

# **The Graduate Student's Guide to Life, the University...Everything!**

**A supplement to the SGS handbook**



# **DON'T PANIC !**

## **2002-2003**

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# Welcome

## **From the Dean of Graduate Studies**

Thank you for choosing Memorial University for your graduate training. On behalf of all the staff at the School of Graduate Studies I wish you a warm welcome to St. John's, the oldest city in North America. You are joining Atlantic Canada's largest comprehensive university at an exciting time. Nearly 1,600 other students are currently engaged in graduate studies and research in 67 Masters and 34 Doctoral programmes in a wide range of disciplinary and interdisciplinary areas.

The School of Graduate Studies provides a focus for graduate activity across the University and supports you as an active member of a large and energetic community of scholars. Memorial's graduate programmes emphasize close student-faculty ties, rigorous research and scholarship, and excellence in teaching. Our goal is to promote excellence in all aspects of graduate education in order to prepare you for both a future career and a rich life experience.

I wish you every success in your adventure.

Dr. Chet Jablonski

Professor and Interim Dean, Graduate Studies

## **From the Academic Committee**

Greetings!

The Academic Committee of the Graduate Students' Union (GSU) would like to take this chance to welcome all incoming and returning graduate students to Memorial University of Newfoundland. The primary goal of this guide is to help ensure that all graduate students have a pleasant and productive stay at Memorial.

This guide is a vital project which has evolved not only from the efforts of the Academic Committee but also from the input and suggestions of the Board of Directors of the GSU and the many graduate students who have asked the GSU for assistance during their academic career.

The purpose of this Guide is to serve as a quick and easy reference text for graduate students in matters relating to the official policies and procedures of the University. Although this manual is very useful, it must be noted that it is meant to supplement (rather than replace) the University Calendar, which is the final authority on academic regulations at Memorial University. Furthermore, if there is any discrepancy between this Guide and the Calendar, the latter should be assumed to be correct.

Also, this manual cannot replace good, individualized advice, which can be obtained from numerous sources here at Memorial. This advice can come from your supervisor, a professor that you feel comfortable with, the School of Graduate Studies, or at the office of the Graduate Students' Union. Remember that it is incumbent upon you, the student, to take the necessary steps to resolve your academic problems. This point cannot be stressed enough, as it is your academic career that will be affected.

Finally, we extend a special thank you to graduate students; this Guide is dedicated to you and your efforts.

Sincerely,

Brenda L. Kitchen

VP Academic, Graduate Students' Union 2001-2002

Dear graduate student,

The Academic Committee 2002-2003 welcomes you to Memorial University. We are proud to announce that "The Graduate Student's Guide to Life, the University...Everything!" is for the very first time online. While there are many changes between the 1st and 2nd edition, the major difference is that this is a shortened version of the 1st edition, which is intended to supplement the School of Graduate Studies (SGS) Handbook. It is the long-term goal of the Academic Committee to collaborate closely with SGS to jointly publish a "Guide for Graduate Students".

Furthermore, we hope to see more graduate students involved with the GSU and MUN in general. If you have any questions about how you can get involved, contact the VP Academic at [gsuvpa@mun.ca](mailto:gsuvpa@mun.ca)

Finally, we hope you have a rewarding and enjoyable experience while at MUN. We wish you all the best and we hope to meet you soon.

Take care!

Sonja Allen

VP Academic, Graduate Students' Union 2002-2003

## **Introduction**

### **Memorial University of Newfoundland**

#### **Historical Background**

Memorial University was established in remembrance of Newfoundlanders killed in World War I. Originally called Memorial College, the institution opened in 1925 and became a full degree-granting university shortly after Newfoundland entered into confederation with Canada in 1949. Today, with an enrollment of approximately 16,000 undergraduate students and over 1,600 graduate students, Memorial is the largest and most comprehensive university in Atlantic Canada.

The University has four campuses: the Elizabeth Avenue campus and the Marine Institute in St. John's, the Sir Wilfred Grenfell College in Corner Brook (On Newfoundland's west coast) and the Harlow campus in England. The School of Graduate Studies is located on the Elizabeth Avenue campus.

#### **St. John's: Then and Now**

St. John's, North America's oldest city and, the capital of Canada's newest province, is a small city with a population of approximately 160,000. Located on the rocky coastline of the Avalon Peninsula, St. John's is surrounded by boreal forest and subarctic barrens with beautiful and unpolluted rivers, lakes, and shorelines only minutes away. Recreational opportunities for fishing, hiking and cross-country skiing are plentiful in and around the city.

Downtown St. John's contains many colourful row houses, mostly built on steep hills sloping toward the harbour. Overlooking the harbour's entrance is Signal Hill, atop which stands Cabot Tower. The Tower, perhaps the city's most famous historic landmark, was built in 1897 to commemorate the 400<sup>th</sup> anniversary of the discovery of Newfoundland by John Cabot, and was the site of the reception of the first transatlantic telegraph message in 1901. Other distinctive landmarks are scattered throughout the Downtown area. The gothic-style Anglican Cathedral, the beautiful Roman Catholic Basilica, and the Colonial Building on Military Road (once the home of the Newfoundland government, and now the Provincial Archives) are well worth visiting.

St. John's celebrates its cultural history through annual events such as the Newfoundland and Labrador Folk Festival, a week-long outdoor music event held every August, and the Royal St. John's Regatta, a rowing race that has been held

every year since 1826. Newer "traditions" are the Christmas Craft Fair (held in early December), the annual George Street Festival (five nights of outdoor concerts in August), and the International Sound Symposium, held every second year in July.

## Registration Procedures

Admission at the graduate level is limited and competitive. All applicants must meet the minimum qualifications set out in the General and Degree regulations. Decisions on admission, however, will also take into account such things as referees' assessments, performance throughout the undergraduate programme, availability of a supervisor, etc.

Registration for the Fall semester begins in late August, Winter semester registration begins in mid-December; and Spring semester registration begins in late April. Before the registration period, you will receive a **Permission to Register** letter from the Office of the Registrar referring you to their website at <http://www.mun.ca/regoff>. The website provides a list of the graduate course offerings for the upcoming semester, detailed instructions on how to register, and information on fee payments. **Be sure to make note of the deadline dates listed on the webpage.** If you do not have access to the Internet, you can contact the School of Graduate Studies for a hard copy of the Graduate Registration Procedures booklet.

All new Canadian graduate students and all students returning from leaves of absence must initially register for graduate registration course 9000/(or Medicine 9900, if appropriate) either on-line via the World Wide Web at the above URL address or via the Telephone Registration System .

### On-Line Application

If you are interested in applying online please visit <http://www.mun.ca/sgs/webadmin1.html>. At this site you may apply on-line. The information you provide is encrypted during transmission. However, if you are concerned and do not wish to use the Web Application, you can request a paper application by e-mail at [sgs@mun.ca](mailto:sgs@mun.ca).

### Telephone Registration

The Telephone Registration System (TRS) is a voice-response system which requires the use of a touch-tone telephone. When you call, a recorded voice guides you through the registration process and responds to your registration requests, which you enter using the numbers on your touch-tone keypad. The system does not respond to verbal inquiries. Please note that long distance charges incurred using the TRS are the responsibility of individual students. Detailed

instructions on how to use the TRS can be found in the on-line and hard copy registration booklets. If you require assistance, contact the School of Graduate Studies or the Office of the Registrar.

### **Personal and Academic Information**

You should verify the personal and academic information on your Permission to Register letter.

It is important to update your personal information (especially changes in address) immediately. Most correspondence from the Registrar, such as your Permission to Register letter, registration booklet, confirmation of registration, and grade reports is sent to your permanent address. Your local address is the University's way of contacting you during the semester, and the address to which you are sent distance education course material. You can update your address(es) through the Student Web at <http://www.mun.ca/regoff>, the TRS, or by contacting the School of Graduate Studies or the Registrar's Office.

Any changes in your academic information (i.e., program of required courses) should be made on the appropriate form at your academic unit and submitted to the School of Graduate Studies at least one week before you register. When you arrive on campus, you should verify your registration through the TRS or Student Web.

### **Dropping and Adding Courses**

The Drop and Add period at the start of each semester gives you time to change your course schedule without academic or financial penalties. Most changes can be done through student web or the TRS. However, students wishing to register for required courses outside their academic unit (including undergraduate courses), must do so with a *Course Change* form. If any such courses are to become part of your graduate program, a *Change of Program* form is also required. Please see the *Calendar* for specific course change regulations and deadlines.

## **Canadian Law and You**

All students (international and Canadian) studying in Newfoundland have the same rights, privileges, and freedoms that all Canadians enjoy under the Canadian Charter of Human Rights and Freedoms. With these rights and privileges comes the responsibility of abiding by Canadian law. International students face the same consequences as their Canadian counterparts if they break the law. Additionally, they risk deportation from Canada. It is up to every individual to become familiar with the laws of Canada. Ignorance of the law is not a defense in a Canadian criminal court.

# Feild Hall: Where is it and What does it offer?

[Feild Hall](#) is a four-storey building located near Long Pond and Pippy Park on the north side of campus. The first floor houses Bitters, the graduate students' restaurant and lounge. The second floor contains the Graduate Students' Union (GSU) offices, student offices, board room, and computer lab. The third and fourth floors of Feild Hall make up the actual residence.

## Housing

### Residence

Feild Hall Graduate Residence

Phone: (709) 737-4331

Fax: (709) 737-3395

E-mail: [gradres@mun.ca](mailto:gradres@mun.ca)

For information and on-line application:

<http://www.mun.ca/gsu/current/feild/apply.html>

The upper two floors of Feild Hall contain 29 single residence rooms. Each room measures approximately 18' x 12' and contains a single bed, desk, dresser, large book shelf, two-seat sofa, coffee table and refrigerator. There is also a large closet and ample storage space. Telephone, cable television and computer network hook-ups are available in each room.

The kitchen on each floor is equipped with two stoves, two sinks, a microwave oven and plenty of cupboard space. There are men's and women's washrooms and showers on each floor, as well as a TV room and a dining room. Laundry facilities are in the basement, along with extra storage space for bikes, boxes and furniture.

### Burton's Pond Apartments

The Burton's Pond Apartment complex, located on the eastern edge of campus, houses 512 single students in four apartment buildings: Guy, Gilbert, Cartier and Cabot. A service building, Corte Real Court, contains a laundry centre, mail boxes and the Housing Office. All university buildings, academic and otherwise, are within a ten-minute walk of Burton's Pond. A short walk to Paton College will allow you access to MUNNEL, the tunnel system that connects most buildings on campus.

In Burton's pond you will be living in close proximity to several hundred other students, many of whom share your interests. You may even request to share an apartment with other individuals who share the same social and/or academic

interests as you. A block of these apartments is reserved for graduate students. Fifteen two-bedroom family units are contained in a fifth building, Baltimore Court. Family accommodation in Baltimore Court is assigned according to a priority system.

For more information contact Supervisor, Burton's Pond Apartments, 2000-A Corte Real Court, Memorial University of Newfoundland, St. John's, NF, A1B 3S7, Canada. Tel : (709) 737-7599, web: <http://www.housing.mun.ca/bpa>

### **Off-Campus Housing**

Off-Campus Housing provides a list of accommodations available exclusively to students, faculty and staff of Memorial University and the Marine Institute. This service is provided by the Office of Student Affairs and Services through its Housing, Food and Conferences Services Department. The University operates as an **information source only** to provide a listing of potential housing arrangements. The University does not take responsibility for inspecting these accommodations.

For more information contact : Off Campus Housing, H-309, Memorial University of Newfoundland, St. John's, Newfoundland, Canada, A1B 3P7. Telephone: (709) 737-2100, Fax: (709) 737-3520, E-mail: [och@mun.ca](mailto:och@mun.ca)

## **Your Graduate Students' Union**

The Graduate Students' Union (GSU) is an organization run for graduate students by graduate students at Memorial, and has been in existence since 1967. Every graduate student becomes a member upon registration at the University.

The GSU has two important functions: to represent graduate students' interests in enhancing the quality of graduate student life, and to help resolve issues arising between individuals and the university. A small fee (currently \$20 per student per semester) provides the GSU with its annual operating budget.

The services offered by the GSU include:

- the [Gradfest](#) orientation for new and current students (twice yearly),
- an emergency student loan fund,
- [Representation](#) on the University Senate, Senate committees, the Academic Council of the School of Graduate Studies, and School of Graduate Studies committees,
- the GradSWEP (Student employment) program,

- grants of up to \$250 to students presenting posters or papers at conferences,
- grants to academic units (up to \$500) and some clubs and societies (up to \$50),
- the annual [Aldrich Interdisciplinary Conference](#) at which graduate students can share their work and gain valuable professional experience,
- [Awards](#) for outstanding research and community service,
- Use of [Feild Hall](#) facilities, including a computer room, graduate residence, Bitters Restaurant and Pub, and free use of a private boardroom (capable of accommodating 20-25 people), and
- an electronic mailing list for graduate students

## **GSU Services**

### **Bitters**

The Graduate Students' Union Restaurant & Lounge, [Bitters](#) is located in Feild Hall, on campus. It has a great selection of beers on tap, is an ideal place to grab a bite to eat, and it's always a hit on Friday evenings. A perfect place for students and faculty or everyone else to unwind from intellectual pursuits.

Bitters is open Monday through Friday, **11:00 am - 1:00 am**, and Saturday from **11:00 am - Midnight** , Bitters is **closed** on Sunday.

Every **Wednesday**, come out and express your musical talents at the weekly jamming session: [Hot Jam \(Cold Toast\)](#). It's for rising stars, amateurs, and those who have stunned their room mates with shower stall recitals! A free drink for all performers! Every **Thursday**, the GSU and Bitters host [Trivia Night](#). This is a chance to get a team together (No team? Just come on by you'll find someone to play with!) and test your knowledge of the arcane .... Lots of fun ... a graduate student tradition! **Fridays** come to Bitters for Happy Hour and stay for live music by such bands as PERSONA, and Queen Size S.H.A.G.

### **Computer Lab**

The GSU Computer Lab is open to all graduate students. Accounts can be acquired at the Chemistry/Physics building (CP 2003/4). Students can access accounts not only at the GSU lab but also across campus including Chemistry, Psychology Annex, Computer Science, Math and Statistics, Physical Education, Social Work and Education. Questions regarding user accounts can be directed to: CP 2003/4

(<http://www.mun.ca/cc/index.php?content=content/helpdesk/helpdesk.php&sho>)

[w=3](#)), Monday to Thursday 9am to 10pm, Friday 9am to 5pm, Saturday 1pm to 5pm, and Sunday 1pm to 9pm.

### **Dead Thesis Society**

This is a support network for graduate students who have stalled with their thesis, due to a lack of motivation or frustration with the small amounts of progress being made.

The [Dead Thesis Society](#) serves an important social function by providing a space for these students to talk about their problems and to support one another. The group discusses methods for staying focussed and motivated during the writing and revision stages of a thesis, and helps establish time lines and set goals and, of course, reach them.

The group is open to students of all academic backgrounds. The motivational difficulties associated with completing a thesis project are similar across disciplines.

The group stays in contact via an online listserv to which you can subscribe by sending an e-mail to [listserv@mun.ca](mailto:listserv@mun.ca) with "subscribe munthesis" in the subject line. The Dead Thesis Society welcomes the involvement of staff and faculty who wish to share their experiences with graduate student life.

The group was originated by Frank Elgar, a former graduate student in Psychology.

### **GSU Office**

The GSU office is the centre of all GSU operations, and is where students may go for information on GSU services and to meet with GSU executive members and staff.

You may come to this office to obtain photocopy services (transperencies and laser printer), travel claims, department grant forms, fax services etc.

### **Hours of Operation**

The GSU General Office (GH-2007) is open from 10 am to 2 pm Monday to Friday (until further notice). You can contact the GSU by telephone: 737-4395 or by email: [gsu@mun.ca](mailto:gsu@mun.ca)

### **Executive Office**

Each member of the GSU executive can be found in the executive office by appointment at your convenience.

## **Executive Board Room**

The Board Room is the centre of the monthly Board of Directors meetings, and is also available to those students or organizations looking for a place to meet. If you would like to use this room simply contact the GSU.

## **Aldrich Conference**

Every February, the Graduate Students' Union and the School of Graduate Studies invite you to attend the [Aldrich Interdisciplinary Lecture and Conference](#). This conference is an opportunity for graduate students from all programs to showcase their work and to gain valuable presentation experience.

The conference consists of a series of 20-minute presentations in a range of topics within the various disciplines.

Simply contact the GSU for more information and for how to submit proposals.

# **GSU Representation: Get Involved!**

## **Executive**

The [Executive Council](#), consisting of the President and the Vice-Presidents (VP) Academic, Finance, Communications and Research and Internal, is elected by the general membership of the GSU. Executive directors cannot serve for more than six (6) elected semesters. The general responsibilities of executive directors of the GSU are to:

- Address any issue pertaining to graduate students that can be negotiated with MUN bodies with a view to improve services or structures ;
- Accept overall responsibility for all actions of the GSU, regardless of whether they were aware of them;
- Be responsible for training incoming executive directors ;
- Search out potential academic representatives and committee members ;
- Provide a written report to the Board of Directors (BOD) and/or general membership at least one week prior to a BOD or general meeting ;
- Consult with the general manager on any issue under his/her jurisdiction ;
- Along with these general duties, each executive director has many responsibilities specific to his/her position.

The [President](#) is an ex-officio member of all standing and ad-hoc committees. She/ he coordinates the actions of the academic and facility divisions of the GSU and is one of the representatives of the GSU on Senate and Academic Council. The President guides and oversees the affairs of the GSU.

The [VP Academic](#) tries to be aware of academic concerns facing graduate students. She/ he provides access to support for graduate students enduring academic disputes and other complaints. The VP Academic sits on those University committees that deal with academic issues.

The [VP Finance](#) works with the general manager to oversee the financial affairs of the GSU. She/he oversees all properties owned by the GSU and is often active in the University and local community as an advocate for additional student funding and responsible financial management.

The [VP Communications and Research](#) is involved in outreach to graduate departments and the University Administration. She/he advises the GSU on publicity matters and takes minutes at various meetings.

The [VP Internal](#) organizes many of the social events run by the GSU and interacts with clubs, societies, and centres at the university. She/he is also involved in the organization of the Fall and Winter Gradfest.

### **Executive Assistants**

The GSU hires two graduate students to serve as [Executive Assistants](#), whose pay is provided through the School of Graduate Studies. They serve as the link between the GSU Executive Council, the Board of Directors, and the General Membership. Their primary responsibility is to be available in the GSU office to help graduate students with their questions, concerns, and problems.

Some other responsibilities of the Executive Assistants include:

- designing and distributing information materials,
- assisting executive members on projects,
- general clerical duties,
- maintaining the GSU website.

### **BOD Members**

The graduate students of each academic unit with a graduate program can elect one representative to bring their interests and concerns to the BOD. Academic

unit representatives (elected directors) also serve as contact people between the GSU and their respective units, and inform students about GSU activities.

[Elected directors](#) receive an honorarium of \$50/term if they attend all four meetings in a given semester and sit on at least one other committee. Elected directors have many responsibilities as well, including:

- attending all monthly BOD meetings,
- participating in committee work where possible,
- deliberating upon all motions presented to the BOD,
- representing the views and needs of students in their department.

All directors of the GSU, in exercising their powers and discharging their duties, are expected to act honestly and in good faith with a view to the best interests of the organisation and its membership. To read our BOD Manual simply visit our website at <http://www.mun.ca/gsu/current/staff/bodman.htm>

## **G RADFEST: Getting Orientated**

Organized by the VP Internal, with assistance from a Gradfest coordinator, Gradfest is an orientation for new and current graduate students, which takes place every year in September and January. Gradfest activities include a boat trip or city bus tour, a campus tour, seminars to help you learn about graduate student life at Memorial, and a Brass Lunch where you can meet senior University administrators, the GSU executive and other graduate students.

### **GSU-L, GSU-BOD, GSU-Announce, MUNTHESIS**

There are four GSU-oriented lists:

- 1) gsu-bod ==>for the members of the GSU Board of Directors.
- 2) gsu-L==>for general graduate students, to announce and discuss matters.
- 3) gsu-announce ==> for announcements only; everything that gets sent to gsu-announce also gets sent to gsu-L, so those on gsu-L aren't missing anything.
- 4) munthesis ==> for the MUN Dead Thesis Society.

To subscribe to one of these lists, you can send an e-mail to [listserv@mun.ca](mailto:listserv@mun.ca)  
In that e-mail, include the following line of text:

add [name of the list] [your e-mail address] [your name]

For example :

To: listserv@mun.ca

Cc:

Atchmnt:  
Subject:  
---Message Text---  
add gsu-L tblair@mun.ca Tony Blair

Or, you could simply e-mail [gsu@mun.ca](mailto:gsu@mun.ca)

## **International Students**

### **International Students Centre (ISC)**

The International Student Centre (ISC) was formed in the Fall of 1980. The ISC's mission is to facilitate social, cultural, and educational exchanges amongst the Canadian and non-Canadian students of Memorial University of Newfoundland, and to assist the international student body in matters concerning academics, accommodation, immigration, and finance.

The ISC has recently created a website at <http://www.housing.mun.ca/isc/html/main.html> This is a comprehensive site that carries information on events taking place at Memorial, cultural profiles of countries represented at the University, the International Student Newsletter, and a list of links, including the International Student Advisor, Student Housing, Citizenship and Immigration of Canada, and the Embassy Directory for Canada.

The site also has contact information for the International Student Advisor and the International Student Programmer, as well as the executive of the ISC. There are six executive members of the ISC: President, Vice-President Finance and Administration, Vice-President Social, Vice-President External Affairs, Vice-President Sports, and Secretary. There are also two webmasters for the site: Pouria Shakar and Naeim Semsarilar.

If you are interested in learning more about the International Student Centre or becoming an Executive member, please contact them by e-mail at [isc@mun.ca](mailto:isc@mun.ca), by phone at (709) 737-7702, or stop by their office in Room UC- 6002 in the University Centre. You can also check out their website for the latest information and events.

### **Student Authorization**

International students wishing to study in Canada must obtain either landed immigrant status or student authorization before coming to Canada. Prospective students should apply for student authorization at least six months in advance of the anticipated departure date. Student authorization applications and information on fees and requirements may be obtained from the nearest Canadian consulate or

embassy. Students coming from countries which require visitors' visas will be issued these at the same time.

While the majority of people must apply for student authorization before leaving for Canada, the following people may apply within Canada:

- dependents of athletes, media representatives, members of the clergy, or military personnel on assignment in Canada;
- dependents of officials of foreign governments working in Canada with a federal or provincial agency under an exchange agreement;
- dependents of a person with a valid student or employment authorization;
- a holder of a minister's permit and his or her dependents.

The following may apply for a student authorization at a Canadian port of entry:

- citizens and permanent residents of the United States of America;
- citizens of Greenland;
- citizens of France who are residents of St-Pierre and Miquelon.

If your family is accompanying you to Canada, or joining you at a later date, include them on your student authorization application form. You will have to provide a marriage certificate and/or birth certificate for your accompanying dependents. School-aged children must also obtain student authorization to attend school in Newfoundland.

## **F**inancial Considerations

### **Fees and Loans**

Graduate students must pay fees for each semester in which they are registered, and must register for every semester during their graduate program.

At the time of initial registration, each Master's candidate must select a payment plan. The fee payable in the first and subsequent semesters will depend upon the payment plan selected. Once selected, the payment plan will remain in effect for the duration of the student's period of registration, and cannot be changed. Payment Plan C is available for selected programs only.

### **Tuition Payment options**

	Fee per Semester for Citizens of Canada and Permanent Residents	Fee per Semester for International Students	# of Semesters Fee Must Be Paid
Master's candidate:			
Plan A	\$772	\$953	6
Plan B	\$512	\$632	9
Plan C	\$1,063	\$1,312	3
Doctor of Philosophy candidate	\$959	\$1,183	9
Graduate Diploma candidate	\$340	\$420	9

***\* It is advised that you strongly consider what payment plan that you decide to use for tuition payment. Example: If you decide to use Plan C and pay over 9 semesters and your programme extends longer than 2 years (as per normal) then you are not required to pay continuance fees.***

### **Continuation Fee**

If you do not complete your degree before the expiry of your payment plan, you must pay continuance fees for each additional semester in which you are registered. Continuance fees per semester for Canadian Citizens and Permanent Residents are:

Master's candidate: \$352  
 Doctor of Philosophy candidate: \$600  
 Graduate Diploma candidate: \$170

Continuance fees per semester for International Students are:

Master's candidate: \$434  
 Doctor of Philosophy candidate: \$741  
 Graduate Diploma candidate: \$210

The semester fees listed above cover only the courses prescribed for the program by the academic unit and approved by the Dean. A student taking courses that are not part of the approved program must pay for them separately.

Graduate students who are permitted by the Dean to transfer from a Master's to a Ph.D. programme before the former is completed will be required to pay the

difference between the fees for the two programs. Students who wish to withdraw from a graduate program must inform the Dean of Graduate Studies, in writing, within three weeks after the first day of lectures in the semester. Failure to do so will result in the student being held responsible for any fees due to the end of that semester.

## **Loans**

Post-secondary students in Newfoundland and Labrador may be eligible to receive some financial assistance in the form of subsidized full-time loans; non-subsidized part-time loans; and grants for students with dependents, students with disabilities, high-need part-time students, and female students in certain fields of doctoral studies.

The Canada and Newfoundland & Labrador Student Loans Programs are needs-based and intended to supplement the resources of students and their families. Not all students are eligible under the Loans Programs, and for those who are, the amount of assistance available may not be sufficient to cover all costs related to the program of studies. Hence, resources other than government subsidized loans will often need to be found to fully finance the total costs involved.

For further information on how to apply for a student loan, contact the Student Aid Division by phone at 1-888-657-0800 or (709) 729-5849. You can also reach them by fax at (709) 729-2298 or by e-mail at [studentaid@mail.gov.nf.ca](mailto:studentaid@mail.gov.nf.ca). You can also apply online at: <http://www.edu.gov.nf.ca/studentaidssystem/apply.htm>

The mailing address for the Student Aid Division is:

Student Aid Division  
Department of Youth Services and Post-Secondary Education  
PO Box 8700  
St. Johns, NF A1B 4J6

For information on applying for loans from other provinces, please contact the Centre for Student Life in the University Centre.

## **Loan Remission**

The Government of Newfoundland and Labrador recognizes the achievement of graduation from a program of study and the cost of obtaining a post-secondary education. Loan remission is a form of loan forgiveness, whereby the Government of Newfoundland and Labrador remits a portion of your Newfoundland and Labrador Student Loan to the Lender, thereby reducing the student loan debt for qualified graduates. Loan remission applies to those applicants who have borrowed from the Newfoundland and Labrador Student Loans Program after August 1, 1994.

All programs of study eligible for student loans are considered eligible for loan remission purposes, except those programs less than 80 weeks in duration or programs taken outside the Province. **Remission will only be granted on Newfoundland and Labrador Student Loans.** Remission will not be paid on Canada or other provinces' student loans.

### *Basic Eligibility Criteria*

To qualify for the Newfoundland and Labrador Student loan remission program, you must meet **ALL** of the following:

1. You must have graduated from a qualified program of study that lasted a minimum of 80 borrowing weeks.
2. You must have completed your program of study within the number of study periods normally specified for completion of that program by the educational institution, plus a maximum of one additional study period. The additional study period is referred to as a 'Grace Period' and is defined as the number of weeks in a normal academic year for that program.
3. Your combined Canada and Newfoundland and Labrador Student Loan debt for your program must exceed the minimum debt threshold of either:
  - \$22,016 for programs of study with between 80 - 128 borrowing weeks, or;
  - \$172 per week, times the number of borrowing weeks in program of study for program lengths that exceed 128 borrowing weeks.

Application Packages are available from the Student Aid Division. You can contact them at:

### *Newfoundland Student Loan Remission Program*

Student Aid Division  
Department of Youth Services and Post-Secondary Education  
PO Box 8700  
St. Johns, NF A1B 4J6

Telephone: (709) 729-5849

Toll Free: 1-888-657-0800

Fax: (709) 729-2298

### *Emergency Loans*

In case of financial emergency, graduate students may be eligible to receive an emergency loan upon arrival. Students who need assistance must meet with a Student Affairs officer, who will assess the request. The maximum amount available is \$500 and the money must be paid back within the current semester. For more information, call the Centre for Student Life office at 737-7461. You may apply for an emergency loan at any time during your program.

### **Graduate Assistantships (GAs)**

Beyond fellowships and scholarships, money can be earned through graduate assistantships (laboratory demonstrating, marking exams, etc.). Unfortunately not all departments can afford to offer many jobs of this kind. Your department or faculty will usually inform you of their availability, but you should inquire with the department head before you arrive.

A full-time student is allowed to work a maximum of sixteen hours per week each semester. This includes off-campus work. Students holding GAs are expected to perform 56 hours of work per unit (i.e., an average of 4 hours per week over a 14-week semester), and the remuneration for each unit will be \$750. No student may be awarded more than 8 GA units in any given year.

### *MUN Payroll and Deductions*

Students who select the option for payroll deductions in the Fall semester will be covered for three semesters from the date of signing. This will eliminate the necessity of completing forms each semester. Students who select the option for payroll deductions after the Fall semester will be covered for the balance of the semesters in the academic year. Therefore, all students who wish to have payroll deductions must submit a new payroll deduction form each Fall semester.

Forms are available from the Cashier's Office in room AA-1023 in the Arts and Administration Building, the Graduate Students' Union in room GH-2007 in Feild Hall, or the School of Graduate Studies in room ER-6038 in the Earth Sciences Building. In addition, the forms can be downloaded from the Comptroller's website at <http://www.mun.ca/regoff/comptroller/GradStudDedAuth.html>

Completed forms should be sent directly to the Cashier's Office. Students should retain a copy of their deduction agreement. Students who are late in signing their payroll deduction authorizations or who experience delays in the processing of their graduate support will have their total deductions taken from their accumulated retroactive support payments wherever possible.

For students who have completed their authorization by the fees payment deadline, payroll deduction should commence with the second pay period in each semester and will be extended over the maximum number of periods available

within a semester. This will usually result in seven to eight deductions per semester.

## **Funding**

### *School of Graduate Studies*

Funds from the budget of the School of Graduate Studies are allocated to the academic units on the basis of the support for their graduate students. Only full-time students are eligible for any type of financial award. Funds allocated by SGS are to be awarded on the basis of academic merit to those with an overall average of at least 75% and will typically be offered to the students at the time of admission. Awards will normally be made for a one-year period, and may be renewed (in most cases upon completion of a progress report by the student's department) for one additional year in the case of a Master's candidate, and two additional years in the case of a Doctoral candidate. When funding for a student is renewed, the level of funding will usually be at least equal to that received from the University and administered by the SGS in the initial year of the program.

◆ It is important to note that these rules vary by department, and the best course of action for the student is to contact the head of his/her department about funding options.

### **Graduate student funding is available from three main sources:**

1) Memorial University of Newfoundland A.G. Hatcher Memorial Scholarship valued at \$15,000 per annum.

2) Memorial University of Newfoundland Fellowships valued at \$6000 per annum for both Doctoral and Master's students.

◆ Please note that MUN does not waive tuition fees. Some students have assumed this upon receipt of a University Fellowship. However, you can contact the Registrar's Office, the School of Graduate Studies, or the head of your department regarding tuition payment plans available and the process by which you can have your tuition deducted from your fellowship.

3) Internal and external scholarships and awards.

◆ Students who have been awarded an external scholarship valued at more than \$10,000 may not receive more than \$3000 in additional support drawn from the allocation made by SGS to the academic unit.

◆ Students who have been awarded National Science and Engineering Research Council (NSERC) and Social Science and Humanities Research Council (SSHRC) postgraduate scholarships may, subject to budgetary constraints, receive

an annual supplementary award of \$3000 from the Dean of Graduate Studies. For more information, please see the [NSERC](#) and [SSHRC](#) websites.

Students are reminded that other fellowships and research grants are available, in open competition, from many other organizations and foundations.

For internal awards information, contact Katie Dwyer, School of Graduate Studies, at (709) 737-2600. A book listing the scholarships administered by the Association of Universities and Colleges of Canada (AUCC) is also available for reading at the GSU office in room 2007 in Feild Hall.

For additional information on scholarships, fellowships, and research grants available, please contact Judy Casey, Manager of the Scholarships Office at Memorial University. She can be contacted by e-mail at [jcasey@mun.ca](mailto:jcasey@mun.ca) or by phone at (709) 737-3956. You can also stop by the Scholarships office in room UC-4018 in the University Centre. A comprehensive list of scholarships, fellowships, and research grants available for students at Memorial University is also available at <http://www.mun.ca/student/sol/index2.html>. Details of deadlines, eligibility, and amount of funding allocated are included on this site.

### **Conference Funding Available from the GSU**

Please refer to the GSU website:

<http://www.mun.ca/gsu/current/resource/grants.html>

### **Travel Policies of Other Funding Sources**

*School of Graduate Studies/ Faculty of Engineering/ Faculty of Science*

The student must produce verification of active participation in a conference or meeting. Active participation means presentation of a paper or poster, chairing a session, or participating in an organized panel discussion that forms part of the program.

Travel assistance is available only once during a graduate program. For travel within the Atlantic region, the maximum contribution is \$100; for travel to other parts of Canada and to the U.S., the maximum is \$200; for travel to Europe and elsewhere, the maximum is \$300.

The applicant must indicate the amount requested and received from other sources, such as department or supervisor. Travel assistance is normally available after completion of the trip, but an advance can be arranged if necessary.

*Faculty of Arts*

The Dean of Arts has made an allocation to the Graduate School travel budget to provide matching funds for Arts students. Therefore, students in that faculty need not apply to their Dean for funding. For example, if you are travelling to the U.S., the School of Graduate Studies will pay \$200 and the Dean of Arts will then automatically pay \$200 for a total of \$400 provided through the School of Graduate Studies.

### *Faculty of Medicine*

Wherever possible, funds for students to attend scientific meetings should be obtained from grants available to the supervisor or student from outside sources. Where such funds are not available, the Dean of Medicine may provide awards based on the recommendation of the Assistant Dean for Research and Graduate Studies.

Travel funds may be awarded to attend not more than one conference for student in a MSc. program and not more than two conferences in the case of students in a Ph.D. program. Subject to the availability of funds, students presenting papers will be awarded the cost of the fare to the venue of the conference and reasonable subsistence expenses, up to a maximum of \$800 with an abstract and up to a maximum of \$400 without an abstract. All applications must have the support of the student's supervisor, who shall certify that no funds are available from other sources.

Students and supervisors are encouraged to make every effort to obtain reduced fares where possible, and to this end applications should be submitted as early as possible. In order to ensure that funds will be forthcoming, students are advised to apply for funding prior to submitting abstracts for presentations at conferences or meetings which they hope to attend. Applications should be submitted to the Office of Research and Graduate Studies.

## **A wards and Scholarships**

Scholarships are an important source of money for many graduate students. The School of Graduate Studies web page lists scholarships and fellowships of three types: internal awards, external awards administered by the SGS, and other external awards. The web site provides information about the eligibility requirements for each award, the application process and deadline, and the amount of the award. The site address is <http://www.mun.ca/sgs/cover scholar.htm>

External awards may also be available from other agencies. Many businesses, service groups and associations offer scholarships, awards and bursaries to students. The web sites for businesses and associations are valuable sources of information. Consider the following in your searches: professional associations, student groups, cultural organizations, athletic organizations, organizations of

which your parents or other family are members, former schools, etc. Online databases of awards allow you to search for awards offered by many different agencies. StudentAwards.com is the most popular site; it is located at <http://www.studentawards.com>. There are many similar sites so try typing "scholarships" into a search engine.

### **Graduate Awards and Medals**

*Fellow of the School of Graduate Studies.* The Fellow of the School of Graduate Studies designation is awarded to graduate students to recognize outstanding academic achievement. Students are nominated by their academic departments during the final year of their academic program. The designation is noted on the recipient's transcript. For more information contact the School of Graduate Studies.

*Medals.* The School of Graduate studies awards three medals annually: the Governor General's Gold Medal (usually awarded to a Ph.D. candidate), the University Medal of Excellence in an All-course Master's Program and the University Medal for Excellence in a Thesis-based Master's Program. These awards have no monetary value. One student per academic unit may be nominated each year. For more information contact the School of Graduate Studies.

### **Awards Administered by the Graduate Students' Union**

For the first time in history, on Volunteer Day, Tuesday March 31st, 1998, the GSU presented four awards to graduate students. The awards were presented for Excellence in Community Service, which recognized the outstanding volunteer contributions by graduate students to the community, and for Excellence in Research in the Community, which recognized academic research that with a significant and positive impact on the University and/or local community. The GSU has continued with this tradition and continues to present these awards to those deserving.

For more information or to submit a nomination to the GSU, you may e-mail [gsu@mun.ca](mailto:gsu@mun.ca) or send a nomination to us at GH-2007 Feild Hall, or by fax at 737-3395. You may also call our office at 737-4395. To view the names and accomplishments of last year's awards recipients, please consult our web page: <http://www.mun.ca/gsu/current/events/awards.html>

## **G**raduate Programs Offered

### **Arts/Humanities/Social Sciences**

<b>Field of study</b>	<b>Degree program</b>	<b>Contact information</b>	<b>Comments</b>
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<b>Anthropology</b>	<b>MA</b>	<p>Graduate Coordinator (Social and Cultural Anthropology)/  Graduate Coordinator (Physical Anthropology and Archaeology)  Department of Anthropology  Memorial University of Newfoundland  St. John's, NF, Canada A1C 5S7  Phone: (709) 737-8870  Fax: (709) 737-8686  <a href="http://www.mun.ca/anthro/gradindex.html">http://www.mun.ca/anthro/gradindex.html</a></p>	<p>Application deadlines</p> <p><i>Social and Cultural Anthropology</i>: Jan. 14 for September admission.</p> <p><i>Physical Anthropology and Archaeology</i>: Feb. 15 for September admission.</p>
<b>Classics</b>	<b>MA</b>	<p>Graduate Program Coordinator  Department of Classics  Memorial University of Newfoundland  St. John's, NF, Canada A1C 5S7  Phone: (709) 737-8593  Fax: (709) 737-4569  <a href="http://www.mun.ca/classics/">http://www.mun.ca/classics/</a></p>	
<b>Economics</b>	<b>MA</b>	<p>Graduate Program Coordinator  Department of Economics  Memorial University of Newfoundland  St. John's, NF Canada A1C 5S7  Phone: (709) 737-8248  Fax: (709) 737-2094  <a href="http://www.mun.ca/econ/">http://www.mun.ca/econ/</a></p>	
<b>English Language and Literature</b>	<b>MA, PhD</b>	<p>Graduate Program Coordinator  Department of English Language and Literature  Memorial University of Newfoundland  St. John's, NF, Canada A1C 5S7  Phone: (709) 737-8277  Fax: (709) 737-4528  <a href="http://www.mun.ca/english/">http://www.mun.ca/english/</a></p>	
<b>Folklore</b>	<b>MA, PhD</b>	<p>Graduate Coordinator  Department of Folklore  Memorial University of Newfoundland  St. John's, NF, Canada A1B 3X8  Phone: (709) 737-8402  Fax: (709) 737-4718  <a href="mailto:folklore@mun.ca">folklore@mun.ca</a>  <a href="http://www.mun.ca/folklore/">http://www.mun.ca/folklore/</a></p>	
<b>French Language and Literature</b>	<b>MA, M.Phil.</b>	<p>Graduate Coordinator  Department of French and Spanish studies</p> <p>Memorial University of Newfoundland  St. John's, NF, Canada A1B 3X9  Phone: (709) 737-7636 or 737-7637  Fax: (709) 737-3594  <a href="mailto:french@mun.ca">french@mun.ca</a>  <a href="http://www.mun.ca/french/">http://www.mun.ca/french/</a></p>	
<b>Geography</b>	<b>MA, M.Sc..</b>	<p>Graduate Program Coordinator  Department of Geography</p>	

	<b>PhD</b>	Memorial University of Newfoundland St. John's, NF, Canada A1B 3X9 Phone: (709) 737-7417 Fax: (709) 737-3119 <a href="http://www.mun.ca/geog/">http://www.mun.ca/geog/</a>
<b>German Language and Literature</b>	<b>MA, M. Phil.</b>	Head Department of German and Russian Memorial University of Newfoundland St. John's, NF Canada A1B 3X9 Phone: (709) 737-8831 Fax: (709) 737-4000 <a href="mailto:eboehm@mun.ca">eboehm@mun.ca</a> <a href="http://www.mun.ca/german/">http://www.mun.ca/german/</a>
<b>History</b>	<b>MA, PhD</b>	Graduate Coordinator Department of History Memorial University of Newfoundland St. John's, NF, Canada A1C 5S7 Phone: (709) 737-8420 Fax: (709) 737-2164 <a href="http://www.mun.ca/history/">http://www.mun.ca/history/</a>
<b>Humanities</b>	<b>M.Phil.</b>	Director of Studies M.Phil. Humanities Program Memorial University of Newfoundland St John's, NF, Canada A1C 5S7 Phone: (709) 737-8110 Fax: (709) 737-2135 <a href="mailto:hums@mun.ca">hums@mun.ca</a> <a href="http://www.mun.ca/hums/">http://www.mun.ca/hums/</a>
<b>Linguistics</b>	<b>MA, PhD</b>	Graduate Coordinator Department of Linguistics Memorial University of Newfoundland St. John's, NF, Canada A1B 3X9 Phone: (709) 737-8134 Fax: (709) 737-4000 <a href="mailto:linguist@mun.ca">linguist@mun.ca</a> <a href="http://www.mun.ca/linguistics/">http://www.mun.ca/linguistics/</a>
<b>Philosophy</b>	<b>MA</b>	Graduate Program Coordinator Department of Philosophy Memorial University of Newfoundland St. John's, NF, Canada A1C 5S7 Phone: (709) 737-8336 Fax: (709) 737-2187 <a href="http://www.mun.ca/phil/">http://www.mun.ca/phil/</a>
<b>Political Science</b>	<b>MA</b>	Graduate Program Coordinator Department of Political Science Memorial University of Newfoundland St. John's, NF, Canada A1B 3X9 Phone: (709) 737-8179 or 737-8180 Fax: (709) 737-4000 <a href="mailto:polisci@mun.ca">polisci@mun.ca</a> <a href="http://www.mun.ca/posc/">http://www.mun.ca/posc/</a>
<b>Religious Studies</b>	<b>MA</b>	Graduate Coordinator Department of Religious Studies

**Studies** Memorial University of Newfoundland  
 St. John's, NF, Canada A1C 5S7  
 Phone: (709) 737-8166  
 Fax: (709) 737-8059  
<http://www.mun.ca/rels/>

**Sociology MA, PhD** Graduate Studies Coordinator  
 Department of Sociology  
 Memorial University of Newfoundland  
 St. John's, NF, Canada A1C 5S7  
 Phone: (709) 737-7443  
 Fax: (709) 737-2075  
<http://www.mun.ca/soc/>

**Women's Studies MWS** Graduate Coordinator  
 Women's Studies Program  
 Memorial University of Newfoundland  
 St. John's, NF, Canada A1C 5S7  
 Phone: (709) 737-3322  
 Fax: (709) 737-4000  
<http://www.mun.ca/womenst/Master.html>

**Sciences**

Field of study	Degree program	Contact information	Comments
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<b>Aquaculture</b>	<b>M.Sc.</b>	Graduate Studies Coordinator M.Sc. Aquaculture Program Ocean Sciences Centre Memorial University of Newfoundland St. John's, NF, Canada A1A 5S7 Phone: (709) 737-3444 or -3708 Fax: (709) 737-3220 <a href="http://www.osc.mun.ca/">http://www.osc.mun.ca/</a> <a href="http://www.ifmt.nf.ca/mi/aqua/aqua.html">http://www.ifmt.nf.ca/mi/aqua/aqua.html</a>	
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<b>Biochemistry and Food Science</b>	<b>M.Sc., PhD (Biochemistry) M.Sc., PhD (Food Science)</b>	Graduate Program Coordinator Department of Biochemistry Memorial University of Newfoundland St. John's, NF, Canada A1B 3X9 Phone: (709) 737-8530 Fax: (709) 737-2422 <a href="mailto:biochem@mun.ca">biochem@mun.ca</a> <a href="http://www.mun.ca/biochem/">http://www.mun.ca/biochem/</a>	
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<b>Biology</b>	<b>M.Sc., PhD (Biology) M.Sc., PhD (Marine Biology)</b>	Graduate Program Coordinator Department of Biology Memorial University of Newfoundland St. John's, NF, Canada A1B 3X9 Phone: (709) 737-7498 Fax: (709) 737-3018 <a href="mailto:graduate.biology@mun.ca">graduate.biology@mun.ca</a> <a href="http://www.mun.ca/biology/">http://www.mun.ca/biology/</a>	
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<b>Biopsychology</b>	<b>M.Sc., PhD</b>	Chair, Biopsychology Program Faculty of Science Memorial University of Newfoundland St. John's, NF, Canada A1B 3X9	
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		Phone: (709) 737-3444 Fax: (709) 737-3316 <a href="http://www.mun.ca/biopsych">http://www.mun.ca/biopsych</a>
<b>Chemistry</b>	<b>M.Sc. (Chemistry)</b> <b>PhD (Chemistry)</b> <b>M.Sc. (Instrumental Analysis)</b>	Graduate Program Coordinator Department of Chemistry Memorial University of Newfoundland St. John's, NF, Canada A1B 3X7 Phone: (709) 737-8772 Fax: (709) 737-3702 <a href="mailto:chemist@mun.ca">chemist@mun.ca</a> <a href="http://www.mun.ca/chem/">http://www.mun.ca/chem/</a>
<b>Computational Science</b>	<b>M.Sc., M.Sc. (Co-operative)</b>	Chair, Computational Science Program Faculty of Science Memorial University of Newfoundland St. John's, NF, Canada A1B 3X7 Phone: (709) 737-3444 Fax: (709) 737-3316 <a href="http://www.mun.ca/computationalsci/">http://www.mun.ca/computationalsci/</a>
<b>Computer Science</b>	<b>M.Sc., PhD</b>	Graduate Program Coordinator Department of Computer Science Memorial University of Newfoundland St. John's, NF, Canada A1B 3X5 Phone: (709) 737-8627 or -8628 Fax: (709) 737-2009 <a href="mailto:genoff@mun.ca">genoff@mun.ca</a> <a href="http://web.cs.mun.ca/">http://web.cs.mun.ca/</a>
<b>Earth Sciences</b>	<b>M.Sc., PhD (Geology)</b>  <b>M.Sc., PhD (GeoPhysics)</b>	Graduate Program Coordinator Department of Earth Sciences Centre for Earth Resources Research Memorial University of Newfoundland St. John's, NF, Canada A1B 3X5 Phone: (709) 737-8142 Fax: (709) 737-2589 <a href="http://sparky2.esd.mun.ca/">http://sparky2.esd.mun.ca/</a>
<b>Environmental Science</b>	<b>M.Sc.</b>  <b>M.Env.Sci</b>	Chair, Environmental Science Program Faculty of Science Memorial University of Newfoundland St. John's, NF, Canada A1B 3X5 Phone: (709) 737-3444; 737-8253 Fax: (709) 737-3316; 737-3702 <a href="mailto:gkenny@mun.ca">gkenny@mun.ca</a> <a href="http://www.esd.mun.ca/environment.html">http://www.esd.mun.ca/environment.html</a>
<b>Mathematics and Statistics</b>	<b>MAS</b>  <b>M.Sc., PhD (Mathematics)</b> <b>M.Sc., PhD (Statistics)</b>	Graduate Officer Department of Mathematics and Statistics Memorial University of Newfoundland St. John's, NF, Canada A1C 5S7 Phone: (709) 737-8783/84 Fax: (709) 737-3010 <a href="mailto:mathstat@mun.ca">mathstat@mun.ca</a>

<b>Physics and Physical Oceanography</b>	<b>(Statistics)</b>	<a href="http://www.math.mun.ca/">http://www.math.mun.ca/</a>
	<b>M.Sc., PhD</b>	Graduate Program Coordinator Department of Physics and Physical Oceanography Memorial University of Newfoundland St. John's, NF, Canada A1B 3X7 Phone: (709) 737-8735 Fax: (709) 737-8739 <a href="mailto:gradstud@physics.mun.ca">gradstud@physics.mun.ca</a> <a href="http://www.physics.mun.ca/">http://www.physics.mun.ca/</a>
<b>Psychology</b>	<b>M.Sc., PhD (Experimental Psychology)</b>	Graduate Program Coordinator Psychology Department Memorial University of Newfoundland St. John's, NF, Canada A1B 3X9 Phone: (709) 737-8496 Fax: (709) 737-2430 <a href="mailto:gradpsyc@play.psych.mun.ca">gradpsyc@play.psych.mun.ca</a> <a href="http://play.psych.mun.ca/Psych/">http://play.psych.mun.ca/Psych/</a>
	<b>MASP (Co- operative)</b>	

### Professional Programs

Field of study	Degree program	Contact information	Comments
<b>Business Administration</b>	<b>MBA</b>	Graduate Program and Research Faculty of Business Administration Memorial University of Newfoundland St. John's, NF, Canada A1B 3X5 Phone: (709) 737-8854 Fax: (709) 737-2467 <a href="mailto:business@mun.ca">business@mun.ca</a> <a href="http://www.mun.ca/business/">http://www.mun.ca/business/</a>	<b>Application deadlines</b>  The application deadline is <b>March 15</b> for September admission. <i>GMAT</i> and <i>TOEFL</i> scores are required.
<b>Education</b>	<b>M.Ed.</b>	Graduate Programs and Research Faculty of Education Memorial University of Newfoundland St. John's, NF, Canada A1B 3X8 Phone: (709) 737-8587/3402 Fax: (709) 737-4379 <a href="mailto:gradeduc@mun.ca">gradeduc@mun.ca</a> <a href="http://www.mun.ca/educ/fac_web/grad.html">http://www.mun.ca/educ/fac_web/grad.html</a>	Can specialize in one of  Educational Leadership Studies, Teaching and Learning Studies, Counselling, Post-secondary

Studies

<b>Engineering</b>	<b>M.Eng.</b>	Associate Dean	The following branches are available:
	<b>PhD</b>	Graduate Studies and Research	
	<b>M.A.Sc. (Environmental Engineering)</b>	Faculty of Engineering and Applied Science Memorial University of Newfoundland St. John's, NF, Canada A1B 3X5 Phone: (709) 737-8900 Fax: (709) 737-3480 <a href="http://www.engr.mun.ca/Engr/Research/research.html">http://www.engr.mun.ca/Engr/Research/research.html</a>	
			Electrical and Computer Engineering
			Mechanical Engineering
			Ocean and Naval Architectural Engineering
			Environmental Engineering and Applied Science
<b>School of Human Kinetics and Recreation</b>	<b>MPE</b>	Chair, Graduate Studies Committee School of Human Kinetics and Recreation Memorial University of Newfoundland St. John's, NF, Canada A1C 5S7 Phone: (709) 737-8676 Fax: (709) 737-3979 <a href="http://www.mun.ca/physed/">http://www.mun.ca/physed/</a>	
<b>Medicine</b>	<b>M.Sc., PhD</b>	Assistant Dean Office of Research and Graduate Studies Faculty of Medicine Memorial University of Newfoundland St. John's, NF, Canada A1B 3V6 Phone: (709) 777-6762 Fax: (709) 777-5033 <a href="http://www.med.mun.ca/med/">http://www.med.mun.ca/med/</a>	The following branches are available:
	<b>Graduate diploma programs: Community health, clinical epidemiology</b>		Immunology
			Cancer
			Neuroscience

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Clinical  
Epidemiology

Community  
Health

Cardiovascular  
and Renal  
Sciences

Human  
Genetics

Graduate  
Diploma  
(Division of  
Community  
Health)

**Marine Studies  
(Fisheries Resource  
Management)**

**MMS (fisheries  
resource  
management)**

Chair, Master of Marine  
Studies Program Committee  
Fisheries and Marine Institute  
of Memorial University of  
Newfoundland  
P.O. Box 4920  
St. John's, NF, Canada A1C  
5R3  
Phone: (709) 778-0200  
Fax: (709) 778-0346  
[pubrel@gill.ifmt.nf.ca](mailto:pubrel@gill.ifmt.nf.ca)  
<http://www.ifmt.nf.ca/>

A maximum of 15 students  
are admitted each  
September. Completed  
applications must be  
received by **Apr. 30**

**Nursing**

**MN**

Associate Director  
Graduate Program and Research  
School of Nursing  
Memorial University of Newfoundland  
St. John's, NF, Canada A1B 3V6  
Phone: (709) 777-6679  
Fax: (709) 777-7037  
[nursing@mun.ca](mailto:nursing@mun.ca)  
<http://www.mun.ca/nursing/>

**Pharmacy**

**M.Sc. Pharm.**

School of Pharmacy  
Memorial University of Newfoundland  
St. John's, NF, Canada A1B 3V6  
Phone: (709) 777-7211  
Fax: (709) 777-7044  
[pharmacy@mun.ca](mailto:pharmacy@mun.ca)  
<http://www.pharm.mun.ca/>

**Social Work**

**MSW, PhD**

Graduate Program Coordinator  
School of Social Work, St. John's College  
Memorial University of Newfoundland  
St. John's, NF, Canada A1C 5S7  
Phone: (709) 737-8165  
Fax: (709) 737-2408  
<http://www.mun.ca/socwrk/>

## **A**cademic Appeal Procedures

An academic appeal cannot be made if you simply don't like the mark you receive in a course, or if you did not like the professor. The appeal must be based on a legitimate and/or procedural matter.

Some examples are:

- *You become seriously ill during the course of the semester and this affects the quality of your performance in a course. (Please note that students should take action during their illness.)*
- *The professor does not follow the academic procedures as outlined in the Calendar and this negatively affects your grade.*

You have the right to appeal any grade on an assignment, paper, or exam. This appeal is done through your department. If you think that you have received an unfair course grade you may also try contacting the department head. If you are unsatisfied with the resolution of an appeal of a course grade, every student has the right to initiate an appeal to the Academic Council of the School of Graduate Studies by writing to the Secretary of the Academic Council. Once the appeal goes to the Academic Council, the Chair of the Appeals Committee (a subset of the Academic Council) gathers information about the case from the student and all those involved (as is appropriate).

The committee is made up of one graduate student (the GSU VP Academic), four other members, and a chair. The Appeals Committee reviews the information and then makes a recommendation to the Academic Council. The Academic Council then votes on the issue. An appeal against decisions of Academic Council can be made to the University Senate. The decision of the Senate is binding.

If you are making an appeal please speak to either your supervisor or the GSU executive, specifically the VP Academic, for advice on what to write and what documentation to attach to your appeal.

## **R**esearch Ethics

Students undertaking research at Memorial University are required to observe the ethical standards of their individual faculties. More information on ethics may be obtained from the Office of Research, Spencer Hall, or the "Ethics at Memorial" website: <http://www.mun.ca/research/ethics>. *This useful site contains information on Memorial's Research Ethics Boards (REBs), the Interdisciplinary Committee on Ethics in Human Research, the Human Investigations Committee, the Sir Wilfred Grenfell College Ethics Review Committee and the Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans.*

*For more information contact:*

*Office of Research, Memorial University of Newfoundland  
First Floor, Spencer Hall  
St. John's, NF A1B 3X5*

*Tel: (709) 737-8251*

*Fax: (709) 737-4612*

*E-mail: [research@mun.ca](mailto:research@mun.ca)*

## ***P*rocedures Governing Academic Dishonesty**

{Disclaimer: this set of policies and procedures are currently being drafted, reviewed and sanctioned.}

Every graduate student has a right to create and use intellectual property in accordance with accepted academic practice and Canadian intellectual property laws. This right includes the ability to publish out of research work undertaken as part of a graduate program as well as the ability to submit results promptly in partial fulfillment of the requirements the graduate degree. Policies and procedures for Intellectual Property and Authorship are administered by the School of Graduate Studies on behalf of all graduate students. The Policy on Intellectual Property and Authorship, a Student Guide to Intellectual Property and Authorship, and the Intellectual Property and Authorship Background documents are all available through the School of Graduate Studies, the GSU and your Academic Unit. All students, their supervisors and the School of Graduate Studies are required to complete the Intellectual Property Environment Review before the student begins their programme. Students who feel that their supervisor or Academic Unit are not conforming, literally or in spirit, to the policies and procedures on Intellectual Property or Authorship should seek immediate help from the School of Graduate Studies.

## ***R*oles and Responsibilities**

Please refer to the following website for the roles and responsibilities of supervisors and graduate students: <http://www.mun.ca/sgs/policy/responsibilities.html>

## ***Roles and Responsibilities of Different Committees***

### ***Role of the Senate***

#### ***Senate Executive Committee***

*Responsibilities are: To receive reports from standing and ad hoc committees of Senate. To act on matters delegated to it by Senate, in particular the following: To adjudicate student appeals in accordance with established procedures, policies and regulations approved by the Senate. To grant approval for the awarding of degrees, diplomas or certificates as recommended by various faculty and academic councils. On the recommendation of the Committee on Committees, to appoint members to Senate Committees during the summer months when Senate normally does not meet. To submit to Senate at each meeting a report consisting of an agenda, together with relevant documentation. To refer to various University Academic bodies any matters as deemed necessary to expedite the business of Senate.*

#### ***Standing Committees of Senate***

##### ***Senate Elections Committee***

*Responsibilities are: To make recommendations on the interpretation of the term "full-time members of the academic staff" in the approved procedures for the election of members of the academic staff to the Senate to make recommendations for the selection of non-statutory ex-officio members of the Senate. To assume responsibility for the annual election of members of academic staff to the Senate. To assume responsibility for conducting the annual election to the Senate Committee on Committees.*

##### ***Committee on Committees***

*Responsibilities are: To recommend for Senate approval the structure and terms of reference of Senate standing committees, and any other committees as requested by Senate. To recommend the membership of Senate standing committees for approval by Senate.*

##### ***Research Committee***

*Responsibilities are: To encourage and promote research at MUN. To work in co-operation with the Office of Research, with all Faculties and Schools on the*

*promotion of research, on the identification of potential sources of research funds, and on relations with the major funding councils, such as SSHRC, NSERC and the MRC. To consider, review, and advise on University research policy including, but not restricted to: University Patent Policy; and University Contract Research Policy.*

*To consider, review, and advise on: the implications of major proposals that would require a significant University commitment of finances, space and personnel which might affect established academic priorities; and the disposition of unrestricted research funds accruing to the University. To consider, review, and advise on the legal and moral implications of research activities including, but not restricted to: the rights and welfare of human and animal subjects as outlined in the Ethical Policy and Procedures for Research Involving Human Subjects and the Animal Care Policies and Procedures; the methods used to secure informed consent with respect to human subjects; the comparative degree of risk versus the potential benefits of the investigation. To recommend faculty members to the President for the President's Award for Outstanding Research. To recommend faculty members to the President to serve on the Selection Committee for the University Research Professorship.*

#### ***Copyright Committee***

*Responsibilities are: To review developments in Canadian Copyright law. To report to Senate any matters of copyright policy which would affect the academic function of the University.*

#### ***Educational Technology Committee***

*Responsibilities are: To act in an advisory and consultative capacity to the Senate and to the Executive Director of the School of Continuing Studies. To investigate and determine issues of priority or of suitability, which may arise in the development and delivery of technology-based instructional programmes by the University. To promote understanding among members of the University concerning the appropriate use of technology-based learning. To review the means of technology-based distribution and their impact on education, ensuring that they are appropriate to the context in which they are applied.*

#### ***Honorary Degrees Committee***

*Responsibilities are: To make recommendations to the Senate on the awarding of Honorary Degrees. To make recommendations to the Senate on the holding of Convocations, and on Academic Dress and Ceremonial regulations. To receive suggestions and present to the Senate nominations for the title of Professor Emeritus, for eventual approval by the Board of Regents.*

#### ***Timetable Committee***

*Responsibilities are: To advise the Vice-President (Academic) on academic matters pertaining to the preparation of the University timetable.*

### ***Library Committee***

*Responsibilities are: To act in an advisory, consultative and supporting capacity to the University Librarian and to the Senate on all library matters which affect the academic processes of the University. To receive comments on these matters from all portions of the University and transmit them to the Librarian and to the Senate. To make presentations on behalf of the Library as it deems necessary.*

### ***Bookstore Committee***

*Responsibilities are: To advise the Senate and the Dean of Student Affairs and Services on matters relating to the policy and administration of the Bookstore. To make presentations to Senate and the Dean of Student Affairs and Services on behalf of the bookstore. To accept presentations from students, staff, and faculty concerning the Bookstore. To advise the Bookstore on the establishment of a section containing an extended range of books, journals, and magazines appropriate to a University Bookstore.*

### ***Course Evaluations Committee***

*The committee shall monitor the administration of the Course Evaluation Questionnaire (CEQ) and related procedures, including the release and publication of results, in accordance with Senate Policies and Procedures. To prepare written guidelines providing information to students on the purposes of the rating procedure and on university policies for distribution and publication of results. In cooperation with the Instructional Development Office, to develop specific operational guidelines and protocols for efficient and consistent completion of the mandated student rating procedures. To receive reports of alternative methods of evaluation in courses for which the standard CEQ is not required. Upon request, to approve alternative methods of administration of the CEQ, providing that such methods assure student anonymity and other principles in the normal procedures. To respond to queries and comments from academic units, faculty members and students concerning the CEQ and student rating procedures. To deal with requests for access to unsummarized data from course evaluations archived by the Instructional Development Office. To provide direction to the Instructional Development Office and responsible staff members regarding responses to requests for supplementary questionnaire items or requests for special reports and analysis of data. The committee shall annually report to Senate on the operation of the Policies and Procedures, including advice on possible revision of the Policies and Procedures and the Core Evaluation Questionnaire.*

### ***Planning and Budget Committee***

*Responsibilities are: To advise the Senate on the University Plan and make recommendations for approval by the Senate and the Board on revisions to the University's goals, priorities, and allocation of resources. To respond to any matters related to academic planning and priorities referred to the committee by the Senate or the Vice-Presidents. To appraise planned initiatives that have significant implications for resources, including personnel, space and capital expenditure, and advise the Senate on how the proposals fit with the University Plan. To receive and discuss plans from academic, administrative and service units. In light of the University Plan, to review budgetary considerations*

### ***Ad Hoc Committees of the University Senate***

*At times the University Senate may form committees to consider certain issues that arise. Examples of these include: Selection Committee for Vice President Research and International Relations for Memorial University.*

### ***Role of Academic Council***

*Functions are: To ensure high standards across all graduate programs by considering all policies concerning graduate studies. To approve regulation changes in calendar language for all courses and programs of study pertaining to graduate studies. To decide on appeals. To recommend to Senate the awarding of graduate degrees. To receive reports of decisions approved by Council committees. To discuss and make recommendations on any other matters affecting graduate studies. Where required, to forward recommendations from Council to Senate.*

### ***Academic Council Executive***

*Academic Council Executive will serve as a screening committee for Council and is charged with the responsibility for: i Ensuring that new rules and regulations are compatible with University regulations. ii. Soliciting information and ensuring that resources are available and are documented for new programmes. iii. Interdisciplinary programmes administered by the School of Graduate Studies. iv. Leaves of Absence. v. Waiver of general Regulations. vi. Waiver of Degree regulations. vii. Matters referred to it by OCuncil, by the Committees of Council and by the Dean of Graduate Studies. viii. Previewing reports or matters submitted to Council, and preparing documentation for Council debate. ix. Reviewing for submission to Council lists of candidates for post-baccalaureate degrees and diplomas in consultation with the Office of the Dean of Graduate Studies. x. And such other matters as are presented to the Committee concerning graduate issues.*

### ***Standing Committees of Academic Council*** ***Appeals***

*The basic principle governing all attempts to resolve both academic and other types of difficulties is that they ought to be settled at the lowest possible level, and in as informal manner as possible. The Appeals committee will process appeals that may include cases by students or faculty relating to the regulations, policies, and procedures of the School of Graduate Studies.*

### ***Nominating***

*The Nominating Committee is charged with the responsibility for preparing lists of nominees for Secretary and for membership on committees, and for recommending terms of reference for ad hoc committees created by Council.*

### ***Adhoc Committees of Academic Council***

*At times the Academic Council may form committees to consider certain issues that arise. Examples of these include: Course Evaluations Committee.*

### ***University Committees***

*There are several committees established throughout the university community. Some of these include the Wellness Committee, the Glenn Roy Blundon Senate Advisory Committee for Students with Disabilities, Distinguished Teaching, the Classroom Advisory Committee, and the Sexual Harassment Advisory Board. If you interested in becoming involved, contact the GSU VP Academic ([gsuvpa@mun.ca](mailto:gsuvpa@mun.ca)) and express your interest.*

## ***E*mployment Opportunities**

### ***GradSWEP***

*The Graduate Student Work Experience Program (GradSWEP) provides several job placements per semester, paid at the graduate student rate. Placements offer relevant career experience in students' areas of study, connect students with community organizations for all or part of their hours worked, and are overseen by a Memorial faculty or staff supervisor. Program coordination is provided by the Centre for Career Development and includes the delivery of a series of career development workshops for participants and other interested graduate students. Positions are posted on this site (<http://www.mun.ca/ccd/>) at the beginning of each fall and winter semester.*

*How to Apply:*

*1. Visit the Centre for Career Development, located in the University Centre, Room 4002 and complete a GradSWEP Agreement form.*

2. *Submit a separate resume for each position that you are applying for and carefully record the Job Number and your Student Number in the top right hand corner of each resume.*

*For inquiries please contact:  
Centre for Career Development  
University Centre, Room 4002  
Telephone: 737-2033  
Fax: 737-2437*

### ***Bitters***

*The Graduate Students' Union opened a lounge and restaurant on June 14, 1995 in Feild Hall. Various positions within the facility provide graduate students with valuable working and social experiences as well as financial rewards. Staff hours are flexible to allow full-time students to work. Those interested are encouraged to forward applications and questions to:*

*GSU General Manager  
Room 2009, Field Hall, Memorial University  
St. John's, NF, A1C 3R5*

*(709) 737-4383*

### ***Graduate Programme in Teaching***

*The Graduate Programme in Teaching, now entering its eighth year, aims to help prepare students for future academic careers, to strengthen undergraduate teaching at MUN, to make students aware that teaching is an intellectually challenging, rewarding enterprise, and to provide opportunities for discussion and research in pedagogy.*

*There are three sessions that are open for enrolment; one in each of the fall and winter semesters and one in the summer session.*

*For more information on the Graduate Programme in Teaching check out this website <http://www.mun.ca/sgs/gpt>*

## ***Student Leaves***

*In the event that circumstances prevent a student from pursuing his/her program, the student may apply to the Dean of Graduate Studies for a leave of absence. A leave of absence is a period of time during which a student is not required to register; no fees are assessed, and the time granted is not counted in the maximum time period permitted for a graduate program.*

*A student may normally apply for only one leave of absence during his/her program, and the maximum length of a leave of absence typically may not exceed 12 months. An application for leave should be made before the end of the registration period in the first semester for which leave is requested. Retroactive leaves may be granted for semesters prior to the one in which the student is currently registered if the Dean of Graduate Studies warrants that the reasons for the leave are valid.*

*Leaves may be granted for one of the following reasons:*

***Academic Reasons:***

- i. Advisor/Supervisor absent from the University*
- ii. Required course(s) not offered*
- iii. Equipment failure/repair*

***Family Reasons:***

- i. Pregnancy or birth of a child*
- ii. Unusual or exceptional family care responsibilities*

***Employment Reasons:***

- i. Transfer by employer to work location distant from the University*

***Medical Reasons:***

- i. Medical certification of inability to pursue studies for the duration of the requested leave*

*If you have any questions about the leave of absence process or require further information, you can contact the School of Graduate Studies at (709) 737-2445 or by e-mail at [sgs@mun.ca](mailto:sgs@mun.ca). You can also visit the School of Graduate Studies in Room ER6038 in the Earth Sciences building.*

## ***S*ervices**

***Glenn Roy Blundon Centre for Students with Disabilities***

*The Blundon Centre, in cooperation with university departments and community organizations, offers specific services and accommodations for students with disabilities associated with learning, vision, hearing, mobility, chronic illnesses,*

*and psychiatric conditions. Similar services are extended to students with short term illnesses or injuries. Services and accommodations include:*

- adaptive technology and software*
- accommodations for tests, exams, and assignments*
- inservicing for faculty, staff, and students*
- outreach within the University and the community*
- learning strategy seminars*
- motorized wheelchairs*
- keys for wheelchair elevators, lifts, etc.*
- tutorial/study rooms*
- braille dictionaries*
- note-taking assistance (NCR paper)*
- resource library*
- Get Out And Learn (Goal) High School to Post-secondary Transition Program*
- volunteer reader program*
- orientation and mobility (Canadian National Institute for the Blind)*
- on-campus transportation/special parking arrangement (Campus Enforcement and Patrol)*
- accessible campus housing (Student Housing and Food Services)*
- scholarships specifically designated for students with disabilities*

*The Glenn Roy Blundon Centre is a Division of the University Counselling Centre -Student Affairs and Services and is located in the University Centre Room UC4007. Office hours are: Monday to Friday 9:00 am to 5:00 p.m. (September to May) and Monday to Friday 9:00 a.m. to 4:30 p.m (June to August). Evening and weekend service is available if required.*

Telephone (709) 737-2156; TTY (709) 737-4673 (Blundon Centre) or (709) 737-7906 (24-hour service through Campus Enforcement and Patrol/Security) Fax (709) 737-3096.

**e-mail:** [blundon@mun.ca](mailto:blundon@mun.ca)

**Website:** <http://www.mun.ca/student/disabilities>

### **Women's Resource Centre**

*The Centre provides information and referral services while acting as a lobby group for female students. Pamphlets are available on subjects including birth control, drugs, nutrition, and mental health. The Centre also offers a wide selection of feminist journals and magazines. Female and male visitors to the Centre can make use of the academic and self-help library and take advantage of the variety of free products (condoms, lubricant, pads and tampons) which are available to individuals in need. The Centre staff is also available to organizations and groups for workshops and presentations.*

*For more information, visit the website at <http://www.mun.ca/wrc/> which has a helpful Frequently Asked Questions section. The Women's Resource Centre is located in room 6020 of the University Centre. Phone (709) 737-4366, Fax (709) 737-4743. E-mail: [wrc@mun.ca](mailto:wrc@mun.ca)*

*Faculty, staff and students wishing to park a vehicle on campus are required to register the vehicle (motorcycles included) with the security office within three working days after the arrival on campus of a vehicle at any time during the year. Traffic and parking regulations on campus are enforced by the Security Department assisted by the Royal Newfoundland Constabulary. Please refer to the SGS handbook (p.19) for parking expenses.*

### **Library**

*The Memorial University Student card (or MUNI card) is also your library and photocopier card. This card is required before materials can be signed out of the library. The student is responsible for any materials signed out. The library/MUNI card must be updated at the library each semester.*

*Hours of operation are extended during exams and change between semesters. Books may be returned after the library is closed via the book drop outside the main entrance. Hours of operation for services such as the Periodicals, Map Room, Information Desk may vary.*

*For current hours of operation call 737-7425 or visit <http://www.library.mun.ca/hours.php>*

*Books may be borrowed for four months. Journals may be borrowed for a period of one week with the exception of the most current issues, which do not circulate. Books may be renewed except when another person has requested them. Books and journals may be renewed through the MUN Libraries home page. Books may be recalled after two weeks after the initial charge out dated if requested by another patron. Materials may be recalled IMMEDIATELY if they are needed for Reserve. To avoid the recall fine of \$2.00 per day, return materials within three days of the date of the recall notice. Overdue Reserve material is subject to a \$2.00 per hour fine. Lost books and other material will be fined the cost plus an additional \$5.00 processing fee. For more information call 737-7423.*

*Photocopying may be done using the library (MUN1) card, using coins, or at Copy Services, located on the 3rd floor of the University Centre. Photocopying may also be charged to a department or research account. For more information call 737-7469 or 737-7423.*

*Individual and group study rooms are available for three hours on a first come, first served basis. The Graduate Studies office assigns graduate study carrels.*

*For the most up-to-date library information for graduate students please visit the web site: <http://www.library.mun.ca/index.php> In the case of a dispute, the current Library policy is to take precedent over the above.*

### ***Writing Centre***

*The Writing Centre has delivered numerous workshops for Memorial University students on various elements of writing and composition. The Writing Centre also offers individual consultation for students on how to improve all aspects of the written endeavour. Graduate students are asked to make an appointment ahead of time. For more information, please call the Writing Centre (<http://www.mun.ca/writingcentre>) at 737-3168 or visit between the hours of Monday to Friday from 10:00 a.m. to 4:00 p.m. (additional hours are posted on a term by term basis). Requests for information about consultations can also be made to Virginia Ryan via e-mail at: [vryan@mun.ca](mailto:vryan@mun.ca).*

### ***Counseling***

*The primary function of the Counselling Centre is to help students release, develop or direct their personal capabilities. Through individualized personal counselling and a wide range of*

*group programs, professional faculty at the centre - with the assistance of supervised interns and practicum students from the counsellor training programs - help students to develop their own unique resources.*

*Learning Enhancement Programs.* The centre offers a number of short courses and structured workshops in which students learn to apply general strategies for handling university-level work more effectively. Specifically, these programs provide training in organizational techniques to comprehend study materials and, later, to recall the materials for essays, class presentations and tests. Programs routinely offered include Speed Reading and Comprehension, Organizing Ideas for Term Papers and Essays, Time Management, Oral Presentations and Oral Communication.

*Individual and Group Counselling.* In addition to individual personal counselling, the centre also offers group work and specialized training programs. Often the intellectual and personal growth of many students is blocked by such phenomena as fear of testing situations, continued high levels of cognitive and physical arousal, fear of asserting oneself, and other debilitating concerns. Programs such as Test Anxiety Management and Assertiveness Training are routinely offered, as well as group counselling for a variety of personal concerns. Focus groups are offered in response to student needs including survivors of sexual abuse and career planning.

The facilities are open Monday through Friday, 9 a.m. to 5 p.m. With the exception of special tests, all services are free to currently registered students. Faculty and staff should speak in confidence to the director. Appointments can be made in person or by telephone (737-8874). For more information visit

<http://www.mun.ca/student/ucc/centre.html>

### **Medical & Dental**

Presently there is no health plan in place for graduate students. However, you should e-mail the GSU office ([gsu@mun.ca](mailto:gsu@mun.ca)) because this is an ongoing project.

### **Clubs and Societies**

There is a great university community out there. You have the opportunity to become involved. There are both undergraduate and graduate clubs. If anything seems interesting then by all means get involved! For a detailed listing of Clubs and Societies, please visit <http://www.mun.ca/munsu/clubs/Listing.html>

### **Checklist to Get you Started**

Individual departments are responsible for providing services for their graduate students. Resource availability is different for each department so we will not attempt to describe them all. Here is a list of services that may be available to you through your department. Please ask your department for more details.

Please note that not every department offers the same type and level of service for graduate students. If you feel additional services should be available, make inquiries within your department, to your department's graduate student group or to the GSU.

*Services*

*Office space (shared or individual)*

*Other work space or study space*

*Computers and computer equipment*

*Computer lab*

*Photocopier and/or photocopying services*

*Telephone, telephone directory*

*Student meeting space (lounge, kitchen etc)*

*Mail box*

*Audio visual equipment*

*Resource center for books and other research materials*

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*Information*

*Departmental listserv or mailing list*

*Information source for graduate students (bulletin board, web site, newsletter, etc)*

*Scholarship information*

*Assistantship positions, employment opportunities, financial support*

*Social events to meet staff and other graduate students*

*Department sponsored events (guest speakers, etc)*

*Funding for conference attendance*

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***Index of Important Numbers***

*An index of important numbers can be found in the SGS Guide for New Students:*  
<http://www.mun.ca/sgs/handbook/guide1.html>

***Last updated: September 11, 2002.***