School of Graduate Studies
What is the School of Graduate Studies?
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- Memorial's School of Graduate Studies (SGS) is home to over 3,800 graduate students enrolled in over 100 graduate diploma, master's and doctoral degree programs.

- The School is a central agency responsible for the collection, maintenance, and distribution of materials on graduate students.

- It maintains graduate files and administers graduate applications, admissions, comprehensive examinations, thesis examinations, and doctoral defences.

- SGS is also responsible for registrarial functions, graduate enrolment management, and recruitment.

- SGS administers graduate student funding including providing baseline fellowships, managing assistantships, external and internal scholarships, supervisor support, and Tricouncil payments.
80-100 Oral Examinations arranged each year.

100% of student emails answered in 24 hours.

20 STAFF

52 students in the ETP Program.

OVER 5,000 payroll change forms processed.

150 comprehensive exams per year.

35 seminars and workshops.

1,764 students provided with financial support from Fellowships.

$23,237,688 awarded to students from internal and external sources.
Where to find information

www.mun.ca/sgs
Where to find information

www.mun.ca/sgs/go

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Faculty and staff

The information contained here is intended for graduate officers, supervisors, and staff to help guide students from application to the final stages of their degree program.

If you’d like to suggest additions to this section, please let us know.
Where to find information

Guidelines and policies

Below is a listing of policy documents and guidelines governing graduate students and programs at Memorial University. Please contact the School of Graduate Studies if you have trouble accessing any of the documents listed or notice documents or links missing from this list.

- Canadian Graduate Student Research Mobility Agreement
  Visiting research students from outside participating Canadian Association for Graduate Studies (CAGS) member institutions must use the Visiting Research Student Application for Admission.
- Canadian Universities Graduate Transfer Agreement
  (For Memorial graduate students who wish to take a course at another university and have the credit applied to their graduate program at Memorial.)
- Code of Student Conduct
- Cotutelle Agreements - Guidelines for Memorial University
- Criteria for Nominating Fellows of the School of Graduate Studies
- Doctoral Thesis Examination and Oral Defence Procedures
- Funding Guidelines: Guidelines for Awarding of School of Graduate Studies Fellowship and Graduate Student Support
- Graduate Convocation Awards Criteria and Guidelines
- Graduate Program Proposal Guidelines and New Graduate Program Proposal Template
- Graduate Student Support - Codes, Terms, and Calculations (reverse of Graduate Student Support Payroll Form)
- Guidelines for Academic Units to use in Recommending the Appointment of Thesis Examiners
- Guidelines for Academic Units to use in Recommending the Appointment of Graduate Supervisors
- Integrated Pathway Agreements - Guidelines for Memorial University
- Intellectual Property Guidelines
- Master's Thesis Examination Procedures
- Memorial University Policy on Postdoctoral Fellows
- Payroll Deduction Authorization Policy
- Policy on Fee Changes
- Recreation Fee Exemption Form
- Request for Leave of Absence
- Responsibilities of Supervisors and Graduate Students
- TAUMUN Collective Agreement
- Theses and Reports
- Travel Policy

http://www.mun.ca/sgs/go/guid_policies/
Responsibilities of Supervisors and Graduate Students

The fundamental principle underlying this statement of responsibilities is that 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.
Tools and Workshops

Fall 2019--https://www.mun.ca/sgs/go/tools.php

• Fostering wellness and self-care among graduate students
• Program in Graduate Student Supervision
• A Special Lecture on Motivation and Success in Graduate Supervision
• Foreign credential evaluation for graduate officers and staff
• OnBase training for new graduate officers and staff
• New Graduate Officer orientation
• SGS Supervisor Institute – Writing effective letters of reference
• SGS Supervisor Institute – Students and money: Mythbusting and financial literacy
• SGS Supervisor Institute – What is an IDP and how can we best use them?
• SGS Supervisor Institute – Cross-cultural awareness
• Managing SGS Fellowship Budgets
• Graduate Officer annual meeting

Program in Graduate Supervision--The program is offered in a blended format over the period of one month. Participants interact with the content through a Desire2Learn course site and finish the program with a 90 minute face-to-face capstone session. The purpose of this program is to review the literature on graduate student supervision and to help you reflect on your practice as a graduate supervisor.

https://citl.mun.ca/TeachingSupport/PD/GraduateSupervision.php
Funding

• **Baseline funding**—SGS baseline funds for the awarding of SGS Fellowships will be allocated to academic units on a fiscal-year (April 1- March 31) basis for the support of their graduate students according to the “Guidelines for Allocation of Academic Unit Baselines”.

• **Special initiatives**
  - Aboriginal Student Recruitment Fund
  - Deans Doctoral Award
  - Graduate Officer Award (GO Award)
  - President’s Doctoral Student Investment Fund (PDSIF)
  - Sponsored Student Fund
  - Strategic Country Fund (SCF)
  - Strategic Partnership Fund (SPF)

• **Travel funding**—SGS offers travel assistance to master’s and doctoral students who are presenting papers/posters at conferences outside of Memorial. http://www.mun.ca/sgs/current/scholarships/TRAVEL_POLICY.pdf
Success Stories

Virtually unstoppable.
Computer science graduate student Afsaneh Refghi juggles studies, work and a full social calendar.

Fishing for Purpose
Alumna Kiley Best advises prospective graduate students to focus on their interests.

Inside the mind.
Dr. Matthew Frear opens up about pursuing his graduate studies and uncovering the mysteries of the human brain.

Happy Dey.
Alumna Reka Dey is delighted by the opportunities her graduate studies provided her at Memorial and thereafter.

Calling the shots.
Master of nursing student Sarah Macervey embraces the power of online education while working full time as a registered nurse.

Politics and Popcorn
PhD candidate Paula Graham connects the local public to political issues through film.
Graduate Student Blogs

Quinn Webber
Quinn is from Winnipeg, Manitoba, Canada and is completing a PhD in Cognitive and Behavioural Ecology (CABE).

Juliana Vidal
Juliana Vidal is from Juiz de Fora, Minas Gerais, Brazil and is completing a PhD in Chemistry.

Marina Schmidt
Marina Schmidt is from Sundhofen, Bavaria (Germany) and is completing a Master of Arts in Classics.

Dave Nathanael
Dave Nathanael is from Jakarta, Indonesia and is completing a Master of Music in Performance and Pedagogy.

Shannon Pearson
Shannon Pearson is from Guelph, Ontario, Canada and is completing a Master of Arts in Sociology.

Meghann Livingston
Meghann is from Picton, Nova Scotia, Canada and is completing a Master of Arts in Archaeology.

Courtney Laprise
Courtney Marlene Laprise is from Angus, Ontario, Canada and is completing a Master of Science in Chemistry.

Amy Sheppard
Amy is from St. John’s, Newfoundland, Canada and is completing a PhD in Sociology.

Patrick Wells
Patrick Wells is from Western Shore, Lunenburg County, Nova Scotia and is completing a PhD in Education.
Outstanding faculty

Awards for Outstanding Graduate Student Supervision

Dr. David Schneider, Departments of Ocean Sciences and Biology
Dr. Lisa Rankin, Department of Archaeology
Dr. Faisal Khan, Faculty of Engineering and Applied Science
Dr. Alistair Bath, Department of Geography
Dr. Brent Snook, Department of Psychology
Dr. Meghan Burchell, Archaeology
Dr. Elizabeth Yeoman, Education
Outstanding faculty

- 9 faculty recipients of the 3M Teaching Fellowships
- 13 Canada Research Chairs
- Over 100 graduate degree programs
A few pieces of advice

- Remember the power differential (they pay attention to you—you matter to the students)
- Plan your semester (note: log on to computer in classroom)
- Ask lots of questions
- Seek out a mentor
- Make the most of personal time
Make use of available resources

- School of Graduate Studies
- Office of Faculty Relations
- Center for Innovation in Teaching and Learning
- Deans and Department Heads
- Other Faculty
Use social media

- Follow us on twitter: @gradstudies @sgsdean
- Use academia.edu and LinkedIn
Remember that you are not expected to face the challenges of being a new faculty member alone.

Source: http://berkeleysciencereview.com/article/mind-grad-school/
THANK YOU!