **the National Library Form** supplied by the Graduate Studies Clerk, FGS (signed by student).

18.3 Electronic Submission

Students must submit a PDF/A format file for the Dalhousie and National Libraries. It is the student's responsibility to ensure that the PDF/A formatted thesis displays properly. The PDF/A standard is somewhat sensitive to image compression and transparency of document

elements. If figures etc. fail to display correctly, try saving the figures as uncompressed JPEGs or as TIFF files and inserting these versions in the thesis. PDF/A formatted documents can be exported from the latest versions of Microsoft Word and many other software platforms. As well, the full version of Adobe Acrobat can convert ordinary PDF documents to the PDF/A format. The Dalhousie Libraries have provided a basic PDF/A converter at dalspace.library.dal.ca:8080/converter/. Please contact Fred Manley, ITS NSAC, for questions related to PDF/A format documents.

Please note that the electronic copy of the thesis CANNOT contain any signatures. The original signature page will be retained in paper files at Dalhousie FGS after the required paper forms have been submitted. Full Instructions on the electronic thesis submission process can be found at: dalgrad.dal.ca/currentstudents/thesesanddefences/etheses/. For any questions, please contact thesis@dal.ca or 494-6726.

(A) NSAC Requirements

Students are required to submit one copy of the approved unbound thesis to the RGS Office and are also required to arrange to bind four paper copies (student, supervisor, Department and NSAC library). Students can arrange for binding online at: pageforpage.com/ or at another bindery of their choice.

(B) Other Details

All final thesis submissions must be accompanied by submission of the following forms, in paper, to FGS for filing:

- (i) **Original** signed National Library Thesis Non-Exclusive License Form
- (ii) **Original** signed pages ii and iii
- (iii) Any required ethics approvals
- (iv) Copyright permission letters if the thesis contains a paper or other content (figures etc.) that have been published elsewhere under copyright (e.g. book, journal)
- (v) Student contribution to manuscripts in thesis form for any co-authored papers that constitute part of the thesis

18.4 Convocation

Graduate students have the option of attending convocation ceremonies at either NSAC or Dalhousie University. Convocation ceremonies are held at NSAC in May and at Dalhousie University in May and October. Students must fulfill all requirements including the payment of all fees prior to graduation. Applications to graduate (Intent to Graduate Form) are available at the NSAC RGS Office or on Dalhousie University's web site (registrar.dal.ca/forms/) and must be submitted to the NSAC RGS Office by **July 2 to graduate in October** and by **December 1 to graduate the following May**.

Any graduating student who is unable to appear at convocation is expected to notify the RGS Office in writing prior to April 15 for Spring convocation or October 1, for Fall convocation at Dalhousie University. Students whose accounts are delinquent on April 15 will not receive their degree parchment or their transcripts.

18.5 Letter of Confirmation of Completion of Degree

When a student has fulfilled all the requirements (including payment of all fees) for the degree in advance of the official graduation date, a letter to that effect can be obtained from the FGS Office, Dalhousie University. The Confirmation Letter Request Form is located on the FGS web site (dalgrad.dal.ca/currentstudents/forms) under Forms and Documents of Students.

19. GRADUATE PROGRAM COMMITTEE (GPC)

The objectives of GPC are to ensure that NSAC has a graduate program that is of the highest quality and that the graduate program grows by offering innovative, accessible and relevant post-graduate degrees for which there is a demonstrated demand. In this role, GPC will review the existing program, recommend its further evaluation and development, review procedures and requirements, and recommend changes where appropriate. GPC will also review and recommend to the Vice President Academic on applications by faculty and adjunct faculty for membership in Dalhousie, FGS.

According to its Terms of Reference, GPC is responsible for recommending on the policies to effectuate the NSAC Graduate program and other post-graduate programs. GPC is a standing committee of Faculty Council and reports to that body. Ultimately, all the rules, regulations, and requirements of the Senate of Dalhousie University must be observed. GPC may recommend the creation and endorsement of operational tools for the RGS Office. It may propose policies related to graduate curriculum to the Curriculum Committee for their review before submission to Faculty Council for approval.

Members of the GPC include six elected Faculty Members, the Manager of the RGS Office, the Faculty Graduate Studies Coordinator, the VP Academic, as well as one representative of NSAC Association of Graduate Students (NAGS).

20. VICE PRESIDENT ACADEMIC

In the Graduate Program, the VP Academic:

- (i) Acts as a liaison between Dalhousie and NSAC with regard to the Program's academic policies.
- (ii) Supervises the Manager, RGS and the Faculty Graduate Studies Coordinator in the performance of their duties.
- (iii) Works closely with the GPC and the RGS Office and acts as Graduate Program contact for graduate students when the Faculty Graduate Studies Coordinator is unavailable.
- (iv) Informs Department Heads of the Departments' responsibility to fund graduate student demonstrating assistantship and ensures that sufficient funding is available.
- (v) Ensures funding is available for current scholarships and is responsible for seeking additional sources of graduate scholarships and stipend support.
- (vi) Approves names of External Examiners for thesis defenses.
- (vii) Acts to resolve both academic and non-academic appeals to the Vice President Academic's Office.
- (viii) Facilitates process of termination of supervision.

21. ACADEMIC ADVISING AND ADMINISTRATIVE POSITIONS

21.1 NSAC Faculty Graduate Studies Coordinator

- (i) Provides specific information on the graduate program relating to:
 - a) classes
 - b) registration
 - c) special topics classes
 - d) ATC examinations
 - e) thesis writing and defense examinations
 - f) supervisors and supervisory committees
 - g) application for continuance in program in the event of a failed course
- (ii) Assists student with registration process.
- (iii) Assistance with the completion of student Program Forms.
- (iv) Reviews and completes student Annual Progress Report Forms.
- (v) Recommends and requests extensions to deadlines.
- (vi) Monitors the consistency of ATC's and thesis defenses.
- (vii) Assists with student-supervisor/supervisory committee problems.
- (viii) Receives notice of intent to withdraw from the program.
- (ix) Finalizes graduands list and submits approved list to NSAC Faculty Council and pending approval to Dalhousie FGS in time for October and May Convocation.
- (x) Participates on committees formed to investigate termination of supervision and formalizes any required change.
- (xi) Facilitates and acts to resolve appeals on academic matters.
- (xii) Works to resolve general issues with the graduate program.
- (xiii) Acts as NSAC's representative on Dalhousie University's FGS Faculty Council.
- (xiv) President's Representative on NSAC's Graduate Program Committee.
- (xv) Reviews and contributes to Graduate Program Procedure Manual in collaboration with the Manager of RGS.
- (xvi) Reports to the Vice President Academic.

21.2 Manager, RGS

- (i) Provides general information to prospective students.
- (ii) Administers all Graduate-related processing prior to consideration by the Dalhousie and NSAC Registrar, i.e., admission enquiries, completion of student files, registration documentation, overseeing the flow of information to and from the FGS and Dalhousie Registrar.
- (iii) Oversees the admissions process and reviews all applications to ensure minimum requirements are met.
- (iv) Submits acceptable applications to academic departments for review and informs students.
- (v) Works to ensure program adherence to the academic regulations and deadlines of the FGS, Dalhousie University.
- (vi) Works collaboratively with the NSAC Faculty Graduate Studies Coordinator to oversee the planning and coordination of registration. Works with the NSAC Faculty Graduate Studies Coordinator to approve students for registration each semester. Places holds on student registration if students have not paid fees, submitted annual reports or received approved program extensions from FGS, Dalhousie. Oversees programming of fee codes into the Student Information System each semester.
- (vii) Facilitates changes/updates to the student's records as required to meet graduate student needs:
 - a) receives written evidence of previous teaching experience
 - b) receives applications for conference grants
 - c) oversees the planning of ATC examinations and thesis defenses for students and
 - d) recording of marks at Dalhousie and NSAC
- (viii) Oversees the preparation of instructions to Financial Services for the payment of monthly stipends to graduate students.
- (ix) Tracks graduate student tuition fees and follows up to collect on overdue accounts. Approves graduate student payment plans. Confirms and signs student loan applications and confirmation of enrolment, Schedule 2 forms.

- (x) Works collaboratively with the NSAC Faculty Graduate Studies Coordinator to oversee the planning and coordination of orientation and professional development seminars.
- (xi) Prepares for publication by August each year, the Graduate Program Procedures Manual for NSAC in collaboration with NSAC Faculty Graduate Studies Coordinator.
- (xii) Prepares the NSAC entry for the Dalhousie FGS Calendar and the Graduate Program entry for the NSAC Calendar. Maintains the Graduate Studies web site.
- (xiii) Works with Marketing and Enrolment Management to develop and update promotional materials for the M.Sc. Program as well as to review and update the recruitment strategy for the M.Sc. Program annually.
- (xiv) Advertising and administrative preparations of scholarships (GRTI, NSERC, other), stipends and other graduate student opportunities.
- (xv) Prepares graduate student assistantship agreements for students to sign who are funded under contractual research agreements so that students are bound to confidentiality, publication and intellectual property clauses contained within such agreements.
- (xvi) Completes academic and financial audit of potential graduands for October and May convocation.
- (xvii) Advises Dalhousie FGS of student theses that are to be held in the vault to protect intellectual property.
- (xviii) Works with Faculty Graduate Studies Coordinator to prepare convocation lists for submission to Dalhousie FGS and NSAC Faculty Council.
- (xix) Participates as an ex-officio member of the Graduate Program Committee.
- (xx) Reports to the Vice President Academic for Graduate Program issues.

22. SUPERVISOR AND SUPERVISORY COMMITTEES

All thesis students must have a supervisor (or co-supervisors) and a supervisory committee. The appointment of a supervisor is a pre-requisite for admission into the graduate program. Students are not admitted until their research areas have been identified and faculty members

have agreed to supervise them. A faculty member becomes the graduate student's supervisor upon signing the Confirmation of Intention to Supervise Form. The student's supervisory committee is to be in place within the first month of the student's initial registration in the program. Students are advised to meet with their supervisory committee early in their program (i.e., as soon as the committee is formed).

22.1 Supervisor

A thesis supervisor or co-supervisor **must** be a member of the FGS, Dalhousie University. Faculty wishing to apply for membership in Dalhousie University's FGS are asked to contact the Graduate Studies Office, NSAC. Members holding post-retirement appointments or active in research in retirement cannot normally take on new students to supervise, but they can co-supervise with a full-time member of the FGS. An Adjunct faculty member may be the academic supervisor of a student provided the student also has an internal advisor to handle the administrative details. This is usually done to support the student within the program rather than for reasons of academic need. The supervisor is the person who will be most directly involved in overseeing the student's research program. The supervisor must obtain written approval from his/her Department Head for each M.Sc. student he/she intends to supervise. The following potential difficulty should be drawn to the attention of new students: some restriction of students' freedom to follow their own lines of research may result from dependence upon supervisors' research grants for a significant portion of their income. When conflicts of interest arise, the NSAC Faculty Graduate Studies Coordinator and the student's supervisory committee should play a significant role in overseeing the development of the research and in protecting the student against the loss of academic freedom.

The supervisor must meet with the student to select courses before classes commence. If the student is not on campus by this time, the meeting must take place within one or two days of arrival.

The responsibilities of the supervisor at the first meeting with a graduate student are to:

- (i) check whether the student has a meeting arranged with the Faculty Graduate Studies Coordinator for registration and to advise on correct registration procedures, if necessary;
- (ii) help the student plan course work and advise on all requirements for the program;
- (iii) determine which courses are required and whether any should be designated ancillary or audit;
- (iv) ensure that the student has suitable working space and facilities for research;
- (v) assign any language or auxiliary skill requirement; and
- (vi) advise students as to where they can obtain information on matters such as health insurance, social insurance numbers, housing and finances.

Note: If a supervisor is not available to assist the student (e.g., the supervisor takes a one-year sabbatical leave) he/she must arrange an alternative interim supervisor for the student. The name and the expected duration of tenure of the interim supervisor must be reported to the NSAC Faculty Graduate Studies Coordinator in writing.

In addition to these responsibilities, each supervisor consents to:

- (i) guide and assist their graduate students;
- (ii) serve on examining committees for ATC examinations and thesis defenses;
- (iii) teach in a graduate module course or graduate course;
- (iv) contribute information to the annual reports of the Graduate Program, including the new 18-month report (Appendix VI); and
- (v) Encourage dissemination of results and interaction of graduate students with other students and faculty through research seminars and other means.

The supervisor and the student are responsible for recommending to the NSAC RGS Office the names of three potential suitable External Examiners for the ATC examination and the names of three potential External Examiners for the thesis defense.

Supervisors are responsible for initiating the thesis defense and they are responsible for making arrangements for travel and accommodations and for hosting External Examiners, if necessary. The RGS Office will assist with the costs associated with the External Examiner's travel expenses as previously stated.

22.2 Co-Supervision

Three types of co-supervision are recognized:

- (i) that where a co-supervisor is added because the other supervisor does not have an appropriate academic qualification (e.g., does not have Doctoral degree or equivalent);
- (ii) that which arises from the desire of a student to draw equally upon the expertise of two supervisors from different disciplines;
- (iii) that which conforms to Dalhousie University FGS practice regarding external supervisors or supervisors not from the student's department of program. An Adjunct faculty member may be the academic supervisor of a student provided the student also has an internal advisor to handle the administrative details. This is usually done to support the student within the program rather than for reasons of academic need.

Students are advised to meet with their co-supervisors, together, early in their program to clarify the roles, responsibilities and expectations of each co-supervisor and to devise a communication strategy with each co-supervisor (i.e., in some instances, students with co-supervisors will be expected to work closely with only one of the co-supervisors on the thesis research project while in others a student may be expected to meet with both co-supervisors regularly regarding the thesis research).

22.3 Supervisory Committee

A supervisory committee is recommended by the supervisor in consultation with the student and should complement the expertise available to the student in completing his/her research program. This committee is responsible for guiding the graduate student through the

program. It consists of the supervisor and other persons with expertise or interests relevant to the student's field of study. Its composition must be reported to the NSAC Faculty Graduate Studies Coordinator within the student's first academic semester of study. All supervisory committees are approved by the FGS, Dalhousie University.

The supervisory committee consists of the supervisor and at least two others. Supervisory committee members may be chosen from outside NSAC; however:

- (i) where the supervisor is not a full-time faculty member of NSAC, a co-supervisor from NSAC must be appointed. This person is responsible to NSAC for the student's progress;
- (ii) all members of the committee must be FGS, Dalhousie members; and
- (iii) the majority of committee members must be FGS and full-time faculty of NSAC. Additional members of the non-university/college community (such as practicing professionals), may be appointed to the supervisory committee where their particular expertise makes it appropriate. The appointment of a non-member of the FGS, including any non-regular appointments, requires permission from the Dean or Associate Dean of Graduate Studies, Dalhousie University for the individual to become a formal member of the supervisory committee. Non-members of FGS must be approved as External Scholars by the Dean of Graduate Studies, Dalhousie University. Supervisors should contact the RGS Office for more information on the approval process.

It is recommended that supervisory committees meet with the student before the ATC examination to discuss the student's program (e.g., courses) and proposed research project.

Supervisory committees are to meet at least twice a year during the thesis research period and more often in the writing stages of the student's program. Normally the agreement of all committee members is required before a thesis is brought forward for examination.

Supervisory committees are responsible for reviewing the student's Annual Progress Report and assisting the student in completing the Annual Progress Report Form, which is received and reviewed by the Faculty Graduate Studies Coordinator prior to being submitted to FGS, Dalhousie University.

Supervisors should encourage students to consult other members of their supervisory committee, either individually or as a group, whenever it is useful. Students have the right to call a committee meeting at any time. The committee should also have opportunities to critique the work in progress and make alternative suggestions before it appears in thesis form.

22.4 Supervisory Committee Member's Responsibilities

Members of supervisory committees commit to:

- (i) Providing guidance to allow for the student's intellectual growth to become a competent contributor to a field of knowledge. In this context, the supervisory committee must provide constructive criticism and provocative discussion of the student's ideas as the program develops. The committee should ensure that the student is exposed to a wider range of expertise and ideas than can be provided by the supervisor alone.
- (ii) Being reasonably accessible to the student for consultation and discussion of the student's academic progress and research problems, and directing the student, as appropriate, to consult with experts outside the committee.
- (iii) Ensuring that a program of study is established with the student's involvement and that it is formally approved by the committee, the student, and the RGS Office. As far as possible, identifying current and anticipated problems that may arise in the student's program and help to alleviate them.
- (iv) Meeting regularly to review the student's progress and constructively advance the student's research. The frequency of meetings will vary according to the stage and nature of the student's program.

- (v) Confirming and approving annual progress reports to the RGS Office and the FGS, Dalhousie University.
- (vi) Informing the student of the approximate time it will take for submitted written material to be returned with comments, with a normal maximum duration of two weeks.
- (vii) Reading and commenting on drafts of written material and indicating whether or not a major paper is complete or a thesis ready for submission to the final examination committee.
- (viii) Conforming to the basic principles of academic integrity and professionalism in the development of a mature and objective relationship with the student.
- (ix) Respecting and conforming to the scholarly integrity and conflict of interest guidelines of NSAC and the FGS, Dalhousie University.

22.5 Industry Sponsor Participation on Graduate Student Supervisory Committees

All members of a student's supervisory committee must be approved members of the FGS, Dalhousie University. Graduate student supervisors and supervisory committee members shall not have a financial or family interest in the research results of the student supervised. Industry sponsors may not co-supervise or participate on the supervisory committees of graduate students to whom they provide financial support either directly, or indirectly through the research program of the graduate student's supervisor.

Appeals to this policy are to be made to the VP Academic through the Faculty Graduate Studies Coordinator. Final decisions on all appeals will be made by the President.

23. RIGHTS AND RESPONSIBILITIES OF SUPERVISORS AND STUDENTS, FACULTY OF GRADUATE STUDIES, DALHOUSIE UNIVERSITY

23.1 Responsibilities of Supervisors

When faculty members accept the supervision of graduate students, they assume several responsibilities:

- (i) Provide reasonable access to students and to be available for consultation at relatively short notice.
- (ii) Be as helpful as possible in suggesting research topics and in assisting students to define their theses.
- (iii) To tell students approximately how long it will be before written work, such as drafts of chapters, can be returned with comments.
- (iv) 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, footnoting and bibliographical techniques, and making constructive suggestions for rewriting and improving the draft.
- (v) 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 accordingly.
- (vi) Know NSAC* and Dalhousie University regulations and standards to which the writer of a thesis is required to conform, and to make sure that the student is aware of them.

* At the current time the NSAC does not have written style guidelines or standards of scholarship in addition to those of Dalhousie University.

- (vii) Continue supervision when on leave, possibly with arrangements also being made for members of the supervisory committee to assist the student for the leave period.
- (viii) 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.
- (ix) See that all ethics and animal care approvals as appropriate, are secured.

23.2 Responsibilities of Students

When graduate students undertake preparing an M.Sc. thesis, they assume several responsibilities:

- (i) Choose a topic (often with the supervisor's help) and to produce a thesis that is essentially their own work.
- (ii) Produce a thesis which meets the standards of scholarship required by Dalhousie University and NSAC*, including demonstration of their capacity for independent scholarship and research in their field.
- (iii) Acknowledge direct assistance or borrowed material from other scholars or researchers.
- (iv) Realize that the supervisor has undergraduate teaching or other duties which may at times delay the student's access to the supervisor at short notice.
- (v) Give serious and considered attention to advice and direction from the supervisor to submit their work to the judgement of the NSAC and to abide by its decision when any rights of appeal, if exercised, have been exhausted.
- (vi) Know NSAC and Dalhousie University regulations and standards to which the writer of a thesis is required to conform.
- (vii) Comply with all ethics and animal care requirements.

23.3 Rights of Supervisors

Supervisors have the following rights:

- (i) Expect students to give serious and considered attention to their advice concerning what they regard as essential changes in the thesis.
- (ii) 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.
- (iii) Have their thesis supervision properly credited by their 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.
- (iv) Have the thesis-writer acknowledge, by footnoting, all portions of the supervisor's own research over which the supervisor wants to retain future rights of authorship.
- (v) Have thesis-writers give permission for the results of their research to be used for the benefit of a larger project when they are working as assistants with their supervisor

on research that is part of such a project - this is always with the understanding that students will retain scholarly credit for their own work and be given acknowledgment of their contribution to the larger project.

23.4 Rights of Students

Students have the following rights:

- (i) Have a clear understanding of what is expected in thesis writing (expected length, acceptable methodology, validity of topic, notification of progress).
- (ii) Expect help from their supervisor in establishing a feasible topic and in solving problems and assessing progress as the thesis is being written.
- (iii) Receive a fair assessment of the completed thesis and explanations of negative criticism.
- (iv) Be allowed to have a new supervisor when they can offer convincing reasons to their department for the change and the change can be reasonably accommodated by the Department.
- (v) Be protected from exploitation by their supervisor or other faculty members if the latter should:
 - a) intrude upon the student's right of authorship or fail to give a student authorship credit for team research (where applicable, the Department's protocols on authorship should be provided to students before they embark on research), or
 - b) divert the student's efforts from the timely completion of the thesis.
- (vi) 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.

24. NSAC DECLARATION OF STUDENTS' RIGHTS, FREEDOMS AND RESPONSIBILITIES

It is the purpose of this declaration to guarantee a positive and productive learning environment for all members of the NSAC Community. This declaration applies to students at all times on campus and at times when students represent the NSAC in official and unofficial academic and non-academic events.

24.1 Rights and Freedoms

Students have the right to:

- (i) Right to be treated with dignity and respect, in a timely manner, by all members of the NSAC Community.
- (ii) Freedom from discrimination or harassment of any kind. This includes, but is not limited to, freedom from discrimination on the basis of gender, sexual orientation, mental or physical challenge, racial and ethnic background, and philosophical and religious beliefs.
- (iii) Right to reasonable opportunities to succeed in any course or thesis work.
- (iv) Right to be informed in writing of evaluation methods, marking scheme, assignments, approximate deadlines and academic consequences, course content and what constitutes acceptable academic collaboration, within the first week of any course. Students have the right to expect that this course information will be followed by the course instructor(s) responsible for the course.
- (v) Right to have a minimum amount of material covered in a course such that later course or thesis work is not impeded through a lack of instruction in previous courses.
- (vi) Right to have course and thesis work evaluated in a fair, reasonable and timely manner.
- (vii) Right to evaluate a course in the official manner, as prescribed by NSAC.
- (viii) Right to be informed of regulations and other information of relevance to students such as is presented in the NSAC Calendar, student handbooks and other similar publications.
- (ix) Freedom from unreasonable interference in the pursuit of studies.
- (x) Be and feel safe and to be free from actions or omissions of action that endanger.

24.2 Responsibilities

Students have the responsibility to:

- (i) Treat all members of the NSAC Community with dignity and respect.

- (ii) Be accountable for their actions and behaviour and conduct themselves according to the NSAC Student Code of Conduct.
- (iii) Uphold and promote the rights of other members of the NSAC Community.
- (iv) Exercise their rights and responsibilities only to the point that the rights of others are not infringed upon.
- (v) Report violations of the NSAC Code of Conduct and be supportive of those who make such reports.
- (vi) Promote responsible behaviour of other NSAC students when representing the NSAC in official events.
- (vii) Recognize that studying at NSAC is a privilege, not a right, and therefore make a genuine effort in pursuit of their studies.
- (viii) Either meet course requirements in a timely fashion or accept the academic consequences.
- (ix) Become informed of regulations and other information of relevance to students such as is presented in the NSAC Calendar, student handbook and other similar publications and to adhere to these.

25. SCHOLARLY INTEGRITY AND CONFLICT OF INTEREST

At all times, faculty members and graduate students must maintain the highest level of integrity in their research, teaching and educational endeavours.

25.1 Conflict of Interest

Supervisors, supervisory committee members and students are expected to declare any conflict of interest of a personal or financial nature which may influence explicitly or implicitly their participation in the graduate program or graduate administration. In a small community, such conflicts are sometimes unavoidable. It should nonetheless be possible to avoid conflict of interest in the following cases:

- (i) No faculty member shall evaluate in a teaching context or supervise the thesis or project of a student who is a daughter, son, spouse, partner or other close relative, or a faculty colleague in the same department.

- (ii) No student or supervisor shall have a financial or family interest in the industry or business in which the student is pursuing his/her thesis research. If a student is employed by the company in which the research is being conducted or the student's research is marketable under terms of the supervisor's grant or contract used to provide support for the student, protection must be given to the student's contribution to the research by means of an appropriate contract, finalized before the research for the degree is commenced and signed by all parties involved.
- (iii) Graduate students enrolled in the M.Sc. program in Agriculture are not permitted to teach graduate classes at NSAC.

25.2 Intellectual Honesty and Plagiarism

All students should read and be familiar with both the NSAC and Dalhousie University policies on intellectual honesty and plagiarism. Dalhousie University's policy on Intellectual Honesty is described in the **Dalhousie University Graduate Studies Calendar 2011-2012**. NSAC's policy can be found at nsac.ca/academicintegrity.

Examples of Academic Offences (from Dalhousie University Graduate Studies Calendar 2011-2012):

(i) Plagiarism or Self-Plagiarism

Plagiarism is the submission or presentation of the work of another as if it were one's own. Plagiarism is a form of academic fraud. Plagiarism is considered a serious academic offence which may lead to the assignment of a failing grade, suspension or expulsion from the University. If a penalty results in a student no longer meeting the requirements of a degree that has been awarded, Dalhousie University may rescind that degree. Some examples of plagiarism are:

- failure to attribute authorship when using a broad spectrum of sources such as written or oral work, computer codes/programs, artistic or architectural works, scientific projects, performances, web page designs, graphical representations, diagrams, videos and images;

- downloading all or part of the work of another from the Internet and submitting as one's own; and
- the use of a paper prepared by any person other than the individual claiming to be the author.

The proper use of footnotes and other methods of acknowledgement vary from one field of study to another. Failure to cite sources as required in the particular field of study in the preparation of essays, term papers and dissertations or theses may be considered to be plagiarism. Students who are in any doubt about how to acknowledge sources should discuss the matter in advance with the faculty members for whom they are preparing assignments. In many academic departments, written statements on matters of this kind are made available as a matter of routine or can be obtained on request.

(ii) Irregularities in the Presentation of Data from Experiments, Field Studies, etc.

Academic research is based on the presentation of accurate information and data that are obtained honestly. The falsification of data in reports, theses, dissertations and other presentations is a serious academic offence, equivalent in degree to plagiarism, for which the penalties may include the assignment of a failing grade, suspension or expulsion from the NSAC/Dalhousie University or the withdrawal of a degree previously awarded.

(iii) Irregularities in Evaluation Procedure

A member of the university who attempts or who assists any other person in an attempt to obtain, by irregular procedures, any requirements for a class related to any degree program, commits an academic offence and is liable to a penalty. In the absence of specific approval from the instructor of a class, all students should assume that all assignments are to be completed independently, without any form of collaboration. Students should take reasonable precautions to prevent other students

from having access, without permission, to their tests, assignments, essays or term papers. The following are some examples of irregular procedures.

- writing an examination or test for someone else;
- attempting to obtain or accepting assistance from any other person during an examination or test;
- during the time one is writing an examination or test, using or having in one's possession, material that is not specifically approved by the instructor;
- without authorization, obtaining a copy of an examination or test, topic for an essay or paper, or other work;
- without authorization from the faculty member in charge of that class, submitting any work for academic credit when one is not the sole author or creator;
- without authorization, submitting any work that has been previously accepted for academic credit in any other class in any degree, diploma or certificate program, or that has been completed as part of employment within the University, for example, as research activity. A repeated class is considered to be a separate class.

(iv) Aiding in the Commission of an Academic Offence

No student may encourage or aid another student in the commission of an academic offence, for example,

- by lending another student an assignment knowing that he or she may copy it for submission;
- by allowing another student to copy answers during an examination.

(v) Misrepresentation

Any person who provides false or misleading information during an investigation of a suspected academic offence is guilty of an offence.

25.3 Policy on Intellectual Property

NSAC is developing policies on Intellectual Property. NSAC's policy development to date includes guidelines for ownership of data and co-authorship of publications resulting from thesis research as found in Appendix V. The NSAC will continue to develop policies and guidelines relating to Intellectual Property.

26. APPEALS

26.1 Appeals on Academic Matters

Academic decisions are subject to the normal appeals procedures, which begin with the Department Head in which the student is registered. If the Department is unable to find a satisfactory solution, the student is encouraged to contact the NSAC Faculty Graduate Studies Coordinator. If the matter is still not resolved, the student may appeal to the Vice President Academic. If still unresolved, the student may appeal to the Dean of FGS, Dalhousie University, and in the event that the matter still remains unresolved, the student may appeal to the FGS Appeals Committee, Dalhousie University. There are no appeals on admission decisions, or decisions on scholarships, grants or bursaries. The grounds for appeal are limited to the following:

- (i) procedural unfairness;
- (ii) bias; or
- (iii) irregularity in procedure or marking.

An unresolved written appeal must be submitted to the Dean of FGS, Dalhousie University within sixty days following; a) the event or circumstances appealed, or b) notification to the appellant of the outcome of the appeal at the unit level, whichever is later. The submission must include:

- (i) a description of the exact nature of the appeal including a summary of events and chronology
- (ii) specific details of the alleged unfairness, bias or irregularity and any other relevant consideration or information

- (iii) the requested resolution of the appeal

In an appeals process the student has the right to representation. The student is required to inform the Dean, in writing, if he/she will have a representative presenting the appeal.

Decisions of the Appeals Committee are forwarded to the Dean for approval. Students may appeal the final FGS decision to the Senate.

26.2 Appeals on Non-Academic Matters

Appeals on all non-academic matters, including but not limited to, decisions on financial assistance, ownership of data or intellectual property and co-authorship of publications, are subject to appeal procedures within NSAC only. Students are to begin the appeal process with the Department Head in which the student is registered. If the Department is unable to find a satisfactory solution, students may then seek help from the NSAC Faculty Graduate Studies Coordinator. If the matter is still not resolved, the student may appeal to the Vice President Academic and then the President of NSAC.

27. GUIDELINES FOR CHANGE OF SUPERVISION

27.1 Student Request for Change of Supervisor

A change of supervision is usually only made in exceptional circumstances based upon strong and compelling reasons (e.g., major academic disagreements and/or interpersonal conflicts that are irreconcilable), following appropriate consultation by all parties involved. Explicit discussion with new and continuing graduate students and graduate faculty involving issues of authorship, intellectual property ownership and clear expectations regarding academic performance and time lines for thesis progress and completion, may prove highly beneficial in minimizing the subsequent occurrence of conflict situations.

A student's request for a change of supervisor will only be considered in exceptional circumstances, provided that the student is in good standing in the program (including making

satisfactory academic progress, meeting all program requirements and maintaining registration throughout the program which includes payment of all fees associated with registration). **A change in the student's research interests is not considered 'exceptional circumstances'.**

Reasons for a Change of Supervisor:

- (i) Substantial professional academic disagreements between a student and supervisor that, after reasonable attempts at resolution, remain unresolvable. Students and faculty must recognize that intellectual debate is a fundamental component of university activity. Thus, every effort should be made by both the student and supervisor to recognize and acknowledge that academic challenge and question is a normal and healthy aspect of the student-supervisor relationship.
- (ii) **Major** interpersonal conflicts that are irreconcilable or serious conflict of interest situations that preclude the continuation of effective supervision. The relationship between supervisors and students, however supportive and friendly, must always be fundamentally a professional and academic relationship. Relationships which are not at arm's length (e.g., romantic, family ties), are unacceptable between supervisors and students. On occasion, major interpersonal conflicts may emerge between the student and supervisor during the program of study or there may be a substantial conflict of interest (e.g. such as a supervisor who has the dual role capacity of having financial and/or business arrangements with a student as well as being the student's graduate supervisor). Such situations would warrant a request for a change of supervisor.
- (iii) **Exceptional** circumstances, beyond the student's control, that prevent a student from completing the thesis research under their original supervisor. Exceptional circumstances of this nature include health conditions, disease or illness (including environmental illnesses), or disabilities.

If the student feels that the need for a change of supervisor falls within the very serious category of requiring a termination of supervision, the student must first discuss the situation with the NSAC Faculty Graduate Studies Coordinator and the Vice President Academic. The

Vice President Academic will review the recommendation for termination carefully, meet with the student to discuss the problem and advise the student of the probable outcome of following the Termination of Supervision guidelines. If the student chooses to terminate supervision, the Vice President Academic will convene the appropriate committee.

Procedures for Resolving Conflict:

Conflicts between supervisors and students should be resolved, whenever possible, as close as possible to the source of the problem (i.e, at the lowest level of administration possible). Thus, the first step in resolving conflict should always be for the student and supervisor to discuss problems frankly and seek solutions. If this does not result in satisfactory resolution of the problem, the next level is to involve the student's supervisory committee in helping to resolve the problem. If the problem cannot be resolved at the student-supervisor level or by the supervisory committee, it should be dealt with by the Department Head in which the student is enrolled. Informal advice at each of these levels can be obtained from the Faculty Graduate Studies Coordinator who may consult the advice of the Vice President Academic. If no satisfactory resolution can be found at the department level, the problem may be referred in sequence to the RGS Office, the Office of the Vice President Academic and the Office of the President, NSAC. All reasonable efforts must be exhausted at each level prior to moving to the next level. Only after exhausting all levels of assistance at NSAC may the problem be referred to the FGS, Dalhousie University. If a change of supervisor is deemed to be warranted and is facilitated with the NSAC, every effort will be made to ensure that a change of supervision has minimal negative effect on the student's career. Thus, any possible negative effects relating to a change in supervisors will not be reflected in subsequent evaluations of course work, scholarship and award applications, employment applications, etc.

27.2 Supervisor's Request to Terminate Stipend Payment/or Student

Supervisors need to be available to help their graduate students at every stage, from formulation of their project, through establishing methodology, discussing results, to presentation and publication of the thesis research. Supervisors are also responsible for

ensuring that their student's work meets the standards of scholarship of NSAC and Dalhousie University.

Supervisors have the right to expect substantial effort, initiative, respect and receptiveness to their suggestions and criticisms from their graduate students. Sometimes supervisors become frustrated with a student's academic or research performance. If this happens, supervisors are encouraged to address problems as they arise with students, to make their expectations clear and to work to resolve conflict before it escalates to become irreconcilable. Supervisors are also advised to resolve problems with students, whenever possible, as close as possible to the source of the problem (i.e, at the lowest level of administration possible).

Supervisors are advised that any action to terminate a graduate student or payment of a stipend because of unsatisfactory performance on the part of the student should be **preceded by** a formal written warning, which explicitly invites the student to provide relevant information and a response. A typical warning identifies the nature of the unsatisfactory performance, gives specific advice on what improvement is needed, and sets a date by which such improvement is to occur. Notice of at least one stipend pay period (one month) should be given. Written letters of warning must be copied to the Faculty Graduate Studies Coordinator and the Vice President Academic.

If the problem is not corrected by the student by the specified deadline and the supervisor is considering terminating supervision or the stipend payment, the supervisor must first discuss the situation with the Head of the Department, the Faculty Graduate Studies Coordinator and the Vice President Academic. The Vice President Academic will review the recommendation for termination carefully, meet with the student to discuss the problem and advise the supervisor of the probable outcome of following the Termination of Supervision guidelines. If the supervisor chooses to terminate supervision, the Vice President Academic will convene the appropriate committee.

28. GUIDELINES FOR TERMINATION OF SUPERVISION

28.1 Student-Initiated Termination of Supervision

Students have the right to request a new supervisor. Students must keep in mind that their supervisor has made more than a financial commitment to the student; they have a vested interest in the progress of the proposed research. The following guidelines outline when and how this right may be acted upon:

- (i) A problem is identified, documented and communicated to the NSAC Faculty Graduate Studies Coordinator.
- (ii) A committee will be formed consisting of the Vice President Academic, the Department Head or designate, the Chair of the GPC, the NSAC Faculty Graduate Studies Coordinator and, at the discretion of the student, a graduate student. The supervisor cannot be a member of the committee. In cases where an individual on the committee is also the supervisor, a suitable replacement will be found. This committee will consult with the student and the supervisor and any other relevant individuals or groups to determine the legitimacy of the student's claims. Appeals of this committee's decision should be made to the President.
- (iii) The NSAC Faculty Graduate Studies Coordinator will advise the supervisor and student of the change of supervisor and indicate the options available to the student as dictated by the committee.

Where the supervisor is deemed to be responsible for the requested change of supervisor, a new supervisor will be found for the student. Where the supervisor is deemed to be responsible, the ultimate responsibility for the student's stipend will be assumed by NSAC. However, every effort should be made to find alternative funding for the student or some arrangement by which the original supervisor can continue to fund the student while at the same time ensuring that any obligations associated with the student's research are fulfilled. It is understood that where the student continues on with the same research project under the direction of a new supervisor, the original supervisor will retain the original intellectual property rights associated with the research project.

Where the supervisor is not deemed to be responsible for the requested change of supervisor, a new supervisor will be found for the student; however, the student will be required to bear the financial responsibility for the continuation of the program. The student may negotiate financial assistance with the new supervisor.

Under all circumstances in which the student is appointed a new supervisor, the NSAC will do its best to find a new supervisor who is suitable in meeting the academic needs of the student.

28.2 Supervisor Initiated Termination of Supervision

In the initial stages of any problem(s) arising between the graduate student and the supervisor, the supervisory committee is encouraged to arrange a meeting to discuss the problem(s) with the goal of reaching an agreeable course of action to allow the relationship to continue. It may be appropriate for the Department Head to be invited to this meeting. Supervisors have the right to terminate supervision under appropriate circumstances; however, the decision to terminate should not be made lightly due to the fact that a commitment to the student is made not only by the supervisor but also the administration of NSAC and the FGS, Dalhousie University. The following guidelines outline when and how that right may be acted upon:

- (i) A problem is identified and communicated to both the student and NSAC Faculty Graduate Studies Coordinator and the problem is adequately documented by the supervisor. Problems that can lead to termination may include either or both of the following:
 - a) If the student does not heed the advice or ignores recommendation for changes in the thesis; or
 - b) If the student is not putting forth a reasonable effort in completing the M.Sc. program.

Other problems could arise that may be considered to be legitimate reasons for termination of supervision.

- (ii) As in the student initiated case, a committee will be formed consisting of the same groups. This committee will consult with the student and the supervisor and any other relevant individuals or groups to determine the legitimacy of the supervisor's claims. Appeals of this committee's decision should be made to the President.
- (iii) If it is determined that grounds for termination are justified then the NSAC Faculty Graduate Studies Coordinator will advise the student of the termination of supervision and indicate the possible consequences of this determination.
These consequences are:
 - a) The student may be asked to leave the program; or
 - b) A new supervisor will be found for the student; however, the student may be required to bear the financial responsibility for the continuation of their program if the supervisor has limited funding.
- (v) If it is determined that the problems identified are not legitimate grounds for termination, then a new supervisor will be found for the student. The ultimate responsibility for the student's stipend will be assumed by NSAC. However, every effort should be made to find alternative funding for the student or some arrangement by which the original supervisor can continue to fund the student while at the same time ensuring that any obligations associated with the student's research are fulfilled. It is understood that where the student continues on with the same research project under the direction of a new supervisor, the original supervisor will retain the original intellectual property rights associated with the research project.

29. NSAC SEXUAL HARASSMENT POLICY

The Association of Atlantic Universities (AAU), recognizes sexual harassment as a problem that every university must address. Where sexual harassment exists it destroys the trust and security fundamental to an environment that guarantees the liberty to enjoy university life and the opportunity to study and work without hindrance. The AAU recognizes each university's responsibility to provide its students, employees and those who use its facilities with an environment free of sexual harassment.

Sexual harassment can be defined as unwanted behaviour of a sexual nature when:

- (i) submission to such conduct is made either explicitly or implicitly a condition of an individual's employment, academic status or accreditation, or submission to or rejection of such conduct by an individual is used as a basis for employment or for academic performance, status or accreditation decisions affecting such individual, or
- (ii) such conduct interferes with an individual's work or academic performance or the right to a university life free of all forms of harassment, or
- (iii) such conduct creates an intimidating, hostile or offensive environment.

Sexual harassment may exist between persons in a hierarchal relationship or between peers. Policies should thus be broad enough to cover situations of sexual harassment between any members of the university community as well as covering situations that form part of the larger context of learning, work and university life.

The NSAC policy on sexual harassment has been approved by Faculty Council.

Individuals who feel they have been subjected to sexual harassment may meet in confidence with the Associate VP, Student Services, Keltie Jones (893-6019) or the Assistant Dean Health Services, Lugene Young (893-6300). Employees and graduate students of NSAC may also use the provisions of the Sexual Harassment Policy of the Province of Nova Scotia.

APPENDIX I
INTERNATIONAL STUDENT HEALTH INSURANCE
FACT SHEET: GRADUATE STUDENTS
2011-2012 Academic Year

This fact sheet provides information further to the International Student Health Insurance Policy as approved by NSAC Senior Management May 23, 2007. It applies to graduate students who are registered at NSAC in the Master's program or qualifying year, under an international study permit. Students registered for a PhD program at another university, including Dalhousie University, should consult with the appropriate office at that university concerning their health insurance coverage.

Choice of the company to cover health insurance for international students is at the discretion of NSAC Administration. Every effort is made to keep this cost low while providing the services students need. By student referendum, the NSAC Student Union is responsible for arrangements for extended medical and dental insurance for those students who have obtained Nova Scotia Medical Services Insurance (MSI). In both cases, costs to students are less than an individual application would be.

Definitions:

Academic year: the period from September 1 to August 31

Fall semester: the period from September 1 until December 31

Winter semester: the period from January 1 to April 30

Spring semester: the period from May 1 to August 31

1. NSAC International is responsible for administering international student health insurance. Please contact the International and Exchange Student Coordinator if you have any questions or if your status changes.

2. All international students will be automatically enrolled in StudentGuard for the first year of their stay at NSAC. Students at NSAC for longer periods will remain on StudentGuard unless MSI coverage has been arranged (see Applying for MSI below).
3. You will be billed for StudentGuard by the Finance Office through your student account. Dates of billing are detailed at the end of this section for this academic year. Costs and dates may change from year to year, and are based on rates set by the insurance company.
4. Graduate students will be enrolled on StudentGuard on an individual basis, beginning two days before the intended arrival date at NSAC. Note that if you arrive on a date other than the start of the semester the cost will differ from that given in the table below. You will be told of the amount when your travel and arrival dates are received at NSAC International.
5. Graduating students on StudentGuard will be covered until the end of the term in which you submit your thesis. If you plan on remaining longer in Canada, please contact NSAC International to discuss a possible extension.
6. Basic insurance coverage does not apply for medical costs you incur in your home country. If you return to your home for several weeks or for the summer, note that you will not be covered.

Applying to Nova Scotia Medical Services Insurance MSI:

Once you have been in Canada for 12 *consecutive* months:

1. You may apply to Nova Scotia Medical Services Insurance (MSI), at gov.ns.ca/health/msi/contact.asp, or by telephone at 1-800-563-8880. You must do this on an individual basis. You are not required to do this, it is at your discretion.

Once you have received your proof of MSI coverage (your Nova Scotia Health Card), bring this to NSAC International. You will then be removed from the StudentGuard plan **and eligible to be added to the Gallivan plan**. You are responsible for StudentGuard costs until

that time. Refunds are not able to be issued for partial semesters and Gallivan will only accept new entries in September and January.

At the beginning of the Fall or Winter semester you will be added to the Gallivan Insurance policy and will be removed from StudentGuard. The amount required for Gallivan coverage will be billed to your student account.

Proof of MSI coverage provided	Removed from StudentGuard and added to Gallivan
September to December	January of following year
January to August	September

2. You should be aware that MSI does not cover some medical expenses. Also, you may lose your MSI coverage if you leave Nova Scotia for more than 30 days. Please contact an MSI representative for complete information. NSAC International is not able to advise on specific MSI coverage.

If you do lose your MSI coverage on your return to NSAC you must contact NSAC International immediately to resume StudentGuard. You risk large bills for medical care if this is not done.

Family Coverage

1. It is **strongly recommended** that families of international students have medical coverage while in Canada. You may apply for this coverage from StudentGuard through NSAC International. If your family members have MSI coverage you may apply to have them added to the Gallivan policy.
2. The request for family coverage should be made to NSAC International two weeks before the start of the semester or before your family arrives in Canada, whichever is earliest. Include full names and birth dates of family members, as well as the time period they will be in

Canada. Once you have requested family coverage, it will be continued until you have graduated or until the end of the semester in which you inform NSAC International that your family is no longer in Canada.

Note: If two weeks notice is not given, a gap in coverage may occur. Refunds cannot be issued if the family member leaves Canada before the semester end.

3. The billing will be done (to the student's account) through the Finance Office. Payment is due at the beginning of the semester, or, if coverage starts later, immediately upon the approval of NSAC International.
4. If your family member(s) qualifies for MSI, and if you are eligible for Gallivan, you may apply for family coverage under Gallivan by completing an application form and paying the family coverage fee. This may be done only once per year and the application must be received by the NSAC Student Benefits Plan Office by the applicable deadline for the semester period of enrolment.
5. You may arrange for family coverage privately; however, be aware that the cost is likely to be much greater than StudentGuard or Gallivan through NSAC.

For more information and to arrange for family coverage and/or changes to your status:

Mr. Mark Mason, International and Exchange Student Coordinator, NSAC International,
mmason@nsac.ca, telephone 893-6905.

Student Guard Costs and Billing Dates:

Date of Student Arrival:

Date of Billing	Cost for semester	Effective Coverage
September	\$660	September 1 to Aug 31
January	\$440	January 1 to Aug 31
May	\$220	May 1 to Aug 31

*Note that costs and coverage period will be adjusted depending on actual date of arrival to NSAC and could be higher or lower. Charges go to student accounts at time of registration.

Gallivan Costs and Billing Dates*:

Date of Billing	Cost for year	Effective Coverage
September Start	\$290	September 1 to August 31
January Start	\$290	January 1 to August 31

* Family rates vary depending on number of dependants. Please enquire at the Gallivan Benefits Plan office.

Contacts:

Nova Scotia Medical Services Insurance (MSI), <http://www.gov.ns.ca/health/msi/contact.asp>
Telephone: 1-800-563-8880.

Gallivan Insurance
<http://www.gallivan.ca/studentnetworks/members/NSAC/nsac.html>
Telephone: 902-893-6632

Student Guard (Guard Me)
<http://guard.me/>
Telephone: 1-888-756-8428

**APPENDIX II
THESIS SIGNATURE PAGE**

(Check Dalhousie University’s web site for the most up to date version of the NSAC Thesis Title, Signature and Copyright Page Templates at nsac.ca/gradstudies/forms/).

**DALHOUSIE UNIVERSITY
NOVA SCOTIA AGRICULTURAL COLLEGE**

The undersigned hereby certify that they have read and recommend to the Faculty of Graduate Studies for acceptance a thesis entitled “Title of Thesis” by *Student Name* in partial fulfilment of the requirements for the degree of Master of Science.

Dated: _____

Supervisor:

Readers:

APPENDIX III
COPYRIGHT AGREEMENT FORM

(Check Dalhousie University's web site for the most up to date version of the NSAC Thesis Title, Signature and Copyright Page Templates at nsac.ca/gradstudies/forms/ (Note that there is a special form for NSAC students).

DALHOUSIE UNIVERSITY
AND
NOVA SCOTIA AGRICULTURAL COLLEGE

DATE:

AUTHOR:

TITLE:

DEPARTMENT OR SCHOOL: NSAC, Department of _____

DEGREE: M.Sc. CONVOCATION: (October or May) YEAR:

Permission is herewith granted to Dalhousie University to circulate and to have copied for non-commercial purposes, at its discretion, the above title upon request of individuals or institutions. I understand that my thesis will be electronically available to the public.

The author reserves other publication rights, and neither the thesis nor extensive extracts from it may be printed or otherwise reproduced without the author's written permission.

The author attests that permission has been obtained for the use of any copyrighted material appearing in this thesis (other than brief excerpts requiring only proper acknowledgment in scholarly writing) and that all such use is clearly acknowledged.

Signature of Author

APPENDIX IV
SUPERVISOR/STUDENT CHECKLIST

1. Rights and Responsibilities

Review the rights and responsibilities of graduate students, supervisors and supervisory committee members together. Clarify or expand on any points listed.

2. Work Expectations and Ground Rules

(i) How will you communicate (regular meetings, e-mail, voicemail, etc.)? What is your preferred communication method (face to face, phone, voicemail, e-mail)? How frequently will you meet and why?

(ii) Discuss each other's work style.

Supervisors - explain your work style (i.e., Monday - Friday 9 AM to 5 PM?). Discuss what sort of hours you expect students to keep. Do you expect students to be in the department or can they work at home (if so, when)? What advice do you have for graduate students regarding work habits and productivity?

Students - explain your work style and what motivates you to do your best. When are you most productive (morning, afternoon, evening)? How do you work best - at home or in an office environment, alone or with others around to consult? Is your supervisor willing to accommodate your preferred work style or do you need to reach a compromise between their expectations and your preferences?

(iii) Standard hours for office availability, weekend work or labs.

(iv) The student's role with regard to defining the research objectives, developing research methodology, data collection and analysis. The supervisor's role with regard to defining the research objectives, developing methodology, data collection and analysis.

(v) A timeline for the research program, which may include experiments, data analysis, manuscript writing and thesis writing. How often

- should the student provide the supervisor with work (literature updates, data reports, etc.) and in what format should it be presented (written work to read or presented at a meeting)?
- (vi) Does the supervisor expect to be consulted on most decisions regarding the student's research and thesis or would the supervisor prefer it if students only came to the supervisor with problems that they are having particular difficulty with?
 - (vii) Thesis writing - how complete should the student's work be before showing it to the supervisor (rough drafts or more complete manuscripts or chapters)? Can the student write the thesis at home if so desired? Timeline for writing the thesis?
 - (viii) Forming a supervisory committee - how many members, suggested appropriate members, how often and in what manner will you communicate with them, when will first meeting be held, review the role of the committee. Who will call first committee meeting? Expectations of student's role in arranging and holding committee meetings.
 - (ix) Academic expectations for course work.
 - (x) Training requirements - who will train the student to do technical work, safety considerations which may need to be completed before starting the research such as WHMIS, First Aid, OH&S, laboratory attire, standard laboratory etiquette.
 - (xi) Presentations at conferences and meetings: how many, how often, who pays.
 - (xii) Publications (fact sheets, reports to funding sources, refereed journal articles): how many, how often, who pays. Co-authorship on resulting publications –who will be credited as first author, as co-author and/or in what order will author credits appear. Normally, the supervisor, in consultation with his or her co-authors, will make the decision as to when/whether a co-authored manuscript should be submitted for publication and to what journal. A student considering publication of

his or her own paper also has a responsibility to consider the co-authorship rights of others who may have been involved in the research. **Both supervisors and students are to be familiar with the ‘Guidelines for Ownership of Data Produced by Graduate Students during Thesis Research’.**

- (xiii) Ownership of Data
- (xiv) Funding sources for the research and any related reporting requirements, confidential requirements, intellectual property agreements and acknowledgement requirements. Duration of funding.
- (xv) Program costs other than the costs of the research project. Who pays for miscellaneous costs associated with the student’s program such as photocopy charges (i.e., photocopying of journal articles), printing costs (i.e., printing of copies of research proposals and thesis, posters for conferences, etc.), library charges (e.g., Novanet and Interlibrary Loan charges)? Some supervisors have funding available for printing, photocopying and library charges and others do not. If some financial assistance is available, what is the maximum allowable per year or program?
- (xvi) Location of desk space and mailbox which are required to be provided for all full-time students. Location of laboratory space and storage space (e.g., storage space of samples, etc.) if essential for the research project.
- (xvii) The use of university computers and accounts for research, personal work, games, etc.
- (xviii) Vacations/holidays/sick days - expectations of how many and how often, communication procedures and planning.
- (xix) Other responsibilities - Supervisors explain other work commitments (courses, other graduate students, committees, other scholarly activities). Students explain any other commitments outside the program (work, volunteer work, family responsibilities).

Endorsed by Graduate Program Committee

May 12, 2003

APPENDIX V
INTELLECTUAL PROPERTY GUIDELINES
FOR GRADUATE STUDENTS AND SUPERVISORS

We gratefully acknowledge the support of the University of Alberta and the University of Toronto in the development of these guidelines. This document is in progress. The Graduate Program Committee will continue to develop policies and guidelines relating to Intellectual Property.

1. Guidelines for Ownership of Data Produced by Graduate Students during Thesis Research

Who owns the data that you, as a graduate student, produced in the course of your thesis research? In legal terms, it is important to remember that “data” per se is not intellectual property. Data is neither an invention (i.e., patentable) nor an expression of an idea (i.e., a copyright work). Nevertheless, data (and databases) can be important and potentially valuable outcomes of academic research. If you compile or interpret data in some way, you may have an intellectual property interest in it. As is most often the case, if NSAC has provided resources or facilities that have allowed you to compile the data, the NSAC also has an interest in the resulting intellectual property. In most cases, therefore, research data is jointly owned by the researcher and the university, which means that both have the right to use the data. If the funding for the research project comes from a sponsor who has been given rights to the data, then the sponsor also must be taken into consideration. This situation arises particularly where funding comes in the form of a research contract.

If you are an employee, or even if you are holding a major scholarship (e.g., NSERC scholarship) and are making use of the NSAC’s facilities and resources, the physical material on which your data and results are recorded - notebooks, tapes, computer hard-drives and disks, etc. - belong to the NSAC.

Thus, while you are generally entitled to retain a copy of all materials, all original materials and data are to be left at the NSAC with your supervisor.

Note that even where the supervisor or someone else jointly owns data or results that have been published, you may incorporate them in your thesis with permission of the other co-owners and you will own copyright in your thesis as a whole. This grant of permission to use data in your thesis, however, **does not** give you the right to use the data for other purposes without permission. In all cases, one must provide appropriate attribution of the source of the data.

Unless it is clear that your contribution was in the role of an employee following explicit directions, you are entitled to have your contribution recognized when you generate or compile data or results, even if someone else is the author of a publication and owns or jointly owns the copyright in the report. Whenever you are a co-author of a published work, you have a responsibility to understand the work in its entirety and to object to any misrepresentations or misuse of the data.

By submitting your thesis or dissertation for academic credit, you represent that overall it is your own original work. Anyone making use of the ideas or contents of your thesis should reference it as a published document. Similarly, to the extent that your thesis utilizes publications arising from your research team or quotes major sections of publications, it may be necessary to obtain permission from the copyright holder. (This may be the author or it may be the publisher of an academic journal.) In all such situations, it is best to seek guidance on these matters from your supervisor prior to publication.

In summary, the principles are as follows:

- (i) The original data belong both to the university/supervisor and the student.
- (ii) The student retains full (sole) copyright for his/her thesis.

- (iii) Either the student or supervisor can use the thesis data to write other publications, however, such publications cannot be without the co-authorship of the other (unless in the rare event the other party, student or supervisor, had no effective role in the work). The supervisor and student should discuss publication issues and time lines at the beginning of the student's program. It is the usual practice to grant the student a specific amount of time (number of months) to write publications following the completion of his/her graduate program, after which the supervisor will have the right to proceed with writing publications.

All co-authors are to be given the opportunity to review the written document prior to publication as they have a responsibility to understand the work in its entirety and the right to object to any misrepresentations or misuse of the data.

2. Guidelines for Co-authorship of Publications Resulting from Thesis Research

Conventions about what criteria define a joint author vary among disciplines. The narrowest definition comes from copyright law and applies to collaborations in literary and artistic works in some of the humanities. There, a joint author technically is someone who has collaborated on a work in which the contributions of the various authors are not distinct from one another. In this model, only contributors to the form or *expression* of the work qualify; those supplying ideas normally do not. If each person's contribution is distinct (e.g., contributors of entries to an encyclopaedia), the work is a "collective work" and each author has copyright in his or her individual contribution.

In the physical and life sciences, however, collaboration and teamwork are common. Indeed, your graduate student research project is guided by a team or committee. Contributors to the original ideas in a project are typically given the right of joint authorship of publications that report on the results of the research.

As a guideline, co-authorship should be recognized **only** where the individuals have participated in a significant way in at least two of the following aspects of the research:

- (i) conception of idea and design of experiment,
- (ii) actual execution of experiment or hands-on lab work,
- (iii) analysis and interpretation of data, and/or
- (iv) actual writing of the manuscript

Rights to senior or first authorship can be difficult to resolve. In the humanities and social sciences the student will probably be the only author of the published work that reports on his or her research. In the physical and life sciences, students are frequently given first authorship in publications arising from his/her thesis research. Students should be aware; however, that some professors may claim the right of first authorship for themselves. This may be the case where first authorship is seen as a requisite at the professor's particular career stage, or simply from the personal policy/preference of the professor. A student anticipating concerns on this matter should inquire **in advance** of choosing the professor as a supervisor. Where controversy does arise about who is entitled to be credited as first author, as co-author and/or in what order the author credits should appear, the supervisor will usually decide the issue. See appeal procedures with respect to dispute resolution mechanisms below.

The fact that a co-worker is not named as an investigator in a grant or contract under which the work was performed should not prevent that person from being given credit as a co-author. However, a requisite of co-authorship is work that involves an original contribution as understood by that discipline. The right to co-authorship may be lost if a co-worker leaves the project or does not contribute substantially to the work. Although acknowledgment may be appropriate in such circumstances, co-authorship rights cannot be assumed.

Normally, the supervisor in consultation with his or her co-authors, will make

the decision as to when/whether a co-authored manuscript should be submitted for publication and to what journal. **A student considering publication of his or her own paper also has a responsibility to consider the intellectual property and co-authorship rights of others who may have been involved in the research.**

3. Appeal Procedures for Resolving Disputes Involving Intellectual Property and Co-Authorship

If a dispute or concern arises with respect to intellectual property and/or co-authorship rights, you and your supervisor should first try to resolve any differences amicably. If discussion with your supervisor does not resolve the problem, you are to seek assistance within your department by first starting with your supervisory committee, and then if necessary with the Department Head. If the Department is unable to find a satisfactory solution, you may seek help from the NSAC Faculty Graduate Studies Coordinator, the Vice President Academic, and then the President of NSAC in that order.

Accepted by Graduate Program Committee on May 12, 2003.

APPENDIX VI
NOVA SCOTIA AGRICULTURAL COLLEGE
18 month Report
(To be completed by the Supervisor/Co-supervisors)

Supervisors are advised to provide the following information within a week of Graduate student entering 18th month in the program.

1. Name of the graduate student:
2. Date of Registration: Jan/May/Sept Year:
3. Name of supervisor/co-supervisors:
4. Has the student completed all data collection? Yes/No

If no, please complete the following:

- a) Is this due to major deviation from approved ATC document? If so, why?

 - b) The expected time frame for completion of data collection and thesis defense.

 - c) If you expected student to continue beyond 24 months, please identify funding source.

 - d) Has the student been advised and agreed to the revised time frame?
5. Is the student's progress considered to be satisfactory at this time?

Name of supervisor/co-supervisors

Signature(s)

Date: _____

For Graduate Studies