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Section One - Introduction

The Master of Arts in Environmental Policy (MAEP) program is coordinated by the Environmental Policy Institute (EPI) at Grenfell Campus, Memorial University of Newfoundland. The MAEP program has been designed to help students learn how to integrate diverse fields of study and fill the gap in environmental policy expertise locally, regionally, nationally and internationally. Students can choose either the Thesis-based Program (2 years) or a Research Paper-based Program (1 year). Both options include an internship to offer students a means of bridging the policy-science divide while providing a valuable experiential learning opportunity to ensure exposure to challenges faced by practitioners. In addition, a part-time option allows professionals already working in fields related to environmental policy to continue working while upgrading their credentials.

The MAEP program is designed to develop the core competencies of tomorrow's policy leaders—the decision makers who will contribute to a more sustainable and resilient future.

Key Program Contacts

Core Faculty

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Professor, Environmental Policy Institute

Graduate Officer – Master of Arts in Environmental Policy

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Professor, Environmental Policy Institute

Internship Officer - Master of Arts in Environmental Policy

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Assistant Professor, Chair of Environment and Sustainability Program

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Honorary Research Professor, Environment and Sustainability

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Assistant Professor, Environmental Policy Institute

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Morteza Haghiri, Ph.D.

Professor, Environment & Sustainability (Economics)

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Kwabana Boateng, Ph.D.

Assistant Professor, Environment & Sustainability

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Adjunct Faculty

Adjunct Faculty can be found here: <https://grenfell-epi.com/epi-faculty-and-staff/>

Office of Research and Graduate Studies Staff

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Grenfell Campus Directory

[Welcome | Grenfell Campus | Memorial University of Newfoundland \(mun.ca\)](#)

School of Grad Studies (SGS) - St. John's Campus Contacts

<https://www.mun.ca/sgs/contacts/sgscontacts.php>

Section Two - Program Structure

Master of Arts in Environmental Policy Streams

MAEP- Research Paper (One Year)

Fall	Winter	Spring
ENVP 6000 - Foundations of Environmental Policy and Administration	ENVP 6001 – Applied Environmental Problem Solving: A Case-Based Approach	ENVP 6030 - Internship
ENVP 6002 – Research Design and Methods	ENVP 6003 Environmental Political Thought	
*Elective from Table I or Table II	*Elective from Table I or Table II	
Policy and Science Orientation Workshop Pre-Internship Workshop		
Secure Research Paper supervisor	Research Paper proposal Apply for ethics review	Research Paper writing (ENVP 6999) and final examination. Seminar presentation of Research Paper.

* At least one elective must be from Table I.

Financial support may require the completion of 3 Graduate Assistantships per academic year.

Note: This chart reflects the normal program outline for full-time students, individual programs may vary.

MAEP-Thesis (Two Years)

<u>Year 1</u>		
Fall	Winter	Spring
ENVP 6000 - Foundations of Environmental Policy and Administration	ENVP 6001 – Applied Environmental Problem Solving: A Case-Based Approach	ENVP 6030 - Internship
ENVP 6002 – Research Design and Methods	ENVP 6003 – Environmental Political Thought	
1 Elective from Table I or Table II to be completed in the Fall or Winter Semester		
Science and Policy Orientation Workshop		
Pre-Internship Workshop		
Secure thesis supervisor	Thesis proposal Apply for ethics review	Thesis research begins

<u>Year 2</u>		
Fall	Winter	Spring
Thesis research continues	Completion of thesis research Thesis writing begins	Submit thesis for examination Seminar presentation of Thesis

Note: This chart reflects the normal program outline for full-time students, individual programs may vary.

Elective Courses

Table I

These courses are offered on a rotating basis at Grenfell Campus. Not all electives are offered each year. Please consult the Graduate Officer to determine which courses are offered in the upcoming academic year.

ENVP 6052 Political Economy, Political Ecology and Policy
ENVP 6053 Ecological Economics
ENVP 6054 Labour and Environmental Policy
ENVP 6055 Environmental Impact Assessment (cross-listed as EVST 4000)
ENVP 6056 Risk Assessment and Analysis
ENVP 6057 Energy Policy
ENVP 6058 Management and Regulation of Water Resources
ENVP 6059 Natural Resources Policy and Administration
ENVP 6520-30 Special Topics Courses

Table II

These courses are occasionally offered on site at St. John's campus. Please consult the Graduate Officer for more information.

Biology
7551-Fisheries Resource Management
Business
**8210-Labour Relations

9329-Labour Law
Economics
6014-Topics in Public Sector Economics
6020-Economics of Nonrenewable Natural Resources
6021-Economics of Renewable Natural Resources
6022-Environmental Economics
6023-Advanced Fisheries Economics
6024-Topics in Resource Economics
Engineering
9601-Environmental Pollution and Mitigation (cross-listed as ENVS 6004)
9622-Environmental Statistics
9624-Air Pollution (cross-listed as ENVS 6008)
9625-Environmental Impacts of Offshore Oil and Gas Operations
9629-Environmental Policy and Regulations
9630-Pollution Prevention

Environmental Science
6000-Environmental Science and Technology
6001-Earth and Ocean Systems
6002-Environmental Chemistry and Toxicology
6003-Applied Ecology
Fisheries Resource Management
6003-Fisheries Economics
6004-Fisheries Policy
6005-Fisheries Planning and Development
6006-Business Management for Fisheries
Geography
6204-Sustainable Community and Regional Development
6250-Conservation and Sustainability of Natural Resources
6251-Survey Design, Questionnaire Development and Techniques of Data Collection
6300-Problems in Fisheries Geography
6500-Cultural Geography
6700-Political Geography
Medicine
6288-Policy and Decision Making
6722-Environmental Health
Political Science
6710-Intergovernmental Relations

6740-Public Administration
6790-Public Policy Process
Sociology
6140-The Community
6350-Environmental Sociology

**These courses are offered at St. John's campus. Click [here](#) to learn more about Memorial University's online courses and programs offered through the Centre for Innovation in Teaching and Learning (CITL)

Candidates for the Master of Arts in Environmental Policy degree must obtain a grade of B or better in all program courses. Candidates who receive a grade of less than B in a program course will be permitted to remain in the program, provided the course is repeated and passed with a grade of B or better. Alternatively, the candidate may, on the recommendation of the Graduate Committee in Environmental Policy (GCEP), and with the approval of the Dean of Graduate Studies, substitute another graduate course. Only one course repetition or substitution will be permitted during the candidate's program after which the candidate shall be required to withdraw from the program.

According to section 2.2.3.5 (1)(b) of the University Calendar, ... *each student for a Master's Degree shall normally spend at least two semesters in residence as a graduate student at this University... For most students this will involve taking courses or engaging in research while resident on campus.* Students are encouraged to meet this residency requirement in the first two semesters of their program.

Students may request a switch from one stream to another by submitting a **letter of application** to the Graduate Committee on Environmental Policy (GCEP). Students are encouraged to consult their supervisor and the Graduate Officer if they wish to change streams. Students wishing to switch to the thesis stream are advised that the support of a supervisor is very important for their application and that funding is not always available.

The Change of Route form is available online: www.mun.ca/sgs/current/general_forms.

Section Three – Post-Admission

Responsibilities of Supervisors and Graduate Students

Endorsed by SGS Academic Council on September 19, 2016

The fundamental principle underlying this statement of responsibilities between students and faculty is that there must be mutual respect governed by high standards of professional integrity and ethics. These written guidelines are meant to identify, at a high level, guiding principles that can apply to all graduate supervisors and students to help both supervisors and students create and maintain a successful relationship, but are not meant to replace student-supervisor communication.

Supervisors	Students
Supervisors should make themselves familiar with regulations of the SGS and their own academic units, keep abreast of any changes that might affect their students, and ensure that students are informed of these regulations.	Students should become familiar with and meet all appropriate deadline dates and regulations associated with registration and graduate requirements, as specified in the appropriate regulations of the SGS and the academic unit.
Supervisors must convene meetings of students' supervisory committees at least once a year and should annually complete and submit to the SGS a detailed Supervisory Report Form for each student under their supervision.	Students should assist the supervisor in preparing for the yearly report by providing relevant documents or information.
With the input of students, supervisors will provide clear guidelines of expectations from the supervising faculty member on their program, including timetables and milestones. This study plan will ensure students can complete their programs in a timely manner. Study plans should be challenging and feasible, and allow intellectual contributions from the students. Such plans should reflect short- and long-term academic and professional goals (e.g., publications, conference presentations, skills development, and awards) that will enrich students' experiences and prepare them for the world of work.	Students will provide input for and meet the milestones reflected in a study plan to ensure timely completion. A reasonable research topic shall be identified as early as possible with the consultation of the supervisor. Students should understand that they are making a commitment to enhance the chosen field of study by developing expertise to a level of competence where new ideas and knowledge may be created. In consultation with the supervisor, the student will choose and attend appropriate professional activities.
Supervisors should initiate regular meetings with their students, according to a mutually agreed schedule, and make themselves accessible to discuss problems or issues that may arise between scheduled meetings. All students should have a supervisor or an advisor during the course of the program, and should contact the Graduate Officer if they do not have one.	Students must maintain regular contact with the supervisor and the members of the supervisory committee, and should meet with the latter regularly to review progress. Students should follow the agreed upon program of study (including thesis research where appropriate) and endeavor to make acceptable progress towards program objectives.
Supervisors should make constructive suggestions on any written work submitted as part of their students' program, alert students to any perceived difficulties this work is likely to encounter, and return the work to students promptly. Supervisors should make reasonable efforts to ensure that theses are acceptable before they are submitted to the SGS for examination.	Where it is required, the student must agree to produce a thesis of his/her own work that reflects a capacity for independent scholarship in the discipline, and that meets generally accepted standards of quality and style. In the thesis, the student must acknowledge assistance, materials and/or data provided by other scholars, including fellow students, companies, technicians, the supervisory committee and others.

Supervisors will endeavour to foster the development of professional skills among graduate students, including teaching, presentations, writing (including grant writing), and interviews. Supervisors will also encourage students to pursue professional activities and help prepare them to be competitive for employment by advising on career options within and outside of the academy.	Students will take advantage of skills development opportunities available to them, including workshops, seminars, and resources offered through the Enhanced Development of the Graduate Experience (EDGE) and within their academic units. Students will devote time and commitment to skills development as needed.
Supervisors should make reasonable efforts to ensure students have access to academic, financial and other resources necessary in order to complete their programs in a timely manner	Students should make reasonable efforts to become aware of appropriate sources of funding.
If students have been supported by funds from the supervisor's research grants, and such funds become unavailable, supervisors should attempt to give at least one semester's notice to these students to find alternative funding.	Students should assist in the securing of additional or alternative funding by seeking sources, completing forms, and providing information as required.
Supervisors should consult their academic units on the assignment of graduate assistantships, and ensure that duties assigned under such assistantships are appropriate, comply with the TAUMUN collective agreement, and do not impede the progress of students' academic programs.	Students should be aware of the TAUMUN collective agreement and guidelines governing teaching assistantships in their academic units and should carry out those duties in a professional manner.
Supervisors should discuss intellectual property issues with students, at the earliest possible stage of their programs, including any potential joint authorship that might arise from their research and any joint ownership of data or patents; supervisors should also make sure they adequately acknowledge any student contributions to material they publish.	Students must recognize that in cases where his/her research comprises a component of the supervisor's research program, questions of joint ownership of data and/or patents should be discussed. Questions regarding sole or joint ownership of data in such a research program must be resolved as early as possible in the life of the program, and the possibility of joint publication of research results discussed and clarified.
Supervisors should inform the students of the institutional ethical policies and the ethical standards of their particular discipline and should ensure that the students receive adequate training in those ethical principles.	Students should endeavor to understand and follow institutional ethical policies and should exercise honest and ethical behavior in all their academic pursuits, whether these pertain to study, course work, research, cooperative placements, community engagement, or teaching.
Supervisors should inform students of safety regulations on campus and encourage students to become familiar with regulations off campus.	Students should maintain safe work environments and discuss concerns with supervisors as soon as problems are noted. Students should become aware of and follow safety policies on and off campus.
During any extended period of absence from campus, supervisors must make arrangements for advising and supervising students while they are absent; such arrangements should be acceptable to their students and to heads of the relevant academic units.	It is the student's responsibility to keep the supervisor informed of where s/he may be contacted. Students should also inform the supervisor of any extended period of absence or the potential of such absence.

Supervisors should ensure that they do not exploit students for personal, financial, or professional gain.	If students feel they are exploited in any way they have the responsibility to discuss concerns with the Graduate Students' Union, Graduate Officer, Head of Department, and finally the Dean of Graduate Studies. This list may not be exclusive.
Supervisors should avoid any attempts to indoctrinate students into their own political, religious, or other ideologies and prejudices.	If students feel they are being pressured, they have the responsibility to discuss concerns with the Graduate Students' Union, Graduate Officer, Head of Department, and finally the Dean of Graduate Studies. This list may not be exclusive.
Supervisors should, in any case where disagreement arises between supervisor and student, approach (in consultation with the student if possible) the Head, Graduate Officer or other appropriate person to initiate a process for resolving the dispute.	In cases where there is disagreement between supervisor and student, it is incumbent upon the student, in consultation with the supervisor whenever possible, to approach the appropriate officials within the academic unit and/or the SGS so that discussions aimed at solving the problems can be initiated. The Graduate Students' Union is available for information and advocacy as well.

Registration Procedures

Registration for the fall semester begins in early August; for the winter semester, it begins in early December; and for the spring semester, in early April.

Registration is done online through [Memorial Self Service](#). Please ensure the graduate courses you register for are reflected on the Program of Study form that was sent to you at time of admission. **All MAEP graduate students must register for MAEP 9000 upon entry to the MAEP program**, as this registration identifies you as a graduate student. This registration will automatically occur for all subsequent semesters. If you are granted a leave of absence, you will need to register for MAEP 9000 upon your return.

More information pertaining to registration procedures may be found online: www.mun.ca/sgs/current/registrationprocedures.

Payment of Fees

When you accepted your offer of admission to the MAEP program, you selected a payment plan based on number of semesters of study. This plan remains in effect for the duration of the program and may not be changed after the first semester. If you complete your program in fewer semesters than originally selected, the remaining semester fees must be paid. Students who do not complete their program in the expected number of semesters will be required to pay a continuance fee for each additional semester. All graduate students must be registered for every semester during the MAEP program, and must pay fees for each semester, unless a leave of absence has been granted.

Fees for tuition, residence, student union, and health/dental insurance are due once a student

registers. These fees may be paid by cash, debit, online banking or cheque to the Bursar's Office (AS279) or by MasterCard through [Memorial Self Service](#). There is a convenience fee of 2.50% when paying by credit card (Subject to change by Moneris). More details on payment options can be found at <https://mun.ca/grenfellcampus/departments--services/bursars-office/>.

Payroll Deduction

Graduate students who wish to have their tuition paid from their bi-weekly financial support can request payroll deduction online through [Memorial Self Service](#). Your semester program and ancillary fees will be allocated over the number of pay periods available within a given semester and will be deducted from your bi-weekly support. Graduate students signing up for payroll deductions must do so every semester. Current students already on funding will be able to sign up for online payroll deductions 24 hours after they register. New students will be able to sign up for online payroll deductions on the first day of classes. All graduate students must complete their online submissions before the last day to register (two weeks after the start of classes). After the last day to register, you will not be able to sign up for payroll deductions until the following semester.

Leave of Absence

To receive a leave of Absence, a completed [Request for Leave of Absence](#) form should be submitted before the registration deadline for that semester and must be approved by the School of Graduate Studies. The Request for Leave of Absence form may be found online here www.mun.ca/sgs/current/general_forms

Dropping and adding courses

A "Drop and Add" period at the start of each semester gives you time to change your course schedule without academic penalties. Most changes can be done through Memorial Self-Service. In some instances, you may have to use a [Course Change Form](#). Students wishing to register for program courses outside their academic unit (including undergraduate courses) must do so with a Course Change Form. A Change of Program Form must be completed if any such courses are to become part of your graduate program. Please see the [University Calendar](#) for specific course change regulations and deadlines.

Funding Your Education

Financial support will usually be offered at time of admission to eligible students. Students must be registered as full time and must meet defined academic standards in order to receive a SGS Fellowship. Guidelines for awarding of SGS Fellowships and Graduate Student Support are available on the webpage, <https://www.mun.ca/sgs/current/funding/>

According to the School of Graduate Studies (SGS), Memorial University of Newfoundland, a full-time graduate student may not commit more than 24 hours a week working time, including teaching assistant

or research assistant duties, to matters other than the degree program. (Regulation 2.3.8).

Graduate Assistantships (GAs)

If you have received graduate assistantship (GA) funding as part of your internal funding package, you are required to work as a Research Assistant (RA) and/ or a Teaching Assistant (TA) during the academic year. Students must have a Social Insurance Number (SIN) before receiving Graduate Assistantship funding. Students submit an ongoing record of their graduate assistantship hours using the GA Hours form found in section ten of this handbook. **MAEP funding generally includes 3 graduate assistantships per academic year and each assistantship consists of 45 hours a semester.**

The Graduate Assistantship (GA) process is administered through the Office of Research and Graduate Studies at Grenfell Campus. Students who are obligated to complete a GAship must apply for specific positions to fulfil this requirement. GA opportunities/positions go live around the beginning of the semester. Graduate students should monitor emails from the Graduate Office to remain updated on Graduate and Research Assistantship opportunities.

Grenfell Campus graduate students who receive GAs become members of the Teaching Assistants' Union of Memorial University of Newfoundland (TAUMUN). Students will receive a TAUMUN letter from the Graduate Programs Administrator, Grenfell Campus upon awarding of the assistantship. As per Article 12.17 of the [MUN- TAUMUN Collective Agreement](#), Graduate Assistants must be notified of their appointment in writing and a Graduate Assistant can only be required to perform duties and responsibilities as outlined in their letter of appointment.

Graduate student support will be paid bi-weekly. The Graduate Programs Administrator, Grenfell Campus, will send an email biweekly to initiate payments to students by submission of the Graduate Student Support Payroll form.

Scholarships and Awards

Graduate students are encouraged to apply for scholarships and external awards to enhance qualifications and increase graduate funding. Information and application forms for the [Canada Graduate Scholarships \(CGS\) Master's Program](#) are now available on the Social Sciences and Humanities Research Council (SSHRC)'s website: sshrc-crsh.gc.ca.

Additional scholarship and award notices may be found online: www.mun.ca/sgs/current/scholarships/

Working Off-Campus

Grenfell Campus offers Career Development Services to help you prepare for your job search. You may visit the Career Development Coordinator in AS271 or email Thomas Young: twy675@mun.ca.

Full-time International students should access information for working off campus from Angela Gomez

in the Internationalization Office: agomez@mun.ca.

Students will require a Social Insurance Number (SIN) before commencing work.

Conference Funding

- Full-time and part-time master's and doctoral students are eligible for a maximum of \$400 per eligible student through SGS
- The GSU allocates up to \$250 per master's student and up to \$500 per doctoral student (with a maximum of \$250 per conference). Doctoral students may submit a request for approval to receive the entire sum at once. An additional \$50 is allocated for travel outside of Canada. Students are also eligible for up to \$150 of these amounts for research trips, field trips, or conferences at which they are not presenting but are related to their academic Programs
- TAUMUN allocates \$100 per student (one conference for master's program and two conferences for PhD programs, not concurrent)

Students should become familiar with Memorial University travel guidelines. If your destination is outside of Canada, you must comply with Memorial University safety and security procedures. Students should submit the [Request for Travel Assistance](#) form, even if attending a virtual conference, solicit all required signatures, and retain the completed form. Students should apply for funding a minimum of **four weeks** before the conference begins, unless otherwise stated in this policy. Conference and travel assistance is normally available after the conference has concluded, but an advance can be arranged, if necessary. Once your conference is completed, complete the Travel Claim Form, solicit all required signatures, and submit with necessary receipts and the original Request for Travel Assistance Form to the School of Graduate Studies. Conference and travel funding is not guaranteed and is contingent upon the availability of funds and the submission of a complete application package. For more information on other funding sources, please contact SGS, GSU, TAUMUN, or the appropriate Faculty.

Social Insurance Number (SIN)

For more information on social insurance numbers, please visit the [Service Canada](#) website. You can complete and submit the [Social Insurance Number Application](#) online. In addition to your application, you will be required to submit a copy of your study permit that includes a condition authorizing you to work.

International student's SIN will start with the number '9' and will only be valid until the end of your authorized stay in Canada (date of expiry of study permit). When you renew your immigration documents, be sure to renew your Social Insurance Number. International students may also need to obtain an International Student Employment Contract, signed by you and your employer, to submit with your SIN application.

English Language Tutoring and Development

The English as a Second Language (ESL) Office at Grenfell Campus is pleased to provide language support for graduate students at Memorial University who use English as a second or additional language. This support is available through one-on-one or small group tutoring sessions as well as themed workshops. For more information about these services or to make an appointment with a tutor, contact Melissa Halford (mhalford@mun.ca).

Health Services

Grenfell's Health Services office offers a variety of health care services to help you live well, feel good, and achieve your goals. Our health professionals can help you take care of your physical and mental health so that you're able to have the best university experience possible. Grenfell Campus Health Services is located in the Bennett wing on the main floor of the Arts and Science Building. In addition, Health Services has partnered with the local organizations to offer various health promotion activities. For more information about Health Services, contact us: 637-7919 or ghealthservices@mun.ca

The new Western Memorial Regional Hospital provides emergency services. They are located at 100 Health Care Crescent, Corner Brook, NL, A2A 0J4.

Mental Health and Well Being

Mental Health Crisis Line (24/7/365) **1-833-456-4566 toll-free (In QC: 1-866-277-3553)**
www.crisisservicescanada.ca

24-hour Newfoundland and Labrador province wide Mental Health Crisis Line at (709) 737-4668 (Toll free: 1- 888-737-4668) or ask for support from the Mobile Crisis Unit at the same number.

Memorial's Student Wellness and Counselling Centre (SWCC) and School of Graduate Studies have partnered to offer dedicated virtual counseling supports for graduate students. To book an appointment with SWCC's counsellor for graduate students, please complete the [SWCC request counselling form](#).

Health and Dental Plans

The Graduate Students Union (GSU) provides health and dental plans that are mandatory for all full-time graduate students (including international students that have opted out of the ISA health insurance), and fees are collected by the University in all three semesters. For an additional fee, students may extend the coverage to their partners, including same sex partners, and their dependent children. Eligible students may opt out of the GSU health and/or dental plans on condition that proof of alternate comparable coverage is provided and the necessary opt-out forms are completed by the deadline. For more information about the GSU Dental and Health plans go to: <https://www.gsumun.ca/health-dental-plan>

Registered International students are automatically enrolled in the Foreign Health Insurance plan provided by MUN's International Student Advising Office (ISA), and full-time International graduate students are automatically enrolled in the Graduate Student Union (GSU) dental plan. Eligibility requirements have to be met in order to opt out of the Foreign Health Insurance and/or transfer into one of the student union plans. These requirements can be found online: <https://www.mun.ca/international/programming/healthinsurance/index.php>.

If you meet the eligibility requirements to opt out of the Foreign Health Insurance plan, visit Student Services before the end of the second week of classes to complete a waiver and provide necessary proof. Students who have completed an opt-out form in past semesters will be automatically exempt in following semesters.

Newfoundland and Labrador Medical Care Plan (MCP)

All international students with a study permit valid for 12 months or longer are eligible to apply for the Newfoundland and Labrador Medical Care Plan (MCP). MCP is a comprehensive plan of medical care insurance designed to cover the cost of physician services for residents of the province. The MCP application form and further information may be found online:

<https://www.health.gov.nl.ca/health/mcp/international.html>

Computing Accounts

As a student at Memorial University, you are provided with computer accounts to access systems and resources. To create a [MUN Login account](#).

To create your MUN account, you will need:

- your student number (for example: 201612345)
- your PIN (you used this to register for courses and the format is your birthdate: yymmdd)

If you are having problems with your new account, you may contact the Help Desk by telephone 639-2049, by email gcits@mun.ca or by visiting AS 373.

Computers are located in the library (LC208), the computer labs: LC202, AS3003, AS3009 (Mac Lab), and AS3005 (GIS Lab), and in the student atrium of the Arts and Science extension. The computer labs are open from 8:00am to 12:00am, 7 days a week throughout the year (including holidays).

*Labs are utilized for classes but will be available to students during non-class hours.

Student ID Card

Before starting classes, you should request your campus card online. You can even upload a selfie of your choice, as long as it fits the parameters! You must be alone in the picture, your face must be unobstructed, and please don't use any filters or silly expressions.

Follow these steps to get your campus card:

1. Take a picture, or scan, a piece of government-issued photo ID, so that we can verify your identity. You'll need this when you submit your request.
2. Login to my.mun.ca
3. Navigate to the Students tab.
4. Click the Launch button in the orange Student Services box.
5. Select the Request a Card button
6. Request your card as a distance student (check the "not on St. John's campus" option)
7. Follow the instructions on each screen.
8. Once your request has been processed, you will receive a confirmation email to your @mun.ca address, and your Campus ID will be sent to your permanent mailing address.

There is no fee for your first ID Card, but there is a \$20.00 replacement fee for all subsequent cards.

You may also obtain a student ID card by visiting the Ferriss Hodgett Library (LC 208). A staff member at the library will be able to assist you through this process. This card serves as your library card and is proof that you are a student at a post-secondary educational facility. If you have any problems, please email: campuscard@mun.ca.

*Please note that the option to request your campus card may not appear until you have registered for your courses.

Parking Permit

- 1) Students must complete a Parking Application form to be considered in the lottery for a Parking Permit for students: [Student \(Living OFF Campus\) Parking Application 2024-2025.pdf \(mun.ca\)](#) or refer to the [Campus Enforcement & Patrol](#) page for more details and parking application forms.
- 2) *Please note there is a residence application for students living on campus and a student application for those living off campus. The relevant form can be found on the [Campus Enforcement & Patrol](#) page.
- 3) Students must select on the Parking Application each Parking Lot they are interested in purchasing a Parking Permit. Only those Parking Lots identified on the Parking Application will be entered into the lottery process.
- 4) Parking permits will be distributed using a lottery process based on available parking spaces at the time of the lottery. All applications are due by mid-September (actual date can be found on [Campus Enforcement & Patrol](#) page) in order to be entered in the student lottery draw. **Applications can be dropped off at office AS280 or emailed to gcparking@mun.ca.**
- 5) Students do not need to be in attendance during the lottery process. Successful applicants will be e-mailed following the lottery process based on the contact information provided on the Parking Application form. It will be the student's responsibility to be kept informed of the results of the lottery process.
- 6) Following the lottery, students will have three business days (payment deadline) to pay for the Parking Permit in the Bookstore. Payments for a Parking Permit must be made in full by the payment deadline. Partial Payments will not be accepted. Parking Permits are subject to HST.
- 7) A further lottery process may be undertaken for all unclaimed Parking Permits following the payment deadline.

All parking on campus shall comply with the Grenfell Campus Parking Regulations and the Overnight Parking Procedures that are in effect between November 1st and April 30th annually to allow for snow removal. Because parking spaces are limited on campus, there is no guarantee of finding an available parking space. Parking permits increase the likelihood of finding an available parking space, because the number of permits issued is limited for those parking lots that require a permit.

Limited parking is available without a permit in Lot P4 at no charge. To view parking map, please click link: [Parking Map 2024-2025 \(mun.ca\)](#)

Equity, Diversity and Inclusion (EDI)

Our graduate programs acknowledge the importance of equity, diversity and inclusion in graduate education – that different backgrounds and views are critical to excellence in personal development,

academic achievement, and societal change. Diversity is represented in many ways, including indigeneity, socioeconomic status, race, ethnicity, religion, gender, gender identity, sexual orientation, nationality, ability, ways of learning, or life experience. SGS has a special responsibility to lead and foster equity initiatives given the breadth of diversity in graduate programs and the importance of inclusion in scholarship. We are committed to eliminating barriers and fostering opportunities to students and scholars from all backgrounds.

SGS's commitment to graduate students from diverse backgrounds and lived experiences extends across the lifecycle. By creating and making more inclusive our processes, resources, and services, the School will improve the recruitment and admission, retention and experience, and completion rates and outcomes of all graduate students.

Integrity and Research Ethics

Memorial University is committed to excellence in scholarly activities. To this end, Memorial provides resources and support by which all members of our academic community—students, faculty and staff—can become educated regarding ethical conduct in scholarly endeavors. Whether you are in a course-based program conducting library research or in a research-based program undertaking experiments in a lab, or interviewing participants in the field, there are ethical standards and related guidelines and policies to which you must adhere.

The [Integrity and Research Ethics page](#) provides information and resources related to ownership and acknowledgement, data, and the potential impact of research on humans, animals, and the environment. It contains a selection of important documents set out by the School of Graduate Studies, Memorial University and the Tri- Agency*.

All MAEP Research Proposals directly involving human subjects must receive Ethics Approval from the Research Ethics Board, Grenfell Campus prior to commencement of research. All forms are available online, [Integrity and Research Ethics page](#). If you have any questions regarding Research Ethics, please contact: Lan Ma Research Office AS320, Tel: 709-639-7596, Email: f99lm@mun.ca.

Section Four – Workshops

Policy and Science Orientation Workshop

The Policy and Science Orientation Workshop is a mandatory workshop which normally occurs during the month of classes in the Fall semester. Its intent is to provide students with a limited policy or biophysical background with conceptual tools to frame each discipline in order to orient students to the program.

Pre-Internship Workshop

The Pre-Internship Workshop is a mandatory workshop or series of workshops and activities that is held in the Fall and Winter semesters. This workshop is offered on campus throughout the semesters and reviews the internship requirements, aids students in writing resumes and cover letters, discusses interviewing practices and examines student/employer relationships.

Discussions as it relates to Internships occurs throughout the semesters with the Internship Officer.

Section Five – Internship (ENVP 6030)

An internship provides students with a valuable experiential learning opportunity and all MAEP students are required to complete an environmental policy internship with a relevant government office, non-governmental organization, community group, or business. **Internships are of 12 weeks duration with full-time employment hours.** However, part-time internships over a longer period of time may be considered. Students are asked to identify internship opportunities in their areas of interest and apply for the position(s) in consultation with the Internship Officer. The Internship Officer may provide placement assistance with established contacts, offer feedback on cover letters and CVs, and facilitate institutional contact on behalf of the student.

Internships usually occur in the spring semester and you must register for ENVP 6030 before the course registration deadline. Students must also attend the Pre-Internship Workshop.

Before the internship starts you should contact your host supervisor to confirm the details of your internship such as when, where and who you should report to on your first day of work, the work dress code, and any other questions that will make your first day less confusing.

The Internship evaluation shall consist of two components, each of which will receive a mark of Pass or Fail. Students must obtain a Pass in both components to successfully complete the internship.

1) On-Site Student Performance

On-site performance shall be assessed by the Internship Officer using information gathered during the internship and input from the host organization at the end of the internship. Formal written documentation from the host organization shall be sought.

2) The Internship Report

All students are required to write an internship report. Internship Reports are to be reflective in nature. Students are to consider how the experience they have gained has contributed to the development of their education and skills. Challenges and opportunities both for students and for environmental policy making and implementation are to be critically reviewed. The intent is for students to objectively review their performance and form linkages between theory and practice.

Internship Reports are to be 10-12 double-spaced pages in length not including pre and post material (e.g. title page, notes, charts, bibliography, and appendices). It is due two (2) weeks after the end of the internship.

Students are also expected to complete an evaluation of the Internship.

To attain guidance on the process related to **International Internships** please contact Angela Gomez in the Internationalization Office: agomez@mun.ca.

Section Six – Research Paper (ENVP 6999)

The Research Paper provides students with an opportunity to research, critically reflect upon and write about an approved question, issue or idea and a related body of literature from a public policy perspective. This involves working with a supervising faculty member within specific project boundaries that are compatible with the time constraints of the program. The aim is to advance students' research, policy analysis and communication skills.

Requirements and Procedures

(Timeline reflects the normal program outline for full-time students, individual programs may vary.)

- The Research Paper is normally between 40-45 double-spaced pages in length, not including pre and post material (e.g. title page, abstract, table of contents, list of figures, acknowledgements, notes, appendices, bibliography).
- Students are to secure a faculty member who agrees to act as their Supervisor and provide them with a one-page Statement of Interest for their Research Paper. This is to be done by the end of the fall semester.
Note: Students have the option of changing supervisors (if time and funding allow).
- Students are required to submit a Research Paper Proposal to their Faculty Supervisor and normally a second faculty member designated to act as a second reader for approval. Students are to revise their proposal to incorporate suggestions from their Faculty Supervisor and the second reader. This is to be completed by the end of the winter semester.
Note: Approval of the revised Research Proposal is required before submission of the final Research Paper.
- Students are to develop a schedule, with the Faculty Supervisor, for submission of draft segments of the Research Paper. For successful completion, steady progress as defined by an agreed structure is required.
- The Research Paper should be submitted by July 15. The minimum passing grade is B. Students should also submit an Application for Graduation through Memorial Self-Serve under the Graduation menu option.
- Final Submission: Once a passing grade has been received, one electronic copy must be submitted to the School.
 - i. One copy is to be kept in the School.
 - ii. The final submission should be free of spelling and grammatical errors and incorporate any required revisions required by the readers.

Section Seven – Thesis

The Masters' thesis describes research completed during the student's academic program at Memorial University and should demonstrate an ability to carry out research and to organize results.

Requirements and Procedures: (timeline reflects the normal program outline for full-time students, individual programs may vary.)

- Students are to secure a faculty member who agrees to act as their Supervisor and choose a thesis topic as early as possible. This is to be done by the end of the first fall semester.
- Students are to establish their Supervisory Committee, complete the [Change of Program](#) form, available online, www.mun.ca/sgs/go/Forms_GOS/ and submit the form to the Programs Officer, School of Graduate Studies: rbarron@mun.ca. It is recommended that the thesis supervisory committee include 2 committee members in addition to the supervisor. This is to be completed by the end of the first winter semester.
- Students are required to submit a Thesis Proposal to their Supervisory committee. This is to be completed by the end of the first winter semester. (Note all MAEP Research Proposals directly involving human subjects must receive Ethics Approval from the Research Ethics Board, Grenfell Campus prior to commencement of research. All forms are available online, [Research Ethics | Grenfell Campus | Memorial University of Newfoundland \(mun.ca\)](#))
- Thesis research normally continues for two semesters. (Spring and Fall)
- Thesis writing normally begins in the second winter semester. Guidelines for formatting your thesis and the submission process are available online, www.mun.ca/sgs/go/guid_policies/theses.php.
- Students should submit a draft of their thesis to their supervisory committee for approval 2-6 weeks before the deadline for submission of thesis for examination and make necessary revisions on the advice of the supervisory committee. Students should also submit an Application for Graduation through [Memorial Self-Serve](#) under the Graduation menu option.
- Students should submit an electronic copy to the supervisor in PDF and Microsoft Word versions.
- Thesis examination may take up to 6 weeks or longer. In order to ensure an arm-length examination process, contact with examiners during this time is limited to the Office of the Dean of Graduate Studies. Information on the possible outcomes of a

thesis examination, time limits for revisions, and re-examination procedures can be found in the [University Calendar](#). Required revisions and corrections are made by the student in consultation with the supervisory committee.

- The final version of a thesis found acceptable with or without corrections shall be submitted to the University within six months of the date on which the thesis and examiners' reports are returned to the student's academic unit.
- For final submission, all graduate students are required to produce one electronic copy of their thesis to the Head of their academic unit.
- The final version of your thesis should be in PDF/A format (needed for the long-term archiving of electronic theses) and **use the following naming convention: lastname_firstname_middlename_finalsubmissionmonthandyear_degree.pdf (e.g., Smith_John_James_122013_PhD.pdf).**
- Once approved by the Head of the academic unit, the electronic copy of the thesis and any associated supplementary files should be uploaded to the University Library using the e-thesis submission form on my.mun.ca portal. A confirmation email will be sent to your @mun.ca email account once you have successfully submitted your thesis.
- If required, a completed Request to Include Copyright Material form should be uploaded along with the thesis as a supplementary file.
- In cases where file size exceeds 500MB files may be submitted on DVD or CD. The disc sleeve should note student name, student number, degree program, and the academic unit. A completed Thesis Deposit Form must be included with CD/DVD submissions.
- Students must maintain their graduate registration until all academic requirements for their degree including thesis corrections have been met.

Thesis Submission Timeline

Pre-Submission ¹			
Step	Time Req'd	Candidate/Academic Unit	SGS
1	2-6 weeks ²	Candidate submits a draft of the thesis to the supervisory committee for approval and applies online to graduate through the Registrar's Office at www.mun.ca/regoff .	
2	1-2 working days	Head/Graduate Officer/Delegate forwards the completed Supervisor Approval form to SGS.	SGS verifies completion of program requirements.
3	1-2 weeks	Head/Graduate Officer/Delegate contacts potential examiners (with advice of supervisor). ³	

4	1-2 working days	Head/Graduate Officer/Delegate forwards the completed Appointment of Examiners form to SGS.	
Submission/Examination			
5	1 day	Head/Graduate Officer/Delegate forwards the original copy to SGS when the thesis is submitted.	SGS notifies the academic unit of approval and appoints examiners on receipt of the original copy of the thesis. SGS records the "Thesis Submitted" date as the actual date it is received in the School.
6	1-2 working days	Head/Graduate Officer/Delegate sends the thesis to examiners on notification of approval of examiners and approval of thesis format from SGS and forwards copies of examiners' "send" letters to SGS.	SGS records the date the thesis was sent to the examiners. SGS sends examiners their letter of appointment, Examination Report form, and recommendation for Awards form.
7	ca. 6 weeks		SGS records and monitors the examination process. ⁴
8	1-2 working days		SGS receives the examiners' reports; notifies the student/unit head/supervisor of the results and returns the thesis to the head of the academic unit.
Post Examination			
9	Minor revisions - 6 months; Major revisions - 12 months	Candidate makes the required corrections in consultation with the supervisor; submits final version in PDF/A format to the Head of the academic unit for approval	
10		Once the final version of thesis is approved by the Head of the academic unit, the candidate uploads thesis (along with any supplementary files, including the Request to Include Copyright Material form if required) to the University Library using the e-thesis submission form on the My Mun portal. Head submits the Recommendation for the Award of a Graduate Diploma/Degree form to SGS.	SGS records the date of receipt as the "Program Complete" date.

11			SGS clears successful candidate academically for convocation and automatically issues a letter to the candidate. ³
12			SGS thanks and informs examiners regarding the candidate’s status.

¹ It is strongly recommended that examiners not be contacted any sooner than 3-4 weeks prior to a firm submission date of the thesis for examination.

² The exact time required will depend on a number of factors, including the extent of the revisions necessary to the draft and academic unit policies and practice. Students are encouraged to consult their supervisors and academic units for more precise timelines.

³ Subsequent to SGS approval and prior to receipt of the examiners’ reports, it is inappropriate for the supervisor and/or candidate to contact examiners.

⁴ Candidates should be made aware that the thesis examination is offered as a professional service courtesy by examiners and the actual time required may, therefore, vary considerably and may, in some cases, extend beyond six weeks. In order to ensure an arms-length examination process, contact with the examiners during the examination phase is limited to the [Office of the Dean of Graduate Studies](#).

⁵ The date that the Recommendation for the Award of a Graduate Degree is received at SGS is the date that the completion of all program requirements are deemed to have been met. Deadlines for submission for each semester for tuition liability are given in the [University Diary](#). Registration and tuition fees for those students meeting the deadline for a semester will be reversed.

Section Eight - Campus Services and Other Resources

Indigenous Student Services

There are many programs and services dedicated to Indigenous students at Grenfell Campus, including an Indigenous Student Affairs Officer, who coordinates programming, and the student-run Indigenous Caucus of the Grenfell Campus Student Union. The Indigenous Student Centre, located at AS2027, is designated as a culturally safe space for smudging and Kullik/Qulliq lighting, and is a site for student gatherings, Aboriginal awareness programs, talking circles, craft workshops, or just enjoying down time between classes.

To learn more about Aboriginal Student Services on Campus, contact the Aboriginal Student Affairs Officer at Student Services in AS 278 or visit our website: <https://mun.ca/grenfellcampus/student-life/indigenous-affairs/>.

Study Space

We currently have four Graduate student specific space on Grenfell Campus. **AS3023, AS327, AS272** and the **third** and **fourth** floor atrium located in the Forest Centre Building. Located in these spaces are cabinets with locks, as well as desks the keys to these cabinets can be signed out to a Graduate student on a **semester basis**. Please contact the Office of Research & Graduate Studies to sign out a key for the semester.

To book a group study space in the library, follow the link: <https://www.library.mun.ca/covid-19/study-spaces/> and scroll down to book online at the Grenfell Library.

Food Services

Meal Plans- Optional meal plans are available for purchase by all students living on and off campus. Information can be found here: [Meal Plans Memorial University | The Grove \(campusgrove.ca\)](https://www.mun.ca/meal-plans/)

Campus Dining Hall

The campus dining hall is located in the lower level of the Arts and Science Building. The dining hall is a great place to grab a bite, catch up on some course work or just hang out and socialize with classmates. Come visit us this fall to enjoy fresh salads, soups, Paninis and daily home-cooked meals, along with popular favorites, including pizzas, fries and burgers. Adjacent to the dining hall is our student pub, the GCSU Backlot which offers nightly entertainment and, along with the dining hall, doubles as a concert space for large-scale events.

There are also vending machines at various locations on campus.

Graduate Student Union (GSU)

The Graduate Students' Union is comprised of over 3500 graduate students at Memorial University of Newfoundland. The GSU is located on the St. John's campus, see below for info on the GGSS, your representatives on Grenfell Campus. Some services provided by the GSU include health and dental plan, conference funding, and academic advocacy. They also provide a weekly newsletter that includes important information about event listings, conference notices, general GSU business, etc. Please visit www.gsumun.ca/ to subscribe to the Mailing List and to learn more about the GSU.

Grenfell Graduate Student Society (GGSS)

The GGSS comprises students from Grenfell's graduate programs. They plan events, provide assistance and represent your needs on Grenfell Campus. The GGSS office is located in **AS322**.

Memorial University's School of Graduate Studies (SGS)

SGS maintains graduate files and administers graduate applications, admissions, comprehensive examinations, and thesis examinations. SGS is also responsible for graduate enrolment management, and recruitment, and administers graduate student funding including assistantships, external and internal scholarships, baseline fellowships, and supervisor support. They are located on St. John's campus and more information may be found online, www.mun.ca/sgs/index.php.

Teaching Skills Enhancement Program (TSEP)

TSEP is a professional development program offered to graduate students free of charge. It is designed to provide an introduction to teaching at the undergraduate level. Click here for more information: https://citl.mun.ca/TeachingSupport/PD/TSEP_GraduateStudent.php

The Learning Centre

The Learning Centre provides students at Grenfell Campus with a variety of services and programs, specifically in the areas of academic support and personal development. The specific services include writing and mathematical instructional assistance, supplemental instruction, peer tutors, and learning strategies seminars. The Learning Centre also provides special arrangements to students with disabilities to achieve a barrier-free institution, giving equal opportunity to all students.

Student Housing

Student Housing allows for the option of living in residence or in one of the chalet style apartments. Student housing and accommodate approximately 380 in our residences, and 210 students in the Chalets. Each residence unit is comprised of two-bedroom suites sharing an adjoining bathroom and a refrigerator. The chalets consist of four- bedroom suites sharing one full and one-half bathroom, a kitchen area and living room space. Our fully wired bedrooms complete with digital phone and Internet access ensure an atmosphere well suited for study and academic achievement. Both residences are just minutes away from library services and classrooms.

It is important to know that applying to live on campus is separate from the general university and/or graduate application process. To apply to live in Student Housing, please visit Student Housing's webpage [Apply Online | Grenfell Campus | Memorial University of Newfoundland \(mun.ca\)](#) and click on the application link. Students beyond their first year of study (including graduate students) must apply online and pay the online \$20 housing application fee by **April 1**. Applications received after this deadline will be processed as time permits. Once the housing application is received, an automated email will be sent to the prospective student confirming receipt of the application and fee.

Notification of returning/transfer/graduate students' housing application status is emailed in late April/early May. **If you are accepted into Student Housing, and choose to accept this offer, a deposit/confirmation fee of \$500 must be paid within a three-week period of receiving your acceptance email. This deposit will be credited toward your Student Housing fees when you arrive in September.** Failure to cancel an Offer of Accommodations before the indicated deadline on your acceptance email will result in the forfeiture of the deposit/ confirmation fee. Please note that it is not guaranteed that you will be accepted into Student Housing once you have applied. An acceptance to Student Housing is based on number of factors including availability, date of application, and fee payment.

Room assignments are **emailed out in early July** informing students about their room/ chalet apt numbers, & their roommates. Further assignments are based on cancellations.

For more information on housing contact the housing office at AS201 (Pittman Wing), call (709) 637-6266, or by email gchousing@mun.ca You can also like the Facebook page at Grenfell Campus Student Housing.

Know your rights. If you are seeking off-campus housing, it is important to know that as a renter, you have certain rights under Canadian and Newfoundland and Labrador law. For more information, you can reference the Residential Tenancies Act: <https://assembly.nl.ca/Legislation/sr/statutes/r14-2.htm#18>. For general rental policies go to <https://www.gov.nl.ca/dgsnl/landlord/policies/>.

Athletics and Recreation

Competitive Sports – Grenfell Warriors

Interested in joining a campus team? The campus organizes several sports teams like volleyball and basketball to play in local leagues and provincial tournaments. The sports and the number of teams formed each year depend on student interest. Please connect with Student Services through the website [Grenfell Campus Athletics | Memorial University of Newfoundland \(mun.ca\)](https://mun.ca/grenfell-athletics) if interested in playing any sport.

Recreation

Grenfell Campus offers a distinctive program of recreation and activities that contributes to the well-being and personal and social development of all students. Students can use the large double gymnasium on campus and can participate in a variety of recreational activities, such as intramural sports (volleyball, indoor soccer and basketball, ultimate Frisbee, badminton and fitness programs. Fitness centre memberships are also available at a facility close to campus. Further information is available on our website [Grenfell Campus Recreation | Grenfell Campus | Memorial University of Newfoundland \(mun.ca\)](https://mun.ca/grenfell-campus-recreation)

The west coast of the province offers a number of unique recreational facilities, many of which are in close proximity to the Grenfell Campus. Facilities include Marble Mountain, Gros Morne National Park, Blow Me Down Trails, and the Civic Centre.

Section Nine – Important Dates and Deadlines

Please find important dates at the following site: [Important dates and deadlines | Office of the Registrar | Memorial University of Newfoundland \(mun.ca\)](https://mun.ca/important-dates-deadlines)