



# TRANSDISCIPLINARY SUSTAINABILITY PHD

HANDBOOK  
2025-2026

## Table of Contents

<b>Section One – Introduction .....</b>	<b>5</b>
Program Criteria & Learning Outcomes .....	5
Key Program contacts.....	6
Core Faculty.....	6
Affiliate and Adjunct Faculty .....	6
Office of Research and Graduate Studies Staff.....	6
Grenfell Campus Directory .....	8
School of Graduate Studies (SGS) - St. John's Campus Contacts .....	8
<b>Section Two – Program Structure.....</b>	<b>9</b>
Program Requirements .....	9
Program Flow .....	9
Program of Study Timeline.....	10
Courses .....	10
Compulsory courses .....	10
Elective Courses .....	11
Supervisory Committee Membership .....	12
<b>Section Three – Post-Admission .....</b>	<b>13</b>
Responsibilities of Supervisors and Graduate Students .....	13
Required Duties of Committee Members .....	13
Registration Procedures .....	14
Payment of Fees .....	14
Payroll Deduction .....	15
Leave of Absence.....	15
Dropping and Adding Courses.....	15
Funding Your Education .....	15
Graduate Assistantships (GAs) .....	16
Scholarships and Awards.....	17
Working Off-Campus.....	18
Conference Funding .....	18
Social Insurance Number (SIN).....	19
English Language Tutoring and Development .....	19
Health Services .....	19

Mental Health and Well Being .....	19
Health and Dental Plans .....	20
Newfoundland and Labrador Medical Care Plan (MCP) .....	21
Computing Accounts .....	21
Student ID Card* .....	21
Parking Permit .....	22
Equity, Diversity and Inclusion (EDI) .....	23
SGS Diversity Dialogue: Lunch and Learn Series .....	23
Holistic Review in Graduate Admissions .....	24
Integrity and Research Ethics .....	24
<b>Section Four – Research Facilities .....</b>	<b>25</b>
Boreal Ecosystem Research Initiative (BERI) Facility .....	25
Pynn’s Brook Research Station .....	25
BERI Research Support .....	25
From the student perspective .....	25
Functional Foods Sensory Lab .....	26
Environmental Policy Innovation (EPI) Lab .....	26
<b>Section Five – Thesis and Comprehensive Exams .....</b>	<b>27</b>
Comprehensive Examination Procedures .....	27
Purpose .....	27
Learning Outcomes .....	27
Comprehensive Examination Components .....	28
Comprehensive Examination Timeline .....	28
Doctoral Thesis Examination and Oral Defence Procedures .....	29
<b>Section Six – Campus Services and Other Resources .....</b>	<b>31</b>
Indigenous Student Services .....	31
Study Space .....	31
Food Services .....	31
Campus Dining Hall .....	31
Graduate Students’ Union (GSU) .....	32
Grenfell Graduate Student Society (GGSS) .....	32
Memorial University of Newfoundland’s School of Graduate Studies (SGS) .....	32
Teaching Skills Enhancement Program (TSEP) .....	32

The Learning Centre .....	32
Student Housing.....	33
Athletics and Recreation .....	34
Competitive Sports – Grenfell Warriors.....	34
Recreation .....	34
<b>Section Seven – Important Dates and Deadlines .....</b>	<b>34</b>

## Section One – Introduction

Building capacity to address the 21st-century transition to sustainability, both globally and locally, is an urgent and complex task, which requires novel partnerships and the integration of expertise from a variety of perspectives. The PhD program in Transdisciplinary Sustainability (TRSU) aims to make a strong contribution to understanding and addressing complex ecological-social-economic-political issues by leveraging the unique strengths of Grenfell Campus and its School of Science and the Environment. Core TRSU courses focus on holistic conceptualizations of sustainability, complex systems, sustainability science, disciplinary reflection, transdisciplinary research methods, team science, and knowledge co-production with stakeholders.

### Program Criteria & Learning Outcomes

On successful completion of the Doctor of Philosophy in Transdisciplinary Sustainability program, Graduates will be able to:

- understand and conduct research on sustainability issues through a transdisciplinary approach (i.e., drawing on a broad combination of disciplines and collaborating with external partners); and
- demonstrate the capacity and familiarity to move flexibly between careers in research institutions, industry, government, and non-government organizations.

The students' programs including thesis projects should be problem-focused and meet the following three criteria:

- knowledge co-production: an external organization must consent to being labelled as a "partner" for the research; research design meetings will be held with a representative of the organization, before and during the formal (i.e., post-exam) research process;
- broad interdisciplinarity: the student's Supervisory Committee shall represent expertise from different and "distant" disciplines (for example, from a natural science, a social science and a fine art discipline); and
- sustainability: the thesis will integrate multiple dimensions of sustainability (e.g., environmental, social, and economic dimensions).

**Key Program contacts****Core Faculty**

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Graduate Officer, Transdisciplinary Sustainability  
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Phone: 709-639-2703  
Email: [kvodden@mun.ca](mailto:kvodden@mun.ca)

Dr. Garrett Richards  
Assistant Professor, Environmental Policy Institute  
Office: FC 2024  
Phone: (709) 639-6534  
Email: [grichards@mun.ca](mailto:grichards@mun.ca)

Dr. Gabriela Sabau  
Honorary Research Professor, Environment and Sustainability (Economics)  
Email: [w67gs@mun.ca](mailto:w67gs@mun.ca)

**Affiliate and Adjunct Faculty**

Affiliate and Adjunct Faculty can be found at:

[Faculty + Staff | Grenfell Campus | Memorial University of Newfoundland](#)

**Office of Research and Graduate Studies Staff**

Dr. Mumtaz Cheema  
Associate Vice-President (Grenfell Campus), Research, Graduate Studies  
Office: FC 4027  
Phone: 709-639-6533  
Email: [macheema@mun.ca](mailto:macheema@mun.ca)

Ken Carter  
Director, Research and Engagement  
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Email: [h15klc@mun.ca](mailto:h15klc@mun.ca)

Lan Ma  
Research Financial Service Officer, Grenfell Campus  
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Jennifer Butler Wight  
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**Grenfell Campus Directory**

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

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

[School of Graduate Studies Contacts](#)

## Section Two – Program Structure

### Program Requirements

- TRSU 7001: Foundations of Sustainability and Sustainability Science
- TRSU 7002: Transdisciplinary Methods in Sustainability Research
- One elective (approved by the student's supervisory committee)
- Graduate research seminars (during first two years of the program)
- Comprehensive exam
- Thesis proposal
- Thesis

### Program Flow

**Year 1** - complete courses, prepare for comprehensive examination, complete draft research proposal

**Year 2** - complete comprehensive examination, finalize research proposal, secure research ethics clearance if required, begin research/fieldwork

**Year 3** - conduct research/fieldwork, perform analyses, begin work on publications/thesis chapters

**Year 4** - complete research and writing, defend thesis

### Program of Study Timeline

Semester	Typical Program Requirements and Activities
1	-complete TRSU 7001
2	-complete TRSU 7002 -confirm student's Supervisory Committee: submit "Change of Program" form -see <a href="#">Change of Program</a>
3	-complete elective (if not already completed) -summary of proposed research completed and approved by Supervisory Committee (if not already completed) -identification and recommendation of student's Comprehensive Examination Committee (contact examiners informally) -set-up of Comprehensive Exam process: set topics/questions/dates; submit "Recommendation for PhD Comprehensive Examination" form -see <a href="#">Recommendation for PhD Comprehensive Examination</a> student normally notified of exam sub-topic at least three months before the start of the exam interval, but may waive this requirement (in writing)
4	-Comprehensive Exam process (complete readings, write two papers, oral exam)
5	-final thesis proposal completed and approved by Supervisory Committee
6-12	-complete research, analysis, and thesis writing -(semester 7 is the last possible semester to complete the Comprehensive Exam)

### Courses

#### Compulsory courses

TRSU 7001	<p>This course introduces the theory and practice of sustainability, an emerging and collaborative field of inquiry with potential for transforming human-environment interactions by enabling the emergence of sustainable practices. The goals of this course are to: 1) help students achieve an integrated understanding of complex and dynamic social-economic-ecological-technological systems by studying them from diverse or even conflicting perspectives and disciplines; 2) provide a platform for dialogical, critical and active learning about sustainability, in which students and instructors learn, reflect and make decisions together about the changes needed to direct economies and societies towards more ecologically, economic and socially sustainable pathways; 3) provide students with the theoretical tools to become co-creators of actionable knowledge able to foster transformative change for sustainability in the fields (ecological, economic and social) and scales (community, organizational/business, provincial, regional, national or global) chosen by the students.</p>
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TRSU 7002	This course addresses practical and methodological concerns of transdisciplinary inquiry in sustainability research. Specifically, transdisciplinarity embodies broad interdisciplinarity (e.g., the genuine synthesis of perspectives from the natural sciences, social sciences, humanities, and the fine arts) as well as the inclusion of stakeholder perspectives external to academia (e.g., government, Indigenous communities, industry, NGOs) through community-based, interactive, and participatory research approaches. Students will reflect on their own disciplinary backgrounds in methodology and will learn and integrate perspectives from outside their discipline and outside of academia, in order to research or otherwise address complex sustainability issues. Course topics include multiple ways of knowing, heuristic schemes, frameworks for co-producing knowledge, transdisciplinary research approaches, knowledge mobilization, community-based research, and critiques of transdisciplinarity.
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### Elective Courses

Students are required to take one elective course as part of their program, in addition to the core TRSU courses (i.e., 7001 and 7002). The specific elective is determined by the Supervisory Committee in conjunction with the student, and is typically meant to give the student some familiarity with a new field that is relevant to their proposed research – this is meant to reflect the “broad interdisciplinarity” focus of the program. A student can take more than one elective if the Supervisory Committee decides it is necessary. Because the elective could be from any subject at MUN, registering for it is more complicated than registering for the core courses. Please follow this process:

1. Determine the appropriate elective. The student and Supervisory Committee make this decision together.
2. Reach out to the instructor of that course directly, briefly explain your situation, and ask if they would be willing to have you enroll in their course.
3. Once you have the instructor's informal approval, try registering for the course yourself using the MUN Self Service. This is unlikely to work, but if it does, skip to Step 6. Otherwise, fill out a [Course-Change Form](#) and formally request the instructor's signature. Please CC the TRSU Graduate Officer (currently Dr. Gabriela Sabau, [w67gs@mun.ca](mailto:w67gs@mun.ca)) on your request and note that you are doing so.
4. Once you have the instructor's permission, the form goes to the course's “academic unit head” for an additional signature. Start by sending the form to that unit's graduate officer (see the [contact list](#)). Explain your situation and request a signature (suggest that they help you forward the form along if they are not the right person to sign it). Please CC the TRSU Graduate Officer (currently Dr. Gabriela Sabau, [w67gs@mun.ca](mailto:w67gs@mun.ca)) on your

request and note that you are doing so.

5. The completed form goes to the Registrar's Office ([registrar@mun.ca](mailto:registrar@mun.ca)). See the [Registrar's Office website](#) for more information on this and earlier steps.
6. This last step is not as pressing, but sometime after you are registered in the course, you should update your program with a [Change of Program](#), complete with signatures from your supervisor and the TRSU Graduate Officer (currently Dr. Gabriela Sabau, [w67gs@mun.ca](mailto:w67gs@mun.ca)). You may want to wait until your Supervisory Committee members, thesis title, and all of your courses are finalized, because all of those changes can be noted in this form. The completed form goes to SGS ([sgs@mun.ca](mailto:sgs@mun.ca)) – please CC the Grenfell Graduate Programs Administrator (currently Mrs. Nadia Simmons at [nadiaz@mun.ca](mailto:nadiaz@mun.ca)) and the TRSU Graduate Officer (currently Dr. Gabriela Sabau, [w67gs@mun.ca](mailto:w67gs@mun.ca)).

### Supervisory Committee Membership

Each student's Supervisory Committee shall consist of at least three members. The committee shall represent expertise from different and "distant" disciplines (for example, a committee might include two natural scientists and a social scientist). One member will serve as the student's supervisor, or two members may serve as co-supervisors. Supervisors and co-supervisors must hold PhDs themselves. The supervisor (or one of the co-supervisors) must be a faculty member at the Memorial University of Newfoundland (MUN), with either a tenured appointment, a tenure-track appointment, or a full-time appointment of at least three years. For more information, see the School of Graduate Studies guidelines on the appointment of supervisors ([Graduate Supervisor Appointment Guidelines](#)). A representative of the external partner organization may serve on the committee, but not as a sole supervisor (i.e., even if they are also a MUN faculty member with a PhD).

## Section Three – Post-Admission

### Responsibilities of Supervisors and Graduate Students

General supervisors and graduate students roles and responsibilities are found here: [Supervisor and Student Responsibilities](#). Below is a TRSU specific list.

### Required Duties of Committee Members

- The Supervisory Committee will advise the student on their program of study and thesis research (the frequency of full committee meetings can be determined through discussions between the supervisor, the student, and the committee, but a full committee meeting should be held at least once each year in the student's program of study).
  - See Section 4.9.2 of the School of Graduate Studies calendar for the general functions of a PhD Supervisory Committee.
- Each individual Supervisory Committee member shall ensure that their relevant disciplinary expertise is sufficiently integrated into the student's program of study and thesis project.
- To confirm Supervisory Committee membership, ideally during the second semester of the student's program (and in any case before the start of the Comprehensive Exam process), the committee and the student will coordinate the completion of a [Course Change Form](#) and send it to the Graduate Officer.
  - Further changes to the Supervisory Committee can be made later in the program, if necessary.
- Before the Comprehensive Exam process can begin, the Supervisory Committee shall informally and tentatively approve a short research summary (i.e., 2-3 pages single-spaced) written by the student.
  - See the "TRSU Comprehensive Exam Procedures" document for more information on the Comprehensive Exam process.
- As part of setting up the Comprehensive Exam process, ideally during the third semester of the student's program, the Supervisory Committee will: identify members for the student's Comprehensive Examination Committee, coordinate the completion of a "[Recommendation for PhD Comprehensive Examination](#)."
- and send the completed form to the Graduate Officer.
  - A student's Supervisory Committee is different than their Comprehensive Examination Committee, although there will be some overlap in membership.
  - Note that the student must normally be notified of the Comprehensive Exam sub-topic at least three months before the start of the exam interval, but they may choose to waive this requirement (in writing).
- At the end of each year in the student's program of study, the Supervisory Committee will coordinate completion of a "Graduate Student Annual Program and Supervisory Report" form ([Supervisory Report](#)) and send it to the Graduate Officer.
  - For this program, comments on the form should also speak to whether and how the student is meeting the three "program fit" criteria (i.e., knowledge co-

production, interdisciplinarity, sustainability); these can go under the “Other” field in the “program details” section or in the “timetable” section.

- Once the thesis research is complete, written up, and revised after committee feedback, the committee will coordinate the completion of a “Supervisory Approval” form ([SupervisorApproval](#)) and send it to the School of Graduate Studies.
  - See the School’s “Doctoral Thesis Examination and Oral Defence Procedures” document ([Doctoral-Thesis-Examination-and-Oral-Defence-Procedures](#)) for details.
- Note that these duties are the minimum required; there is considerable latitude for how individual supervisors and committee members will mentor their PhD students within this framework.

### 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 the time of admission. **All TRSU graduate students must register for TRSU 9000 upon entry to the TRSU 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 TRSU 9000 upon your return.

More information pertaining to registration procedures may be found online at: [Registration procedures and course offerings | School of Graduate Studies | Memorial University of Newfoundland](#).

### Payment of Fees

When you accepted your offer of admission to the TRSU 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 TRSU 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 1.95% when paying by credit card (Subject to change by Moneris).

More details on payment options can be found at: [About | Grenfell Campus | Memorial University of Newfoundland](#).

### 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 [Forms for current students | School of Graduate Studies | Memorial University of Newfoundland](#).

### 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 [2025-2026 Diary of Important Dates](#) 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

an SGS Fellowship. Guidelines for awarding of SGS Fellowships and Graduate Student Support are available on the webpage, [Funding and employment | School of Graduate Studies | Memorial University of Newfoundland](#).

TRSU students are encouraged to apply for additional or supplementary funding from both internal (e.g. [School of Graduate Studies database](#)) and external (e.g. [SSHRC](#) and [NSERC](#)) sources.

According to the School of Graduate Studies, Memorial University of Newfoundland, a full-time graduate student may not commit more than 24 hours a week in working time, including for 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 funding as part of your internal funding package, you are required to work as a Research Assistant (RA) and/ or as 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. Please discuss the recording of hours with your supervisor. **TRSU funding generally includes 3 graduate assistantships per academic year, and each graduate assistantship consists of 45 hours a semester.**

GA's 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 Senior Secretary, Graduate Studies upon being awarded the assistantship. As per Article 12.17 of the [TAUMUN Collective Agreement for 2023-2026](#), 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 Senior Secretary, Graduate Studies 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. Below is a breakdown of the awards that are available for graduate students, please note the eligibility criteria under each award and the **internal** deadlines that must be met to apply.

### **Pierre Elliot Trudeau Foundation Doctoral Scholarship** (more info [here](#))

- \$50,000 stipend per year for up to 3 years
- Up to \$20,000 travel and research allowance per year for up to three years
- Most prestigious of its kind in Canada
- Open to **ALL doctoral** students (International and Canadian) in year 1, 2, or 3 of their programs
- Deadline not yet specified – typically late fall / early winter submissions
- ALL Disciplines

### **Tri-Council Canada Graduate Scholarship (Doctoral)** (more info [here](#))

- \$40,000 per year for up to 3 years
- Open to **Canadian and International** doctoral students in year 1, 2, or 3 of their programs
- Please monitor the [Searchable awards & scholarship database](#) for deadline details
- ALL Disciplines

### **SSHRC Doctoral program** (more info [here](#))

- \$40,000 per year for up to 3 years
- Open to **Canadian and International** doctoral students in year 1, 2, or 3 of their programs
- Please monitor the [Searchable awards & scholarship database](#) for deadline details
- Social science and humanities disciplines

### **NSERC Doctoral Program** (more info [here](#))

- \$40,000 per year for up to 3 years
- Open to **Canadian and International** doctoral students in year 1, 2, or 3 of their programs
- Please monitor the [Searchable awards & scholarship database](#) for deadline details
- Natural sciences or engineering disciplines

### **CIHR Doctoral Program**

- Health related disciplines

- Please monitor the [Searchable awards & scholarship database](#) for deadline details

Additional scholarship and award notices may be found online at: [Searchable awards & scholarship database | School of Graduate Studies | Memorial University of Newfoundland](#).

### 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 at: [twy675@mun.ca](mailto:twy675@mun.ca).

Full-time International students should access information for working off campus from Angela Gomez in the Internationalization Office: [agomez@mun.ca](mailto: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 \$250 per eligible student through SGS.
- 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 of Newfoundland's travel guidelines. If your destination is outside of Canada, you must comply with Memorial University of Newfoundland safety and security procedures. Students should submit the [Travel Request 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. Please refer to [MUN Travel Policy](#) for details on the University's travel policy and for more information on other funding sources, please contact SGS, 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 of Newfoundland 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](mailto: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 at: 637-7919 or [gchealthservices@mun.ca](mailto:gchealthservices@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)**  
3553)

[www.crisisservicescanada.ca](http://www.crisisservicescanada.ca)

**1-833-456-4566 toll-free (In QC: 1-866-277-**

You may access a 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 University of Newfoundland'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 a 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 MUN 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: [Health & Dental — GSU MUN](#).

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 at:

[Foreign Health Insurance | Internationalization Office | Memorial University of Newfoundland](#).

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 at: [Health and Community Services-Forms and Applications](#).

### Computing Accounts

As a student at Memorial University of Newfoundland, you are provided with computer accounts to access systems and resources. *To create a [MUN Login 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 at 639- 2049, by email at [gcits@mun.ca](mailto: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 8:00 am to 12:00 am, 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 ID 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 ID 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](http://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](mailto: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: [Parking Application - Residence 2025-2026 \(On Campus\)](#), [Parking Application - Student 2025-2026 \(Off Campus\)](#) or see options for other parking details [Campus Enforcement & Patrol](#).
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](#)) in order to be entered in the student lottery draw. **Applications can be dropped off at office AS280 or emailed to [gcparking@mun.ca](mailto: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: [Grenfell Parking Map 2025-2026](#).

### **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. The School of Graduate Studies (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.

The 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

### **SGS Diversity Dialogue: Lunch and Learn Series**

The Diversity committee will host a [Lunch & Learn](#) session once a month, as part of Memorial University of Newfoundland's EDI initiative. Each session will consist of a panel discussion with audience participation. For more information and to register for a session, please visit the [Equity, Diversity and Inclusion \(EDI\) Lunch & Learn web page](#).

### **Holistic Review in Graduate Admissions**

SGS in partnership with Information Technology Services is working on a technology-enabled method of assessing a broad range of graduate applicant characteristics to make graduate programs more accessible to persons of all backgrounds. This project is funded through the [Collaborative Applied Research in Economics \(CARE\)](#) initiative.

### **Integrity and Research Ethics**

Memorial University of Newfoundland is committed to excellence in scholarly activities. To this end, the University 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 of Newfoundland and the Tri-Agency.

All TRSU 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 at the [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](mailto:f99lm@mun.ca).

## Section Four – Research Facilities

### Boreal Ecosystem Research Initiative (BERI) Facility

The BERI facility houses 4 state of the art laboratories, all located in the Forest Center building (FC). The labs (FC1010, FC1012, FC1013 and FC4019) are equipped with high-level research resources able to support federal, provincial, university and private sector research priorities in forestry, agriculture, and the environmental sector. The focus of the research conducted in the BERI labs are soils, plants, air, and water based on the multidisciplinary expertise of faculty members (agronomist, soil scientist, plant/crop scientists, agriculture/forestry and hydrologist). Learn more about the [Boreal Ecosystems Research Facility](#).

To conduct research experiments under controlled environment, one walk in growth chamber and two low temperature growth chambers are available at Grenfell Campus, MUN.

### Pynn's Brook Research Station

Field research trials are conducted at Pynn's Brook Research Station (PBRs), Pasadena, approximately 40 km away from Grenfell Campus. Grenfell Campus MUN researchers and research scientists from the Department of Fisheries, Forestry and Agriculture, Government of NL, have established research collaboration to carry out graduate student's research and individual faculty research projects at PBRs.

### BERI Research Support

There are 2 Laboratory Research Coordinators who oversee lab safety, maintenance, and organization of the BERI facility, including equipment's operation and maintenance. The Laboratory Research Coordinators are available to provide support for students working in the BERI labs from Monday to Friday, during regular working hours, and are located in FC1014.

Currently, Dr. Tao Yuan (Analytical Chemist) and Dr. Muhammad Nadeem (Agronomy) are providing research and operational support in the BERI labs.

### From the student perspective

Students are required to complete 2 online safety courses (SC-1807-001 and SC-1808-001) prior of having an in-person safety walk with one of the BERI Laboratory Research Coordinators.

Those 2 courses (Laboratory Safety and WHMIS) and the in-person safety walk are the minimum safety requirements to work in one of the BERI labs, which means all students who are currently working in the labs, have had all 3 courses done in their first week at Grenfell.

**Functional Foods Sensory Lab**

The Functional Foods Sensory Laboratory examines "functional foods" – natural or processed food products with known health benefits beyond basic nutritional needs, such as the antioxidants in blueberries, eggs enhanced with omega 3 fatty acids, or the probiotics associated with yogurt.

The functional foods lab includes computerized sensory analysis systems and software with multiple lighting and video recording capabilities, freezers and coolers, small food processors, specialized instrumentation for testing food properties and small equipment for food preparation (vacuum-package machine, temperature/energy controlled microwave, sous-vide machine, slow cooker), as well as a cryo-microtome for producing thinly sliced samples for spatial, qualitative and quantitative nutrient or contaminant analyses. The lab has unique analytical capacity to discern the chemical determinants of consumers' sensory perception of taste, aroma, texture, colour, overall acceptance and preferences for the evaluated food.

**Environmental Policy Innovation (EPI) Lab**

The EPI Lab is both a physical space (i.e., room 3019 in the Forest Centre at Grenfell Campus) and a broader program that fosters innovative environmental policy thinking and research as well as engagement with EPI's external partners. It aims to transform and complement typical academic processes by opening up boundaries between academia and the rest of society, and by focusing on the policy-relevant needs of external partners across different time scales (e.g., rapid, short-term, ad-hoc projects are encouraged). These activities are supported by the facilities of the space—such as modular desks, magnetic whiteboard walls, virtual conferencing capabilities, a mini-library, and information software—as well as the research and other capacities of EPI, including its core faculty, affiliate faculty, staff, and students (especially those enrolled in EPI's Master of Arts in Environmental Policy program).

## Section Five – Thesis and Comprehensive Exams

The flexibility of the elective course and the Comprehensive Exam process should be used to prepare each student for their thesis work. To match the program’s objectives, student thesis projects should be problem-focused and meet the following criteria:

- knowledge co-production: an external organization must consent to being labelled as a “partner” for the research; research design meetings will be held with a representative of the organization, before and during the formal (i.e., post-exam) research process;
- broad interdisciplinarity: the student’s Supervisory Committee shall represent expertise from different and “distant” disciplines (for example, from a natural science, a social science and a fineart discipline); and
- sustainability: the thesis will integrate multiple dimensions of sustainability (e.g., environmental, social, and economic dimensions).

### Comprehensive Examination Procedures

#### Purpose

The purpose of the Comprehensive Exam program requirement in the Transdisciplinary Sustainability PhD program is to ensure that the student has sufficient expertise in transdisciplinarity and sustainability, as well in as their chosen disciplines and the broad topic of their proposed thesis research, before they begin said research. That is, the Comprehensive Exam takes place after course work is completed and the thesis topic is finalized, but before any official data collection or fieldwork (i.e., preliminary work is permitted beforehand). Passing the Comprehensive Exam means that the student is considered a PhD Candidate.

The flexibility of the Comprehensive Exam process should be used to prepare each student for their thesis work.

#### Learning Outcomes

To pass the Comprehensive Exam, students must be able to:

- demonstrate mastery of the sustainability concept in theory and practice;
- demonstrate advanced understanding of the transdisciplinary research approach -
  - i.e., recognize and demonstrate the importance of integrating insights from distant disciplines and co-producing knowledge with external partners;
- demonstrate foundational understanding of distant disciplines aligned with the

project -

- (demonstrating mastery of all aligned disciplines is not expected); and
- demonstrate acquired knowledge of the broad topic area encompassing the thesis sub-topic.

### Comprehensive Examination Committee

The student's Supervisory Committee, in consultation with the Graduate Officer, will identify and recommend members for the student's Comprehensive Examination Committee. The Supervisory Committee will complete the "Recommendation for PhD Comprehensive Examination" form, which the Graduate Officer will submit to the Dean of the School of Graduate Studies.

The Comprehensive Examination Committee will consist of five voting members, including:

- the Dean of the School of Science and the Environment (or delegate), who will serve as the committee chair and only vote in the case of a tie between the other four members -
  - (a member of the Supervisory Committee shall not be chosen as chair);
- the supervisor (or a co-supervisor) and one other member of the Supervisory Committee; and
- two other members external to the Supervisory Committee.

As with the Supervisory Committee, the distant disciplines (a minimum of two) aligned with the proposed project shall be represented on the Comprehensive Examination Committee. All committee members shall have an appreciation for transdisciplinary approaches to research. Normally, the Comprehensive Examination Committee members will hold PhDs themselves; exceptions may be allowed by the TRSU Program Committee.

### Comprehensive Examination Components

Full Comprehensive Examination procedures can be obtained from the Graduate Officer.

### Comprehensive Examination Timeline

Week	Typical Exam Requirement and Activities
pre-exam	-summary of proposed thesis research completed and approved by Supervisory Committee -identification of the Comprehensive Examination Committee (informally contacted by the Supervisory Committee) -the Comprehensive Examination Committee sets topics (which the student receives), questions, deadlines/dates, and initial reading lists -the Comprehensive Examination Committee submits "Recommendation for PhD Comprehensive Examination" form to SGS through Graduate Officer -if exam interval is to begin less than three months after student receives the topics, written consent from the student must be attached to the form

1	-student receives questions, deadlines/dates, and initial reading lists -meeting between student and Comprehensive Examination Committee -further development of reading lists occurs jointly
4	-first exam paper (transdisciplinary scan) submitted to Comprehensive Examination Committee
12	-second exam paper (topic review) submitted to Comprehensive Examination Committee -option to re-submit summary of proposed research (revised version)
13	-the Comprehensive Examination Committee evaluates written material, determines if oral exam can proceed
14	-oral exam (including deliberation and decision by Comprehensive Examination Committee)

Note that the student may not discuss the specifics of the examination with the *Supervisory Committee* during the 14-week exam interval. Any questions students might have should be directed to the *Comprehensive Examination Committee*.

### Doctoral Thesis Examination and Oral Defence Procedures

Pre-Submission <sup>1</sup>			
Step	Time Req'd	Candidate/Academic Unit	SGS
1	2-6 weeks <sup>2</sup>	Candidate submits a draft of the thesis to the supervisory committee for approval and applies online to graduate through <a href="#">Memorial Self-Service</a> .	
2		Head/Graduate Officer contacts potential examiners (with advice from supervisors).	
Submission/Examination			
3	1 day	Head/Graduate Officer/Delegate forwards PDF thesis, <a href="#">Supervisory Approval Form</a> , <a href="#">Appointment of Examiners Form</a> , using Hybrid or Remove Defence) and <a href="#">Change of Program Form</a> (if applicable) to SGS.	SGS acknowledges receipt of the attachments and verifies completion of program requirements.
4	1-2 working days		SGS sends the appointment letter, forms and thesis to the examiners.
5	4 weeks		SGS records and monitors the examination process. <sup>3</sup>
6	1-2 working days		SGS receives the examiners' reports; notifies the academic unit of decision to proceed to defence by email and confirms defence date.
eDefence <sup>4</sup>			
7	1-2 working days	SGS <sup>5</sup>	SGS sends web conferencing link to the student, examination committee, supervisory committee, and academic unit when defence is confirmed.
8	1-5 working days		SGS arranges the defence and appoints the Chair; prepares and posts notice of the defence of MUN Events and SGS Events Calendar.
9	Day of defence		SGS hosts pre-meeting and defence; candidate is notified of the outcome after the defence.
Post Defence			

10	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.	
11		Once the final version of thesis is approved by the Head of the academic unit, the candidate submits the final thesis in PDF/A format, the <a href="#">Request to Include Copyright Material</a> form, if required, and a <a href="#">metadata file</a> to <a href="mailto:sgs@mun.ca">sgs@mun.ca</a> . Head submits the <a href="#">Recommendation for the Award of a Graduate Degree Form</a> to SGS.	SGS records the date of receipt as the "Program Complete" date.
12			SGS clears successful candidate academically for convocation and automatically issues a letter to the candidate via MUN email.

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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](#).

<sup>4</sup> [Oral defence via web-conferencing](#)

<sup>5</sup> Academic units wishing to have the external examiner physically attend the oral defence, must make a formal request to the Dean of Graduate Studies.

The thesis Examination and Oral Defence Procedures form is available here [Doctoral Examination Procedures](#).

## Section Six – 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, Indigenous awareness programs, talking circles, craft workshops, or just enjoying down time between classes.

To learn more about Indigenous Student Services on Campus, contact the Indigenous Student Affairs Officer at Student Services in AS 278 or visit our website at: [Welcome- Pjila'si- Atelihai- Tshima minu takushinieku- Tunngasugit- Bienvenue | Grenfell Campus | Memorial University of Newfoundland](#).

### Study Space

We currently have four Graduate student specific spaces on Grenfell Campus in **AS3023**, **AS327**, **AS272** and on 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 Nadia Simmons to sign out a key for the semester.

To book a group study space in the Library, follow the link: [Study Spaces | Memorial University Libraries](#) 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 \(campusgrove.ca\)](#).

### 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 Students' 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 Grenfell Graduate Student Society (GGSS), your representatives on Grenfell Campus. Some services provided by the GSU include health and dental plans, 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 [GSU MUN](#) 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 of Newfoundland's School of Graduate Studies (SGS)**

The SGS maintains graduate files and administers graduate applications, admissions, comprehensive examinations, and thesis examinations. The SGS is also responsible for registrarial functions, 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 at: [School of Graduate Studies | School of Graduate Studies | Memorial University of Newfoundland](#).

### **Teaching Skills Enhancement Program (TSEP)**

The 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: [Teaching Skills Enhancement Program | Centre for Innovation in Teaching and Learning | Memorial University of Newfoundland](#).

### **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 [Apply Online | Grenfell Campus | Memorial University of](#)

[Newfoundland \(mun.ca\)](http://mun.ca) 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 can accommodate approximately 380 students 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 the Student Housing's webpage [Apply Online | Grenfell Campus | Memorial University of Newfoundland \(mun.ca\)](http://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 a 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 email [gchousing@mun.ca](mailto: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 [Landlord & Tenant - Government Modernization and Service Delivery](#).

## **Athletics and Recreation**

### **Competitive Sports – Grenfell Warriors**

Interested in joining a campus sports 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 \(mun.ca\)](#) 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 \(mun.ca\)](#).

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 Seven – Important Dates and Deadlines**

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