



**University
of Manitoba**

**Application Guide for Admission to the
Master of Applied Human Nutrition (MAHN)
Practicum Program
2024-2025**

Department of Food and Human Nutritional Sciences



TRADITIONAL TERRITORIES = ACKNOWLEDGEMENT =

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

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

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In addition to the admission requirements described in this manual, all applicants must meet the (<https://umanitoba.ca/graduate-studies/graduate-student-admissions/requirements>)

APPLICATION FEE

Faculty of Graduate Studies Application Fee - \$100

The MAHN program is currently “Registered” for accreditation with Accreditation Canada/EQual. “Registered” status serves as an important demonstration of our commitment to providing quality education in alignment with accreditation and regulatory requirements. “Registered” status is not an accreditation status, nor does it guarantee any eventual accreditation. If you require additional information regarding our “Registered” accreditation status and endeavors and/or any potential implications this may have on your future abilities to practice as a healthcare professional, we encourage you to reach out to mahn.info@umanitoba.ca

IMPORTANT DATES

MAHN application portal opens	October 1, 2023
MAHN Application Information Session	November 3, 2023
MAHN application deadline	January 6, 2024
Up to 40 top-ranked candidates may be invited to interview	February, 2024
Interviews	February 20-22, 2024
Applicants notified if successful or unsuccessful	April, 2024

GENERAL INFORMATION

Applying for Admission

Students with a Canadian accredited dietetic nutrition undergraduate degree that has been completed within the last 3 years or have met upgrading requirements as assessed by the College of Dietitians of Manitoba are eligible to apply. Preference will be given to graduates of the B.Sc. Human Nutritional Sciences (HNS) dietetic preparation program from the University of Manitoba. Applicants must have already graduated or will be graduating in 2024 Spring Convocation.

Positions Available For 2024, there will be a maximum of 20 positions available. The MAHN program reserves the right to offer fewer positions.

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

How many times can I apply for Admission to the MAHN program?

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

ELIGIBILITY REQUIREMENTS FOR ADMISSION

Applicants must meet the following criteria to apply:

- Graduated (or will be graduating in spring convocation of 2024) from a Canadian accredited dietetic/nutrition undergraduate program (<https://www.pdep.ca/accreditation/accredited-program-list.aspx>) or have met upgrading requirements as assessed by the College of Dietitians of Manitoba (CDM). A minimum GPA of 3.0 in the last 60 credit hours of study (or equivalent to 2 years) of university-level course work is required for admission. This is a requirement of the Faculty of Graduate Studies (FGS) admission.
- It is strongly recommended that applicants have a minimum grade of 'B' or equivalent in all upper level 3000/4000 (3rd or 4th year) Nutrition courses (HNSC for UM students) taken within an accredited dietetic/Nutrition undergraduate program.
- A grade of 'B' or higher is required in all courses taken to meet the academic upgrading required by the College of Dietitians of Manitoba (CDM).
 - *NOTE: CDM may require Academic upgrading for applicants that are 1) internationally trained or 2) have graduated from a Canadian accredited dietetic/nutrition undergraduate program more than 3 years ago. Applicants within these categories should first consult with CDM before applying to the MAHN program. (<https://www.collegeofdietitiansmb.ca/>)*
- Eligible for registration as a Dietetic Intern with the College of Dietitians of Manitoba (<https://www.collegeofdietitiansmb.ca/registration/categories-process/dietetic-intern/>).
- Applicants with Academic or non-Academic Misconduct notations on their transcripts will not be eligible to apply.

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

HOW TO APPLY

Applications are due on **January 6, 2024**. Application packages must include the items outlined in the package checklist, all of which must be submitted through the Faculty of Graduate Studies' application portal . Applications can be accessed through the portal starting **October 1, 2023**. You will be able to save your application and continue to work on it over time until the due date of the application.

MAHN Application package checklist

Items Required	Check <input checked="" type="checkbox"/>
MAHN Online application	<input type="checkbox"/>
Two letters of recommendation (applicants will include the names and contact information of their recommenders in the online application. This will prompt an automatic email notification, including the application form, to the recommenders. The recommenders will submit the form directly to the University of Manitoba.)	<input type="checkbox"/>
Transcripts (from all Universities attended) *Unofficial transcripts are required when applying. ALL applicants are required to submit official transcripts to the Faculty of Graduate Studies upon undergraduate program completion.	<input type="checkbox"/>
Confirmation of completion form This form is required to verify graduation from an accredited Canadian undergraduate dietetic program. It must be verified and signed by an accredited University Dietetics Education Program Director. This form must be submitted as part of the application package. Students from the University of Manitoba's Human Nutritional Sciences, dietetics program please contact aginfo@umanitoba.ca to request the form completion.	<input type="checkbox"/>

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

MAHN Program Notifications

All correspondence between staff and applicants will occur via email.

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

- When the University of Manitoba has received a completed application submitted through the University of Manitoba Faculty of Graduate Studies Admission portal.
- Applicants that will not move on to the interview phase of the selection process.
- Applicants that are selected to participate in the interview process. ***Interviews for 2024-2025 will take place on February 20-22, 2024. Applicants are expected to be available during this time.***
- Successful applicants will receive a letter of offer in April and will be expected to accept or decline within 5 days. Failure to accept the offer within 5 days will be considered a decline of the position.
- If positions are declined, the next highest-ranked applicant **may** be notified with an offer and will have 3 days to accept or decline. Proceeding to the interview stage of the application process does not guarantee you will receive an offer or be placed on a waitlist for declined offers.
- Once all positions are filled all unsuccessful interview candidates will be notified. *The MAHN program may offer up to 20 positions. Fewer positions may be offered depending on the quality of applicants.*

APPLICATION DETAILS

Applicant Ranking

Applicants are scored in a consistent manner according to ranking criteria established by the FHNS Dietetics Committee. The MAHN program is committed to equity, diversity, and inclusion in our admissions process. Members of the Applicant Selection Committee will be blinded to the identity of applicants. Applicant names will be removed from all documents before being reviewed by the Applicant Selection Committee. Instead of submission of a traditional resume and statement of intent, applicants will provide information regarding their skills, experience, accomplishments, and fit for the program directly within the online application accessed through the Faculty of Graduate Studies. Separate resume and/or statement of intent documents will not be accepted.

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

Points will be awarded according to the following criteria:

1. Academic rating – 20
2. Letters of Recommendation – 20
3. Online Application: Statement of intent – 20

4. Online Application: Modified resume – 20
(For a total of 80)

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

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

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

Part 1: Application

a. Academic Rating (20 points)

Applicants will be assessed as follows:

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

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

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

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

Additional information about the academic rating:

- Use the grading scale provided by your institution if you wish to calculate your GPA.

- Courses that are completed without an assigned grade but given a notation of pass/fail or credit will not be included in grade calculations.
- For courses that have been retaken (taken more than once) only the highest grade achieved will be counted.
- If your degree is in progress, we will calculate the two-year GPA based on the courses you have completed at the time of application. If you have been granted an offer of admission, you will be required to submit an official final transcript. A minimum Degree GPA of 3.0 must be maintained throughout the remainder of the student's academic period until graduation.

Online Application Form

The MAHN Application can be accessed through the Faculty of Graduate Studies starting **October 1, 2023**. The form includes the following information (note: sections in the application form may not appear in the same order as indicated below):

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

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

Recommendation providers must be either:

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

OR

- b. **One** work-related recommender AND **one** academic-related recommender from an individual who has evaluated your work and has the authority to monitor your performance such as a previous/current professor or instructor. This recommender should be someone who can assess your character beyond the classroom (e.g., did you work/volunteer in their research lab).

NOTE: An academic recommendation is NOT a requirement. If you do not have a suitable academic recommender, please follow option **a**.

Important information to consider when choosing recommendation providers:

- Family members, fellow students, friends, peers, or work customers/clients **cannot** be used as a recommender. Recommendations received from any of these groups will **not** be accepted and applicants will **not** be provided with an opportunity to identify a different recommender.
- Recommenders **do not** need to be dietitians.
- Be thoughtful and strategic when choosing your recommenders. You should choose a recommender that has worked close enough and long enough with you to accurately answer all questions on the recommender form.
- Applicants will submit the name and contact information of their recommenders on the online application.

- Recommendations are confidential and must be submitted by the recommender directly to the Faculty of Graduate Studies via the online system link that will be provided to the recommenders.
- When the applicant submits the recommenders' names and contact information, the University system will e-mail each recommender an automatic notification and the *Recommendation online form*.
- It is the applicant's responsibility to:
 - Confirm the recommender is willing to provide a recommendation prior to submitting their name.
 - Ensure the recommenders' contact information is accurate.
 - Select recommenders that are able to judge their performance in most, if not all, of the areas on the *Recommendation online form* (a sample of this form is included at the end of this document).
 - Identify and confirm with recommenders well in advance of the application due date.
 - Confirm with the recommender that they have received and submitted the recommendation.

Section 3 (20 points): Statement of intent

In this section you will be asked to describe:

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

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

Tips and recommendations to consider in your response:

- Be clear and concise in your response. Avoid redundancy and cliches and do not repeat yourself.
- Showcase yourself by including details of experiences or attributes that make you a strong and unique applicant.
- Be specific and use details and examples to support your answers.
- Demonstrate critical thinking and self-reflection in your response. What have you learned, or do you expect to learn and how has/will it change you? Do not contradict or repeat information from other areas of your application.
- Answer the question being asked.

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

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

- a) leadership
- b) initiative/motivation

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

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

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

Important information to consider:

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

In the resume section of the application, applicants will also be assessed on the following information.

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

Part 2: Multi-Mini Interview

- Virtual multi-mini-interviews will be offered to up to 40 top-ranked candidates (this is a maximum number and fewer interviews may be offered).
- Interview offers will be based on an overall combined score from academic rating, online application form (including resume and statement of intent), and reference reports.
- A multi-mini-interview is an interview format where you are put through several short assessments – ‘stations’ – that each last 10 minutes or less. Before each one, you’ll be presented with a scenario and given a short period of time to prepare an answer. Applicants will interact with a different interviewer at each station.
- The MAHN multi-mini-interview will take approximately 1.5 - 2 hours to complete.
- The multi-mini-interview will follow the process described below:
 - Start- Greeting: The MAHN multi-mini-interview will start with arrival and a greeting in a main “virtual meeting room”. There will be four to five other candidates going through the same multi-mini-interview circuit. As a group, the MAHN Interview team will explain the process and what you can expect.
 - One-on-one interview questions: Next, each candidate will be assigned to a virtual meeting room to meet one-on-one with one member of the interview team. Interviewees will be provided with an interview question and will have a set amount of time to respond to the question. Once the time is up, interviewees will move to the next interview room to meet one-on-one with another member of the interview team. Interviewees will be asked a different interview question by a different interviewer in each virtual meeting room. In total, interviewees will meet with five members of the interview team to answer 5 different interview questions.
 - Small group activity assessment: Once the individual interview portion is complete, interviewees will participate in a 10-minute small group activity. Interviewees will be assessed on their active and respectful participation.
- Written question component: Once the multi-mini-interview is complete, interviewees will receive a survey link to complete one written answer assignment (150-word limit). Once the survey is opened, interviewees will have 30 minutes to complete the assignment. The written portion of the interview must be submitted by midnight of the day of the interview. The written answer assignment will examine your nutrition knowledge and ability to clearly explain nutrition concepts to a defined audience. Your response to this question should be clear, concise, accurate and should demonstrate critical thinking and your ability to communicate nutrition information to a specified audience.
- Potential topics for interview and written answer assignment include:
 - Character, personality and motivation
 - Knowledge of nutrition and dietetics
 - Conflict resolution, problem-solving and teamwork

- Time management, dealing with stressful situations, ability to prioritize and manage workload
- Dealing with ethical dilemmas
- Social responsibility and accountability
- Equity, diversity, and inclusion
- Cultural competency
- MAHN program expectations
- Using a client-centred approach
- Communication skills

OFFERS OF ADMISSION

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

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

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

ACCEPTANCE

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

OTHER INFORMATION

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

Program expenses incurred by students after acceptance

Tuition	
Dietitians of Canada student membership (optional, but recommended)	
Criminal record check	
Vulnerable sector search	
Child abuse registry check	
Adult abuse registry check	
Up-to-date immunization record <i>Note: Prior to the start of the program, you MUST have the mandatory immunizations required by WRHA and other provincial Health Authorities.</i>	
College of Dietitians of Manitoba registration as a Dietetic Intern	
Transportation/travel costs	
Accommodation costs	
Food Handler's Certification (must be valid until August 31, 2025)	

Timelines and Expectations for those admitted to the program

Timeline	Expectation
May	You will be provided with a Documentation Checklist with timelines to submit required paperwork (e.g., Criminal record check)
May/June "Spring"	Must have graduated or be graduating in Spring convocation (proof required)
April 29- May 3, 2024	An in-person or virtual meeting will be scheduled with the MAHN Program Coordinator to review program details, dietetic practicum schedule, and planning processes. Students must be available for a meeting during work hours (8:30 am-4:30 pm Monday to Friday).
June 15	Deadline to apply for checks and searches as indicated in the documentation checklist.
June 30	Deadline to submit application to the College of Dietitians of Manitoba
August 15	Deadline to submit immunizations records to the MAHN program.
August 15	Deadline to submit Food Handlers Certificate
September	MAHN program begins
Fall	Tuition deadlines as per UM guidelines

Appendix 1 – Recommendation Form (sample). The actual form is sent to recommenders by the Faculty of Graduate Studies

Name:

Relationship to applicant:

How long have you known this applicant and in what capacity:

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

<p><u>Decision making</u></p> <p>Individual uses a client/customer/ community-centred approach when making decisions.</p> <p>Applicant ranking (please check one)</p>	<p>Makes sound and timely decisions, understands implications of decisions.</p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Decisions often made without adequate thought and consideration.</p> <p><input type="checkbox"/></p>	
Attribute	Outstanding (top 10%)	Above Average (top 20%)	Average (upper 50%)	Below Average (lower 50%)	Comments (optional)
<p><u>Time management/organization</u></p> <p>Individual manages time and workload effectively to meet deadlines.</p> <p>Applicant ranking (please check one)</p>	<p>Consistently manages time effectively and efficiently. Develops sound, logical plans, and considers details.</p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Has difficulty managing time to meet deadlines. Needs help developing plans for routine tasks.</p> <p><input type="checkbox"/></p>	
<p><u>Initiative and self-direction</u></p> <p>Individual continuously seeks new knowledge and innovation to support or enhance role.</p> <p>Applicant ranking (please check one)</p>	<p>Independently initiates appropriate activities. Seeks new opportunities to enhance skills.</p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Follows instructions but does not act independently.</p> <p><input type="checkbox"/></p>	
<p><u>Communication skills</u></p> <p>Individual selects and uses written, oral, and interpersonal skills to communicate effectively.</p>	<p>Effectively uses speech to convey information in all situations. Written work is consistently clear, concise, accurate, and logical. Accomplished</p>			<p>Struggles to use speech to convey information effectively. Difficulty writing clearly, concisely, accurately, and logically. Awkward</p>	

Applicant ranking (please check one)	interpersonal skills. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	interpersonal skills. <input type="checkbox"/>	
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