

# Student Handbook

Division of

## Community Health & Humanities

Faculty of Medicine

Memorial University of Newfoundland

## Graduate Students

2011 - 2012

An information source for

- Diploma Students
- Masters Students
- Doctoral Students



Updated by:  
**Christa McGrath**

Division of Community Health & Humanities  
Faculty of Medicine  
Memorial University

July 2011

*Dear Graduate Student,*

*We are very pleased to welcome you to the Division of Community Health & Humanities in the Faculty of Medicine at Memorial University.*

*As we are sure you will soon discover, the Division is an active community of faculty, researchers, students and staff. Our primary goal is to improve the health of the community through research, education and service.*

*Our graduate students are a very important part of the Division. We aim to provide an excellent teaching and learning environment in which you can explore new ideas and advance your understanding of health in society.*

*We hope you enjoy your time with us. If you have any questions or concerns, do not hesitate to contact any of the faculty or staff.*

*Good luck with your graduate studies!*

# Table of Contents

pg.

Section 1: Introduction to the Community Health & Humanities Graduate Programs .....	1
1.1 Graduate Diploma in Community Health .....	1
1.2 Master's in Community Health (M.Sc.) .....	1
1.3 Master's in Public Health (MPH) .....	2
1.4 Doctorate in Community Health (Ph.D.) .....	3
1.5 Master's in Applied Health Services Research (MAHSR) .....	4
Section 2: Courses and Registration .....	5
2.1 Courses .....	5
2.2 Registration .....	7
2.3 Graduate Research Integrity Program (GRIP) .....	7
Section 3: Community Health & Humanities Graduate Studies Committee .....	8
Section 4: Graduate Program Policies and Regulations .....	9
4.1 Program Duration .....	9
4.2 Student Leaves and Program Interruptions .....	9
4.3 Changes in Program of Study .....	9
4.4 Thesis Guidelines .....	10
4.5 PhD Comprehensive Examination .....	10
4.6 Plagiarism .....	10
4.7 Copyright .....	10
4.8 Course Failures .....	10
4.9 Student Grievance and Appeal Procedures .....	11
4.10 Withdrawal from Program .....	11
4.11 Convocation .....	11
Section 5: Student Status and Funding .....	12
5.1 Full-time & Part-time Status .....	12
5.2 Sources of Student Funding .....	12
Section 6: Resources .....	13
6.1 Division of Community Health & Humanities Resources .....	13
6.2 Faculty of Medicine Resources .....	14
6.3 MUN Resources .....	16
Section 7: Social Activities in the Division .....	18
Section 8: Faculty and Staff .....	19
Appendix A: Fall 2011 Schedule	
Appendix B: Expenses for Graduate Students	



# Introduction to the Community Health Graduate Programs

Section  
1

The mission of the Division of Community Health & Humanities in the Faculty of Medicine is to improve the health of the community through education, research and service. The members of the Division are active in community-based research both through investigator-driven research grants and research contracts.

The Division provides undergraduate teaching in the medical program and graduate training in Community Health, Public Health, and Applied Health Services Research. The goal of our graduate programs is to promote health and improve the quality of life in society by: developing an understanding of factors that contribute to health and illness; building the capacity to create change; creating "new" knowledge; sharing and engaging in research in and with the community; and serving as a resource for the community.

The Division offers three graduate programs in Community Health (diploma, masters and doctorate), a masters program in Public Health (population/public health stream and nutrition/dietetics stream), as well as a masters program in applied health services research (this program is offered through the Atlantic Regional Training Centre which is housed in our Division at the Memorial University site).

*Please note: all graduate students at Memorial University must complete the Graduate Research Integrity Program (GRIP). More details about GRIP can be found in section 2.*

## 1.1 Graduate Diploma in Community Health

### Admission Requirements:

- demonstrate general competency in literacy and numeracy (by fulfillment of the MUN English proficiency requirements and successful completion of an undergraduate statistics course)
- have an undergraduate degree from a university of recognized standing with a minimum cumulative academic average of 75% over the last 2 years of study
- provide two satisfactory appraisals from referees.

### Programme of Study:

- MED6220 - Introduction to Community Health
- MED6270 - Epidemiology I
- 3 electives
- MED6400-01 - 2 Graduate Seminars

The following table shows the general schedule of courses for students who wish to complete the diploma in one year.

YEAR	FALL SEMESTER	WINTER SEMESTER
1	MED6220 - Intro to Community Health MED6270 - Epidemiology I MED6400 - Graduate Seminar I 1 elective	MED6401 - Graduate Seminar II 2 electives

## 1.2 Master's in Community Health (M.Sc.)

### Admission Requirements:

- find an eligible faculty member in the Division to be their supervisor
- demonstrate general competency in literacy and numeracy (by fulfillment of the MUN English proficiency requirements and successful completion of an undergraduate statistics course)

- have an undergraduate degree from an university of recognized standing with a minimum cumulative academic average of 75% over the last 2 years of study
- provide two satisfactory appraisals from referees
- acquire funding if wishing to study full-time (funding is not required for part-time students)

**Programme of Study:**

- MED6220: Introduction to Community Health
- MED6270: Epidemiology I
- MED6280: Community Health Research Methods
- Quantitative stream: MED6200: Biostatistics & MED6275: Epidemiology II
- OR
- Qualitative stream: MED6294: Adv Qualitative Methods & MED6102: Critical Theory in Health & Society
- 1 elective
- MED6400-03: 4 Graduate Seminars

Students must also complete a master's thesis. Students normally complete course work in the first year and their thesis in the following year(s).

The following table shows the general schedule of courses for students who wish to complete the masters program in two years.

YEAR	FALL SEMESTER	WINTER SEMESTER
1	MED6220: Intro to Community Health MED6270: Epidemiology I MED6280: Community Health Research Methods MED6400: Research Seminar I	2 courses from the qualitative <u>or</u> quantitative stream 1 elective MED6401: Research Seminar II
2	MED6402: Research Seminar III	MED6403: Research Seminar IV

### 1.3 Masters in Public Health (MPH)

The MPH program offers two streams: (1) Population and Public Health; and (2) Nutrition and Dietetics.

**Admission Requirements:**

- demonstrate general competency in literacy and numeracy (by fulfillment of the MUN English proficiency requirements and successful completion of an undergraduate statistics course)
- have an undergraduate degree from an university of recognized standing with a minimum cumulative academic average of 75% over the last 2 years of study
- provide two satisfactory appraisals from referees
- submit a statement of interest
- for students applying to the nutrition/dietetics stream, they must have successfully completed an undergraduate dietetics program accredited by Dietitians of Canada and provide proof of same

**Population and Public Health Stream**

This stream can be completed on a part-time or full-time basis. Full-time students can complete this program in one academic year. Students must complete the following courses:

- MED6200: Biostatistics
- MED6270: Epidemiology I
- MED6288: Health Policy
- MED6725: Public Health Leadership and Management
- MED6724: Communicable Disease Prevention & Control
- MED6723: Health Promotion
- MED6722: Environmental Health
- MED6721: Disease and Injury Prevention
- 2 electives
- MED6700-01: Public Health seminars

- MED6710: Practicum OR MED6711: Capstone Research Project (for students with significant public health practice experience only).

The following table shows the general schedule of courses for students who wish to complete the population and public health stream in one year.

YEAR	FALL SEMESTER	WINTER SEMESTER	SPRING SEMESTER
1	MED6270: Epidemiology I MED6288: Health Policy MED6725: Public Health Lead. & Mgmt MED6724: Communicable Diseases MED6700: Public Health Seminar I 1 elective	MED6220: Biostatistics MED6723: Health Promotion MED6722: Environmental Health MED6721: Disease & Injury Prev. MED6701: Public Health Seminar II 1 elective	MED6710: Practicum <u>or</u> MED6711: Capstone Research Project

### Nutrition and Dietetics Stream

This is a two-year, full-time program only. Students must complete the following courses:

- MED6280: Community Health Research Methods
- MED6725: Public Health Leadership and Management
- MED6200: Biostatistics
- MED6270: Epidemiology
- MED6730: Professional Practice
- MED6731: Community Nutrition
- MED 6700/01: 2 Public Health Seminars
- MED6733-36: Dietetic Internship I, II, III, IV
- MED671A/B: Research Project

*Please note: all core courses and seminars must be completed prior to the initiation of the dietetics internship III (MED6735) and/or the Dietetics Research Project (MED671A/B).*

The following table shows the general schedule of courses for students completing this stream in two years.

YEAR	FALL SEMESTER	WINTER SEMESTER	SPRING SEMESTER
1	MED6270: Epidemiology I MED6280: Community Health Research Methods MED6725: PH Leadership & Mgmt MED6700: Public Health Seminar I MED6733: Dietetic Internship I	MED6220: Biostatistics MED6730: Professional Practice MED6731: Community Nutrition MED6701: Public Health Seminar II MED6734: Dietetic Internship II	MED671A: Research Project
2	MED671B: Research Project	MED6735: Dietetic Internship III	MED6736: Dietetic Internship IV

## 1.4 Doctorate in Community Health (Ph.D.)

### Admission Requirements:

- demonstrate general competency in literacy and numeracy (by fulfillment of the MUN English proficiency requirements and completion of a undergraduate statistics course)
- have a masters degree in a related discipline from an university of recognized standing
- have completed a Master's thesis or have relevant research experience
- have satisfactory appraisals from two referees
- find an eligible faculty member to be their supervisor
- acquire funding if wishing to study full-time (funding is not required for part-time students)

### Programme of Study:

Generally, doctoral students must complete the following courses; however, the program of study can be determined by the student's supervisory committee:

- MED 6220: Introduction to Community Health
- MED 6270: Epidemiology I
- MED 6280: Introduction to Research Methods
- 3 electives
- MED6410-13: 4 graduate seminars

Elective courses should be selected in consultation with your supervisor. Students must also pass a comprehensive (candidacy) exam and complete and defend a doctoral dissertation. Students primarily complete course work in the first two years of their program and their dissertation in the following years. Comprehensive exams are normally scheduled no later than semester 7 and are arranged through the Office of Research and Graduate Studies in the Faculty of Medicine. Please visit their website for more details: [www.med.munc.a/graduate](http://www.med.munc.a/graduate).

The following table shows the general schedule of courses for students completing their PhD program full-time.

Year	Fall Semester	Winter Semester
1	MED6220: Intro to Community Health MED6270: Epidemiology I MED6280: Community Health Research Methods MED6410: Research Seminar I	MED6411: Research Seminar II 3 electives
2	MED6412: Research Seminar III	MED6413: Research Seminar IV Comprehensive preparation and exam
3 & 4	Dissertation work	

## 1.5 Master's in Applied Health Services Research (MAHSR)

The MAHSR is a full-time, web-based program offered through the Atlantic Regional Training Centre (ARTC) which is made up of Memorial University of Newfoundland, the University of New Brunswick, and the University of Prince Edward Island. To qualify for this program at the MUN site, students are expected to meet the entrance requirements identified for the MSc in Community Health. Applicants are also required to complete a brief statement of research and professional interests as well as a brief statement describing the suitable match between the Master's Degree in Health Services Research and the applicant's experiences and goals. Two references will also be required.

In addition to completing a master's thesis, students also complete 8 courses, a research residency, and participate in 5 workshops. Please visit the ARTC's website [www.artc-hsr.ca](http://www.artc-hsr.ca) for more information on this program. The following table outlines the MAHSR program of study.

YEAR	FALL SEMESTER	WINTER SEMESTER	SPRING SEMESTER
1	MED6282: Canadian Health System MED6286: Ethical Foundations of Applied Health Research MED6284: Research and Evaluation Design and Methods Workshop #1	MED6290: Determinants of Health MED6288: Policy & Decision Making MED6292: Qualitative and Quantitative Research Methods Workshop #2	MED6296: Research Residency Workshop #3
2	MED6293: Knowledge Transfer and Research Uptake MED6294: Adv Qualitative Methods <u>OR</u> MED6295: Adv Quantitative Methods Workshop #4	Thesis work Workshop #5	Thesis work



# Courses and Registration

Section  
2

## 2.1 Courses

Our Graduate Programs (excluding the masters in applied health services research) combines course work, field work and seminars. Core, elective, and seminar courses are offered each year. Special courses may also be offered depending on student demand. Below are brief course descriptions of courses offered in the Division.

### **MED6102 Critical Theory in Health & Society**

This course provides an in-depth examination of critical social science theory in relation to health. It focuses especially on theoretical questions of how one frames 'illness', 'health', 'healing' or 'medicine' as an object of study.

### **MED6108 Directed Readings I**

This readings-based course is directly related to a student's program of study. A reading list is based on student's topic area and will be determined at beginning of semester in consultation between student and instructor.

### **MED6109 Directed Readings II**

This readings-based course is directly related to a student's program of study. A reading list is based on student's topic area and is determined at beginning of semester in consultation between student and instructor. This course is only available to students who have completed MED6108

### **MED 6200 Biostatistics**

The overall aim of this course is to review elementary biostatistics and introduce the concepts underlying univariate and some multivariate inference. Participants will be introduced to the analysis of biomedical and community health data using SPSS software. *[available on-campus and online]*

### **MED 6220 Introduction to Community Health**

The overall aim of this course is to introduce participants to the basic principles, concepts and practices of contemporary Community Health.

### **MED 6270 Epidemiology I**

The overall aim of this course is to introduce students to the uses of epidemiology in clinical medicine and in disease prevention and health promotion at the individual, family and community level. *[available on-campus and online]*

### **MED 6274 Chronic Disease Epidemiology**

Designed for graduate students in community health and those interested in chronic disease epidemiology. The course provides a good opportunity for students to broaden their understanding on major chronic diseases in Canada in terms of the determinants, impact and disease control. It emphasizes the research aspects of chronic diseases epidemiology and how the basic techniques of epidemiology and biostatistics are applied in the chronic diseases.

*Completion of Introduction to Community Health (MED6220) and Biostatistics (MED6200) are helpful, but not required.*

### **MED6275 Epidemiology II**

This advanced course in Epidemiology is intended to provide a more in depth understanding of the important epidemiology methods with the primary focus on data analysis and results interpretation. It is designed for MSc and PhD candidates in epidemiology or biostatistics streams who wish to gain a deeper understanding in quantitative issues that arise in the planning, analysis, and interpretation of epidemiologic research studies. It explores some key epidemiologic concepts in more depth and introduces a number of commonly used analytical methods that are not found in introductory epidemiology.

*Prerequisite: Epidemiology I (MED6270)*

**MED6277 Issues in Rural, Remote and Aboriginal Health**

The goal of this course is to explore health and healthcare in northern rural and remote Canada, with a particular emphasis on northern, rural and remote health issues in Newfoundland and Labrador. *[may be available on-campus or online]*

**MED6280 Community Health Research Methods**

The overall aim of this course is to introduce students to some of the theoretical issues underlying different forms of health research.

**MED6288 - Policy and Decision Making**

The overall aim of this course is to explore how Canadian policy, and health policy in particular, is developed, implemented, and evaluated. Throughout this course, students will gain an understanding of the complex factors and processes at play in the health policy arena in this country and have an opportunity to further develop skills in the areas of critical appraisal and policy synthesis. *[available on-campus and online]*

**MED6293 Knowledge Transfer and Research Update**

The overall aim of this course is to examine peer reviewed and “grey” literature, websites and written and oral assignments to explore the facilitators and barriers to the use of research evidence in decision-making in the health care system. The course will introduce students to research transfer methods to enhance the dissemination and implementation of research findings in clinical, management, and policy decisions.

*Prerequisite: Completion of Introduction to Community Health (MED6220)*

**MED6294 Advanced Qualitative Research**

The overall aim of this course is to facilitate an advanced reflection about the theoretical, epistemological, ethical and political issues underlying different forms of qualitative health research, methodologies and methods.

*Prerequisite: Completion of Community Health Research Methods (MED6280) is normally required*

**MED 6400-6403 Seminar (MSc); MED 6410-6413 Seminar (PhD)**

The aim of the seminar course is to expose participants to research in community health and related disciplines.

**MED6700-01 Public Health Seminar Series**

This course is designed to address special topics such as: public health law, public health leadership and emerging public health issues.

**MED6710 Workplace Practicum**

The practicum is a semester long project for MPH students who do not have extensive public health experience. The student works with an organization to study or work on the delivery of some aspect of public health and will produce two main deliverables: A term project and a weekly journal.

*Prerequisite: Completion of all course work in MPH program*

**MED6711 Capstone Project**

This is a semester long project for MPH students who have significant public health practice experience. It will be an alternative to MED6710 for eligible students and will consist of designing a research question, reviewing published literature and other relevant resources, reviewing a research plan and developing a report and presentation.

*Prerequisite: Completion of all course work in MPH program*

**MED6721 Disease and Injury Prevention**

This course examines the impact of disease and injury on the public’s health and addresses a comprehensive approach to prevention and control. *[available on-campus and online]*

**MED6722 Environmental Health**

This course will examine important issues in environmental health and discuss the methods and tools used to assess and manage these issues. *[available on-campus and online]*

### **MED 6723 Health Promotion**

This course will address the principles and practice of health promotion as a process of enabling individual and communities to increase control over and improve their health. *[available on-campus and online]*

### **MED6724 Communicable Disease Prevention & Control**

This course will address the principles and practices of the prevention and control of communicable diseases and the associated public health responsibilities. *[available on-campus and online]*

### **MED6725 Public Health Leadership and Management**

This course will examine leadership and management skills relevant to public health practice. It will explore and develop skills in the areas of leadership theory, strategic planning, program evaluation, financial management, project management, quality management processes, risk management, team building, decision making, and disaster management. *[available on-campus and online]*

### **MED6730 - Professional Practice**

This course addresses current issues pertaining to professional practice in health care. Topics include the role of the professional in health, interprofessional approach to health care, professional ethics, research opportunities, and mentorship/preceptorship.

### **MED6731 - Community Nutrition**

Students will be introduced to the study and application of nutrition concepts as they apply to groups of people and will develop an appreciation for the role played by nutrition and dietetics in the context of population health.

## **2.2 Registration**

Students register for courses through Memorial self-service. Details on how to navigate this online registration system can be found here: [http://www.mun.ca/regoff/registration/web\\_register.php](http://www.mun.ca/regoff/registration/web_register.php).

To be eligible to register for courses, you must have a letter from the School of Graduate Studies and a Personal Identification number (PIN). The letter from the School of Graduate Studies contains the date and time at which you may begin your registration, your program of study and address information. Each student has been assigned a special personal identification number. If you have registered in any of the last two semesters, your PIN will remain as you have created it. However, if you have not previously registered or if you were required to complete an Application for Re-admission to the fall semester, your initial PIN will be your birth year and day.

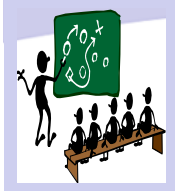
**MED9900-Graduate Registration:** Throughout the entire period of the program, **graduate students are required to register for each semester of the three-semester academic year whether they are taking courses or not.** The Office of the Registrar automatically enrolls all current students in the graduate registration (MED 9900). New students and students returning after leaves of absence must initially register for the appropriate graduate registration (MED9900 in the Faculty of Medicine), after which they will be eligible to register for individual courses.

For detailed instructions to register, add, or delete courses, please see the following website: <http://www.mun.ca/regoff/registration/>. Students should consult the university diary to verify deadlines for course registration, changes and withdrawal.

## **2.3 Graduate Research Integrity Program (GRIP)**

The Graduate Research Integrity Program (GRIP), an initiative of the School of Graduate Studies, is a program designed to provide all graduate students at Memorial University with the knowledge to make informed decisions on integrity issues commonly encountered in scholarship and the research process. The Office of Research and Graduate Studies in the Faculty of Medicine organizes GRIP for graduate students in the Faculty of Medicine. For more details, visit: <http://www.mun.ca/sqs/current/grip/>.

**Registration:** Graduate students will normally complete GRIP in the Winter semester. Using the Memorial Self-service, register for GRAD 9991, Course Reference Number (CRN) 66423.



## Community Health & Humanities Graduate Studies Committee

Section  
3

The graduate programs in Community Health are managed by the Community Health & Humanities Graduate Studies Committee, which consists of the Associate Dean, Program Coordinators, three faculty members from the Division, the Academic Program Administrator, and one graduate student representative.

The committee's responsibility is to ensure the academic quality of the Community Health graduate programs. In partnership with the Division's faculty, the committee develops policies, procedures, and courses relevant to the Community Health graduate program. It reviews all applications and approves of any exceptions to students' programs of study (e.g. course exemptions and equivalents, conditions of admission, and so on).

Key graduate program personnel include:

PROGRAM	PROGRAM COORDINATORS	ACADEMIC PROGRAM ADMINISTRATOR
Community Health - Graduate Diploma - Masters - PhD	Dr. Barbara Roebothan	Christa McGrath
Masters in Public Health	Dr. Catherine Donovan (Population Public Health Stream)  Dr. Barbara Roebothan (Nutrition/ Dietetics Stream)	
Masters in Applied Health Services Research (ARTC)	Dr. Rick Audas	



# Graduate Program Policies and Regulations

Section  
4

This section contains information about common policies and regulations directly relating to graduate students. For more comprehensive and broader policies and regulations, please see the *Student Handbook* found on the Office of Research and Graduate Studies website (<http://www.med.mun.ca/Graduate/GraduateStudies.aspx>) or visit the *University Calendar and Regulations* found on the School of Graduate Studies website (<http://www.mun.ca/sgs/>).

## 4.1 Program Duration

The MSc and PhD programs in the Faculty of Medicine require the completion of both course work and research, including a written thesis. It is expected that an MSc student will spend a minimum of two years (six semesters) and a PhD student will spend a minimum of four years (12 semesters) completing these requirements. Students enrolled in the population/public health stream of the MPH program would complete the program in one academic year if enrolled as a full-time student while the nutrition/dietetics stream students complete the program in two academic years. Diploma students generally complete degree requirements in one or two years.

The maximum period of study for any Graduate Program (full time or part-time) at Memorial University is seven years (or 21 active semesters) beyond the first registration.

## 4.2 Student Leaves and Program Interruptions

Under extenuating, personal, or professional circumstances, students may apply for a temporary leave of absence in order to interrupt their studies for a defined period of time. The School of Graduate Studies' regulations governing leaves of absence reflect the following principles:

- Normally a maximum of 1 leave
- Duration of leave normally to be a maximum of 12 months
- That leave only be granted for the following reasons: academic (supervisor absent from University, courses not offered, equipment failures, etc.); family (pregnancy, unusual or exceptional family care responsibilities, etc.); employment (relocation, etc.); medical (medical certificate of inability to continue in program, etc.); or financial (change in material circumstances).

During a Leave of Absence the student is not required to register, no fees will be applied, and the time granted in the leave is not counted in the period of study. Students are required to apply for a Leave of Absence using the form appropriate for this purpose. Forms can be downloaded from [http://www.mun.ca/sgs/current/general\\_forms.php](http://www.mun.ca/sgs/current/general_forms.php). Upon returning from a Leave of Absence, students must re-register for MED9900 (graduate student registration in the Faculty of Medicine).

## 4.3 Changes in Program of Study

Once students begin their program, any number of changes may be required to their program, including changes in courses to be taken, full-time or part-time status, supervisor and/or supervisory committee members, and thesis title. Any proposed change from a student's program as detailed on the "Programme of Study" form included with the letter of admission must have the prior approval of the Associate Dean of Research and Graduate Studies and the Dean of the School of Graduate Studies. "Change of Program" and "Change in Status" forms are available online at [http://www.mun.ca/sgs/current/general\\_forms.php](http://www.mun.ca/sgs/current/general_forms.php). The completed form, signed by both the student and his/her supervisor/advisor should be submitted to the Division's Academic Program Administrator who will in turn forward to the Office of Research and Graduate Studies for recommendation to the Dean of Graduate Studies, with whom the final decision rests.

## 4.4 Thesis Guidelines

All students enrolled in thesis-based programs must conduct research and produce a thesis. The student's supervisory committee play a key role in helping students navigate through their thesis work. For more specific guidelines about a thesis, visit the School of Graduate Studies website at

[http://www.mun.ca/sgs/go/guid\\_policies/guidelines\\_intro.php#general](http://www.mun.ca/sgs/go/guid_policies/guidelines_intro.php#general).

Once the student's supervisory committee has reviewed and approved the thesis for submission, copies of the thesis along with appropriate forms must be submitted to the Office of Research and Graduate Studies. Their office will arrange for internal and external review. Only PhD students are required to defend their thesis dissertation towards the end of their program.

## 4.5 PhD Comprehensive Examination

All students enrolled in a PhD program at Memorial University are required to complete a comprehensive examination in their program area of concentration. This examination normally takes place no later than the end of the 7<sup>th</sup> semester (beginning of the third year) unless an extension is granted by the Dean of the School of Graduate Studies. The format of the comprehensive examination is both written and oral and tests the specific, broad, and general knowledge of the student's area of concentration. It is conducted by a committee consisting of the Associate Dean of Research and Graduate Studies (in Medicine), the supervisor and not less than three other members. The Office of Research and Graduate Studies in Medicine arranges the student's comprehensive examination.

## 4.6 Plagiarism

Plagiarism is considered a serious academic offence which could have serious consequences ranging from loss of credit to revocation of a degree. Plagiarism is defined as the presentation of work of another author in such a way as to give one's reader reason to think it to be one's own work. Plagiarism is a form of academic fraud. It may include the purchase of a paper from a commercial source or a paper prepared by another person claiming to be the individual who is submitting the assignment. Self-plagiarism is when an individual essentially submits the same work for which they have previously received academic credit. It is possible to build on a previous academic work, however, it must be cited using the standard established by the course instructor.

Students who are not clear about the appropriate forms of attribution for various sources including published papers, web sites, unpublished reports, etc., should clarify this matter with the course instructor. Visit section "2.4.12.2

Academic Dishonesty: Offences" of the university calendar for more information (website:

<http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0015#GRAD-0022>).

## 4.7 Copyright

Copyright is an important consideration in academia. Regulations surrounding copyright laws have grown more complex in recent years due to the growth of the internet and technological advancement. If you are unsure if you can copy content from printed text, download articles from the web, or incorporate a video from youtube in your work (just to name a few things), the Copyright office at Memorial University can help you. Please visit their website for a wealth of information about copyright clearance issues on campus:

[http://www.mun.ca/copyright/copyright\\_clearance.php](http://www.mun.ca/copyright/copyright_clearance.php).

## 4.8 Course Failures

The minimum passing grades for graduate students at Memorial University is 65%. Failure to attain a final passing grade in a program course shall lead to termination of a student's program unless the student repeats the course and receives a grade of 65% or higher. Only one such repeat will be permitted in a student's program. Please note, the

Dean of Graduate Studies approves a repeat of the course, upon the recommendation of the Supervisor and the Supervisory Committee supported by the Head of the Academic Unit.

## 4.9 Student Grievance and Appeal Procedures

A student may dispute matters of academic standing. Students who wish to raise questions or register a complaint about matters of academic standing are encouraged and advised to first communicate such concerns with the appropriate course instructor, supervisor/advisor, or supervisory committee. If consensus is not reached at that level, students should seek the advice of the specific Program Chair or Associate Dean of Community Health prior to seeking a review under formal procedures. Please consult section “2.4.6 Appeal of Regulations” in the university calendar for more details about the procedures regarding appeals and grievances (website: <http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0015#GRAD-0021>).

## 4.10 Withdrawal from Program

Students wishing to withdraw from the program should notify their supervisor, the Associate Dean of the Office of Research and Graduate Studies in the Faculty of Medicine, and the School of Graduate Studies in writing.

## 4.11 Convocation

If students anticipate completing degree requirements prior to convocation, they must apply to graduate through Memorial's Self-Service. Your academic record will be reviewed by the Registrar's Office to determine if degree requirements have been met. **Students should apply to graduate by January 15 for Spring Convocation and July 15 for Fall convocation.** After those deadline dates, applications to graduate will be processed as time and resources permit. For a step-by-step process on applying to graduate, please visit <http://www.mun.ca/convocation/steps/index.php>.



## Student Status and Funding

Section  
5

### 5.1 Full-time & Part-time Status

In the Faculty of Medicine, to be classified as a full-time graduate student in research-based graduate programs (excluding the MPH program) students must normally have a minimum of \$12,000 per year of funding from fellowships, scholarships, bursaries or assistantships. A full-time student devotes full time to their graduate program and may only work in paid employment up to a maximum of 24 hours per week.

Part-time status is available to students who wish to engage in graduate studies but who are otherwise employed full-time (more than 24 hours per week) or for whom a funding stipend is not available. A part-time graduate student in the Faculty of Medicine is registered for the duration of a semester and may engage in full-time work opportunities. Note: All students in the graduate diploma in community health program have part-time status

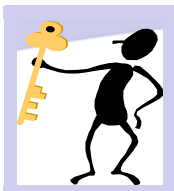
### 5.2 Sources of Student Funding

A number of student fellowships and awards may be available to students each year. Notices for applications are circulated to Community Health & Humanities graduate students via the community health graduate students' listserve (see section 6.1.9). A list of scholarships, fellowships and other funding for graduate students is available from Research & Graduate Studies in the Faculty of Medicine (HSC 1759).

There are two established scholarships in the Division for full-time graduate students: The Dr. Jorge Segovia Scholarship and the Barrowman Travel Award. The Dr. Jorge Segovia Scholarship is based on scholarship standing through such accomplishments as best paper, best thesis, or best research project. The value of this scholarship is \$500, and it is the award for demonstrated excellence in health services research. The Barrowman Travel Award provides funds to help students present at scientific conferences. The award, which is valued at \$1,000, is made by the Dean of Graduate Studies on the recommendation of the Associate Dean, Research and Graduate Studies, Faculty of Medicine.

For information on funding opportunities, please visit the Faculty of Medicine's Research and Graduate Studies website at <http://www.med.mun.ca/Graduate/GraduateStudies/Studentships-and-Fellowships.aspx>

Information on student loans can be found at <http://www.ed.gov.nl.ca/studentaid/>. You may also visit Memorial's 'Student Affairs and Services' website: <http://www.mun.ca/answers/about/Loans/index.php>.



### 6.1 Division of Community Health & Humanities Resources

#### Division Website

The website for Community Health & Humanities ([www.med.mun.ca/comhealth](http://www.med.mun.ca/comhealth)) provides up-to-date information on programs and services available through the division. Check the website to find contact information for faculty and staff, important deadlines, job and upcoming events, and notices on the weekly graduate seminar series.

#### Student Space

There are a small number of carrels available in the Health Sciences Library, with priority going to full-time students. Library carrels will be shared by two students for a duration of one academic year (September to August). The Faculty of Medicine also has two computer labs which Community Health and Humanities students are welcome to use (see section 6.2.6).

#### Photocopy and Fax Machine

The Division's photocopy and fax machine is available to graduate students for course and research related needs. Please contact Paula Hogan (Rm. 2840, Pod A) for directions and access codes.

#### Mail Slots

Mail slots are located in Pod B. Please see Darlene Tobin (Rm. 2832, Pod C) to obtain a mail slot.

#### Lockers

A limited number of lockers are available in the Division, and students are encouraged to share lockers if possible. They will be awarded on a first come, first serve basis; however, priority will be given to full-time students. Lockers will be reassigned in the Fall of each year. Please contact Paula Hogan (Rm. 2840, Pod A) to access a locker.

#### Keys

Students may request keys to the Division and the photocopy room from Sandra Meadus (Rm. 2845).

#### Student Forms

Forms (i.e. course change, supervisory, and so on) may be obtained from the Community Health & Humanities' Graduate Coordinator (Christa McGrath, Rm. 2848) as well as the Office of Research & Graduate Studies in the Faculty of Medicine (Rm. HSC 1759). Many forms are also found on the School of Graduate Studies Website - [http://www.mun.ca/sgs/current/general\\_forms.php](http://www.mun.ca/sgs/current/general_forms.php).

#### Community Health & Humanities Graduate Student ListServe

All students in the Community Health & Humanities graduate programs are added to the Community Health & Humanities graduate student listserv. This list service is dedicated to graduate students in the Division only and is intended to provide them with a discussion forum. Students can both receive and send messages to this list. The Academic Program Administrator and support staff can post messages to the listserv but they **CAN NOT receive messages**. The listserv is also used to inform current students about job and funding opportunities as well as upcoming events in the Division. Students should remain on this listserv for the duration of their program.

## Health Databases

Students may access a number of secondary databases through the Division's network (Chealth). Some of these databases include the Canadian censuses, Canadian Community Health surveys, and labour force surveys. To access a database, click on the data library folder in Chealth. Access to the Chealth folder is available on any computer in the Medical School (including computers in the student common room, HSC Library, and the student computer lab) and is only accessible if the student is logged on to the network using a graduate account. Students will be assigned a graduate account when they commence their programs. Please read the "Chreadme" file [located in the Chealth folder] prior to opening the databases for background information on files within the folder.

## 'People's Health Matters: Community Health & Humanities Seminar Series

Throughout the year, the Division of Community Health & Humanities hosts a number of guest speakers. Student attendance is required for those enrolled in the Graduate Seminar Series (MED6400-03 or MED6410-13); but all students are encouraged to attend these lectures and increase their awareness of current research in Community Health & Humanities.

## Health Research Unit

The Health Research Unit (HRU) manages contract research for the Division. It was established in 1992 and its goal is to make available the professional skills and expertise in the Division to communities, government, and industry to design and conduct research in the field of population health. For more information about the HRU, please contact Ann Ryan, Manager, at 777-8385 or in Room 2830.

## Conference Room

The Community Health & Humanities conference room (Room 2831) is available to graduate students for meetings. It is reserved from 12:00-2:00 as a lunchroom. To book the conference room, please visit room H2831 to view the room booking calendar.

## Committees

Graduate students are a vital part of the Division and are encouraged to represent students' views through communication at Divisional Faculty meetings, the Community Health & Humanities Graduate Committee, and the Social Committee. Faculty meet the first Friday of each month to discuss divisional matters. The Community Health & Humanities Graduate Committee (see Section 3.0) oversees the graduate programs in Community Health & Humanities, and the Social Committee (see Section 7.0) organizes Divisional social events. The graduate students elect student representatives for one or two year terms.

## 6.2 Faculty of Medicine Resources

### Faculty Website

The website for the Faculty of Medicine ([www.med.mun.ca](http://www.med.mun.ca)) provides information on the organization of the faculty and its many programs and resources. Check the website to find contact information for faculty and staff.

### Office of Research & Graduate Studies

Overall responsibility for graduate studies at Memorial University lies with the Dean of the School of Graduate Studies. Within the Faculty of Medicine, academic and administrative support is provided through the Office of Research & Graduate Studies under the direction of Dr. Don McKay, the A/Associate Dean for Research and Graduate Studies (Medicine).

There are nine graduate program areas in the Faculty of Medicine: (1) Cancer, (2) Cardiovascular and Renal Sciences, (3) Clinical Epidemiology, (4) Community Health, (5) Genetics, (6) Immunology, (7) Neurosciences, (8) Applied Health Services Research, and (9) Public Health. Each program area has a coordinator who liaises between

their program and the Office of Research & Graduate Studies. The coordinator for Community Health & Humanities is Dr. Barbara Roebathan.

Visit the Office of Research & Graduate Studies in Medicine in room HSC 1759 or contact the staff by phone at (709) 777-6762, fax at (709) 777-7501, or email at [rgs@mun.ca](mailto:rgs@mun.ca). The staff can answer general questions, track applications, supply forms, and provide information on funding sources. For more information, visit their website at [www.med.mun.ca/graduate](http://www.med.mun.ca/graduate).

### **Human Investigation Committee**

The Human Investigation Committee reviews all health related research projects involving human subjects to ensure ethical and scientific acceptability. It reviews projects conducted by students, staff, or faculty members of the Faculty of Medicine, the School of Nursing, the School of Pharmacy, and staff at the Health Care Corporation of St. John's, and the Newfoundland Cancer Treatment and Research Foundation, as well as by researchers outside these agencies who choose to submit their application reviews on all research projects involving humans.

For more information about the HIC or to access an application form, please refer to its website at [www.med.mun.ca/hic](http://www.med.mun.ca/hic).

### **Health Sciences Information & Media Services (HSIMS)**

HSIMS coordinates room bookings in the Health Science Centre, sets up your MUN email account (if you do not already have one), produces student photo I.D. cards, assists with the preparation of poster presentations, slides etc., and provides computer support. HSIMS is located in room H1 614 opposite the Health Sciences Library and can be reached at 777-6608.

### **Health Sciences Library**

The Health Sciences Library is located on the first floor of the Health Science Centre. It holds the health related collection and offers a wealth of services including book loans, reserve materials, document delivery, electronic journals, database searches, and instructional seminars to name a few. For more information about the Health Sciences Library, visit their website at [www.med.mun.ca/hsl](http://www.med.mun.ca/hsl). The University ID card ("MUN 1Card"), issued at the Smallwood University Centre, serves as the library card.

### **Computer Labs**

Student can access computers in the computer lab located in the HSC Library. The computers have Windows XP, SPSS, and Microsoft Office. HSIMS (see section 6.2.4) can provide passwords to enter the room when not in use for classroom time. They also provide Log-on information).

There are also computers in the Health Sciences Library available without passwords, but time may be limited if there is a high demand.

### **Printing Services**

For large printing jobs of a research-related nature, students may use Printing Services. Printing request forms are available from any staff member and must be signed by Sandra Meadus. Paula Hogan can assist you in completing the forms.

### **Medical Graduate Students Society**

The Medical Graduate Students Society serves to represent graduate students on various faculty committees including the GSU Board of Directors, Library Committee, Dean's Advisory Council on Research, Faculty of Medicine Graduate Committee, the Research & Development Committee, and Faculty Council. It also provides a medium for graduate students (especially incoming students) to interact with each other and faculty by organizing various functions (i.e. mixers, barbecues, extracurricular events).

## 6.3 MUN Resources

### MUN Website

The MUN website ([www.mun.ca/index.php](http://www.mun.ca/index.php)) provides information on the various programs and services available to students throughout the university.

### MUN Calendar

The University Calendar is available on-line at <http://www.mun.ca/regoff/calendar.php>. Hard copies are available for purchase at the MUN bookstore. The calendar contains program requirements, general regulations, course descriptions, and the university diary (which contains a listing of important deadline dates).

### School of Graduate Studies

Information about graduate programs, including applications, policies, registration and fees can be found at the School of Graduate Studies website ([www.mun.ca/sgs](http://www.mun.ca/sgs)). Students can request a copy of the Graduate Student Information Handbook by emailing [sgs@mun.ca](mailto:sgs@mun.ca).

### Graduate Students Union (GSU)

The Graduate Students Union is a non-profit organization that addresses the needs and concerns of graduate students at MUN. Part-time and full-time students automatically become members of the GSU upon registration in a graduate student program. The GSU offers many resources to graduate students including housing lists, grants and the dead thesis society. For more information, visit their website at [www.gsumun.ca/](http://www.gsumun.ca/).

### Queen Elizabeth II Library

Like the Health Sciences Library, The Queen Elizabeth II (QEII) Library offers students a treasure trove of programs and services. The QEII holds government documents, including health related materials. For more information on the QEII, please visit [www.library.mun.ca/](http://www.library.mun.ca/).

### International Student Advisor

The International Student Advisor is the resource person for all international students, offering guidance on health insurance, student authorization, and other aspects of academic and non-academic life at MUN. Visit the International Student Advising Office website at <http://www.mun.ca/isa/main/>

### Writing Centre

The Writing Centre is a free, drop-in facility for all Memorial University students who want help with their writing. It is staffed by a director and by university students trained as writing tutors. Its mandate is to help university students become better writers and critical thinkers. The Centre offers individualized tutorials to students and small group workshops on request. The Writing Centre is located in the Science building (SN2053). To find out more information, call 864-3168 or visit [www.mun.ca/writingcentre](http://www.mun.ca/writingcentre).

### Bookstore

The University Bookstore, located on the second floor of the University Centre, sells books (required textbooks, reference and recommended reading books, and general books), school supplies, as well as MUN clothing and gifts (pick up something for your grad coordinator!). For more information, visit [www.bookstore.mun.ca](http://www.bookstore.mun.ca).

For used books, MyMUN, a personalized Web tool available to all current students, provides a service to sell used books. The 'Used Books Services' enables students to post books for sale and search for books available in particular fields of study. Students can log on at <http://my.mun.ca> to avail of this service.

## **Bitters Pub**

This Graduate Students' Union Restaurant & Lounge (a.k.a. Bitters Pub) is located in Field Hall on campus. It has a great selection of beers on tap, is an ideal place to grab a bite to eat, and is always a hit on Friday evenings. It is a perfect place for students & faculty or anyone to unwind from intellectual pursuits and get to the real issues of readying themselves for downtown. For more information, phone 864-3300 or visit <http://bitters.gsumun.ca/>.

## **Parking**

Daytime student parking permits for students who are not residing in campus residences are issued by way of a computerized random draw. Permits are limited and will only be available to successful students of the draw who have not less than 48 University credit hours. The computerized random draw takes place just prior to the commencement of each semester. To obtain information/enter the draw, students must access [my.mun.ca](http://my.mun.ca), go into the Daytime Parking Channel, and follow the directions posted within.

Additional parking information, e.g., dates and times the channel will be available for students to enter, as well as the draw times, may be obtained by calling the parking information line (709) 864-4300.

## **Campus Safety**

When you walk to your car at night, walk with a friend or call the walk-safe number at 864-3737.

## **MUN Student Health Services**

Student Health Services, located in the University Center (UC-4023), have male and female physicians and offer a number of services including health education programs (weight control, smoking cessation, etc.), full diagnostic and referral services, confidential HIV testing and test counselling, and medicals. Bring your MCP card (or your own provincial insurance card) when you visit for the first time. International medical students should bring confirmation of their health insurance purchased through the university. Visit <http://www.mun.ca/health/> to learn more about their services. To make an appointment, call 864-7597 (although medical emergencies are seen on arrival). They appreciate it if you call to tell them you can't make it to your appointment (as will any student waiting for a cancellation).

## **The Counselling Centre**

The Counselling Centre helps students release, develop, or direct their personal capabilities. The Centre offers Learning Enhancement Programs as well as Individual and Group Counselling. All services are free to currently registered students. For more information, visit [www.mun.ca/counselling/home/](http://www.mun.ca/counselling/home/).



## Social Activities in the Division

Section  
7

The Division of Community Health & Humanities hosts several social events throughout the year (including potlucks, the Christmas decorating party and brunch, weekly coffee parties, professional assistant's day lunch, and retirement parties). The social committee – consisting of representatives from the faculty, administration, and research staff as well as the graduate student body – organizes these events. All students are invited to take part in the variety of activities that provide an excellent opportunity to get to know the faculty and staff, as well as other graduate students in a relaxed, fun atmosphere.

Students can also get involved with many activities offered through the GSU and the Medical Graduate Students Society (such as the Graduate Student Mixers).



## Faculty and Staff

Section  
8

The Division of Community Health & Humanities is home to a vibrant group of faculty, research and administrative staff. Our full-time faculty have a broad range of skills/expertise including epidemiology, biostatistics, nutrition, health policy, ethics, and social and behavioural sciences. The Division also includes clinical faculty, honorary professors, adjunct and cross-appointed professors. A complete listing is available on our divisional website.

TEACHING FACULTY			
NAME	ROOM	PHONE	EMAIL
Shree Mulay, PhD Associate Dean of Community Health & Humanities and Professor	2843 (Pod A)	777-8939	shree.mulay@med.mun.ca
Rick Audas, Ph.D. Associate Professor of Health Statistics & Economics	2840 (Pod A)	777-7395	raudas@mun.ca
Natalie Beausoleil, Ph.D. Associate Professor of Social Science & Health	2833 (Pod C)	777-8483	nbeausoleil@mun.ca
Fern Brunger, Ph.D. Associate Professor of Health Care Ethics	1630 Library	777-7284	fbrunger@mun.ca
Catherine Donovan, MD, M.H.Sc. Associate Professor of Public Health	2841 (Pod A)	777-8534	donovanc@mun.ca
Veeresh Gadag, Ph.D. Professor of Biostatistics	2838 (Pod B)	777-6221	vgadag@mun.ca
Diana Gustafson, Ph.D. Associate Professor of Social Science & Health	2835 (Pod C)	777-6720	diana.gustafson@mun.ca
Olga Heath, Ph.D. Assistant Professor	UC5000	737-3011	oheath@mun.ca
Chris Kaposy, Ph.D. Assistant Professor of Health Care Ethics	2830	777-2338	christopher.kaposy@med.mun.ca
Anne Kearney, Ph.D. [on leave] Assistant Professor of Community Health	2934	777-7333	akearney@mun.ca
Victor Maddalena, Ph.D. Associate Professor of Public Health	2849	777-8539	maddalena@med.mun.ca
Maria Mathews, Ph.D. Associate Professor of Health Policy/Health Services	2836 (Pod B)	777-7845	mmathews@mun.ca
Doreen Neville, Sc.D. [on leave] Associate Professor of Health Care Policy & Delivery	-	-	-
Daryl Pullman, Ph.D. Professor of Medical Ethics	2832 (Pod C)	777-6220	dpullman@mun.ca
Barbara Roebothan, Ph.D. Associate Professor of Community Health & Biochemistry (Dietetics/Nutrition)	2839 (Pod B)	777-8387	broeboth@mun.ca
Atanu Sarkar, Ph.D. Assistant Professor of Environmental/Occupational Health	2851	777-2360	atanu.sarkar@med.mun.ca

<b>NAME</b>	<b>ROOM</b>	<b>PHONE</b>	<b>EMAIL</b>
Rebecca Schiff, PhD Assistant Professor of Aboriginal Health Labrador Institute in Happy Valley-Goose Bay, NL	-	899-0298	rschiff@mun.ca
Martha Traverso, PhD CRC in Health Promotion & Community Development	2830	777-8584	mtraverso@mun.ca
James Valcour, Ph.D. Assistant Professor of Epidemiology	2836	777-2237	james.valcour@med.mun.ca
Peter Wang, Ph.D. Professor of Epidemiology	2850	777-8571	pwang@mun.ca
Yanqing Yi, PhD Assistant Professor of Biostatistics	2855	777-8845	yyi@mun.ca
Wendy Young, PhD CRC in Healthy Aging	2954 (Nursing)	777-7005	wyoung@mun.ca
<b>HONORARY PROFESSORS</b>			
Bill Bavington, MD, FRCPC Associate Professor of Community Health	2851	777-7274	bbavingt@mun.ca
Sharon Buehler, Ph.D. Hon. Research Professor of Epidemiology	2851	777-7274	skb@mun.ca
Roy West, Ph.D. Hon. Research Professor of Epidemiology & Microbiology	2851	777-7274	roywest@mun.ca
<b>CLINICAL FACULTY</b>			
David Allison, MD, FRCPC Clinical Assistant Professor of Community Medicine	-	-	davidallison@hcssjr.nf.ca
Barbara Barrowman, BSc, LLB, MD Clinical Assistant Professor of Health Law	-	-	-
<b>ADMINISTRATIVE &amp; SUPPORT STAFF</b>			
Janet Bartlett Undergraduate Program Coordinator	2847	777-6216	jbartlet@mun.ca
Krista Fowler Support Staff	2836 (Pod B)	777-6666	krista.fowler@med.mun.ca
Sandra Meadus Senior Secretary	2845	777-8537	smeadus@mun.ca
Paula Hogan Support Staff	2840 (Pod A)	777-6719	paulah@mun.ca
Christa McGrath, M.Ed. Graduate Program Coordinator	2848	777-6694	mcgrathc@mun.ca
Christa Starkes-Nicholl Support Staff	2830	777-8736	cstarkes@mun.ca
Shannon Steeves Support Staff	2830	777-8746	shannon.steeves@med.mun.ca
Darlene Tobin Support Staff	2832 (Pod C)	777-6213	darlene.tobin@med.mun.ca

NAME	ROOM	PHONE	EMAIL
<b>RESEARCH STAFF</b>			
Sara Heath Research Computing Specialist	2852	777-6218	sheath@mun.ca
Rebekah Robbins, MPH Senior Researcher	HRU, 2801A	777-6905	-
Ann Ryan, M.Sc. Manager, Health Research Unit	HRU, 2801A	777-8385	annr@mun.ca



**Appendix A**

**Fall 2011 Semester Schedule**

## Fall 2011 Semester Schedule

Course # and Name	Instructor	Day	Time
MED6200 Biostatistics (2 sections)	Dr. Yanqing Yi	Wednesdays	9:30 – 12:30
	Dr. Veeresh Gadag	Online via Desire2Learn platform	n/a
MED6220 Intro to Community Health	Dr. Diana Gustafson and Dr. Jill Allison	Tuesdays	4:00-7:00
MED6270 Epidemiology I	Dr. James Valcour and Dr. Shabnam Asghari	Thursdays	2:00-5:00
MED6274 Chronic Disease Epidemiology	Dr. Peter Wang	Fridays	2:30 – 5:30
MED6277 Issues in Northern, Rural, Remote Health	Dr. Rebecca Schiff	Online via Desire2Learn platform	n/a
MED6280 Community Health Research Methods	Dr. Diana Gustafson and Dr. Rick Audas	Wednesdays	2:00-5:00
MED6288 Policy and Decision Making	Dr. Victor Maddalena	Mondays	9:30 – 12:30
MED640003 Dip/MSc Graduate Seminar Series	Dr. Shree Muly and Dr. Chris Kaposy	Fridays	1:00-2:30
MED6410-13 PhD Graduate Seminar Series			
MED6700 Public Health Seminar I	Dr. Atanu Sarkar	Thursdays	12:00 – 2:00
MED6710 Public Health Practicum	Dr. Victor Maddalena	n/a	n/a
MED6711 Public Health Capstone Project	Drs. Victor Maddalena and Dr. Cathy Donovan	n/a	n/a
MED6724 Communicable Diseases (2 sections)	Dr. Cathy Donovan	Online via Desire2Learn platform	
	Dr. Atanu Sarkar	Fridays	9:30 – 12:30
MED6725 Public Health Leadership & Mgmt	Dr. Victor Maddalena	Online via Desire2Learn platform	
MED6733 Dietetics Internship I	Dr. Barbara Roebothan	n/a	n/a
MED671B Dietetics Research Project	Dr. Barbara Roebothan	n/a	n/a

**Appendix B**

**Expenses for Graduate Students**

## Expenses for Graduate Students

**Graduate Tuition** (details taken from: [http://www.mun.ca/become/graduate/fees\\_funding/Graduate\\_Tuition.php](http://www.mun.ca/become/graduate/fees_funding/Graduate_Tuition.php))

The charts below list the program fees for all graduate programs at Memorial. Graduate diploma and PhD program fees are fixed. Master's students have a choice among 3 payment plans.

All master's students can choose between Payment Plans A or B.

- Plan A is normally recommended for full-time students (i.e., students who anticipate completing in 6 semesters or less).
- Plan B is normally recommended for part-time students (i.e., students who will require more than 6 semesters to complete).
- Full-time students in certain 1-year master's programs may be eligible for Payment Plan C (please refer the Minimum Expense form for details).

Certain master's programs, such as EMBA (Petroleum), have separate payment plans, while other graduate programs, such as MEd (Information Technology), have special fees that are charged in addition to the regular program fees.

All figures are in Canadian dollars and subject to change. Students are responsible for being aware of all fees and charges, and applicable deadlines, by referring to the University Calendar and the University Diary.

Program	Canadian Citizens or Permanent Residents of Canada		International Students		# of Semesters
	Program Fee	Min. Total*	Program Fee	Min. Total*	
Graduate Diploma	\$323	\$2907	\$420	\$3,780	9
Master's Payment A	\$733	\$4,398	\$953	\$5,718	6
Master's Payment B	\$486	\$4,374	\$632	\$5,688	9
Master's Payment C**	\$1,010	\$3,030	\$1,312	\$3,936	3
MSM in AHSR***	\$2,000	\$12,000	\$2,000	\$12,000	6
PhD	\$683	\$8,196	\$887	\$10,644	12

\*These figures only account for program fees and not other fees and expenses listed below; students who do not complete their programs in the number of semesters listed above will be required to pay a continuance fee for each additional semester required. For more information on continuance and other fees, please refer to the current Minimum Expense form found on the School of Graduate Studies website ([www.mun.ca/sgs](http://www.mun.ca/sgs))

\*\*Only certain master's programs are eligible for Plan C. Please refer the Minimum Expense form for details.

\*\*\*Master of Science in Medicine (Applied Health Services Research)

### Special Fees (in addition to fees above)

- Master of Applied Science (Computer Engineering and Environmental Systems and Engineering Management): Program fees for the MASCE and MESEM programs differ from all other graduate programs at Memorial. For more information on fees for these programs, please refer to the Faculty of Engineering and Applied Science website.
- Master of Business Administration (Executive Option in Petroleum): \$8,500 in semesters 1 through 4
- Master of Education (Information Technology): \$2,550 charged half in semester 1 and half in semester 4
- Master of Nursing (Nurse Practitioner Option): \$12,813 charged in semester 4 for students on Plan A and semester 7 for students on Plan B
- Master of Public Health: \$1,460 charged half in semester 1 and half in semester 2
- Post-Master of Nursing (Nurse Practitioner Diploma): \$12,813 charged in semester 1
- Ph.D. in Management: \$1,000 in semesters 1 through 12

### Other Fees and Expenses

In addition to program and special fees, graduate students are responsible for a number of other fees (including but not exclusive to student union fees, recreation fee, health and dental insurance). For a comprehensive list, please refer to the Minimum Expense form found on the School of Graduate Studies website.