

Graduate Handbook Published by Research & Graduate Studies

Office Hours for Research and Graduate Studies Mon-Fri 8:30-12:00 and 1:00-4:30

Graduate Studies Officer: Theresa Starratt Research and Graduate Studies 214 Horton Hall Email: <u>Theresa.starratt@acadiau.ca</u> Phone: 585-1914

© 2010

Contents

- Welcome Message from the Acadia Graduate Students' <u>Association (AGSA)</u>
- Info on Wolfville, Nova Scotia
- Division of Research and Graduate Studies
- Graduate Studies @ Acadia
- Financial Matters (tuition, taxation forms)
- <u>Scholarships/Awards</u>
- Payroll Information
- <u>Computer Acct/Laptops</u>
- <u>Calendar Dates</u>
- <u>Theses</u>
- Graduation
- <u>Acadia Writing Centre</u>
- Health Plan & Services
- Parking/Transportation
- Local Banking Institutions
- Housing Info
- <u>Research @ Acadia</u>
- <u>Student Organizations</u>
- <u>Culture & Entertainment</u>
- <u>University Contacts</u>
- Important Websites

The 2009-10 Acadia Graduate Students' Association (AGSA) Welcomes You!

On behalf of the Acadia Gradate Students' Association (AGSA), welcome to Acadia University! Acadia is a small university, with an even smaller graduate student population and we will help you to make your graduate student experience a great one!

The AGSA Council is composed of graduate student members from various disciplines who are dedicated to enhancing the Graduate Student experience. We spearhead many activities on campus including grad student social events and act as your advocates to university administration.

There are many ways to get involved with the AGSA and the greater Acadia community. We are always happy to welcome new members to the AGSA executive, departmental representatives, and members of the numerous University committees that have graduate student seats. Or simply join us at the events we plan; the opportunities to be involved are endless! Our website is <u>http://clubs.acadiau.ca/agsa/AGSA/Home.html</u> - here you can find lots of useful information such as; AGSA activities, news that is relevant to Acadia's graduate student body, and contact information for the current executive. Check it out and feel free to get in touch with any of us with any questions you may have about the AGSA, Acadia, or the area.

We will have a nomination meeting for the new executive and committee positions in September. I encourage you to consider getting involved with the Acadia Graduate Students Association and take advantage of the many opportunities for grad students on campus. Please visit our website for more details.

Wolfville, Nova Scotia is the place to be!

Wolfville is situated in the Annapolis Valley region of Nova Scotia, overlooking the Minas Basin. New graduate students will enjoy picturesque Wolfville and its surroundings. With the highest tides in the world and scenic fishing villages, to the charming view from the cliffs of Blomidon, to the beautiful apple orchards found throughout the valley, you will not be disappointed with your decision to study at Acadia. Wolfville is a 1-hour drive to Halifax, capital city of Nova Scotia.

Wolfville offers a variety of eating establishments, drug stores, a grocery store, and shops all within walking distance of the university. In addition, a larger shopping centre, the County Fair Mall, is just a 15 minute car ride away in New Minas. Places in New Minas of interest may include Blockbusters, WalMart, Dooley's, West Side Charlie's and the Empire Theatre, to name a few.

For more information on the Town of Wolfville, please check the following website: <u>http://www.wolfville.ca/</u>

While studying at Acadia, we hope that you will find time to explore our beautiful province. Discover for yourself why National Geographic Traveler magazine describes us as a 'must see' destination!

The following website can assist you in planning that wonderful day or weekend trip: <u>http://www.novascotia.com/</u>

Division of Research and Graduate Studies

The Division of Research and Graduate Studies is responsible for the administration of graduate programs at Acadia. The Graduate Studies Officer will provide you with valuable information during your studies, from notices on upcoming deadlines to scholarship competitions, to how to prepare your thesis for submission.

As well, all research grants and contracts are administered through the Research Office. If you are planning to submit an application for funding/scholarship you must contact our office before sending it off. Please note that we require all applications to be submitted at least **5 days in advance**. Signing authority for all grant applications or contracts resides with the Acting Dean of Research and Graduate Studies.

If you are involved in contractual research contact Barb Baker at <u>Barb.baker@acadiau.ca</u>.

NOTE: ALL research grants, scholarships and contracts <u>must go</u> through the Research and Graduate Studies Office.

Graduate Studies @ Acadia

Registration Process

Registration must take place in person upon arrival at Acadia. Students wanting to register early should contact the Graduate Studies Officer for instructions.

Course Selection

Some courses listed in the graduate calendar may not be offered each year. Please consult with your Graduate Coordinator or Department Secretary for a list of available courses.

Grad Student Orientation

For the 2010 graduate student orientation, the Division of Research and Graduate Studies is having a barbeque to welcome all incoming and returning students to campus. Please look in your orientation/registration email package for further details.

There is an **international student orientation** from September 2-3. The New Student Orientation (NSO) gives you a chance to settle in before classes begin. It will also provide you with an opportunity to meet other students and become familiar with your new surroundings. Senior students are NSO Team Leaders and they help new students during the orientation.

Orientation Activities Include:

- Meet with Academic Advisors about your program of study
- Attend an Academic Orientation session led by professors
- Get your ID card
- Open a Canadian bank account
- Shopping Trip
- Social Events

If you are flying into the Halifax Airport on September 1st the International Centre can arrange for a van to pick you up. **This service is ONLY available on September 1st, 2010**. To sign up please go to: <u>http://wic.acadiau.ca/september_orientation.html</u>

Overview of Your Graduate Program

An overview of the graduate program that you have chosen can be found in the Graduate Calendar or you can consult Acadia's website: <u>http://www2.acadiau.ca/academic-programs.html</u>

Financial Matters

It is the responsibility of each student to be familiar with university regulations pertaining to financial matters. Registration is not

complete until fees are paid. **Fees are due on the 1st day of classes of each term.** The Student Accounts Office serves as the collection point for all university fees and charges.

Transcripts/Letter of Permission

Please note that if you have an outstanding balance on your student account, you will not be permitted to obtain an official transcript or a letter of permission until the account has been paid.

Tuition

Tuition information can be found on the Research and Graduate Studies website in the Graduate Calendar. If at any time throughout your stay at Acadia you have questions about your tuition payment or an outstanding balance on your student account, please contact the Student Accounts Office. They can be reached by phone at 585-1297 or by email at: <u>student.accounts@acadiau.ca</u>

Taxation Forms

The T2202A indicates the tuition amount that you are eligible to claim on your income tax. The T2202A can be printed by following these steps:

- 1. Go to http://central.acadiau.ca/registrar
- 2. At the top right-hand corner of the screen click the "LOGIN" button
- 3. Type in your user name and password
- 4. Click on "My Account" on the left
- 5. Then click the Tax form option

PLEASE NOTE: The T2202A will not be mailed to you – you can only access it through the web.

Scholarships/Bursaries

If you are coming to Acadia with external monies (ie. SSHRC/NSERC, CIHR, NSHRF scholarship, etc.), you must make contact with the Graduate Studies Officer to arrange for payment of these funds. You will be required to provide a copy of the notification of your award.

Acadia Graduate Awards (AGA)

A limited number of AGAs are allocated to each department/school. Specific duties will be assigned to each award holder by the department/school. To be eligible for an award, students must have a GPA of 3.00 or higher in their major field in each of their last 2 years of undergraduate study.

Students obtaining a grade below B- in any course at the end of a term will forfeit the award for the subsequent term. Payment of Acadia Graduate Awards will cease immediately upon withdrawal from or termination of enrolment in any graduate program. The AGA covers 8 months – there is NO funding available during the summer, unless it is provided by your supervisor.

Financial Assistance

The Financial Aid Office acts as a liaison between students and the various provincial student assistance offices and maintains a supply of provincial loan applications and information. If you have any questions, please contact Pam D'Entremont, the Financial Aid Officer, at (902) 585-1574.

Payroll Information

You will need a Social Insurance Number (SIN) before you can receive any monies through payroll. If you do not have a SIN, an application form can be downloaded from the following website: http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml. If you are a Canadian citizen, you need to provide your original birth certificate or certificate of Canadian citizenship. If you are a permanent

resident, you need to provide your original permanent resident card or confirmation of permanent residence, visa passport, and a record of landing.

ALL scholarships and awards are paid to you in bi-weekly installments. You can make arrangements to pay your student account from your grant/scholarship/award monies. However, tuition will automatically be deducted from your AGA unless your tuition has already been paid. The Payroll Office and the Student Accounts Office will work together to ensure that the correct amount is deducted from your bi-weekly pay.

Acronyms on your payroll statement that may be of interest: FEL – Fellowship. You will see this on your pay stub if you have an AGA, NSERC/SSHRC/NSHRF scholarship

STUR – Student Research Contracts – This will be on your pay stub if you are being paid as a Research Assistant (RA) or if you are being paid from a research contract.

SACT – Student Accounts Receivable – This will be on your pay stub if Payroll was notified to take money off your cheque to pay a balance owing on your student account.

If you wish to be exempt from paying taxes, you need to fill out the TD1 and TD1NS forms in a way that your total income amount is less than your total claim amount.

If you have any questions regarding payroll, please contact Terry Turner-Mitchell in Human Resources at 585-1550 or <u>terry.turner-mitchell@acadiau.ca</u>

Computer Account

A computer account and email account are created for each new student at the start of the academic year, and remain valid until September 30th of the following year. After each fall registration and

prior to the expiry date, Novell and email accounts for all registered students are automatically extended for another year, without any additional action by the student. As a security measure, student account passwords expire annually, and require resetting by the account owner. Any student withdrawing from Acadia will have his/her account(s) disabled immediately, and such account(s) will be deleted from disk after two weeks. Since May 2000, Acadia graduates are entitled to retain their Acadia email address.

Laptops

ALL graduate students who have completed the registration process are required to provide their own laptop computer. The Acadia approved laptops are available for purchase from the Acadia website (<u>http://ts.acadiau.ca/tech-store.html</u>). Acadia will provide access to the necessary software that is used in connection with your attendance on campus.

Calendar Dates

Please be aware of those dates in the Graduate Calendar that pertain to you. A direct link to the dates is: (<u>http://gradstudies.acadiau.ca/AcademicPolicy.html#Cal</u>)

Theses

All students, except those in the MEd course route or the MSc Applied Geomatics research project route, are required to write and orally defend a thesis. Each student must have an Acadia professor as a primary supervisor and must work closely with that person to produce a manuscript.

For information on the preparation and presentation of a thesis, please consult the following webpage:

http://gradstudies.acadiau.ca/PresentationPrepareThesis.html

Convocation

All students must apply to convocate. Deadlines for applying are listed in the Graduate Calendar. Students who do not complete this form are not considered for convocation.

The Acadia Writing Centre

If you would like to improve your writing skills, the Coordinator of the Acadia Writing Centre, Dr. Stephen Ahern, is available to meet with you one-on-one. During 50-minute sessions, he offers personalized attention in a comfortable setting. This service is free to all Acadia students.

The Coordinator is ready to work with you on any areas that you identify, from the detailed and technical (such as how to use commas) to the big picture (such as how to write an argumentative essay, or structure a Master's thesis). In order to understand your specific needs, he is willing to work with you on any document that you bring in. This will help him suggest effective strategies that you can use to improve your writing. Please note that his role is to advise you, and not to proofread or rewrite your document for you.

During the academic year please call (902) 585-2155 to sign up for a session – be sure to call during office hours, and to identify yourself as a graduate student who would like to meet with the Coordinator. During the summer, email the Coordinator directly at <u>Stephen.ahern@acadiau.ca</u>.

The Coordinator is planning a series of workshops on communicating effectively for advanced academic purposes. These workshops are specifically designed to target your needs as a graduate student.

Health Services

The University offers Student Health Services, which is located in Dennis House. The health team is available to provide medical care and education to Acadia students ONLY! They do not provide services to student spouses or children. They can be reached at 585-1238. You may also want to consult the following website: <u>http://www.acadiau.ca/affairs/health/</u>

There is a public clinic located in the Eastern Kings Memorial Hospital on Earnscliffe Avenue. The clinic is open weekly from 5-9 pm and 12-5 pm on weekends and holidays. There is also an open clinic at Mud Creek Medical located at 12 Elm Ave. The open clinic is from Mon-Thur 9:00am-8:00pm, Friday 9:00am-5:00pm and Sat 9:00am-1:00pm. Walk-ins are also welcome. The Clinic phone number is (902) 542-3633.

In an emergency, you should go to the Valley Regional Hospital in Kentville. This is approximately a 20 minute drive from Wolfville. If you are in need of a family doctor, please call (902) 424-3047. This is an automated service. Leave your name, phone number and area of residence and someone will return your call if there is a doctor taking patients in your area.

ASU Health Plan

All students are automatically charged for the ASU Health Plan. If you wish to be exempt, you need to provide proof of alternative coverage by September 30, 2010.

To receive further information on the ASU Health Plan Benefits, please email Cindy MacDonald at: <u>cindy.macdonald@acadiau.ca</u>

ASU Dental Coverage

ALL full-time students attending Acadia University are automatically enrolled in the Acadia Student Dental Plan upon registration.

Students may opt out by signing a waiver form at the Health Plan Office located in the Old SUB Rm 619.

Parking

All cars on campus must be registered through the Safety & Security Department, and a parking permit for the current year obtained. Parking permits, which allow parking in any parking area on campus, cost \$100.00 per year, including HST. Temporary permits (\$6.00 daily, \$20.00 weekly, or \$40.00 monthly) are also available. For information on parking at Acadia, please consult the following website: <u>http://security.acadiau.ca/campus-parking.html</u>

Parking in Wolfville is free; however, there is no parking for more than 2 hours.

Transportation

Most amenities are within walking distance when you live in Wolfville. However, there are a number of other means of transportation while studying at Acadia.

A public transit system operating in the Annapolis Valley called **Kings Transit** serves areas from Wolfville to Weymouth. For more information on the areas they serve, bus schedule, and fares, please check their website: <u>http://www.kingstransit.ns.ca/</u> As of July 2010, a trip from one location to the other is \$3.50.

If you need to travel into the City or abroad, you can use the **Acadian Lines** passenger service. There are 2 departure times from Wolfville to Halifax daily – one at 10:40 am and the other at 4:15 pm. Student return is \$33.64.

For schedule and fare information, please check their website: <u>http://www.acadianbus.com/search.aspx</u>

Green Rider Ltd organizes groups of commuters who live along a common route in rural Nova Scotia and have similar work or school hours within the Halifax Regional Municipality. They travel from Monday through Friday ONLY. A round trip from Wolfville to downtown Halifax is \$26.00.

Please call for details (877) 250-9016 or check their website: <u>http://www.greenrider.ca</u>.

Woods Limousine Service

(902) 542-5248 or (888) 720-5466 Website: www.woodslimo.com

To arrange for the economy car to pick you up at the airport and take you to Wolfville is approximately \$115.00.

Car Rentals

Enterprise Rent-A-Car (902) 679-4919 or (800) 736-8222 Discount Car and Truck Rentals (902) 678-5755

Taxi

A number of taxi services operate out of Wolfville. A trip into New Minas and back is approx. \$24.00.

Local Banks in Downtown Wolfville

Royal Bank of Canada (902) 542-2221

Bank of Montreal (902) 542-2214

Housing Information

On-Campus Residences

(902) 585-1417 residencelife@acadiau.ca http://www.acadiau.ca/studentaffairs/residencelife/

There are 11 residences on campus. They are all wired for phone and high-speed internet (both included in the cost of living on campus). Some residences are single sex, while others are co-ed. There are also private rooms available. Meal plans are mandatory.

Off-campus accommodations

www.findaspot.com

Wolfville Apartments

http://wolfvilleapartments.ca/

Roselawn Lodging

www.roselawnlodging.ca or Tel : (902) 542-3420 or (866) 710-5900

MacKay Real Estate

http://www.mackayrealestate.com/

<u>* NOTE</u>: It is important that you look early for accommodations, as most students already have their arrangements made by early summer for the fall term.

Research @ Acadia

Tri-council funding agencies include:

- NSERC provides funding for research in the natural sciences and engineering. There are funding opportunities for undergraduate, graduate or PhD students. For details check their website: <u>www.nserc.ca</u>
- SSHRC provides funding for research in the humanities and social sciences. They have funding opportunities for graduate and PhD students. For details check their website: www.sshrc.ca
- CIHR provides funding for health research. They have funding opportunities for undergraduate and graduate students. For more information, please consult their website: <u>www.cihr.ca</u>

NSHRF – provides funding for four categories of health research: health services, health outcomes, health public policy, and medical or basic research. They have funding opportunities for undergraduate and graduate students. Please consult their website: <u>www.nshrf.ca</u>

Office of Technology Transfer and Innovation (OTTI)

While the goal of most research programs at Acadia is the pursuit of knowledge, sometimes a research project will yield discoveries that could be valuable if developed for public use. Acadia's Office of Technology Transfer and Innovation (OTTI) works closely with the Division of Research and Graduate Studies to provide support to researchers for the development and commercialization of intellectual property, and to facilitate research collaborations with industry. OTTI can provide Acadia faculty, staff and students with educational materials on intellectual property (http://otti.acadiau.ca/), offer individual assistance to identify and protect intellectual property and act as a facilitator for industry interactions. Through a network of

industry and government contacts, OTTI works to identify and secure the appropriate financial and other means to support the research and development of projects with commercial potential or of interest to commercial partners.

OTTI's goal is to help the entire Acadia community understand the link between pure academic research and the business world. General inquiries or specific questions about intellectual property are welcome. For further information, please contact Leigh Huestis at (902) 585-1425 or by email <u>leigh.huestis@acadiau.ca</u>

Research Ethics Board (REB)

The following types of research require ethics approval from the REB before the research can begin:

- Research involving living human subjects, human remains, cadavers, tissues, biological fluids, embryos or fetuses
- Research that involves interviewing, 3rd party interviews, naturalistic observation or
- Any secondary use of data that can be traced to the subjects who generated the data

The REB application and all information can be found at: http://reb.acadiau.ca/

Animal Care

Researchers and educators doing animal research are required to complete an Animal Use Protocol form when using animals in research or teaching. For further info, please consult this website: <u>http://biology.acadiau.ca/animalcare.html</u>.

Student Organizations

Acadia Graduate Students' Association

The Acadia Graduate Students' Association (AGSA) represents the interests of graduate students. An annually elected AGSA Executive is responsible to a council consisting of department representatives. If you are interested in becoming part of the AGSA Executive, please send an email to agsa@acadiau.ca when you arrive on campus.

ASU

Acadia Students' Union operates the oldest continuous running student union facility in the Maritime Provinces. The ASU Students' Centre was built in 1949 to create a first-rate dining, recreational, meeting, lounging, and special events facility for the students of Acadia. It serves the needs of the student community by providing opportunities for non-academic activities and promoting an environment which features other services designed to complement and enhance student life.

The ASU Students' Centre is managed under the auspices of the Executive Board, the General Manager, the Students' Centre Manager, and the Bar Services Manager. It is home to the Information Desk/Post Office, Cajun's (Campus Clothing Store), the Health and Dental Office, the Resource Centre, Perkin's Cafe, Momo's Convenience Store, and ASU Executive offices. The Students' Centre is also the home of the Axe Lounge - the primary social and entertainment venue in the Students' Centre and at Acadia University. The University also has several offices in the facility, including the Department of Safety & Security.

Intramurals

http://www.acadiau.ca/sports/intra/

Varsity Sports http://www.acadiau.ca/sports/

Clubs and Internal Organizations Please check the ASU website for further info: <u>http://www.theasu.com/asu/</u>

Recreation Centre Classes <u>http://fitness.acadiau.ca/</u>

Culture and Entertainment

Acadia University's **Art Gallery** offers a year-round programme of art exhibitions of contemporary and historical work. Opened in 1978 as a teaching facility in the Arts Faculty, it is located on the Acadia campus in the Beveridge Arts Centre. Gallery hours are Tuesday-Sunday, 12-4pm. For more information on the Art Gallery please call 585-1373.

Performing Arts @ Acadia

Every year, Acadia University presents and hosts an amazing variety of cultural and arts events. Included are concerts in a broad range of musical styles, classical and contemporary theatre, stimulating literary events and lectures, unique exhibitions of art, the Acadia Performing Arts Series and events celebrating Acadia's vibrant international community. Please check the following website for further information and a listing of events: <u>http://artsacadia.acadiau.ca/</u>

The former **Acadia Theatre**, now called the Acadia Cinema Cooperative, is more than a building on Wolfville's Main Street. It's a historic landmark dating back to 1899, when it opened as a vaudeville theatre known as The Opera House. To view the calendar of events, please go to: <u>http://acadiacinema.coop/</u>

The Wolfville Farmers' Market

The Wolfville Farmers' Market nourishes our communities – not just with fresh, healthy, quality, and often certified organic foods, but by providing an opportunity for local, small farms, food producers and artisans to sell their products directly to customers. The Market is held Saturdays, year-around, 8:30a.m.-1:00p.m. The Outdoor Market is held at the Robie Tuffs Nature Centre on Front Street from May – September. The Indoor Market is held in the ASU Building from October – April. For more information go to: http://www.wolfvillefarmersmarket.com/

Deep Roots Music Festival

The Canadian Deep Roots Music Festival is a three-day celebration of roots music, dance and culture with special workshops, concerts and children's programming throughout the Town of Wolfville and Acadia University. Set in Wolfville, the Canadian Deep Roots Music Festival is an annual September event enjoyed by music lovers of all ages. For more information please see

<u>http://www.deeprootsmusic.ca/</u> or contact Ian Spooner by email at <u>ian.spooner@acadiau.ca</u> if you would like to volunteer.

The **Blomidon Naturalists Society** is a field naturalists club centered around the eastern Annapolis Valley of Nova Scotia. The primary objective of the BNS is to encourage and develop in its members and the public, an understanding and appreciation of nature which is interpreted broadly and includes the rocks, plants, animals, water, air and stars. They host hikes, field trips, etc. For more information visit <u>http://www.blomidonnaturalists.ca/</u>

Empire 7 Cinemas – New Minas

Empire Cinema is located on Commercial Street in New Minas. For ticket prices and movie listings, please call (902) 681-8080 or check the following website: <u>www.empiretheatres.com</u> **Gaspereau Vineyards** is located in the beautiful Gaspereau Valley seven miles from Wolfville.

Once an apple orchard, the vineyard was planted in 1996 on the ideal south facing slope, followed by a successful harvest in 1999. The winery opened in 2004. They operate from mid-May till mid-December from 10am-5pm, offering complimentary in-store sampling and informative guided tours daily at 12noon, 2pm and 4pm. For more info: <u>http://www.gaspereauwine.com/</u>

Grand Pré Winery is located in Grand Pré and owned by Hanspeter Stutz. Stutz purchased the Winery in 1993 and has successfully established Domaine de Grand Pré as a proud and viable winery. Starting May 1 until October 31 there are tours and tastings daily at 11am, 3pm and 5pm. Reservations are not necessary, simply go to the wine shop and sign up. The cost for the tour and tasting is \$7 per person. For further info: <u>http://www.grandprewines.ns.ca/</u>

Blomidon Estates Winery, at Habitant Vineyards, is located in Canning. For tastings, please pre book by phoning (902) 582-7565.

Sainte-Famille Wines Ltd is a boutique winery located in Falmouth. Tours are given from May 1st-Oct. 31st twice daily at 10 a.m. and 2 p.m.

Please call (800) 565-0993 or check the following website <u>http://www.st-famille.com</u> for more information.

Contact Names & Phone Numbers

Theresa Starratt Graduate Studies Officer Research and Graduate Studies (902) 585-1914 <u>Theresa.starratt@acadiau.ca</u>

Pam D'Entremont Financial Aid Counsellor Pam.dentremont@acadiau.ca (902) 585-1574

Student Accounts (902) 585-1297 <u>Student.accounts@acadiau.ca</u>

Registrar's Office (902) 585-1222 registrar@acadiau.ca

Admissions Office (902) 585-1016 admissions@acadiau.ca

Julie Snair International Student Advisor (902) 585-1690 international@acadiau.ca

Technology Services (902) 585-4357 helpdesk@acadiau.ca

Important Websites

Acadia University

www.acadiau.ca

Research and Graduate Studies

http://gradstudies.acadiau.ca/

Research Ethics Board http://reb.acadiau.ca/

Animal Care http://biology.acadiau.ca/animalcare.html

Registrar's Office http://central.acadiau.ca/registrar/

Student Accounts http://financial-services.acadiau.ca/student-accounts.html

Payroll Office http://www.acadiau.ca/human/main_sections/files/payroll/page_03.html

Acadia Students' Union (ASU) http://www.theasu.com/asu/

International Students http://wic.acadiau.ca/

Housing Office http://www.acadiau.ca/studentaffairs/residencelife/

Town of Wolfville http://www.wolfville.ca/