



LABRADOR  
CAMPUS



# GRADUATE STUDENT HANDBOOK

School of Arctic & Subarctic Studies  
Labrador Campus of Memorial University



NORTHERN  
leaders • solutions • futures



Labrador Campus of Memorial University

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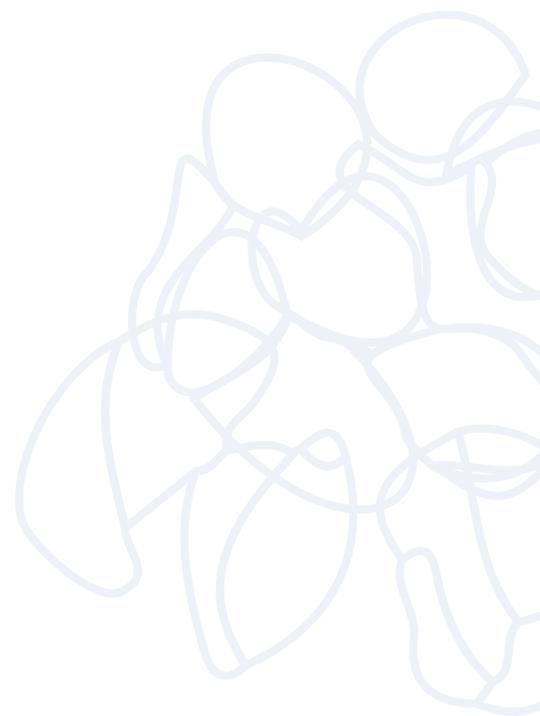
*February 2024 Version*

## *On Innu and Inuit Lands* ●●●●●●●●●●

The Labrador Campus of Memorial University is situated on the homelands of the Innu and Inuit. We recognize their ancestral and continued ties to these lands and waters and uphold the inherent rights of Innu and Inuit for access to and self-determination in research, education, and reciprocal knowledge sharing. As a university campus in Labrador, we hold shared responsibilities for supporting and sustaining the lands, waters, peoples, languages, and cultures of Labrador.

As part of our shared responsibilities, the Labrador Campus of Memorial University will support knowledge promotion, protection, creation, and interpretation, enabling diverse and just futures, grounded in Indigenous partnerships consistent with visions of self-determination.

We are committed to strengthening relationships and to working with the Innu Nation, the Nunatsiavut Government, and the NunatuKavut Community Council to change the colonial roots of our institution, our ways of knowing and doing, and our programming.



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# Introduction

*Welcome to the Arctic and Subarctic Futures program!  
We are delighted you have chosen us to be part of your  
educational journey and look forward to supporting you  
as you move through your program of choice.*

This guide will provide key information about the program and program pathways and will help you get started.

We encourage you to work closely with your supervisors and mentors throughout the program to ensure you are aware of and understand the rules and regulations related to graduate studies with Memorial University in general, and with the Labrador Campus in particular.

*For more information about the Labrador Campus and the School of Arctic and Subarctic Studies, please visit the [Labrador Campus website](#).*

*For more information about the School of Graduate Studies (SGS) and many important forms and resources, please visit the [SGS website](#).*





# The Labrador Campus

*A leading centre of research, education, policy,  
and outreach by and for the North.*

The Labrador Campus is Memorial's newest location based in Happy Valley-Goose Bay, founded January 2023. Home to the School of Arctic and Subarctic Studies (founded 2020) and the Pye Centre for Northern Boreal Food Systems (founded 2019), the Labrador Campus provides place-based, Northern-focused, and Indigenous-led education and research opportunities in Labrador and across the North.

Since the Labrador Campus is situated on the homelands of the Innu and Inuit, the Labrador Campus has a special obligation to the Indigenous Peoples of the region, and to working in partnership on Indigenous-driven research and education initiatives. Our vision is to become a leading, thriving, and flourishing centre of education, research, community connections and knowledge creation by and for Labrador and the North.

Uniquely, the School of Arctic and Subarctic Studies is governed by an Academic Council, which is responsible for maintaining standards of research, teaching, and learning that uphold values of relational accountability to the peoples, lands, waters, and ice of Labrador. In addition to faculty representatives from the Labrador Campus and cross-appointments from other Memorial departments and Adjunct professors, we also have voting members appointed by the Indigenous groups in Labrador, who bring Innu and Inuit ways of knowing, doing, and being to our programs and our activities.

We are at the beginning of a historic and transformative change for university education in Labrador and the North, which will contribute to a vibrant, diverse, prosperous, and just Labrador and the North.

*We look forward to having you join us on this historic journey!*



## The Program

*The School of Arctic and Subarctic Studies offers a suite of graduate program pathways in Arctic and Subarctic Futures, including Master's (coursework), Master's (thesis), PhD, and Diploma options.*

Part-time and full-time options are available for all program pathways. These pathways emphasize land-based learning, Indigenous pedagogies and research methods, and Northern-led and Northern-focused education.

While normally an undergraduate degree is required for entrance to graduate studies, consideration of prior learning, professional background, and lived and cultural experiences will be considered for acceptance.

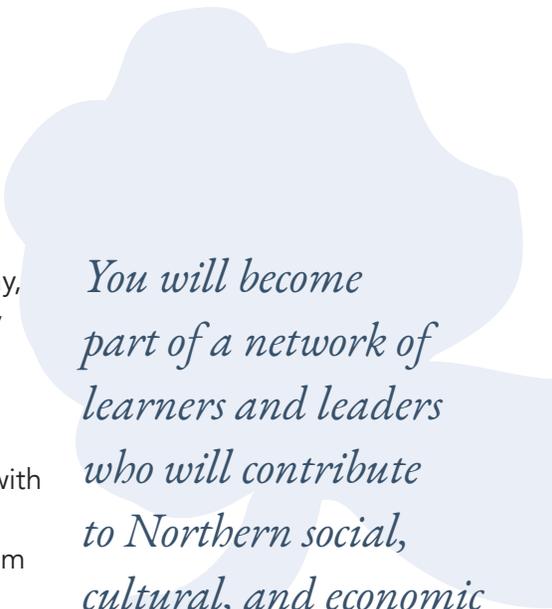
All research done through the Arctic and Subarctic Futures program must directly respond to Northern and Indigenous-led research priorities, and work in partnership with Northern and Indigenous government, organizations, communities, and/or leaders. As such, this program makes a strong contribution to understanding and addressing the most pressing needs and priorities of the North.

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## WHAT TO EXPECT

Studying at the Labrador Campus in Happy Valley-Goose Bay, Labrador, provides you with the rare and unique opportunity to pursue graduate education and research immersed in a stunning Northern location, studying at a Northern-led and Indigenous-focused campus, connecting with and learning from Innu and Inuit lands and cultures, and working closely with an interdisciplinary group of faculty, researchers, Indigenous leaders, Elders, communities, and organizations. This program begins in the spring semester (each May), to allow for an exploration of academic, cultural, and personal learning across all seasons in Labrador.

Throughout your time at the Labrador Campus, you will develop skills in critical thinking and writing, community-led research methodologies and approaches, interdisciplinary knowledge integration, and leadership.



*You will become part of a network of learners and leaders who will contribute to Northern social, cultural, and economic growth, development, and prosperity and support healthy and flourishing futures.*

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## REQUIREMENTS AND COURSES

*Each of the Arctic and Subarctic Futures programs have different requirements and courses.*

There are six courses associated with the program, which can be taken in various combinations to achieve your desired learning pathways. This means that while the six courses are part of various pathways and the content remains the same regardless of the pathway you're following, the expectations for course assignments and your performance will differ.

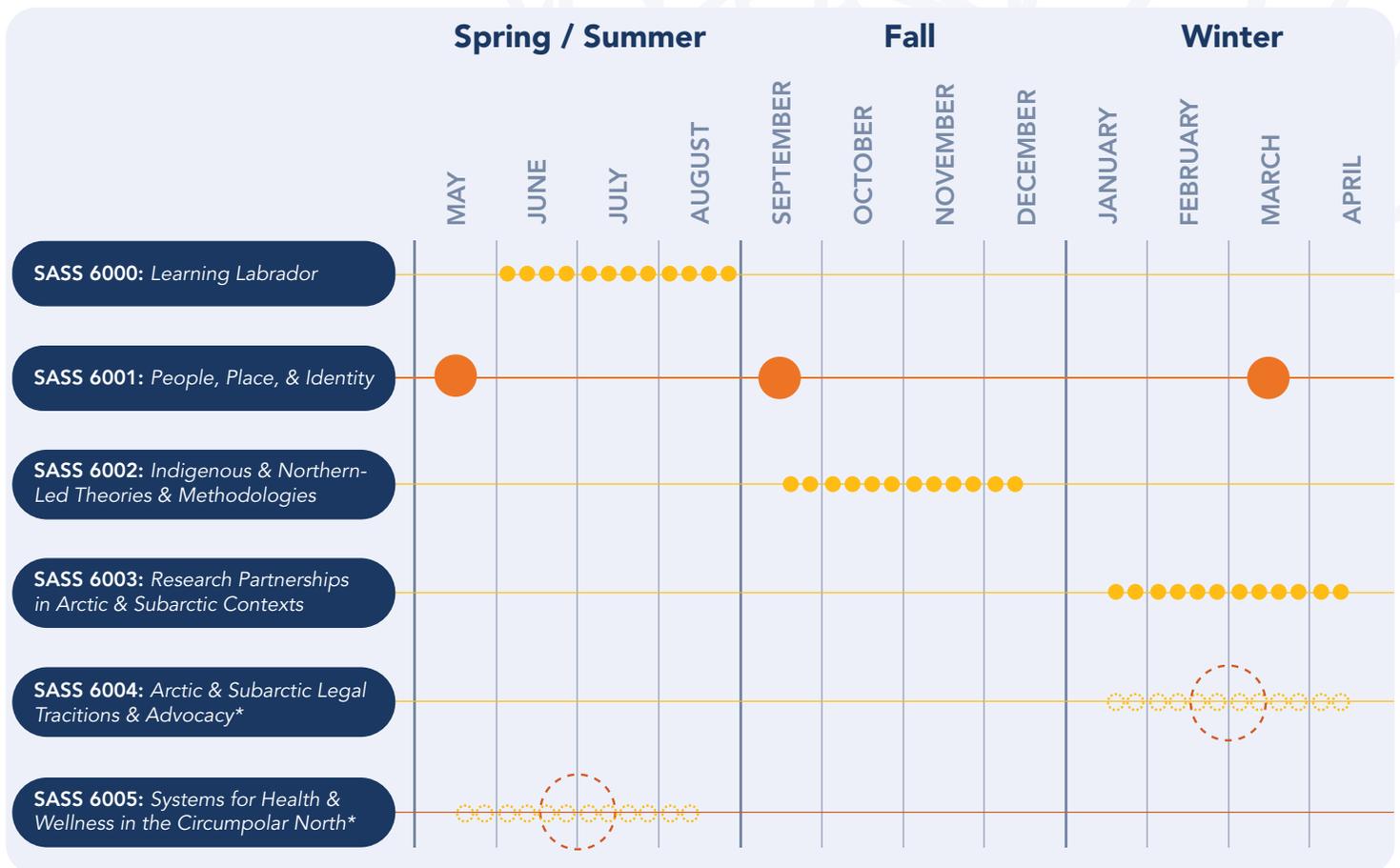
The six core courses are designed to build on and complement one another, creating interconnected and interdisciplinary learning opportunities while setting the foundations for strong Indigenous-led and Northern-focused research.

Several of these courses require land-based intensives in Labrador, and will follow non-traditional semester pathways to incorporate seasonal and environmental learning throughout the curriculum.

## SIX CORE COURSES

Course Title	Credit Hours	Description	Structure
SASS 6000: Learning Labrador	3.0	Engages participants in the critical study of Innu, Inuit, and western knowledges and histories in what is now known as Labrador.	Compressed format, Spring intersession semester ( <i>June-August</i> ).
SASS 6001: People, Place, and Identity	3.0	Experiential and land-based course that examines how human identity is intricately intertwined with aspects of place in Arctic and Subarctic contexts.	Takes place over three seasonally-based weekend intensives ( <i>May, September, and March</i> ).
SASS 6002: Indigenous and Northern-Led Theories and Methodologies	3.0	Indigenous-led research methodologies course that provides an opportunity to explore strengths-based, Indigenous- and Northern-led theories and methodologies.	Takes place over a full semester ( <i>Fall semester</i> ).
SASS 6003: Developing Research Partnerships in Arctic and Subarctic Contexts	3.0	Applied seminar-style course aimed at providing opportunities to develop research skills and research proposals, working with community partners.	Takes place over a full semester ( <i>Winter semester</i> ).
SASS 6004: Arctic and Subarctic Indigenous Legal Traditions and Advocacy	3.0	Students examine Arctic and Subarctic legal traditions and how they can be applied during times of transitioning to self-governance and practicing self-determination.	Compressed format or over a full semester ( <i>depending on the year</i> ).
SASS 6005: Systems for Health and Wellness in the Circumpolar North	3.0	Examines the key issues in health policy health system governance, and health equity in the Circumpolar North.	Compressed format or over a full semester ( <i>depending on the year</i> ).

Timing of the Arctic and Subarctic Futures graduate program course offerings. Note that the smallest dots indicate courses that are offered over full semesters, medium dots indicate courses that are offered over three seasonally-based weekend intensives, and the largest dots indicates courses offered over compressed formats.



\* Indicates that the semester this course is offered may vary depending on the year. Dotted circles indicate that the format of the course may vary depending on the year.

The program is structured to allow flexibility to support both full-time and part-time students. In your first year, we encourage you – whether you are a full time or part-time student – to take both SASS 6000 and SASS 6001 over the Spring/Summer semester, SASS 6002 in the Fall semester, and SASS 6003 in the Winter semester.

Please note that each semester, **all graduate students MUST register for SASS 9000**, which is a general graduate studies code. It is important that you continue registering for this course even after you are done your coursework to maintain your status as a student.

## PROGRAM PATHWAYS

### *Master's (Coursework)*

The Master's (coursework) pathway can be completed through full-time or part-time studies. This pathway would normally require you to complete **all six SASS courses (18.0 credit hours)** associated with the program, as well as a major project option, which directly responds to Northern- and Indigenous-led research priorities and works in partnership with Northern and Indigenous governments, organizations, communities, and leaders.

## COURSES

Course Title	Credit Hours	Notes
SASS 6000: Learning Labrador	3.0	SASS 6000, 6001, and 6002 are <b>mandatory</b> for all Master's (coursework) students.
SASS 6001: People, Place, and Identity	3.0	
SASS 6002: Indigenous and Northern-Led Theories and Methodologies	3.0	
SASS 6003: Developing Research Partnerships in Arctic and Subarctic Contexts	3.0	Of these 9.0 credit hours, you can <b>substitute up to 6.0 credit hours (e.g. two courses)</b> from other departments, subject to program coordinator approval.
SASS 6004: Arctic and Subarctic Indigenous Legal Traditions and Advocacy	3.0	
SASS 6005: Systems for Health and Wellness in the Circumpolar North	3.0	

*At the start of your program, you will be assigned a Mentor, who will work with you to guide you through your graduate process.*

# Master's (Thesis)

This pathway can be completed through full-time or part-time studies, and would normally require you to take (at least) **four SASS courses (12.0 credit hours)**.

## COURSES

Course Title	Credit Hours	Notes
SASS 6000: Learning Labrador	3.0	Of these 12.0 credit hours, you can <b>substitute up to 3.0 credit hours (e.g. one course)</b> from other SASS graduate courses or other Memorial departments, subject to program coordinator approval and suitable rationale.
SASS 6001: People, Place, and Identity	3.0	
SASS 6002: Indigenous and Northern-Led Theories and Methodologies	3.0	
SASS 6003: Developing Research Partnerships in Arctic and Subarctic Contexts	3.0	

*At the beginning of your program, you will be provided with a Supervisor, who will work closely with you throughout your graduate program, and will support you in your academic journey.*

You will work with your Supervisor to identify a Supervisory Committee. You may be required by your Supervisor and Supervisory Committee to take additional courses.

You and your Supervisor must hold one Supervisory Committee meeting each semester, and you must hold your first meeting **within 4-6 months of beginning your program full-time, or 8-12 months of beginning your program part-time.**

## RESEARCH PROPOSAL & DEFENCE

*As a Master's thesis student, you must complete and publicly defend a research proposal under the direction of your Supervisory Committee and research partners.*

If you are in the **full-time stream**, you must submit your research proposal to an examination committee **by the end of the 2nd semester of your program.**

If you are in the **part-time stream**, you must submit your research proposal following the same process as described for full-time students **by the end of the 4th semester of your program.**

**Note:** Your research must meet identified needs and priorities in Labrador or throughout the North, and must involve working in partnership with Northern and Indigenous governments, organizations, communities, and leaders.

You must also follow the rules and regulations of the School of Graduate Studies.

You should work with your Supervisor to prepare your research proposal and identify a defence date. Your proposal must reflect community priorities and partnerships, and will be evaluated by academic and community peer reviewers. A research proposal template will be provided for you, which will include key headings and further details.



Your research proposal defence will consist of a 15-20 minute presentation to faculty, staff, and community partners (including your research partners, and others who may be interested in your work). Following your presentation, faculty and invited guests will ask you questions about your proposed research and offer suggestions and constructive criticism to strengthen your work.

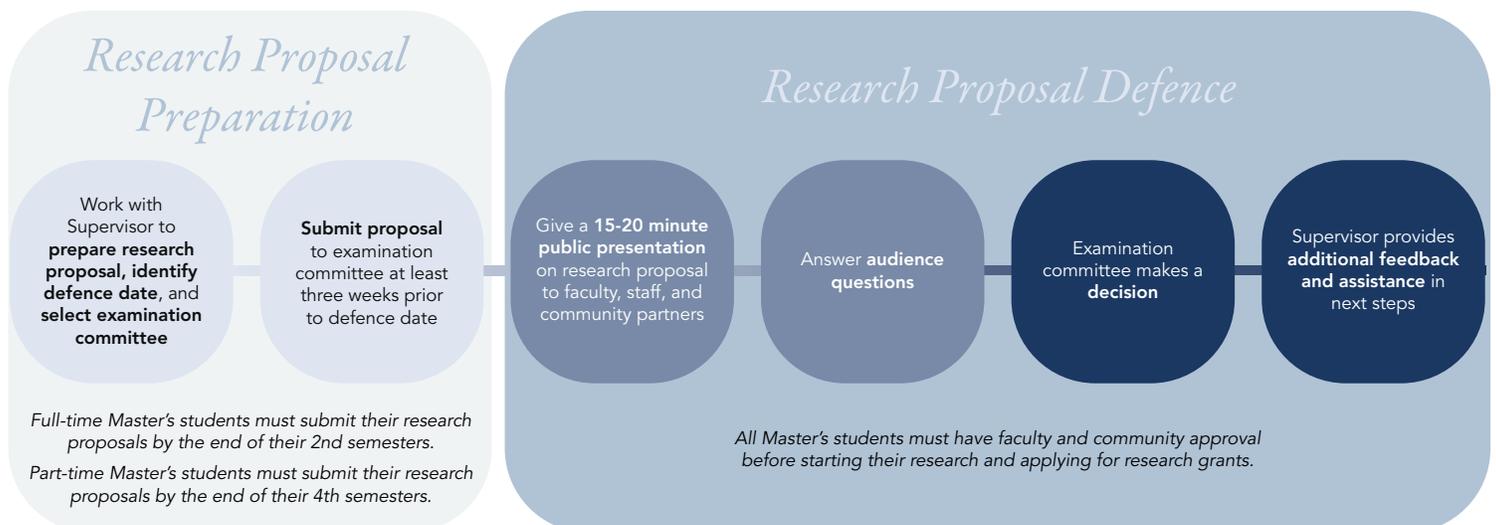
Your examination committee will then meet briefly and determine if:

- Your project is feasible;
- Your proposed approach meets community needs and priorities;
- You have appropriate partnerships, methods, and consent processes built in; and
- Whether you are adequately ready and prepared to begin your research.

After your defence, your Supervisor will provide additional feedback and continue to assist you through your next steps. You **must** have faculty and community approval prior to starting your research or applying for the variety of available grants.

**Note:** You will have opportunities to participate in practice defences before your real one, both as a mock examinee and as a mock examiner, to hone your presentation and prepare for answering questions.

## Process of preparing and defending your Master's research proposal:



## FINAL THESIS DEFENCE

*After you successfully defend your research proposal, you will be required to complete a Master's thesis project.*

Please refer to the School of Graduate Studies for [official thesis guidelines](#).

You must have your thesis proposal approved by your Supervisor and Supervisory Committee prior to beginning writing. You will develop your thesis, chapter by chapter, with many opportunities to include diverse ways of sharing knowledges and understandings throughout. Regardless of format, you are required to have a detailed **Positionality Statement, Introduction, and Conclusion** as part of your thesis.

Before moving forward for defence, your full thesis needs to be approved by all members of your Supervisory Committee. Then, following approval from your Supervisory Committee, your thesis will be submitted for review by an internal reviewer from within Memorial University, and an external reviewer selected from a list created by you and your Supervisor.

Your Supervisory Committee will also work with you to set a defence date. You must submit your thesis to your

internal and external reviewers at least six weeks prior to your defence. The reviewers will send their comments to the School of Graduate Studies, and provide one of the following decisions:

- Pass with no corrections;
- Pass with minor corrections;
- Pass with major corrections (*thesis must be submitted for re-examination*); or
- Fail (*please note: if your thesis is unanimously considered unacceptable (fail) by all reviewers, it shall not be re-examined. If, however, it is failed by a single reviewer, you may apply to the Dean for resubmission. Theses can only be re-examined once*).

Similar to your research proposal defence, you will give a 25-30 minute public presentation to your examination committee (consisting of your Supervisory Committee and your internal and external reviewers), your research partners, and members of the interested public. Following your presentation, audience members will ask you questions about your research. You will then be examined by members of your examination committee, in two rounds of questions, before your committee will deliberate.

## Process of preparing and defending your Master's thesis:

### *Thesis Preparation*

Prepare **thesis proposal** and submit for **Supervisory Committee approval**

Prepare **full thesis** and submit for **Supervisory Committee approval**

Work with Supervisory Committee to **set defence date** and **select examination committee**

**Submit thesis** to examination committee at least six weeks prior to defence date

*The examination committee will include one internal reviewer at Memorial, and one external reviewer selected from a list created by you and your Supervisor.*

### *Final Thesis Defence*

Give a **25-30 minute public presentation** on your thesis research to examination committee, faculty, staff, and community partners

Answer **audience questions**

Answer **two rounds of questions** from examination committee

Examination committee makes a **decision**



# PhD

The PhD program pathway in Arctic and Subarctic Futures can be completed through full-time or part-time studies. This pathway normally requires the completion of **four SASS courses (12.0 credit hours)**.

## COURSES

Course Title	Credit Hours	Notes
SASS 6000: Learning Labrador	3.0	Of these 12.0 credit hours, you can <b>substitute up to 3.0 credit hours</b> (e.g. one course) from other SASS graduate courses or other Memorial departments, subject to program coordinator approval and suitable rationale.
SASS 6001: People, Place, and Identity	3.0	
SASS 6002: Indigenous and Northern-Led Theories and Methodologies	3.0	
SASS 6003: Developing Research Partnerships in Arctic and Subarctic Contexts	3.0	

If you completed either the Masters coursework or thesis pathways in Arctic and Subarctic Futures, all required courses will be waived unless you did not complete SASS 6003: Developing Research Partnerships in Arctic and Subarctic Studies, in which case this course will be required coursework.

*At the beginning of your program, you will be provided with a Supervisor, who will work closely with you throughout your graduate program, and will support you in your academic journey.*

You will work with your Supervisor to identify a Supervisory Committee. You may be required by your Supervisor and Supervisory Committee to take additional courses.

You and your Supervisor must hold one Supervisory Committee meeting each semester, and you must hold your first meeting **within 4-6 months of beginning your program full-time, or 8-12 months of beginning your program part-time.**

All students within the PhD program will follow the rules and regulations of the School of Graduate Studies.

## COMPREHENSIVE EXAMINATION PROCESS

*As part of the PhD program pathway, you must complete a comprehensive examination process, including written and oral components, to demonstrate breadth and depth of knowledge in your field(s) of research.*

Normally, you must complete your comprehensive exam by the end of your **4th semester of full-time studies** (no later than semester 6), or **8th semester of part-time studies** (no later than semester 12). To successfully complete your comprehensive exam, you must demonstrate that your research is in direct response to Indigenous and Northern-identified priorities and is working in direct partnership with Indigenous and Northern governments, organizations, communities, and leaders.

### I. Written Component: Detailed Research Proposal

For your comprehensive exam, you must prepare a detailed research proposal (templates with all needed information and headings will be provided) approved by your Supervisory Committee and project partners. You will work with your Supervisory Committee to identify a defence date and an examination committee, made up of academic and community partners.

Following approval from your Supervisor and Supervisory Committee, you must submit your written proposal to the department **at least three weeks** in advance of your defence to provide time for the examination committee to read through it before the defence.

### II. Oral Component: Research Proposal Defence

You must then publicly present and defend your research proposal to an examination committee made up of academics and community partners for approval before you can begin your research (normally by the end of the 5th semester of full-time studies or 10th semester of part-time studies).

The research proposal defence consists of a 30 minute presentation to faculty, staff, and community partners. Following the presentation, faculty and invited guests will ask you questions about your proposal and proposed research and offer suggestions and constructive criticism to strengthen your work.

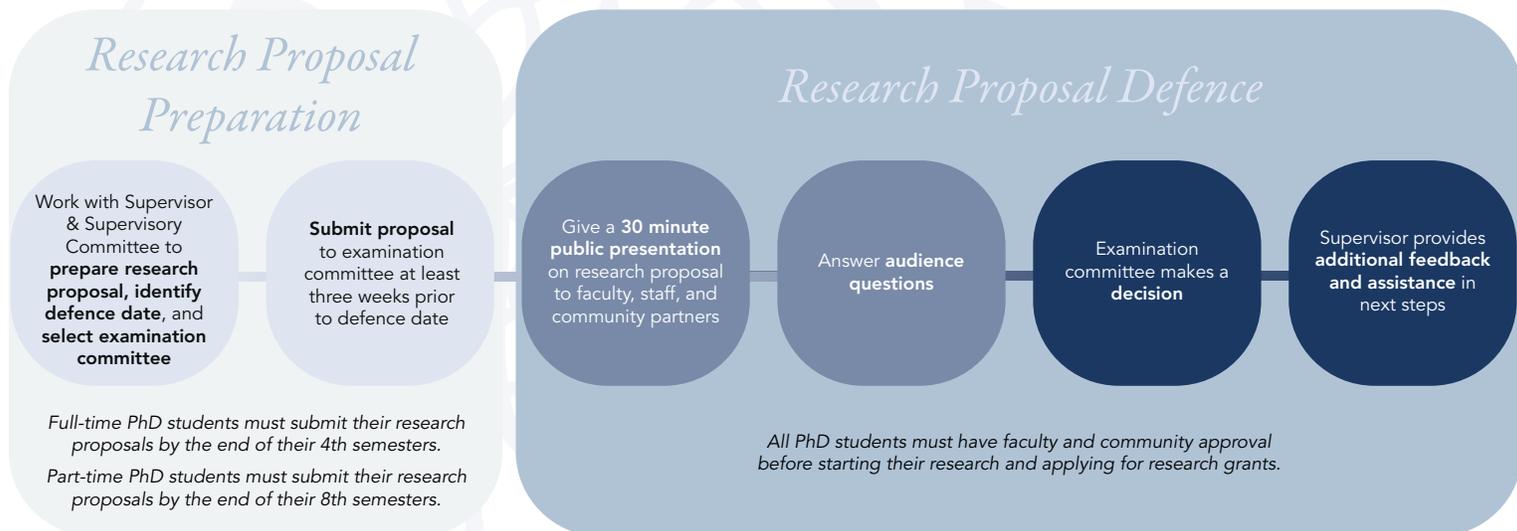
Following your defence, your examination committee will then meet briefly and determine if:

- Your project is feasible;
- Your proposed approach meets community needs and priorities;
- You have appropriate partnerships, methods, and consent processes built in; and
- Whether you are adequately ready and prepared to begin your research.

After you successfully defend your proposal, your Supervisor will provide additional feedback and continue to assist you through your next steps. You must have faculty and community approval prior to starting your research or applying for the variety of available grants.

**Note:** You will have opportunities to participate in practice defenses before your real one, both as a mock examinee and as a mock examiner, to hone your presentation and prepare for answering questions.

## Process of preparing and defending your PhD research proposal:



## FINAL DISSERTATION DEFENCE

*As a PhD student, you must complete a full dissertation.*

Please refer to the School of Graduate Studies for [official thesis guidelines](#).

You must defend your dissertation publicly in front of academics and community partners. If you are in the **full-time stream**, you should plan on completing all PhD requirements **within four years (12 semesters)** of enrolling in the program. If you are in the **part-time stream**, you should plan on completing all requirements **within 8 years (24 semesters)**.

### I. Preparing Your Dissertation

You must have your dissertation proposal approved by your Supervisor and Supervisory Committee prior to beginning writing. You will develop your dissertation, chapter by chapter, with many opportunities to include diverse ways of sharing knowledge and understanding throughout. Regardless of format, you will be required to have a detailed **Positionality Statement, Introduction, and Conclusion** as part of your dissertation.

Before moving forward for defense, your full dissertation needs to be approved by all members of your Supervisory Committee. Your Supervisory Committee will also work with you to set a defence date.

Then, following approval from your full Supervisory Committee, your dissertation will be submitted to an examination committee, consisting of internal reviewers from within Memorial University, and external reviewers selected from a list created by you and your Supervisor.

Your dissertation must be submitted to your internal and external reviewers at least six weeks prior to your defence. The reviewers will send their comments to the School of Graduate Studies, and provide one of the following decisions:

- Pass with no corrections;
- Pass with minor corrections;
- Pass with major corrections (*dissertation must be submitted for re-examination*); or
- Fail (*please note: if your dissertation is unanimously considered unacceptable (fail) by all reviewers, it shall not be re-examined. If, however, it is failed by a single reviewer, the student may apply to the Dean for resubmission. Dissertations can only be re-examined once.*)

## II. Oral Dissertation Defence

You will give a 35-40 minute public presentation to your examination committee, your research partners, and members of the interested public. Your dissertation will be examined by members of your Supervisory Committee, as well as your examination committee. Your examination will be chaired by a member of the department.

Following your oral presentation, there will be at least two rounds of questions from all members of the examining committee, as well as time for questions from your community partners and the general public. After the rounds of questions are complete, your examination committee will meet to discuss their final recommendation, using the following criteria:

- **Pass:** This recommendation may you to complete certain specified revisions to the satisfaction of the Supervisory Committee, the Head of the Academic Unit, as well as the Dean of Graduate Studies. These revisions must have been specified in the written appraisal submitted prior to the oral defence.
- **Pass, Subject to Conditions:** This recommendation is made only if there are significant flaws in your work that come to light during your oral defence. Such flaws must be separate from, or in addition to, anything noted or specified in the written appraisals submitted prior to your oral defence. The flaws must also be of such importance that the main conclusions of your dissertation are deemed invalid as a result of their existence. This recommendation must have the details attached and cannot include the option of re-examination with minor corrections.
- **Re-Examination Required:** The members of the Examination Board may attach to this recommendation a list of any requirements which they feel are appropriate.
- **Fail:** Re-examination not permitted; the decision to fail must be unanimous. No candidate shall be permitted more than two oral defences.

## Process of preparing and defending your PhD dissertation:

### *Dissertation Preparation*

Prepare **dissertation proposal** and submit for **Supervisory Committee approval**

Prepare **full dissertation** and submit for **Supervisory Committee approval**

Work with Supervisory Committee to **set defence date** and **select examination committee**

**Submit dissertation** to examination committee at least six weeks prior to defence date

*The examination committee will include one internal reviewer at Memorial, and one external reviewer selected from a list created by you and your Supervisor.*

### *Final Dissertation Defence*

Give a **35-40 minute public presentation** on your dissertation research to examination committee, faculty, staff, and community partners

Answer **audience questions**

Answer **two rounds of questions** from examination committee

Examination committee makes a **decision**

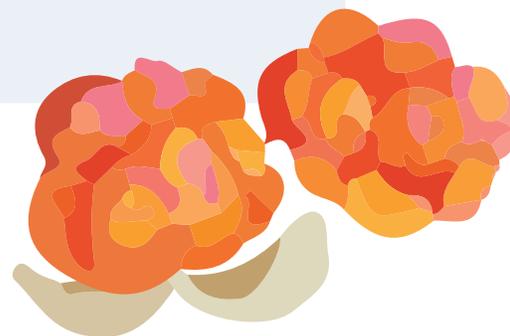
# Diploma

Learners can also access graduate courses and receive a graduate diploma, which can be used as stand-alone credentials or contribute towards the eventual completion of a Master's (coursework or thesis) or PhD program in Arctic and Subarctic Futures.

If you complete the graduate diploma, you may choose to apply to enter into the Master's coursework or Master's thesis streams, and would need to complete all additional course- and research-related requirements. In exceptional circumstances, if you complete the graduate diploma, you can apply for direct entry to the PhD program and must then complete all PhD coursework and research requirements.

## COURSES

Course Title	Credit Hours	Notes
SASS 6000: Learning Labrador	3.0	SASS 6000 and 6001 are <b>mandatory</b> for all Diploma students.
SASS 6001: People, Place, and Identity	3.0	
SASS 6002: Indigenous and Northern-Led Theories and Methodologies	3.0	As a Diploma student, you may choose <b>two</b> out of these three SASS Courses: SASS 6002, 6004, and 6005.
SASS 6004: Arctic and Subarctic Indigenous Legal Traditions and Advocacy	3.0	
SASS 6005: Systems for Health and Wellness in the Circumpolar North	3.0	



*This graduate diploma option was created at the direct request of people in Labrador and across the North.*

The graduate diploma pathway allows for 'non-traditional' entry into the Arctic and Subarctic Futures program for learners who have not started and/or completed an undergraduate degree, but who have significant and relevant lived experiences, Indigenous knowledges, and/or professional contributions to warrant entry into the graduate diploma.

This pathway was designed in partnership with people in Labrador and across the North who are looking for flexible options to enhance professional and personal learning that can be taken as stand-alone credentialing or used to continue to further graduate education, including for people who have not previously had the opportunity to complete an undergraduate degree but are well-suited and looking for graduate learning opportunities.



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## COURSE REGISTRATION

You must register for your courses online via Memorial's Self-Service link. If you wish to add or drop courses, you will have to fill out an Add/Drop form and acquire the appropriate signatures.

Each semester, **all graduate students MUST register for SASS 9000**, which is a general graduate studies code. It is important that you continue registering for this course even after you are done your coursework to maintain your status as a student.

Depending on your research interests, you may want to take graduate courses in other departments throughout Memorial. For questions about your graduate coursework and available opportunities, please chat with your Supervisor and/or mentor(s).

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## AFTER COMPLETING YOUR PROGRAM

As a graduate of one of the Arctic and Subarctic Futures program pathways, you will be well-trained to pursue diverse career paths, particularly in Northern locations and for Northern-focused and Northern-led organizations, including, for example, in government (Indigenous, municipal, provincial, territorial, federal), academia, business and industry, and the not-for-profit sectors.

### *Government and Non-Governmental Agencies*

Graduates of these program pathways will also be highly qualified for working in Indigenous, municipal, provincial, territorial, and federal government agencies, as well as non-governmental organizations.

### *Industry, Business, and Services*

Graduates will have employment opportunities in leadership roles in a range of industries and service areas in and serving the North, including businesses, research firms, legal work, and consultancies.

### *Academia, Research, and Consultancies*

Graduates will be qualified to pursue positions in academia, research, and consultancy in a diversity of disciplines. Additionally, you will be qualified to work in a variety of positions within universities and colleges, including as faculty, researchers, staff, and instructors, depending on the pathway you complete.

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## MOVING BETWEEN PROGRAM PATHWAYS

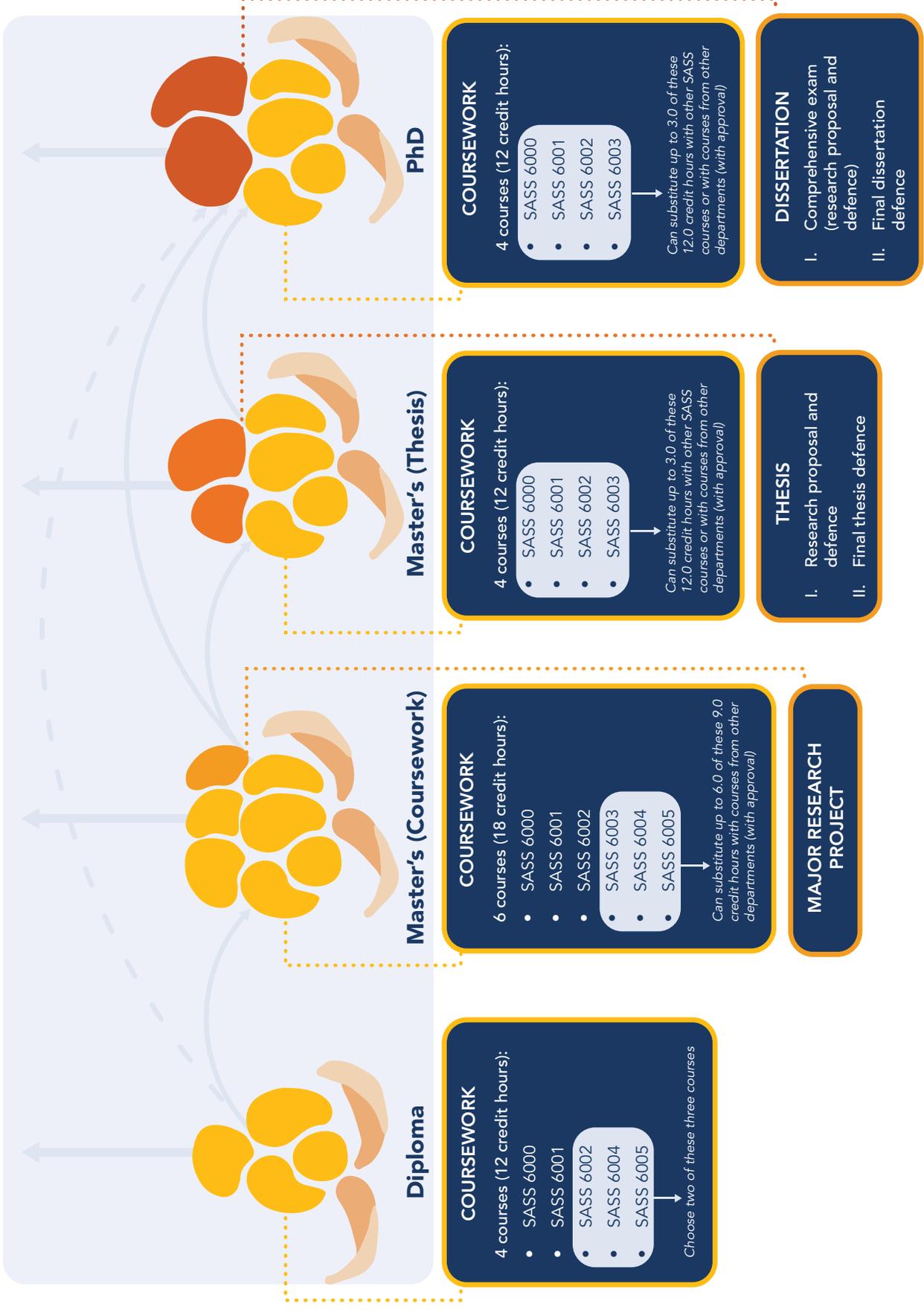
Upon graduation, you may be interested in completing another one of the Arctic and Subarctic Futures program pathways. These pathways are all designed to build on and complement one another, to make it more accessible for you to move from one to the other, if you wish. For example:

- If you complete the **graduate diploma**, you may choose to apply to enter into the **Master's coursework** or **Master's thesis** pathways.
- If you complete the **Master's coursework** or **Master's thesis** pathways, you may choose to apply to the **PhD** pathway.
- In exceptional circumstances, if you complete the **graduate diploma** pathway, you may apply for direct entry to the **PhD** pathway.

The coursework required for all program pathways involves different combinations of the same six core courses. So, if you finish one program pathway and move into another, **you will not have to repeat any courses you previously completed**. Instead, you would just need to complete all additional course- and research-related requirements for your new pathway.

**Note:** You will need to submit a new application for each additional program pathway you are interested in, and fulfill the respective minimum admission requirements.

Arctic and Subarctic Futures graduate program requirements,  
including potential pathways between programs.



# Graduate Student Resources

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## LABRADOR CAMPUS RESOURCES

*The Labrador Campus houses a variety of on-site and online resources that will be available to you as graduate students.*

While we provide a list of resources below, please reach out anytime if you have any questions or are looking for particular supports.

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**In-Person and Virtual Wellness Supports:** We are proud to offer you in-person and virtual wellness supports through our Labrador Campus Wellness and Success Navigator. This position is available for one-on-one counselling, group sessions, providing resources, and sharing resources related to stress reduction, meditation, mindfulness training, coping with anxiety, and many other things.

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**Campus Elders, Aunties, and Uncles program:** We are in the process of setting up a Labrador Campus Elders, Aunties, and Uncles program, to welcome knowledge keepers and holders to the Labrador Campus, to become part of our staff and contribute to programs and student success. Once these individuals join our team, they will be available to talk to you about your research ideas, your program, and ways of incorporating diverse forms of knowledge into your graduate program.

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**The Library, Archives, and Learning Commons:** The Labrador Campus has a wonderful collection of physical and electronic resources available through our Library, Archives, and Learning Commons. We are proud of our Labrador and Northern Collections, all of which are available to you as students. Sarah Papple, the Public Services Librarian with the Labrador Campus, is based on Campus and is available to guide and support you as you navigate the many wonderful, helpful resources available to you for your research and learning needs.

Reach out any time to Sarah at [sarah.papple@mun.ca](mailto:sarah.papple@mun.ca).

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**Research and Grants Supports:** As you are moving through your program and starting to develop your research, Chelsea Arbour, our Program Coordinator, Research Support and Advancement, is here to help you! She can work with you to apply for funds and scholarships, brainstorm research resources and connections, and develop proposals.

Reach out any time to Chelsea at [chelsea.arbour@mun.ca](mailto:chelsea.arbour@mun.ca).



**Research Sharing and Knowledge Mobilization Support:** As you move forward in your program and your research, we can help you build and strengthen relationships between and among researchers, communities, and government organizations to support knowledge-sharing throughout your research processes. We recognize and encourage diverse ways of knowing, doing, and being, and offer a suite of training tools and resources for you to draw upon as you develop creative strategies for sharing and communicating your research. Alex Sawatzky, our Special Projects Manager, is here to help you!

Reach out any time to Alex at [asawatzky@mun.ca](mailto:asawatzky@mun.ca).

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**Student Work Space:** If you are ever in Happy Valley-Goose Bay, please feel free to drop in and work out of the Campus! We have available workspaces in the Library, as well as in the Student Life Centre, and would love to welcome you to the building.

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**Student Life:** As part of the Labrador Campus graduate program, you become a member of the [Graduate Student Union \(GSU\)](#) of Memorial University. They have lots of great resources for graduate students. You also become part of the Labrador Campus student body, which means there will be lots of opportunities for activities, resources, and supports related to being a student. Mckenzie Hutchings, our Recruitment, Retention, and Relationships Office is also here to support your student journey.

Reach out any time to Mckenzie at [mckenzie.hutchings@mun.ca](mailto:mckenzie.hutchings@mun.ca).

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**Pye Centre for Northern Boreal Food Systems:** Whether you are interested in research related to food systems, security, and sovereignty in the North, or enjoy spending time outside on a farm, the Pye Centre is a wonderful resource available to you as a student. Many of your classes will be hosted at the Pye Centre. For more information, please contact Jamie Jackman, Program Coordinator for the Pye Centre.

Reach out any time to Jamie at [jamie.jackman@mun.ca](mailto:jamie.jackman@mun.ca).

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## OTHER MEMORIAL UNIVERSITY RESOURCES

*In addition to all the resources you can access through the Labrador Campus, since you are a student at Memorial University, you also have access to University-wide resources and services.*

**University Calendar:** The University Calendar contains the rules and regulations for all programs at Memorial University. *For more information, please visit the [Office of the Registrar's website](#).*

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**School of Graduate Studies:** The School of Graduate Studies (SGS) website contains detailed regulations on graduate studies at Memorial University. Specifically, the sections on guidelines and policies, forms, theses and reports, and integrity and ethics are very helpful to know. *For more information, please visit the [SGS website](#).*

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**Free Software:** Memorial's Information Technology Services offers students free software, including McAfee Antivirus, Microsoft Office 365 University for Windows/Mac, Matlab and ArcGIS. *For more information, please visit the [ITS website](#).*

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**QEII Library:** In addition to the Labrador Campus Library, the Queen Elizabeth II (QEII) Library has other important services available to students aside from its general operations. For example:

- **Memorial Libraries Research Tools:** Memorial libraries offer students a variety of research tools, including maps, data and government documents. *For more information, please visit the [Memorial Libraries website](#).*
- **The EDGE:** The Enhanced Development of the Graduate Experience (EDGE) is a collection of professional development programs and services on campus that provide students with complementary skills required to be successful following graduate school. You can sign up to receive emails by contacting the Senior Career Development Coordinator, Graduate Studies at the Smallwood Centre, *Julie Bowering* ([jbowering@mun.ca](mailto:jbowering@mun.ca)).  
*Find a calendar of events on the [EDGE website](#).*

**Writing Centre:** The Writing Centre is a free facility for all Memorial students looking to improve their writing, and it's a great resource that we highly encourage you to access. While they are not an editing service, they can teach you how to improve your writing organization, tone, style, flow, and grammar. You are free to submit any document pertaining to your professional and academic careers, including funding proposals, thesis or dissertation drafts, article drafts, cover letters, curriculum vitae, resumes and so forth. Services include a one-hour session with another graduate student trained as a Writing Centre tutor. An online system is also available for students living outside the greater St. John's area. *For more information, please visit [the Writing Centre's website](#).*

We also have on-site writing support at the Labrador Campus through Chelsea Arbour, who is available for in-person or virtual consultations. *Reach out any time to Chelsea at [chelsea.arbour@mun.ca](mailto:chelsea.arbour@mun.ca).*

Another great resource for all your learning needs is the Purdue OWL (online writing lab). The OWL is an internationally renowned resource to supporting all your writing needs, including online writing services and labs, access to tip sheets on topics such as academic integrity, avoiding plagiarism, and how to cite your resources, citation guides (APA, MLA, etc.), developing your resume, etc.

*We encourage you to check out all they have to offer by visiting [the OWL website](#).*

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**Graduate Student Union:** As a graduate student at Memorial University, you are a member of the Graduate Students' Union (GSU). The GSU provides many services for graduate students, including a health and dental plan, potential employment, and funding for conferences. Their office is in Field Hall, room GH-2007, on the St. John's Campus. *For more information, please visit [the GSU website](#).*

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**Teaching Assistants' Union:** The Teaching Assistants' Union of Memorial University of Newfoundland (TAUMUN) represents the rights of graduate assistants, teaching assistants, and research assistants. *For more information, please visit [the TAUMUN website](#).*

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**Student Wellness and Counselling Centre:** In addition to our on-site Labrador Campus Wellness and Success Navigator, the SWCC also provides services and resources to all Memorial Students. *For more information, please visit [the SWCC website](#).*

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**Glenn Roy Blundon Centre:** The Blundon Centre supports all students throughout Memorial who experience barriers to accessing postsecondary education. Some students come to Memorial having received academic accommodations or supports in high school. Others look for ways to reduce barriers related to mobility, ways of learning, vision and hearing, mental health and wellness, and temporary or chronic illnesses or injuries once they arrive. This Centre is a wonderful resource *For more information, please visit [the Blundon Centre website](#).*

# Communications

*All our communication with colleagues and supervisors will be conducted via your @mun.ca email. Please check your inbox regularly, as this is the primary method of communication from your supervisor, the program, the Labrador Campus, and Memorial University.*

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## SOCIAL MEDIA LINKS

We recommend you register for **Newsline** to get up-to-date information about what's happening around the university. Register via [the MyHR website](#).

We also recommend that you follow the Labrador Campus and Memorial University on...

### Facebook:

- [Labrador Campus Facebook page](#)
- [Memorial University Facebook page](#)

### LinkedIn:

- [Labrador Campus LinkedIn page](#)
- [Memorial University LinkedIn page](#)

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## MUN SAFE APP

We highly recommend that you download the MUN Safe App. MUN Safe Alerts is a free service that delivers emergency alerts to Memorial University students, faculty and staff – as well as their friends and family – via the MUN Safe app, social media and/or email accounts during a campus emergency.

[Download the MUN Safe App.](#)

MUN Safe is the most efficient and timely way to receive notifications about critical incidents affecting any of the Memorial University campuses. We highly recommend you download MUN Safe, and sign up to receive email and social media alerts specific to the Labrador Campus.

Email alerts are administered by the Office of the Chief Risk Officer and Marketing and Communications. MUN Safe Alert messages will be sent only during emergency situations and the subscriber list will not be used to distribute any other type of content.

During a critical incident, a series of messages will be sent to notify the community about the situation and provide important information and instructions. When the situation has been resolved, a final “all clear” message will be sent. Memorial University students, employees and their friends and family are encouraged to check the Gazette, all campus websites and local media reports for other critical updates.

MUN Safe is available at the Google Play and Apple App Store for download on any Apple or Android Device.

To be certain you receive all push notifications and alerts please ensure that your phone settings are set to allow app notifications and you choose the campus(es) under About/Preferences > Notification Settings.

*Please review the following [emergency information](#) to ensure you get all relevant notifications.*

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## GRADUATE STUDENT WEBSITE PROFILES

We are excited to feature you on our Labrador Campus website and celebrate all the amazing work you are doing. Please provide us with the following:

- An appropriate photograph of you or an image that represents your research;
- A few key words that describe your research interests (5-6 key words);
- A 100-150 word blurb that introduces you, your personal, professional, and academic backgrounds, and shares your research interests and foci for your graduate studies.

*Please send all of the above information to Alex Sawatzky at [asawatzky@mun.ca](mailto:asawatzky@mun.ca).*

*Visit the Labrador Campus website to review [current graduate student profiles](#).*





## Tuition and Financial Supports

As a student of Memorial University, If you are enrolled in the diploma or PhD program pathway, your tuition fees are fixed (i.e. there is only one payment plan option).

If you are a enrolled in the Master's coursework or thesis pathway, you may have a choice among 3 payment plans:

- **Plan A:** Normally recommended for **full-time students** (i.e., students who anticipate completing in 6 semesters or fewer).
- **Plan B:** Normally recommended for **part-time students** (i.e., students who will require more than 6 semesters to complete).
- **Plan C:** Full-time students in certain 1-year Master's programs may be eligible (please refer to the Minimum Expense form for details).

If you do not complete your program within the number of semesters listed above, you will be required to pay a continuance fee for each additional semester required.

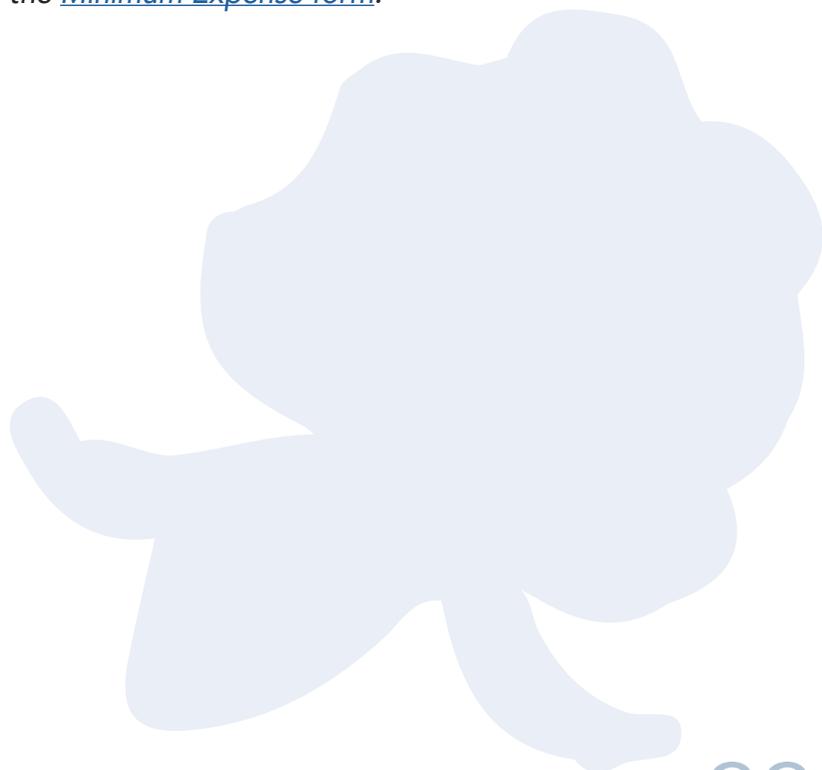
*For more information on continuance and other fees, please refer to the [Minimum Expense forms](#).*

Program	NL Students*	Other Cdn Students	International Students	# Semesters for Fee Payment
Master's Plan A	\$953	\$1,239	\$1,611	6
Master's Plan B	\$635	\$826	\$1,074	9
Master's Plan C	\$1,313	\$1,707	\$2,218	3
Doctoral Programs	\$888	\$1,154	\$1,499	12

\*Details on the [criteria to qualify](#) as a Newfoundland and Labrador (NL) student can be found on the [Office of the Registrar website](#).

In addition to tuition, you will also be responsible for several other fees (including but not exclusive to student union fees, recreation fees, student services fees, campus renewal fee, health insurance, and dental insurance).

These additional fees are listed in the [Minimum Expense form](#).



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## FUNDING

Funding is an important part of your graduate student journey. There are a variety of different internal and external funding supports available to you, and we encourage you to apply for different scholarships and grants throughout your program to support your research.

### *Baseline Funding*

If you are a **full-time Master's (thesis) or PhD student**, you will be offered the following financial support through the School of Arctic and Subarctic Studies upon entry to your program:

- *Master's thesis*: \$17,500
- *PhD*: \$20,000

This support is guaranteed for your first year, and is often renewed, provided you meet the program academic standards. Master's (thesis) students are eligible for support for up to two years and PhD students/candidates are eligible for support for up to four years.

There is also an Indigenous Student Recruitment Fund available for **full-time graduate students**, valued at \$5,000 per year, pending identity verification.

If you acquire other internal or external scholarships or fellowships, these sources replace baseline funding from the School of Arctic and Subarctic Studies, although a top-up is provided.

Part-time students are not guaranteed funding, although students will work with their supervisors and committee members to seek additional funds to support research travel and activities, conference travel, and knowledge sharing events.

### *Graduate Assistantships*

As a full-time graduate student, you may also be offered further support in the form of Graduate Assistantships (GA). The number of these GAs varies by year and students are not guaranteed that they will receive a position every semester.

A normal GA position per semester is: 60 hours at \$24.93/hr = \$1,495.80 (as of September 1, 2023). Partial GA positions (e.g. a 0.5 GA, or a 1.5 GA) can also be assigned, and follows all [TAUMUN and SGS protocols](#) for employing graduate students.

A GA position is a wonderful way to gain additional exposure to research and develop new skills, while working on a research project outside of your thesis area.

## *Internal Scholarships, Fellowships, and Awards*

There are numerous awards at Memorial you can either be nominated for, or apply for. Please note that Chelsea Arbour ([chelsea.arbour@mun.ca](mailto:chelsea.arbour@mun.ca)), our Program Coordinator, Research Support and Advancement, is available to answer your questions and support your applications, as is your supervisor or mentor. Opportunities include:

**Dr. Ursula A. Kelly Labrador Graduate Research Award**, for full-time graduate students at the Labrador Campus whose area of focus is interdisciplinary research on topics that address the needs and priorities of Labrador. *More information on the [Dr. Ursula A. Kelly Labrador Graduate Research Award](#).*

**Olivia Lewis and Michael Lonardo Graduate Scholarship**, for full-time graduate students at any of Memorial's campuses whose research focuses on issues of social justice. *More information on the [Olivia Lewis and Michael Lonardo Graduate Scholarship](#).*

**J.R. Smallwood Foundation for Newfoundland and Labrador Research Grant**, for students, faculty members or non-affiliated scholars from within Memorial University or elsewhere to help with the costs of such items as travel, subsistence, research assistance and materials and supplies for carrying out an approved research project. *More information on the [J.R. Smallwood Foundation Grant](#).*

**Dermot O'Reilly Legacy Award**, for a student at Memorial enrolled in any year of any program of study to recognize contributions, leadership, and creativity in support of traditional music, oral tradition, or dance among Newfoundlanders and Labradorians. *More information on the [Dermot O'Reilly Legacy Award](#).*

**Institute of Social and Economic Research (ISER) Research Grants**, available to Memorial University graduate students and faculty members, as well as independent scholars and faculty members from other Universities, to help defray the costs of such items as travel, subsistence, research assistance and materials and supplies for carrying out an approved research project. *More information on the [ISER Research Grants](#).*

## *External Scholarships, Fellowships, and Awards*

There are many opportunities for external funding to support your research, graduate program, and travel. We strongly encourage you to work with your supervisors, mentors, and Chelsea Arbour ([chelsea.arbour@mun.ca](mailto:chelsea.arbour@mun.ca)), to apply for a variety of external research funds. Please draw on the available support to put together strong applications, following all requirements and meeting all deadlines. Some examples of key funding opportunities to consider include:

**Tri-Council Canada Graduate Scholarships (CGS)**, The internal deadline for Tri-Council CGS applications is generally in September for PhD Students and November for Master's students. *More information on [Tri-Council CGS awards](#).*

**Northern Scientific Training Program (NSTP)**, for students conducting research in Northern Canada. The internal application deadline for NSTP is usually in September and only Canadian students may apply. *More information on [NSTP funding](#).*

**Northern Resident Award and Scholarships – Association of Canadian Universities for Northern Studies**, intended to develop a cadre of scholars and scientists with Northern experience and, at the same time, to enhance the educational opportunities available for Northern residents. Applicants must send in their applications for internal approval at least 2 weeks prior to submission (apply between October and January of each year). *More information on [ACUNS awards and scholarships](#).*

**Weston Family Awards in Northern Research**, intended to support Master's and doctoral researchers doing their work in the Arctic and Northern Canada, and who are helping to create a better future for Canada and for the world. Internal deadlines for these awards are typically in early January of each year. *[Create a portal login to access the application guidelines for the Weston Family Awards in Northern Research - Doctoral](#).*

**Indspire (formerly NAAF)**, provides bursary and scholarship awards to First Nations, Inuit, and Métis students annually across a diverse range of disciplines. No internal deadline – submit directly to the agency to meet any of the three external deadlines (August 1, November 1, and February 1 of each year). *More information on the [Indspire awards](#).*

**RBC Future Launch Scholarship for Indigenous Youth**, for First Nations, Inuit and Métis students across Canada demonstrating strong academic performance and community involvement. Internal deadline is January 17. *More information on the [RBC Future Launch Scholarship](#).*

*We recommend you consult the [SGS Searchable Awards and Scholarships Database](#) for a full list of external funding opportunities and more details.*

*And, check out the [Labrador Campus' Graduate Student Funding Opportunities](#) resource page.*



# Research and Ethics

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## INDIGENOUS RESEARCH RELATIONSHIPS

It is very likely that all graduate students enrolled in the Arctic and Subarctic Futures program pathways will be conducting research in partnership with Indigenous Peoples, governments, organizations, communities, and/or groups in Labrador and throughout the North.

*Developing research relationships and partnerships that are meaningful, reciprocal, respectful, and meet Indigenous-identified needs and priorities is essential to conducting research in a good way.*

It is important to become familiar with Indigenous research requirements and processes at Memorial University.

- Please visit [Indigenous Research at Memorial University](#) for more information and to become familiar with the resources.
- The [Research Impacting Indigenous Groups \(RIIG\) Policy](#) is an important Memorial document. This policy is currently going through a review process, but has essential information for conducting research on Indigenous lands and waters or with Indigenous Peoples.
- Another important research is the [Tri-Council Policy Statement 2 \(2022\) Chapter 9: Research Involving First Nations, Inuit, and Métis Peoples of Canada](#). This is an important document to become familiar with throughout your graduate program.

Finally, it is essential to know the Indigenous-led research consent processes already in place throughout Labrador and across the North. Many governments, organizations, and regions already have robust, meaningful, and effective research review and consent processes, and research cannot be conducted without approval from these groups. It is important to ensure you have all your ethics and partnerships in place before any research is conducted. Important Indigenous ethics contacts throughout Labrador and Memorial include:

- **Nunatsiavut Government:** Carla Pamak ([carla.pamak@nunatsiavut.com](mailto:carla.pamak@nunatsiavut.com)) and Michelle Saunders ([michelle.saunders@nunatsiavut.com](mailto:michelle.saunders@nunatsiavut.com))
- **NunatuKavut Community Council:** Bryn Wood ([bwood@nunatukavut.ca](mailto:bwood@nunatukavut.ca))
- **Innu Nation:** Jodie Ashini ([jashini@innu.ca](mailto:jashini@innu.ca)) and Richard Nuna ([rjnuna@innu.ca](mailto:rjnuna@innu.ca))
- **Memorial University:** [indigenousresearch@mun.ca](mailto:indigenousresearch@mun.ca)

For additional support and guidance related to building and maintaining research relationships and partnerships, we encourage you to reach out to Alex Sawatzky ([asawatzky@mun.ca](mailto:asawatzky@mun.ca)), our Special Projects Manager.

**Note:** Further information and training in all these areas will be provided throughout your course work as part of this programs.

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## RESEARCH SHARING & KNOWLEDGE MOBILIZATION

One of the important and exciting aspects of this program is the emphasis on producing **usable** research results, which answer key questions identified by Indigenous and Northern governments, organizations, and communities, and are shared in a timely and accessible manners.

You will be required to share your research through diverse forms, as discussed with your advisory committee, mentor, and community partners, including (but not limited to): public talks, community events, conference presentations, reports, peer-reviewed publications, plain-language summaries, policy briefs, visual representations (film, art, photography, etc.), and/or artistic outputs (crafting, poetry, etc.).



## *Examples of creative strategies for research sharing and knowledge mobilization include:*

- **Film and photography by Dr. David Borish**, related to sharing research on Inuit relationships with Caribou in Labrador.
- **Beadwork by Dr. Gwen Healey Akearok**, as part of her dissertation, *Inuit Family Perspectives and Stories About Sexual Health and Relationships in Nunavut*. Beading was part of her research process, and contributed to her greater understanding of the topic.
- **A Métis honour shawl by Dr. Danielle Lussier**, as part of her dissertation defence to earn her doctorate in law.
- **Dr. Lois Edge's dissertation**, *My Grandmother's Moccasins: Indigenous Women, Ways of Knowing, and Indigenous Aesthetic of Beadwork*, where she applies a unique creative research approach through introducing a fotonovella with three visual stories that altogether form a conceptual metaphor of beadwork and writing.
- **Natalie Baird's Master's thesis**, *Visualizing changing oceans: Inuit Qaujimajatuqangit and participatory arts-based methods in Pangnirtung, Nunavut*, where she used innovative hands-on digital and analogue photography workshops that centered youth voices and built relationships through process and product.
- **Dr. Alexandra Sawatzky's dissertation**, *"The Best Scientists are the People That's out There": Inuit-Led Integrated Surveillance for Place-Based Health Adaptation to Climate Change*, where she used visual methods to centre Inuit knowledge, values, perspectives, and lived experiences.

For support and guidance related to sharing research and knowledges in diverse and creative ways, we encourage you to reach out to Alex Sawatzky ([asawatzky@mun.ca](mailto:asawatzky@mun.ca)), our Special Projects Manager.

**Note:** All students will participate in public presentations, research celebrations, and final defenses (Master's thesis and PhD) as part of their program.

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## SCHOOL OF GRADUATE STUDIES INTEGRITY & RESEARCH ETHICS

The School of Graduate Studies also offers some great [resources on their website](#) around integrity and research ethics, which we encourage all students to read through.

### *Research Portal*

All of your applications for research funding, scholarship, and ethics go through the [Memorial University Researcher Portal](#).

This program involves a very specific application process. For more information on how to register and navigate the portal, check out this [list of manuals](#).

We also highly suggest you reach out to Chelsea Arbour, Program Coordinator, Research Support and Advancement, ([chelsea.arbour@mun.ca](mailto:chelsea.arbour@mun.ca)) for any questions related to the Researcher Portal.

### *Research Travel*

Travelling for research or conferences is an important and exciting part of your graduate studies. Please refer to [Memorial's travel policy](#) for the schedule of reimbursable expenses.

And, check with your supervisors on how to prepare your travel documents, which may include:

- [Travel Advance Request form](#)
- [Travel Claim form](#)

**Conference Travel:** If you plan to attend and present at conferences, you can apply for funding to offset your travel costs. To do so, you must fill out the [Student Request for Travel Assistance form](#).

*The two most common funding sources for graduate student conference travel are the School of Graduate Studies (SGS) and the Graduate Student Union (GSU).*

To obtain **SGS** funding, applicants must produce verification of active participation in a conference or meeting (i.e., acceptance of a paper). This funding is normally available only once during a graduate program. The maximum award is stated to be \$100 for travel within the Atlantic region, \$200 for travel to other parts of Canada and the U.S., and \$300 for Europe and elsewhere.

The **GSU** allots a maximum of \$250 per student per graduate program, with the option to split this amount during the program (e.g., use \$100 for one conference and the remainder for another conference). Note that the GSU provides travel aid only after other funding sources have been exhausted.

You should first take your completed Request for Travel Assistance form to your supervisor(s) to check for funds, then reach out to the Dean, the SGS, the GSU and TAUMUN. You should also check with conference organizers to see whether they provide funding for graduate students, as many do have student funding opportunities.

**Travel Discounts:** Memorial University has arranged agreements with various travel companies and businesses to provide discounted rates on travel planning, air travel, car rentals and office supplies. *For details, please check out Memorial's [list of contract and tender awards](#).*





## Responsibilities of Graduate Students and Supervisors

*The role of your Supervisor (PhD, Master's thesis) or Mentor (Master's coursework) is to guide you through your program, and support you throughout the process.*

Your Supervisor/Mentor is there to provide advice, offer suggestions, shape your research with you and your partners, and make critically constructive feedback on all your writing and research projects.

We highly suggest that students and Supervisors/Mentors meet **at least once per month**, but more frequently is encouraged, as well as needed.

For students in Master's coursework stream, you are assigned a Mentor, who will support you moving through the program, as well as take the lead on working with you on your final research project.

If an academic concern arises between you and your Supervisor/Mentor pertaining to your program of study, we suggest that you first discuss the problem with your Supervisor/Mentor to find a solution and positive path forward. Further discussions can be had with the Dean, School of Arctic and Subarctic Studies, on how best to address any academic concerns.

Regardless of your chosen program pathway, we encourage you to become familiar with the [\*statement of responsibilities of graduate students and Supervisors\*](#) from the School of Graduate Studies Academic Council.

## Summary of Student and Supervisor/Mentor Responsibilities:

Area of Responsibility	Supervisors' and Mentors' Responsibilities	Students' Responsibilities
SASS and SGS Regulations	Be aware of all regulations, and keep students informed of any changes.	Follow all regulations and meet all associated deadlines.
Regular Meetings	Meet at least once per month (although more frequency is encouraged, if needed).	
Supervisory Committee Meetings ( <i>Master's thesis and PhD students only</i> )	Convene Supervisory Committee meetings at least once per semester, and submit a detailed <a href="#">Graduate Student Annual Program and Supervisory Report</a> to SGS once per year (p. 45).	Assist in convening Supervisory Committee meetings and in preparing all annual reporting forms.
Study Plan	Work collaboratively to develop a detailed study plan, including clear guidelines of expectations, short- and long-term academic and professional goals.	
Producing and Supporting Work	Provide prompt and constructive feedback on all work produced by students.	Produce independent and unique contributions to respective area(s) of study, acknowledging all support as needed.
Skills Development	Foster and support development of students' professional and academic skills.	Pursue skills-development opportunities as needed and as desired.
Funding	Make reasonable efforts to ensure students have access to funding and resources, and support students in seeking and applying for appropriate <a href="#">funding opportunities</a> (p. 34-37).	Make reasonable efforts to seek and apply for <a href="#">funding opportunities</a> (p. 34-37).
Graduate Assistant (GA) Positions	Be aware of <a href="#">potential GA positions</a> and the <a href="#">TAUMUN collective agreement</a> , and ensure duties do not impeded students' progress in their programs (p. 34).	
Research Ethics	Ensure students are aware of and receive training in research ethics, including <a href="#">Indigenous Research Relationships</a> (p. 38).	Understand and follow all ethical policies and exercise honest and ethical behaviour in all work.
Safety	Collaborate to ensure safe work environments on and off campus.	
Absences	Communicate and make necessary arrangements for any periods of absence, and inform one another where and how you can be contacted.	
Academic Concerns	Discuss disagreements together first, and if it cannot be resolved, contact the Dean of the School of Arctic and Subarctic Studies for advice on how best to proceed.	

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## ANNUAL PROGRESS REPORT

It is important to note that every spring (between April and May), you must meet with your Supervisor/Mentor to complete the Graduate Student Annual Program and Supervisory Report. This form must be submitted to the School of Graduate Studies by the Department no later than August 31 of each year.

Please visit the School of Graduate Studies website to access and download the [Annual Program and Supervisory Report](#) form.





*Nakummek.*

*Tshinashkumitin.*

*Thank you.*

Thank you for choosing us for your graduate studies. We are honoured to be part of your learning journey, and we look forward to working with you to support your research and your success!



**LABRADOR  
CAMPUS**