



Graduate Handbook
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Research & Graduate Studies

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

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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. You can shop, have a wonderful meal, and even take in a movie at the Cineplex!

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

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: <http://www.novascotia.com/>

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 Dean of Research and Graduate Studies.

If you are involved in contractual research contact Barb Baker at Barb.baker@acadiu.ca .

NOTE: ALL research grants, scholarships and contracts **must go** through the Research and Graduate Studies Office.

Graduate Studies @ Acadia

Registration Process

Graduate students **MUST** contact their Graduate Coordinator to initiate the registration process.

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

On the Tuesday following Labour Day, the Division of Research and Graduate Studies holds its orientation to Graduate Studies. There is a breakfast, campus tour, meetings with the Dean and other members of campus, etc. On Wednesday, the Division hosts a barbeque to celebrate the 1st day of classes. All incoming and returning students are welcome. Please refer to the Graduate Studies website for a full orientation schedule:

<http://gradstudies.acadiu.ca/faq.html>

There is also an **international student orientation** hosted by the Wong International Centre. This orientation gives you a chance to settle in before classes begin. It will also provide you with an opportunity to meet other international students and become familiar with your new surroundings. Senior students are NSO Team Leaders and they help new students during the orientation.

For a list of scheduled events, please go to:

<http://www2.acadiu.ca/international/arrival-orientation.html> --

There is also a day set aside for **FREE AIRPORT PICKUP** –further info can be found on the site.

Overview of Your Graduate Program

An overview of the graduate program that you have chosen can be found at: http://www2.acadiu.ca/programs_graduate.html

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 at:

http://gradstudies.acadiau.ca/fees_funding.html . 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: student.accounts@acadiau.ca

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 <https://central.acadiau.ca/my>
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 a recipient of an external award (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 Scholarships (AGS)/ Acadia Graduate Teaching Assistantships (AGTA)

An AGS does not require students to do any work in return (other than maintaining a satisfactory standard, which is a grade of at least B in all courses taken at the University as part of the master's program). An AGTA is payment in return for assistance in the delivery of our undergraduate programs. Students receiving these awards will be expected to work up to 12 hours a week or a maximum of 144 hours per semester, for which they will be paid a minimum of \$15.00/hr plus 12% benefits. The specific duties will vary among departments/schools.

Most graduate applicants, who apply by February 1st with a GPA of 3.0 in each of the last 2 years of undergraduate study, will be automatically considered for an Acadia Graduate Scholarship and an Acadia Graduate Teaching Assistantship. January 15th is the deadline for applicants to the MSc in Psychology program. December 1st is the deadline for applicants to the MEd (Counselling) program. March 15th is the deadline for all other graduate degree programs in the School of Education.

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 by bringing a copy of your award letter to the Student Accounts Office. 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 Michelle Grovestine in Human Resources at 585-1550 or michelle.grovestine@acadiau.ca

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 (<http://ts.acadiau.ca/tech-store.html>). 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 [University Academic Calendar](#) that pertain to you.

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 Academic 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, is available to meet with you one-on-one. During 50-minute sessions, the Centre 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/she is willing to work with you on any document that you bring in. This will help him/her suggest effective strategies that you can use to improve your writing. Please note that the Coordinator's role is to advise you, and not to proofread or rewrite your document for you.

For further information, please go to:

<http://writingcentre.acadiau.ca/home.html>

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:

<http://counsel.acadiau.ca/student-health-services.html>

There is a public clinic located in the Eastern Kings Memorial Hospital on Earncliffe 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 the end of September. To receive further information on the ASU Health Plan Benefits, please email Cindy MacDonald at: cindy.macdonald@acadiau.ca

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 \$110.00 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: <http://security.acadiau.ca/campus-parking.html>

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: <http://www.kingstransit.ns.ca/> As of March 2016, 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 **Maritime Bus** passenger service. For schedules and fares, go to: <http://maritimebus.com/>

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: <http://www.greenrider.ca> .

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@acadiu.ca

<http://www2.acadiu.ca/residence-life.html>

There are 12 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.Places4Students.com

Wolfville Apartments

<http://www.wolfvillebythepark.com/>

Roselawn Lodging

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

MacKay Real Estate

<http://mackayre.com/>

*** NOTE:** 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:

1. 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: www.nserc.ca
2. 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
3. CIHR – provides funding for health research. They have funding opportunities for undergraduate and graduate students. For more information, please consult their website: www.cihr.ca

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: www.nshrf.ca

Office of Industry and Community Engagement (ICE)

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. ICE 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. ICE can provide Acadia faculty, staff and students with educational materials on intellectual property, 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, ICE 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.

ICE'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 leigh.huestis@acadiu.ca or go to: <http://ice.acadiu.ca/>

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.acadiu.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.

Student Organizations

Acadia Graduate Students'

The Acadia Graduate Students' (AGS) represents the interests of graduate students. An annually elected AGS Executive is responsible to a council consisting of department representatives. If you are interested in becoming part of the AGS Executive, please send an email to acadiagraduatestudent@gmail.com 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://intramurals.acadiu.ca/>

Varsity Sports

<http://www.acadiaathletics.ca/landing/index>

Clubs and Internal Organizations

Please check the ASU website for further info:

<http://theasu.ca/#!campuslife/cojr>

Recreation Centre Classes

<http://fitness.acadiau.ca/>

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:

<http://artsacadia.acadiau.ca/>

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: <http://acadiacinema.coop/>

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. at the DeWolfe Building on 24 Elm Avenue. 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

<http://www.deeprootsmusic.ca/>

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 <http://www.blomidonnaturalists.ca/>

Cineplex– New Minas

The Cineplex is located on Commercial Street in New Minas. For ticket prices and movie listings, please call (902) 681-8080 or check the following website:

<http://www.cineplex.com/Theatre/cineplex-cinemas-new-minas>

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, and 3pm. For more info: <http://www.gaspereauwine.com/>

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: <http://www.grandprewines.ns.ca/>

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 June-Sept twice daily at 10 a.m. and 2 p.m. The cost is \$5.00 per person. Please call (800) 565-0993 or check the following website <http://www.st-famille.com> for more information.

Contact Names & Phone Numbers

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

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

Student Accounts
(902) 585-1297
Student.accounts@acadiau.ca

Registrar's Office
(902) 585-1222
registrar@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/>

Registrar's Office

<http://registrar.acadiau.ca/>

Student Accounts

<http://financial-services.acadiau.ca/home.html>

Payroll Office

<http://hr.acadiau.ca/employment/payroll.html>

Acadia Students' Union (ASU)

<http://theasu.ca/#>

International Students

<http://www2.acadiau.ca/international.html>

Housing Office

<http://www2.acadiau.ca/residence-life.html>

Town of Wolfville

<http://www.wolfville.ca/>