



Newfoundland & Labrador, Canada

**Interdisciplinary Graduate Program in Environmental Science**  
**Memorial University of Newfoundland**  
**Handbook of Guidelines for Graduate Students and Supervisors**  
**Fall 2018**

Members of the Board of Study:

Dr. Joe Wroblewski, Interim Chair, Ocean Sciences Centre

Dr. Bing Chen, Faculty of Engineering and Applied Sciences

Dr. Norm Catto, Department of Geography

Dr. William Montevecchi, Department of Psychology

Dr. Lev Tarasov, Department of Physics and Physical Oceanography

Dr. Susan Ziegler, Department of Earth Sciences

Dr. Christine Campbell, Corner Brook Campus, ex-officio member

Ms. Nancy Bishop, Environmental Science Program Administrator

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## **A. Foreword**

Welcome to the **Interdisciplinary Graduate Program in Environmental Science** at Memorial University of Newfoundland (MUN) in St. John's, Newfoundland and Labrador. The Canadian Province of Newfoundland and Labrador has relatively pristine boreal and sub-arctic terrestrial and marine environments. With natural resource developments currently taking place both offshore and onshore, there are many opportunities for research by Environmental Science graduate students. The rugged coastal landscape of the province offers a bounty for the spirit.

Professors at Memorial University of Newfoundland (MUN) are conducting Tri-Council (Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, Social Sciences and Humanities Research Council), Natural Resources Canada and provincially funded research on environmental issues, and training undergraduate and graduate students in environmental science. The Interdisciplinary Graduate Program in Environmental Science encompasses studies within a wide range of disciplines in the Faculty of Science, the Faculty of Arts, the Faculty of Medicine and the Faculty of Engineering and Applied Sciences.

This Handbook of Guidelines for Graduate Students and Supervisors presents a general outline of the administrative requirements of the Environmental Science Program, as well as other information that will be useful for students and supervisors. Standardized forms that must be completed by students in the program are listed in Appendix D.

Please note: These guidelines are only a summary of the official regulations and procedures published in the **Memorial University Calendar**, available on the MUN web site, <http://www.mun.ca/regoff/calendar/>.

Other important web sites:

Memorial University School of Graduate Studies, <http://www.mun.ca/sgs>

Guidelines for Formatting Theses and Reports:

[http://www.mun.ca/sgs/go/guid\\_policies/Guidelines\\_Theses\\_and\\_Reports.pdf](http://www.mun.ca/sgs/go/guid_policies/Guidelines_Theses_and_Reports.pdf)

Biology Graduate Student Association, <http://www.mun.ca/biology/bgsa/>

University Directory for phone and e-mail,

[http://www.mun.ca/people\\_departments/a\\_z\\_listing.php](http://www.mun.ca/people_departments/a_z_listing.php)

Program Administrator Contact:

Ms. Nancy Bishop

Office of the Dean of Science

Memorial University of Newfoundland

St. John's, NL A1C 5X7

email: [nlbishop@mun.ca](mailto:nlbishop@mun.ca)

phone number: 709-864-3414 fax number: 709-864-3316

## **B. Graduate degrees offered in Environmental Science**

The Environmental Science Program described at its website <http://www.mun.ca/science/graduate/interdisciplinary/envs/> offers three graduate degrees:

**MEnvSci** – course-based Master of Environmental Science

**MSc** – thesis-based Masters of Science (Environmental Science)

**PhD** – dissertation-based Doctor of Philosophy (Environmental Science)

Acceptance into these programs requires the approval of the Dean of Graduate Studies at MUN, following recommendation from the Board of Study.

The MEnvSci MSc and PhD degrees are offered through **part-time** or **full-time study**.

The **MEnvSci** degree requires the successful completion of course work and a project report. The program is offered with two options:

- Option A: 15 credit hours in program courses
- Option B: 15 credit hours in program courses plus a one semester work term

Details of the specific requirements for the MEnvSci degree can be found in the University Calendar, <http://www.mun.ca/regoff/calendar/sectionNo=GRAD-1543>.

The **MSc** degree requires the successful completion of course work and a research thesis. Details of the specific requirements for the MSc degree can be found in the University Calendar, <http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0277>.

The **PhD** degree requires the successful completion of course work, a comprehensive examination, a research dissertation (acceptable to proceed to oral defense) and an oral defense of the dissertation. Details of the specific requirements for the PhD degree can be found in the University Calendar, <http://www.mun.ca/regoff/calendar/sectionNo=GRAD-4018>

## **C. Application and admission**

### **C.1 Application procedure**

Admission to the Graduate Environmental Science Program is through application to the MUN School of Graduate Studies, <http://www.mun.ca/become/graduate/apply/>

When the applicant's file at the School of Graduate Studies is complete (application with statement of interest, grade transcripts, two letters of appraisal, proof of English proficiency, etc.), the file is sent to the Environmental Science Program Administrator in the Office of the Dean of Science, for review by the Admissions Committee, composed of members of the Board of Study.

The application deadline is February 1 for a graduate student's program starting in the fall semester. For a student's program starting in the winter semester, the application deadline is April 1.

Late applications may be processed in time, but this cannot be guaranteed.

### **C.2 Minimum academic requirements**

Normally, students must have at least a second class (upper) standing undergraduate degree from a recognized university to be admitted to the School of Graduate Studies at MUN. Further information can be found in the University calendar, <http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0277>.

The minimum academic requirements for the Environmental Science Program are set by the Board of Study.

### **C.3 Recommendation for admission**

The **Admissions Committee** examines the applicant's file and considers whether:

- i.** the applicant has the minimum academic requirements set by the School of Graduate Studies,
- ii.** the applicant has the minimum academic requirements set by the Environmental Science Board of Study. A successful applicant to the MEnvSci or MSc program will normally have a BSc Honours degree or a Bachelor's degree in Engineering. A successful applicant to the PhD program will normally have a MSc degree,
- iii.** the applicant has completed background coursework or has employment experience in the research area of interest to the applicant,
- iv.** the letters of reference are supportive of the application,
- v.** the necessary laboratory space of the potential supervisor will be available,
- vi.** the applicant is eligible for a student stipend and funding is available,
- vii.** a potential supervisor has been identified by the applicant.

It is the applicant's responsibility to find a **potential supervisor**. Faculty members interested in supervising a particular applicant should discuss the applicant's file with the Program Chair. A recommendation by the Admissions Committee is recorded in the applicant's file.

Where agreement is reached between the Admissions Committee and a potential supervisor to recommend acceptance of an MSc or PhD applicant, the faculty member normally asks two other faculty members to serve on a Supervisory Committee. In consultation with the Program Chair, the Supervisory Committee submits to the School of Graduate Studies the Program of Study form (Handbook Appendix D).

The applicant's file is then reviewed by the Dean of Graduate Studies, who recommends acceptance, or not, into the Environmental Science Program. The final decision rests with the Dean of the School of Graduate Studies.

Applicants for whom there is no potential supervisor are not accepted into the Environmental Science Program, and the Program Chair will notify the School of Graduate Studies that the applicant's file should be closed.

#### **C.4 Acceptance**

Following acceptance by the Dean of Graduate Studies, the applicant is sent an official letter of acceptance giving details of the proposed program along with the link to an accept/decline form to be returned to the School of Graduate Studies.

#### **C.5 Fees and payment plans**

Fees are payable at the time of registration. All graduate students must be registered in each of the three semesters of the academic year throughout the period of their program, until all academic requirements are met and they have been deemed eligible to graduate by the School of Graduate Studies.

#### **D. Financial information**

There are a variety of mechanisms by which graduate students can be financially supported. Students may hold external (e.g. NSERC) fellowships, external scholarships, MUN scholarships (see Handbook Appendix A) or MUN School of Graduate Studies fellowships. Students may earn income from MUN teaching assistantships or a work term. Stipends are paid by a supervisor's grants.

Full-time graduate students cannot work more than 24 hours per week at other employment. If a student works more than this, he/she is considered to have full-time employment, and the student's academic program must be changed from full time to part time status using a Change of Program form (see Handbook Appendix D).

MEnvSci students are not eligible for a SGS fellowship, but are eligible to hold particular scholarships and MUN teaching assistantships.

A *scholarship* is based on academic performance and is usually awarded to the student with the highest grade point average, while also meeting the other conditions of the scholarship.

A *School of Graduate Studies fellowship* (see Section D.1) may be supplemented by a teaching assistantship. To be eligible for a SGS fellowship upon admission, students holding degrees from North American universities must normally have an overall average of 75% in the last 20 courses completed (including post baccalaureate courses). Graduate students continuing their program at MUN must maintain an average of 75% in their graduate program courses, i.e. a GPA of 3.75 out of 5 (for details see Student Eligibility Criteria, Section 2 at the SGS website, [https://www.mun.ca/sgs/support\\_guidelines.pdf](https://www.mun.ca/sgs/support_guidelines.pdf))

An *award* is offered to recognize special achievements or to assist with special projects or travel (see Appendix A). Awards may be given to students with a minimum of clear standing (as defined by the University) and meet all the other conditions of the award.

Some scholarships and awards may be held for more than one year, but are renewable only if the student maintains scholarship standing. For the majority of the scholarships and awards, students are required to be engaged full-time on their graduate research when they hold the award. However, there are some awards available to part-time students. The student should confirm his/her eligibility by checking the guidelines for the awarding of School of Graduate Studies fellowships and other forms of graduate student support which can be found online at the University Calendar website.

#### **D.1 General principles of SGS fellowships**

School of Graduate Studies baseline funds for the awarding of SGS fellowships are allocated to academic units at MUN by the Dean of Graduate Studies on a fiscal-year (April 1- March 31) basis for the support of graduate students according to the “Guidelines for the Awarding of SGS Fellowships to Graduate Students” ([http://www.mun.ca/sgs/support\\_guidelines.pdf](http://www.mun.ca/sgs/support_guidelines.pdf)).

The School of Graduate Studies does not specify minimum levels of financial support for graduate students in various academic units at MUN. Rather, individual academic units within MUN design funding norms that combine School of Graduate Studies fellowship support with other sources (external or internal scholarship, student stipend paid by the supervisor’s grants or contracts, etc.) in order to achieve financial packages that reflect estimated cost of living in St. John’s. The policy for using SGS fellowships to support graduate students in the Environmental Science Program is established by the Board of Study.

Recommendation for awarding a SGS fellowship must be forwarded to the School of Graduate Studies for approval and disbursement according to the criteria and procedures below:

- i.** Student eligibility criteria - Students must be registered as full time in a baseline-supported masters or doctoral program in order to receive a School of Graduate Studies fellowship. (Note: MEnvSci students are not eligible for SGS baseline funding.)
- ii.** Academic standard - On admission, students holding degrees from North American universities must normally have an overall average of 75% in the last 20 courses attempted (including post baccalaureate courses).
- iii.** Time in program – MSc students must be within the first 24 program-months of the MSc program, excluding any leave period. Ph.D. students must be within the first 48 program-months of the PhD program, excluding any leave period.

A student who was the recipient of an external fellowship or scholarship, and as a result was ineligible for a SGS fellowship (see School of Graduate Studies Fellowship Limitations section at [http://www.mun.ca/sgs/support\\_guidelines.pdf](http://www.mun.ca/sgs/support_guidelines.pdf)) may be recommended in exceptional circumstances for a SGS fellowship for one semester beyond the periods outlined above.



## **D.2 Teaching assistantships**

All graduate students (MEnvSci, MSc and PhD students) in the Environmental Science Program can apply in the supervisor's home Department for teaching assistantships, in the same manner as other graduate students in that Department. Students may apply for teaching assistantships which are allocated in units of approximately \$1244 at present. Each TA unit is typically the teaching of one laboratory slot, plus preparation and marking for one semester (approximately 56 hours). Allocations of up to 4 TAs per year to a graduate student are permitted.

## **D.3 Minimum financial support of MSc and PhD students in Environmental Science**

Currently, the Board of Study has set \$18,000 per annum as the minimum financial support of an MSc student, and \$20,000 per annum for minimum financial support for a PhD student. This support is sought for two years for the MSc program and four years for the PhD program. However, funding is only guaranteed for one year at a time. Funding beyond this one year time-frame is at the discretion of those providing the funds. University fellowship monies terminate after two years for MSc students and after four years for PhD students. In the case of an MSc student who transfers to the PhD program, that student is eligible for fellowship money for a total of five concurrent years.

The Board of Study currently sets **SGS baseline fellowship funding** at \$9,000 per annum for MSc students and \$10,000 per annum for PhD students. The SGS fellowship must be **supplemented** by a student **stipend** from the supervisor which equals or exceeds the SGS baseline fellowship. A student will not be accepted into the Program unless the stipend from the supervisor is confirmed as available by MUN financial administration. In the event that a baseline fellowship is not available, a supervisor who wishes to accept a student is responsible for providing funding for the entire minimum financial support. Admission is not normally offered to self-funded applicants.

## **E. Academic requirements for completing the degree**

The required graduate courses in Environmental Sciences (see Handbook Section F) are offered on an annual basis. A graduate student should consult with his/her supervisory committee to determine the elective courses that will be required to complete that individual's graduate program.

All course requirements should normally be completed within one year from the date of first registration in the degree program.

Failure to attain a final passing grade of at least 65% in a graduate course shall lead to termination of a student's program. For full regulations regarding grading, see the University Calendar at <http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0015#GRAD-0022>.

## **E.1 Coursework and research**

The **Master of Environmental Science (MEnvSci)** course-based **Option A** requires eight courses and a project report. The required courses are:

- ENVS 6000 (Environmental Science and Technology)
- ENVS 6009 (Project)
- ENVS 6010 (Environmental Seminar)

- plus two courses from:
  - ENVS 6001 (Earth and Ocean Systems)
  - ENVS 6002 (Environmental Chemistry and Toxicology)
  - ENVS 6003 (Applied Ecology)
- plus three graduate courses related to the student's research specialty offered by the Faculty of Science, the Faculty of Arts, the Faculty of Medicine or the Faculty of Engineering and Applied Science.

The **project report** provides an opportunity for the student to create an original perspective on a selected environmental issue through the reading of appropriate literature and reinterpretation of other sources of information (e.g. existing data). Normally the project will be multidisciplinary or interdisciplinary in nature. The project report will be equivalent to a review article in a journal, or a consultant's report on a particular environmental issue. Collection of new data from the field or laboratory and analysis of this new data is permitted, but not required for the MEnvSci degree.

The **Master of Environmental Science (MEnvSci)** with work-term **Option B** requires eight courses (one of which is the work term ENVS 601W) and a project report. The required courses are:

- ENVS 6000 (Environmental Science and Technology)
- ENVS 6009 (Project)
- ENVS 6010 (Environmental Seminar)
- plus two courses from:
  - ENVS 6001 (Earth and Ocean Systems)
  - ENVS 6002 (Environmental Chemistry and Toxicology)
  - ENVS 6003 (Applied Ecology)
- plus two graduate courses related to the student's research specialty offered by the Faculty of Science, the Faculty of Arts, the Faculty of Medicine or the Faculty of Engineering and Applied Science. In addition, students will be required to complete the 3 credit hours course ENVS 601W (work term).
  - a. ENVS 601W is a paid work term of one semester (13-18 weeks) duration. General management of the work terms is the responsibility of Academic Staff Members in Co-operative Education (ASM-CEs) for the Faculty of Science in consultation with the Program Chair and the student's Supervisor (an Application Form is required). The ASM-CEs are responsible for recruiting potential employers, organizing competitions for Work Term employment, arranging student-employer interviews and facilities, counselling and supporting students, and evaluating the work term.
  - b. Work terms are not guaranteed but every effort is made to ensure that appropriate employment is made available.
  - c. A student who is admitted to Option B gives permission to the University to provide a copy of the applicant's resume, university transcript and work term evaluations to potential employers.
  - d. A student who has been accepted to Option B may obtain his/her own work term placement outside the competition. Such employment positions must be confirmed by the employer, and must be approved by the ASM-CE.
  - e. Salaries paid to co-operative students are determined by employers based on their internal wage structures.

The on-site employment supervisor and the ASM-CE evaluate the work term based on the

student's performance on the job and on a written work term report submitted by the student. The topic of the work term report must be related to the work experience and will be chosen by the student in consultation with the on-site employment supervisor and the ASM-CE. The work term experience and the information gathered during the work term may become the foundation for the project report for ENV5 6009 (Project) which is required for the MEnvSci degree. The Program Chair, on the advice of the ASM-CE with input from the on-site employment supervisor, will recommend to the Dean of Graduate Studies a grade of Pass with Distinction, Pass or Fail. Should a student fail to complete a work term successfully, the graduate student's MEnvSci Supervisor and the Program Chair may submit to the ASM-CE a proposal for a different work term placement (only once). Or the student may apply to the Board of Study for a change to the course-based MEnvSci Option A, or to the thesis-based MSc (Environmental Science).

The **MSc (Environmental Science)** requires four courses and a research thesis. The required courses are:

- ENV5 6000 (Environmental Science and Technology)
- ENV5 6010 (Seminar)
- plus one course from:
  - ENV5 6001 (Earth and Ocean Systems)
  - ENV5 6002 (Environmental Chemistry and Toxicology)
  - ENV5 6003 (Applied Ecology)
- plus one graduate course related to the student's research specialty offered by the Faculty of Science, Faculty of Arts, Faculty of Medicine or the Faculty of Engineering and Applied Science.

Original field, laboratory or modeling research is required for the MSc degree. The research should be multidisciplinary or interdisciplinary in nature.

The **PhD (Environmental Science)** requires two courses, passing a Comprehensive Examination and completing a research dissertation.

The required two courses for students entering with a disciplinary MSc are:

- ENV5 6000 (Environmental Science and Technology)
- ENV5 6010 (Environmental Seminar)

The required two courses for students entering with an interdisciplinary MSc are:

- ENV5 6010 (Environmental Seminar)
- plus an in-depth, specialty graduate course offered by the Faculty of Science to broaden the student's perspective.

Original field, laboratory or modeling research is required for the PhD degree. The research should be multidisciplinary or interdisciplinary in nature. A formal **PhD research proposal** should be written by the student and presented to the supervisory committee within the first year of the student's program. The supervisory committee should have one faculty member from outside the supervisor's home Department.

The **PhD Comprehensive Examination** adheres to the General Regulations of the School of Graduate Studies for Comprehensive Examination procedures, at <http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0024>.

The exam is both written and oral. The exam will be held no later than the end of the seventh semester of the student's doctoral program. The student must demonstrate a **mastery of the sub-discipline** in his/her research area (see Handbook Appendix B).

### **E.2 Duration of Program**

The MEnvSci Option A degree in the Environmental Science Program requires the completion of coursework and writing a project report. As the student is not required to conduct original research for the project, it is expected that a MEnvSci Option A student will spend one year (three semesters) completing the degree requirements.

The MEnvSci Option B degree in the Environmental Science Program requires the completion of coursework, a work-term and writing a project report. As the student is required to complete a work-term of one semester duration, it is expected that a MEnvSci Option B student will spend one year and four months (four semesters) completing the degree requirements.

The MSc and PhD degrees in the Environmental Science Program require the completion of coursework, conducting original research, and writing a thesis. It is expected that an MSc student will spend a minimum of two years (six semesters) completing these requirements and that a PhD student will spend a minimum of four years (12 semesters) completing these requirements. The maximum period of study for a student's graduate program (full time or part-time) at MUN is seven years beyond the first registration.

### **E.3 Leave of Absence**

Graduate students may apply for a Leave of Absence from their graduate programs. A Leave of Absence may be granted for academic reasons (Supervisor absent from the University, courses not offered, equipment failures, etc.), family circumstances (pregnancy, unusual or exceptional family care responsibilities, etc.), employment (relocation, etc.), medical (medical certificate of inability to continue in program) or financial reasons. Information on Leaves of Absence can be found in the University Calendar at <http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0018#GRAD-6509>.

During a Leave of Absence the student is not required to register. No fees will be applied and the time granted in the leave is not counted in the period of study. Students are required to apply for a Leave of Absence using the form appropriate for this purpose which can be obtained from Graduate Studies or downloaded from [http://www.mun.ca/sgs/current/general\\_forms.php](http://www.mun.ca/sgs/current/general_forms.php).

#### **E.4 Withdrawal**

A student who wishes to withdraw from the Environmental Science Program should notify the Supervisor, the Program Chair and the Program Administrator in writing. The Program Chair will notify the Dean of the School of Graduate Studies.

#### **E.5 Changes in Program of Study**

Any proposed change from the Program as detailed in the letter of admission must have the prior approval of the Program Chair and the Dean of the School of Graduate Studies.

Forms for this purpose (covering changes in courses to be taken (including “to be decided”), full-time/part-time status, supervisor, supervisory committee members, thesis title, as well as extensions of the Program or withdrawal from the Program)) are available from the Program Administrator (Handbook Appendix D). The completed form, signed by the student and/or supervisor should be returned to the Program Administrator. The Program Chair will forward the recommendation to the Dean of Graduate Studies, with whom the final decision rests.

#### **E.6 Transfer from MSc to PhD**

Normally, students entering the PhD program in Environmental Science will have an MSc degree. Students in the MSc program in Environmental Science, after a minimum of 12 months in the MSc program, may request a transfer to the PhD program. This is normally done in the first half of the second year of the MSc program (between the 3<sup>rd</sup> and 5<sup>th</sup> semesters). The change to PhD status will be considered to be effective on the date of the actual transfer.

Guidelines for transfer from MSc to a PhD program in Environmental Science are as follows:

- The request for transfer will normally be done between the 3<sup>rd</sup> and 5<sup>th</sup> semesters.
- The student and Supervisor should notify the Program Chair of the intention to request a transfer from the MSc to the PhD program.
- The Supervisor should explain to the student the requirements in completing a PhD degree, in contrast to those for completion of the MSc degree.
- The student should submit a written PhD research proposal and give an oral presentation of this proposal to the supervisory committee. Based on this, the Supervisory Committee will determine if the student is eligible for transfer to the PhD program. Normally this would be done during the annual supervisory committee meeting.
- The Supervisory Committee will indicate on the Supervisory Report Form that “based on the written PhD research proposal and presentation,” the student is recommended for transfer from the MSc to the PhD program.
- A Program of Study Form must be submitted along with the Supervisory Report indicating the change in status.
- The Associate Dean of Science (Research and Graduate Studies) must support the transfer request.
- Final decision for transfer from the MSc program to the PhD program rests with the Dean of the School of Graduate Studies.

## **E.7 Comprehensive examination procedure**

The comprehensive examination procedure for doctoral students in the Environmental Science Program is discussed in detail in Appendix B. The sub-discipline upon which the student will be examined is made known to the student in writing no later than three months prior to the examination.

Briefly, the comprehensive examination procedure is as follows:

- The student is assigned an essay topic related to his/her research specialization by the Comprehensive Examination Committee five weeks before the date the essay is required to be submitted to the Examination Committee. The student writes an essay which positions this topic within the larger context of interdisciplinary environmental science concepts and practices; the student orally presents the paper; followed by a question period on the paper.
- There is a second round of questioning by the Examination Committee, where the student demonstrates a mastery of the sub-discipline appropriate to his/her research area.

It is recommended that the comprehensive examination be held as soon as possible after the student completes the required courses, but no later than the end of the seventh semester of the student's doctoral program.

## **F. Environmental Science Program courses**

ENVS 6000 Environmental Science and Technology

ENVS 6001 Earth and Ocean Systems

ENVS 6002 Environmental Chemistry and Toxicology

ENVS 6003 Applied Ecology

ENVS 6004 Environmental Pollution and Mitigation (cross-listed as ENG 9601)

ENVS 6007 Environmental Risk Assessment (cross-listed as ENG 9609)

ENVS 6009 Environmental Science Project

ENVS 6010 Seminar

ENVS 6201-6210 Special Topics in Environmental Science

ENVS 601W Work Term

## **G. Program faculty**

Professors involved in the Environmental Science Program at MUN include faculty members from the Faculty of Science (Departments of Biochemistry, Biology, Chemistry, Earth Sciences, Mathematics and Statistics, Ocean Science, Physics and Physical Oceanography, and Psychology), the Faculty of Arts (Departments of Geography and Sociology), the Faculty of Engineering and Applied Science, the Faculty of Medicine, the Fisheries and Marine Institute, and Grenfell Campus (Corner Brook). Adjunct professors within these academic units can co-supervise graduate students.

Graduate students in the Environmental Science Program are encouraged to network with the **Canada Research Chairs** at MUN, especially with the chair holders in the research area of environment sustainability.

**Faculty** currently associated with the Interdisciplinary Graduate Program in Environmental Sciences as thesis/project supervisors, are:

- A. Aksu (Earth Sciences, MUN)
- M.R. Anderson (Fisheries and Oceans Canada)
- T. Bell (Geography, MUN)
- N. Cadigan (Fisheries and Marine Institute, MUN)
- C.E. Campbell (Environmental Science, Grenfell Campus, MUN)
- N. Catto (Geography, MUN)
- B. Chen (Engineering and Applied Science, MUN)
- Q. Chen (Chemistry, MUN)
- R. Chuenpagdee (Geography, MUN)
- C. Coles (Engineering and Applied Science, MUN)
- B. deYoung (Physics and Physical Oceanography, MUN)
- E. Demirov (Physics and Physical Oceanography, MUN)
- R. Devillers (Geography, MUN)
- E. Edinger (Geography & Biology, MUN)
- B. Favaro (Fisheries and Marine Institute, MUN)
- J. Finnis (Geography, MUN)
- A. Foster (Math and Statistics, MUN)
- K. Gamperl (Ocean Sciences, MUN)
- R.S. Gregory (DFO)
- J. Hanchar (Earth Sciences, MUN)
- K. Hawboldt (Engineering and Applied Science, MUN)
- R. Helleur (Chemistry, MUN)
- L. Hermanutz (Biology, MUN)
- T. Husain (Engineering and Applied Science, MUN)
- A. Igamberdiev (Biology, MUN)
- F. Khan (Engineering and Applied Science, MUN)
- K. LeDez (Medicine, MUN)
- S.J. Leroux (Biology)
- M. Libiron (Sociology, MUN)
- P. Marino (Biology, MUN)
- I. McGaw (Ocean Sciences, MUN)
- W. Montevicchi (Psychology, MUN)
- C. Parrish (Ocean Science, MUN)
- K. Poduska (Physics and Physical Oceanography, MUN)
- C. Purchase (Biology, MUN)
- M. Rise, (Ocean Sciences, MUN)
- K. Robert (Fisheries and Marine Institute, MUN)
- R. Rivkin (Ocean Sciences, MUN)
- D. Schneider (Ocean Sciences, MUN)
- P. Snelgrove (Ocean Sciences, MUN)
- L. Tarasov (Physics and Physical Oceanography, MUN)
- A. Unc (Environmental Science, Grenfell Campus, MUN)
- I. Warkentin (Environmental Science, Grenfell Campus, MUN)
- Y. Wiersma (Biology, MUN)

- P. Winger (Fisheries and Marine Institute, MUN)
- J. Wroblewski (Ocean Science, MUN)
- J. Wu (Sustainable Resource Management, Grenfell Campus, MUN)
- L. Zedel (Physics and Physical Oceanography, MUN)
- S. Ziegler (Earth Sciences, MUN)

## **H. Administration and oversight of the Program**

Overall responsibility for graduate studies at MUN lies with the Dean of the School of Graduate Studies. The **Academic Council** is a committee of the School of Graduate Studies with representation from all academic units, the Registrar's Office and the Graduate Student Union. The Academic Council is chaired by the **Dean of Graduate Studies** and oversees all business, academic and administrative matters related to graduate studies for the University. Academic Council approves regular course offerings for all the University graduate programs and approves all new Programs of Study. There are a number of sub-committees of Academic Council which deal with fellowships and awards, appeals, etc.

Academic and administrative support for the Environmental Science Program is provided through the **Office of the Dean of Science**. The Faculty of Science recognizes the intrinsic value of graduate programs that are interdisciplinary in nature. Interdisciplinary programs (<http://www.mun.ca/science/graduate/interdisciplinary>) facilitate collaboration and encourage students and faculty to think outside their own area of expertise.

### **H.1 Board of Study**

The Interdisciplinary Graduate Program in Environmental Science is managed by a **Board of Study**. The Board of Study through its **Chair** is responsible to the **Associate Dean of Science (Research and Graduate Studies)** for the quality, delivery and administration of the program. The Board makes all normal academic decisions, including those related to recommendations for admission of new students to the Program. The Board ensures that Supervisors and Supervisory Committees follow all appropriate [guidelines](#) for supervision of graduate students (with respect to holding regular meetings, ensuring deadlines are met, etc.)

### **H.2 Program Chair**

The **Program Chair** represents the Environmental Science Program in all academic matters concerning the School of Graduate Studies. All recommendations to the School of Graduate Studies (such as admission to the program, thesis examiners, comprehensive examiners, fellowships, awarding of the degree, course changes, etc.) are made on behalf of the **Associate Dean of Science (Research and Graduate Studies)** by the Program Chair. In addition, the Program Chair (or **delegate from the Board of Study**), will act as the chair for all PhD comprehensive examinations.

### **H.3 Program Administrator**

Administration is provided by the **Program Administrator** in consultation with the Program Chair. The Program Administrator is responsible for enquiries about the Program and day-to-day management of the Program, including distributing information to students regarding registration, fees and funding, awards, course offerings, thesis submission, project report submission, and arrangements for thesis defense and comprehensive examination.



#### **H.4 Student Supervisory Committee**

Every graduate student in the Environmental Science Program must have a **Supervisor** at the time of acceptance into the program. It is the responsibility of the Supervisor, together with the graduate student, to identify other members of the Supervisory Committee.

Normally for PhD students, there are three members on this committee: the supervisor plus two other faculty members. One committee member should be from outside the supervisor's home Department. Normally for MSc students, the committee consists of the Supervisor and one other faculty member. Normally MEnvSci students require only a Supervisor.

Members of the Supervisory Committee cannot be examiners of the MSc or PhD thesis submitted to the School of Graduate Studies. The Supervisor of a MEnvSci student serves as one of two reviewers of the project report submitted by the student for ENVS 6009.

Information on graduate student supervision is provided at <http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0025>.

The **function of the Supervisory Committee** is to:

- decide, in consultation with the student, the Program of Study
- guide the student in his/her research
- monitor the student's progress
- provide an Annual Supervisory Report (Handbook Appendix D)
- recommend any changes in the Program of Study (Handbook Appendix D)
- recommend the timing of the comprehensive examination
- read the thesis or report and complete forms required for thesis submission (Handbook Appendix D)
- recommend, confidentially, to the Dean of Graduate Studies, through the Program Chair, suitable members of the Thesis Examining Board.

Information on the appointment of graduate student supervisors is provided at: [http://www.mun.ca/sgs/grad\\_sup\\_guidelines.pdf](http://www.mun.ca/sgs/grad_sup_guidelines.pdf)

Responsibilities of Supervisors and Graduate Students is listed at: <http://www.mun.ca/sgs/responsibilities.pdf>

#### **H.5 Annual Supervisory Report**

The University Calendar, at the URL

<http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0025>, states that a Graduate Student Annual Progress and Supervisory Report form must be submitted to the School of Graduate Studies on an annual basis. Recommendations concerning continuation, amendment, or termination of a candidate's program, are sent to the Dean of Graduate Studies, who shall take appropriate action.

#### **H.6 Advice to graduate students**

Within the Environmental Science Program, graduate students can seek advice and

guidance from their Supervisor and members of the Supervisory Committee. Questions and concerns about individual programs can be raised with the **Program Chair** and/or the **Associate Dean of Science (Research and Graduate Studies)**. Option B students should contact the Academic Staff Member in Co-operative Education for the Faculty of Science for information and advice on work terms.

In addition, the **Office of Student Life** <http://www.mun.ca/student/DepartmentsUnits/> offers guidance, including counseling, health services. Services for international students are offered by the **International Student Advising Office** <http://www.mun.ca/isa/>.

### **H.7 Office Space for Environmental Science Graduate Students**

Study carrels for Environmental Science Program students who do not have office space in their supervisor's laboratory are available in the University-owned bungalow at 202 Elizabeth Avenue, on the southeast edge of the St. John's campus, [http://www.mun.ca/campus\\_map/index.php](http://www.mun.ca/campus_map/index.php). Carrels have internet access. At 202 Elizabeth Avenue there is a meeting/lecture room and also kitchen facilities.

## **Appendix A – Scholarships, Travel Funds and Convocation Awards**

### **Appendix A.1 Scholarships available**

All graduate students (MEnvSci, MSc and PhD students) in the Environmental Science Program are encouraged to apply for external fellowships and scholarships.

It is the responsibility of the Supervisor and the graduate student to notify the Program Administrator that they wish to be considered for a scholarship or award, and to ensure that all the required documents are provided to the Office of the Dean of Science well in advance of the deadline. The following are only a few of the scholarships/awards that may be available to Environmental Science graduate students. Further information may be obtained from the Program Administrator and the School of Graduate Studies. For a listing of scholarships, bursaries and awards available and the appropriate deadlines, graduate students should consult the University Calendar website, or go to <http://www.mun.ca/sgs/current/scholarships/> for the School of Graduate Studies searchable database of awards and scholarships.

***F.A. Aldrich Alumni Graduate Scholarship*** - These scholarships are awarded annually based on academic merit and need. Nominations will be made to the Dean of Science in May of each year. If a graduate student wishes to be considered for this award, all pertinent information should be submitted to the Program Administrator before mid-April.

***A.G. Hatcher Memorial Scholarship*** - Three or more scholarships are awarded annually based on academic merit. Nominations are made to the Dean's Advisory Committee on Scholarships and Awards by early August and all required information should be received by the Program Administrator no later than mid-July. The scholarship can be held for one year only.

***School of Graduate Studies F. A. Aldrich Fellowship*** - This is a university-wide competition open to all incoming full-time graduate students. The SGS deadline for application is about the third week of February and applications should be submitted to the Program Administrator by the end of the first week of February. Subject to certain restrictions, these fellowships are renewable for one year for PhD students. They are awarded for exceptional academic achievement.

***The Commander Peter G. Chance Scholarship*** - The Maritime Awards Society of Canada (MASOC) has established an annual scholarship tenable at Memorial University of Newfoundland. The successful candidate will be a Canadian citizen studying in a "maritime based" program at either the Masters or Doctoral level. Valued at a portion of the income on the endowment, this scholarship may, in some cases, may be renewed for a second year. It will be awarded by the Dean of Graduate Studies upon the recommendation of the Awards and Medals Committee.

***Geological Association of Canada Postgraduate Scholarship in Environmental Sciences*** - Guidelines and applications are available from the School of Graduate Studies.

***The Leslie Tuck-Avian Ecology Award*** - This award is awarded based on a 500-word essay on the student's research and its relevance to avian ecology and ecosystem preservation in Newfoundland and Labrador.

***The George Weston Graduate Scholarships*** - Two awards may be made annually to full-time graduate students. One of these is given in the field of Marine Biology. Applicants must have been born in one of the Atlantic Provinces.

***Royal Bank Fellowship in Marine Studies*** - The award is based on academic merit and is open to full-time graduate students in marine studies.

**[Natural Sciences and Engineering Research Council of Canada \(NSERC\) Postgraduate Scholarship/ Alexander Graham Bell Canada Graduate Scholarships-Master's/Doctoral Scholarship/ Industrial Postgraduate Scholarship](#)** - The annual competition for these awards commences in the Fall semester of each year.

**[Dr. Joe Brown Graduate Research Award in Aquatic Ecology and Aquaculture](#)** - This award supports the research activities of a graduate student in the areas of aquatic ecology or aquaculture. Based on scholarly merit and quality of research, the award will be made by the Dean of the School of Graduate Studies upon recommendation from the Head of the Department of Ocean Science.

#### **Appendix A.2 Financial support for conference travel**

Full and part-time students may apply for funding for travel to meetings to present their research. Information is available at <https://www.mun.ca/sgs/current/funding/travel.php>

- The School of Graduate Studies may provide funds for travel only once during a graduate student's program.
- The Graduate Student Union may provide funds for travel only once during a graduate student's program.
- Supervisors may allocate travel money from a research grant for a graduate student to attend meetings. Students in the Environmental Science program are eligible to receive travel support for conference presentations from the Department of their Supervisor, in the same manner as other graduate students in that Department.

#### **Appendix A.3 Prizes and medals awarded at MUN convocation**

Convocation Medals and Awards are given at the Spring Convocation each year. However, students who graduated at the previous Fall Convocation will also be considered for these awards. The "scholarship year" is defined as May 1 to April 30. For a listing of prizes and awards at convocation, graduate students should consult the University Calendar website,

<http://www.mun.ca/regoff/calendar/sectionNo=SCHO-0695>

***The Moire A. Wadleigh Graduate Award for Excellence in Environmental Science*** is awarded once per academic year. One award is to a student having completed the

MEnvSci degree, and another award is to a student having completed the MSc, and a third award is for a student completing the PhD. Further information is provided at [http://www.mun.ca/science/graduate/interdisciplinary/envs/wadleigh\\_award.php](http://www.mun.ca/science/graduate/interdisciplinary/envs/wadleigh_award.php)

***Fellow of the School of Graduate Studies*** - This title will be awarded to a graduate student based primarily on academic merit and will be indicated on the transcript. This title does not have a financial prize attached to it. The nominations are sent to the School of Graduate Studies by early April for the Spring Convocation, and any graduate student wishing to be considered must have all information to the Program Administrator no later than the end of the second week in March. The nominations for the Fall Convocation are sent to the School of Graduate Studies by early October, and any graduate student who wishes to be considered must have all information to the Program Administrator no later than the third week in September.

## Appendix B: Detailed Comprehensive Examination Procedure

The purpose of a doctoral program is to provide the student with the opportunity to gain a high degree of competence in conducting original research at an advanced level. This should result in a significant advance in knowledge in the **field of study**. The program of research should be aimed at completion within a four year time span for a full-time student. A student successfully completing a PhD program should not only be a competent researcher in his/her field, but also be a person able to communicate and evaluate technical information. These latter skills can be acquired and demonstrated by attending and participating in various seminars, discussion groups, graduate courses, scientific meetings and undergraduate laboratory teaching.

MUN regulations require a PhD comprehensive examination to be completed by the end of the seventh semester of the student's program,  
<http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0024>

The procedure shall be initiated by the Supervisor who shall notify the Program Chair, in writing, of the student's readiness. The PhD student will be examined upon a **sub-discipline** of the **field of study** in which the PhD student is conducting research. The **sub-discipline** is normally what is listed as the Area of Concentration on the Program of Study form filled out when the student was recommended for admission to the PhD Program (Handbook Appendix D). The **sub-discipline** upon which the PhD student will be examined should be made known to the student no later than three months prior to the examination.

### **The Examination Committee:**

According to the regulations in the University Calendar, the number of voting members shall be an odd number. The examination committee will consist of five voting members. They are the Program Chair (or delegate from the Board of Study), the Supervisor, and three other members of which only one may be a member of the Supervisory Committee. A Co-Supervisor can serve as the other member of the Supervisory Committee on the examination committee. The Head of the Department of the Supervisor (or delegate) or another member of the Board of Study is normally invited to serve on the examination committee. The Dean of the School of Graduate Studies (or delegate) is a non-voting member of the examination committee. The Supervisory Committee suggests three voting members for the Comprehensive Examination Committee by submitting the form, *Recommendation for PhD Comprehensive Examination Committee* (listed in Handbook Appendix D) to the Program Chair.

The Program Chair and the Board of Study reviews the suggestions. The Board of Study may recommend changes. Once approved, the recommended examiners' names are submitted to the Dean of Graduate Studies for appointment to the Comprehensive Examination Committee.

Once the Comprehensive Examination Committee is appointed, it shall meet and select an **essay topic** within the student's previously determined **sub-discipline**. The **essay topic** will generally be broad in scope and related to, but distinct from, the thesis

research. The Examination Committee will submit the **essay topic** and the **sub-discipline** to the Program Chair, on the form, *Recommendation for PhD Comprehensive Examination Topic*, listed in Handbook Appendix D, for approval by the Board of Study.

During the meeting that determines the essay topic for the examination, the Examination Committee should also set a **date for the examination**. This date should be set with the following in mind:

- a) two weeks should be allowed for the transmission of the form with the **essay topic** and the **sub-discipline** submitted by the Examination Committee to the Program Chair for the approval by the Board of Study.
- b) the PhD student must be notified in writing of the **essay topic** five weeks before the **essay** is required to be submitted to the Examination Committee. The PhD student has five weeks to write the essay and then submit the paper to the Examination Committee.
- c) the Comprehensive Examination will be conducted two weeks after the Examination Committee has received the **written essay**.

The student, upon receiving the **essay topic**, will prepare a **paper** on the essay topic. The **paper** should provide an integrative review and critical evaluation of the **topic**, including novel insights into the current state of knowledge and research needed to advance the **field of study**. The **paper** will be a maximum of 20 pages, exclusive of the References, Figures and Tables. The References, Figures and Tables should be appended at the end of the text. The entire **paper** shall be double-spaced in font of 12 cpi size type.

The **oral presentation** by the PhD student at the beginning of the Comprehensive Examination will be based on this **paper**. The PhD student shall submit a PDF of the **Essay** to the Program Administrator on the date assigned for submitting the paper (i.e. two weeks before the Comprehensive Examination date). The Program Administrator will distribute the paper to each of the five voting members of the Comprehensive Examination Committee. This **paper** is not graded; it is intended to inform the Comprehensive Examination Committee with regards to the approach the PhD student has taken toward discussing the **topic**.

#### **Format of the oral comprehensive examination:**

The aim of the comprehensive examination is to determine the PhD student's basic knowledge of the field in which he/she is working. Thus the PhD student should prepare for the comprehensive examination by becoming familiar with the general concepts and techniques of the **field of study** and be prepared to critically discuss them during the examination.

The Program Chair (or delegate from the Board of Study) chairs the Comprehensive Exam. At the beginning of the examination, the student will present a **30 minute oral presentation** on the **assigned topic**. After the oral presentation, the student will be questioned by each Examiner on the **assigned topic**, lasting approximately 10 minutes

per Examiner. All Examiners, having had the **written essay (the paper)** for two weeks, will have had an opportunity to develop appropriate questions for the PhD student.

Then a second round of questions will follow. Primarily this round will focus on the broader **sub-discipline** of the **field of study**. Again, there will be approximately 10 minutes allowed per Examiner. Any Examiner may ask to have an answer elaborated on, if it is felt clarification is needed. At the end of the question period the PhD student and the audience will leave the examination room while the Examiners discuss all facets of the examination and make their decision.

**Evaluation:**

The Comprehensive Examination Committee will evaluate the PhD student based on the three components of the examination: **written essay (the paper), oral presentation, and the question-and-answer period** following the oral presentation.

**Outcome of the Examination:**

The outcome of the examination can be any one of the following:

- i.** The PhD student has either passed or failed the Comprehensive Examination. A pass requires a majority vote by the voting members of the Examination Committee.
- ii.** If failed, and it is the first examination, the Committee can decide whether the student may be re-examined.
- iii.** If passed, the Committee can recommend that the student be ‘Passed with Distinction’. This requires unanimous agreement and is awarded to PhD students who demonstrate superior knowledge of their chosen field by showing excellence in the written essay and oral presentation, and answering/discussing Examiners’ questions in a highly competent manner.
- iv.** If passed, but a weakness is identified in a particular area of knowledge related to the sub-discipline, the Committee can recommend that the student undertake a course or directed-reading to bolster the student’s knowledge in that area.

The results and subsequent action, if any, will be communicated to the Dean of Graduate Studies and the Supervisor, in writing, by the Chair of the Examination Committee. If re-examination (in total or in part) is required, it must take place not less than one month and no more than six months from the first examination. The student may be asked to redo the whole examination or only part of the examination. Re-examination can be in written or oral format. The student can be asked to review assigned literature and/or rewrite the essay (the paper). The nature of the re-examination will be communicated to the PhD student in writing.

The outcome of a re-examination is either pass or fail. This is decided by simple majority. If the result is fail, the student will withdraw from the doctoral program, as only one re-examination is permitted. If outright failure is decided on the first examination, with no option for re-examination, this decision requires a unanimous vote.



## **Appendix C - Submission of Thesis or Project Report, Review and Notification**

The guidelines for preparation of theses and project reports can be found at the School of Graduate Studies website,

[http://www.mun.ca/sgs/go/guid\\_policies/theses.php](http://www.mun.ca/sgs/go/guid_policies/theses.php)

The thesis or project report (electronic copy) and appropriate forms are submitted by the graduate student in the Environmental Science Program to the Program Administrator in the Office of the Dean of Science. All program requirements must be complete at the time the thesis is submitted to the School of Graduate Studies through the Office of the Dean of Science. The thesis will not be sent for examination until the Program requirements are complete.

Deadlines for submission for each semester for tuition liability are given in the University Calendar.

The examination of a thesis or project report is an “arm’s length” process. Therefore, there should be no contact between the Supervisor or student and the Examiners while a thesis or project report is under examination. There are two examiners (either external or internal to the university) of an MSc thesis. There is one examiner of a project report besides the supervisor. There are three examiners (two internal and one external to the university) of a PhD thesis.

In advance of the submission of a thesis, the Supervisory Committee should submit, confidentially, the names (and contact information) of potential examiners to the Program Chair. Examiners must not have been involved in the research or in the preparation of the thesis. The Program Administrator will confirm the availability of the examiners. The Program Chair submits the names to the Dean of the School of Graduate Studies. The Dean appoints the examiners.

In advance of the submission, the thesis is to be read by the Supervisor and all members of the Supervisory Committee, as confirmed on the Supervisory Committee Approval Form ([https://www.mun.ca/sgs/supervisory\\_approval\\_fill.pdf](https://www.mun.ca/sgs/supervisory_approval_fill.pdf)).

Outcome of the review of the MSc or PhD thesis is sent from the School of Graduate Studies to the Program Chair, who notifies the student and the supervisor of the outcome. The possible outcomes of the thesis review are found in the University Calendar website, <http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0026>.

Following corrections to the thesis, the final submission is made back to SGS through the Website link of SGS.

The PhD thesis is first reviewed by the Examiners to determine if it is acceptable to proceed to the oral defense. This information is sent from the School of Graduate Studies to the Program Administrator, who notifies the student and the Supervisor of the outcome of the review. If the thesis is allowed to go forward to the oral defense, the Program Administrator arranges the date and time of the defense, in consultation with the Examiners and Supervisor. The PhD thesis may require corrections prior to proceeding to oral defense; the possible outcomes of the thesis review and procedures are found in the University Calendar website, <http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0026>.

Final Submission of the thesis consists of the revised electronic copy and the Recommendation for the Award of Degree form, signed by the Supervisory Committee and Program Chair. The date these are received by SGS is the date that completion of all Program requirements has been met.

### **University Convocation**

Only students who have completed all the requirements of his/her Program of Study are permitted to proceed to Convocation. Convocation is held in the Fall (October) and in the Spring (May). Students expecting to graduate at any particular convocation must apply to graduate through the Student Self-Service by the deadline set by the Registrar and noted in the University Diary.

## **Appendix D – List of Forms**

Some of these forms are common to all students, as required by the School of Graduate Studies, [http://www.mun.ca/sgs/current/general\\_forms.php](http://www.mun.ca/sgs/current/general_forms.php). The forms listed below can be obtained from the Program Administrator in the Office of the Dean of Science.

Program of Study (for new admissions/deferrals/transfers)

Graduate Student Annual Progress and Supervisory Report

Recommendation for Thesis Examiners

Recommendation for Composition of the PhD Comprehensive Examination Committee

Recommendations for PhD Comprehensive Examination Topic

Field Research Safety Planning Form

Recommendation for Changes in a Graduate Program (Supervisor and student signatures)

Course Change form (student's signature)

Forms required for thesis submission

Form applying for an extension of Program of Study

Form applying for a Leave of Absence

Application for financial support for conference travel by students

Form available from the Academic Staff Members in Co-operative Education is the Application for Admission to the Master of Environmental Science Co-operative Education Option