

**The Fisheries & Marine Institute of Memorial
University of Newfoundland**

**School of Maritime Studies
Graduate Handbook:**

MSc & PhD in Maritime Studies (Safety: The Human Element)

October 2023

Graduate Handbook

School of Maritime Studies, Fisheries and Marine Institute of Memorial University of Newfoundland
Intended for the following programs:

- MSc Maritime Studies (Safety: The Human Element)
- PhD Maritime Studies

Handbook Purpose

This handbook is designed to provide you with an introduction to the Maritime Studies program, to outline important contacts in the program, and to provide clarity about tasks that need to be completed to earn the specified degree at the Marine Institute. It is meant to be a source for students which provides key information, checklists and milestones required throughout your degree. This guide is considered a ‘living document’ and will be updated regularly.

Disclaimer

This handbook is subject to change without notice. It is meant to reflect a “Plain English” interpretation of the calendar entry for the School of Maritime Studies research-based graduate program.

All graduate education at Memorial is governed by the policies of the School of Graduate Studies (SGS).

Where there are discrepancies between this guide and the calendar, or this guide and the School of Graduate Studies, the calendar or SGS respectively takes precedence.

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Overview and Organization of the Marine Institute

The Fisheries and Marine Institute was established in 1964 as the College of Fisheries, Navigation, Marine Engineering and Electronics. It became affiliated with the University in 1992 and since then has continued to grow as a world-class centre of marine technology and education. The official name is the Fisheries and Marine Institute of Memorial University of Newfoundland, but it is commonly known as the Marine Institute.

The main campus of the Marine Institute overlooks the city of St. John's from within Pippy Park, which has extensive hiking trails and recreational facilities. This building houses a flume tank, a seafood processing plant, freshwater aquaculture research and development facilities, and extensive marine simulation facilities. The Dr. C. R. Barrett Library, located at this campus, houses one of Canada's largest marine-related collections. In addition, the Institute manages the Offshore Safety and Survival Centre (OSSC) in Foxtrap, the Safety and Emergency Response Training (SERT) Centre in Stephenville, a regional fisheries and marine training center in Lewisporte, and a marine base, The Launch, in Holyrood.

The Marine Institute provides a full range of programs focusing on fisheries and marine science and technology. In addition to undergraduate and graduate degrees, the Institute offers advanced diplomas, diplomas of technology, and technical and vocational certificates. The Institute also runs a variety of short courses and industrial response programs.

All programs and courses are designed to provide students with the knowledge and skills required for success in the workforce. The Institute seeks the advice of industrial program advisory committees in the ongoing development and review of programs. Whenever appropriate, it submits programs for national accreditation, providing graduates with mobility in professional employment.

MI is divided into three schools:

- The School of Fisheries (SOF):
 - <https://www.mi.mun.ca/departments/schooloffisheries/>
- The School of Maritime Studies (SMS)
 - <https://www.mi.mun.ca/departments/schoolofmaritimestudies/>
- The School of Ocean Technology (SOT)
 - <https://www.mi.mun.ca/departments/schoolofoceantechnology/>

The MSc in Maritime Studies (Safety: The Human Element) and PhD in Maritime Studies programs are organized within the School of Maritime Studies. Within each School, there are specialized units and centres. There are three centres nested within the School of Maritime Studies:

- The Centre for Marine Simulation (CMS) at MI Ridge Road
 - <https://www.mi.mun.ca/departments/centreformarinesimulation/>
- the Offshore Safety and Survival Centre (OSSC) in Foxtrap NL
 - <https://www.mi.mun.ca/departments/offshoresafetyandsurvivalcentreoss c/>

- the Safety and Emergency Response Training Centre (SERT) in Stephenville, NL
 - <https://www.mi.mun.ca/departments/safetyandemergencyresponsetrainingcentre/rt/>

Training programs and research are conducted at all of these centres which focus both on internal MI students and programs, as well as provides services to external entities and industry.

MUN School of Graduate Studies

All graduate programs at Memorial University and Marine Institute are supported by the central academic support unit SGS. SGS provides the latest resources for new and current students, including information on registration and course offerings, tuition, funding and scholarships, regulations, guidelines and policies and procedures for students and supervisors.

A wealth of information regarding our programs and being a graduate student at MUN and MI can be found here: <https://www.mun.ca/sgs/>

New graduate students at Memorial can find useful information about processes and procedures here: <https://www.mun.ca/sgs/new-students/>

Current graduate students can find useful information and resources here: <https://www.mun.ca/sgs/current-students/>

Program Learning Outcomes

Graduates of the MSc and PhD in Maritime Studies (Safety: The Human Element) program will be able to:

- Conduct original research
- Collect, manage, and analyze data
- Display and interpret quantitative and qualitative information
- Demonstrate adherence to the principles of scientific ethics (e.g., TCPS2)
- Effectively communicate their research
 - Through peer-reviewed publications in reputable science journals
 - In oral and poster-based presentations at scientific conferences and meetings
 - In formats accessible to stakeholders, including popular media, industry publications, and in other relevant venues
- Explain how their research fits within the broader context at local, national, and international scales

Graduates who complete the Masters of Maritime Studies (Safety: The Human Element) option will complete a thesis containing original research that is of sufficient quality to be considered for publication in a scientific peer-reviewed journal or conference proceeding.

Graduates who complete the PhD. in Maritime Studies program will complete a thesis containing original research of sufficient quality for three or more manuscripts in scientific, peer-reviewed

publications, as approved by their Supervisory Committee. Students will normally submit at least one manuscript for publication to a peer-reviewed journal before submitting their thesis for examination.

The MUN calendar for the PhD in Maritime Studies can be found here:

<https://www.mun.ca/university-calendar/school-of-graduate-studies/school-of-graduate-studies/44/28/#44.28.2>

Program Duration

The MSc program should normally be completed in two years, and the PhD program should normally be completed in three to four years for fulltime students. Typically, part-time students are expected to complete the program in approximately twice the amount of time (approximately 3-4 years for MSc program; up to 7 years for PhD).

The absolute maximum amount of time that a student can be enrolled in a graduate program at Memorial University is seven years. No extensions beyond that are permitted.

Admission into the Program & First Steps

As part of the MSc or PhD in Maritime Studies you will be supervised, taught and/or collaborate with differing faculty members who engage in research at MI. Researchers at MI hold various titles, including Research Scientist, Research and Technical Personnel (RTPs), Research Chair, Instructor, and Director. Specifically, with regards to the MSc and PhD programs in Maritime Studies the Ocean Safety Research Unit (OSRU) personnel manage and perform the teaching, research programs and student supervision.

The very first thing you should do is start contacting potential supervisors – and it's best to do this well in advance of wanting to actually start. You need one supervisor to commit to taking you on as a student, and you should have an idea of what you will be doing for research when you arrive.

A list of potential supervisors and collaborators, including their areas of expertise can be found here: <https://www.mi.mun.ca/departments/oceansafetyresearchunitosru/>

Furthermore, there are opportunities for students with the MSc and PhD program to be supervised and collaborate with external within MI, MUN and at other institutions and universities.

When speaking with a prospective supervisor, as well as in the early stages of your degree, some suggested points to discuss are:

- What will the research project be?
- How much funding is available, and for how long? (See Funding)

- Is the project already tightly defined? To what extent will you be expected to figure it out when they arrive?
- How frequently will the supervisor meet with you?
- Does the supervisor hold regular lab meetings?
- Who might the supervisory committee members be, and what role will they play in the project?
- What is the supervisor's expectation with respect to authorship on papers produced from the work?
- What is the supervisor's expectation in terms of physical attendance on campus?

Once a supervisor has committed to supervising a student, the supervisor must complete a Supervisor Letter of Commitment form and submit to the graduate secretary.

Student-Supervisor Agreement

It is recommended that students discuss expectations with prospective supervisors. This can be done A) Before even applying to the program (a good idea) and then review again after acceptance, or B) Do this after being accepted into the program.

There are two steps to this:

The School of Graduate Studies articulates the expectations of students and supervisors in this document, please go over it with your prospective supervisor:

<https://www.mun.ca/sgs/media/production/memorial/academic/school-of-graduate-studies/school-of-graduate-studies/media-library/responsibilities.pdf>

Work through the Letter of Understanding for Student-Supervisor Relationships with your prospective supervisor (See Appendix A). Adjust as needed until you reach consensus, and then both student and supervisor should sign and give to the graduate secretary for inclusion in your file. Remember to also complete a Funding Plan (See Appendix B). That funding plan is not binding, but is there to provide transparency and guidance.

Once you are accepted, a supervisory committee must be formed. Ultimately this is your supervisor's responsibility, but normally you would be included in the conversation as to who these individuals would be. We recommend that both the student-supervisor letter, and the committee member letter, be reviewed annually (normally around the annual committee meeting).

Tuition, Funding Sources & Employment

Graduate students at Memorial University can avail of a number of scholarships and employment opportunities to finance their studies, receive acknowledgement for academic achievement, and develop tangible skills for the workforce. In addition to many internal scholarships available to you as a graduate student, external funding sources such as Tri-Council Granting Agencies

(SSHRC, NSERC and CIHR) also provide scholarships and awards to the best graduate students in Canada.

Details on tuition, funding and employment sources can be found here:

<https://www.mun.ca/sgs/current-students/tuition-funding-and-employment/>

Typically, graduate student funding will come from multiple sources. Most commonly, students will be supported by a combination of their supervisor's research grants, scholarships held by the student (whether internal or external), School of Graduate Studies baseline funding, and Teaching Assistantships.

Students who continue to hold outside employment while pursuing their graduate degrees will not be prioritized for this funding.

Student funding levels and sources may change from semester to semester. It is important to have a clear understanding about the magnitude and sources of funding. The Funding Plan document (Appendix B) can assist you in having these conversations with your supervisor.

Scholarships

MUN offers many differing types of scholarship opportunities. Consult the Searchable Awards and Scholarship Database: <https://www.mun.ca/sgs/current-students/searchable-awards-and-scholarship-database/>

Tri-agency funding programs have various funding opportunities in the form of grants, fellowships and scholarships:

Canadian Institutes of Health Research: <http://www.cihr-irsc.gc.ca/e/193.html>

Natural Sciences and Engineering Research Council: http://www.nserc-crsng.gc.ca/index_eng.asp

Social Sciences and Humanities Research Council: <https://www.sshrc-crsh.gc.ca/home-accueil-eng.asx>

The MITACS funding programs also fund graduate students looking to innovate the Canadian ecosystem: <https://www.mitacs.ca/en>

Other publicly funded and privately funded scholarship opportunities exist. Talk with your supervisor about differing opportunities to help support your program and work.

SGS Baseline Funding

The School of Graduate Studies provides every academic unit with an allocation of funds that can be used to pay students. Students must maintain eligibility to receive SGS Baseline Funds. Not all students will receive these funds.

Teaching Assistantships

The Marine Institute does not offer TA positions. While Maritime Studies graduate students can still hold TA positions from other departments, be aware that, since TA positions are used as funding mechanisms for graduate students, Maritime Studies students will likely not be prioritized to hold these. See the TAUMUN website for more information:

<https://www.mun.ca/taumun/>

Research Assistantships

A Research Assistantship is when a faculty member pays a student to do something other than their core thesis activities: <https://www.mun.ca/policy/browse-or-search/browse-policies/university-policy/?policy=338>

Full-time students may only work a maximum of 24 hours per week and maintain status as a full-time student.

The Basics – Getting Started in the Program

The following information found in the appendices provide key contacts and resources for graduate students at MI:

- Key MUN/MI Contacts and Support Staff: Appendix C
- MUN/MI Resources and Services: Appendix D
- First Week Checklist: Appendix E

Course Offerings

Students in the MSc and PhD programs are required to complete 5 courses. Courses are taught in the fall and winter semesters. The following are the full list of courses taught within the Maritime Studies programs:

Course Code	Course Name
MARI 6000	Introduction to Maritime Safety and Survival Research
MARI 6001	Statistics and Research Design for Maritime Studies
MARI 6002	Science Communication for Maritime Studies (may be offered in accelerated format)
MARI 6003	Human Factors in Safety and Survival (may be offered in accelerated format)
MARI 6004	Special Topics in Safety and Survival (Learning) (prerequisite: MARI 6000)
MARI 6005	Special Topics in Safety and Survival (Human Behavior) (prerequisite: MARI 6000)
MARI 6006	Special Topics in Safety and Survival (Engineering Technology) (prerequisites: MARI 6000)
MARI 6007	Qualitative Methods
MARI 6008	Public Safety
MARI 6009	Special Topics in Public Safety (may be offered in accelerated format) (prerequisite: MARI 6000)

Course descriptions can be found here:

<https://www.mi.mun.ca/programsandcourses/programs/graduatecourses/>

Note: It is possible to take courses from other programs if approved by the supervisory committee and SGS.

Optional Additional Training

If you will be working onboard boats or perform fieldwork or lab work, you may need to complete one or more of the following:

- Basic First Aid
- Marine First Aid
- WHMIS
- Marine Emergency Duties A1

Consult with your supervisor regarding any other safety training you might require to conduct your research. Much of this additional training is provided in-house by MUN and/or MI and is generally free of charge and based on availability.

Research Thesis

Theses shall conform with General Regulations, Theses and Reports of the School of Graduate Studies. As part of these regulations, all PhD. candidates are required to participate in a formal oral defense of their work.

It is expected that students in the Masters of Maritime Studies (Safety: The Human Element) option will complete a thesis containing original research that is of sufficient quality to be considered for publication in a scientific peer-reviewed journal or conference proceeding. Students completing the PhD. in Maritime Studies program will complete a thesis containing original research of sufficient quality for three or more manuscripts in scientific, peer-reviewed publications, as approved by their Supervisory Committee. Students will normally submit at least one manuscript for publication to a peer-reviewed journal before submitting their thesis for examination.

Thesis Proposals

In both MSc and PhD programs, students must submit a thesis proposal to the supervisory committee, to be completed by the end of the second semester (for both fulltime and part-time students). The proposal shall be approximately 15 pages in length minimum containing a project description with objectives, methods, a timetable and budget. Its purpose is to ensure that the student has a clear research plan.

It is understood that research questions often change over the course of executing a study – therefore this proposal is meant to help the student get started early on their research, rather than constraining them to a single question over the course of their program. In addition to a written

proposal, there is also a non-mandatory option to have a verbal presentation to the supervisory committee and/or external parties. This can be discussed and decided upon by the student and supervisory committee what is desired.

Comprehensive Examination Guidelines – PhD Only

PhD students have to complete a Comprehensive Examination before the end of their 7th semester of enrollment. If a student does not complete and pass a comprehensive examination within this time frame, they will be terminated from the program.

An examination committee will be created by the student and supervisor(s) and a reading list is generated. The Comprehensive Examination for this PhD program consists of both a written and oral component. Once an examination date is set, the student will be given the topic and materials with 2 weeks to prepare their written report and submit to the examination committee. The committee has 1 week to review prior to the oral examination date for which it is decided if the student proceeds to the oral examination component or requires further work or failure. The oral component consists of a student presentation lastly no more than 20 minutes with 3 rounds maximum of examination committee questions.

SGS Calendar text on Comprehensive Examinations (NOTE: for Maritime Studies PhD program only!): <https://www.mun.ca/university-calendar/school-of-graduate-studies/school-of-graduate-studies/4/8/#4.8.2>

Ongoing Requirements – All Students

Every year, a Supervisory Report form (https://www.mun.ca/sgs/Supervisory_Report.pdf) should be completed and included in the student's file.

At least once per year, the entire supervisory committee must meet with the student for a committee meeting (committee members may attend by teleconference if needed, though physical presence is preferred). In addition to submitting a Supervisory Report, the student, supervisor, and committee members should revisit their respective letters of understanding, and update the funding plan.

It's okay for things to change, but it's critical to be transparent about it. All reports should be submitted to the Graduate Secretary, who will forward them on to SGS.

Graduating

MSc Exit Seminar and Examination

When a MSc student is nearing the completion of their thesis the following procedure should be taken:

1. The student submits a draft version of their thesis to their supervisor and committee;

2. A final seminar is organized for the student to present their work. This presentation is not linked to their formal grading, but rather an opportunity to share their work and receive feedback before final submission;
3. Oral and/or written feedback/inputs are provided to the student by their supervisor and committee members;
4. Submission of final thesis to examination (to examiners).

Once the thesis draft has been submitted to the supervisor and committee, MSc students must complete a final seminar in which they synthesize and communicate their research and key findings. Please note, it takes time for documentation to be submitted and processed by the differing stakeholders involved in the process. SGS provides the following document with estimated timelines and general procedures:

https://www.mun.ca/sgs/media/production/memorial/academic/school-of-graduate-studies/school-of-graduate-studies/media-library/Masters%20Examination%20Procedures_Revised.pdf

Here's how a final seminar works:

The student and supervisor should discuss a time and location for the exit seminar, ideally so that all committee members and examiners are able to attend, either in person or via teleconference. A room should be booked for the seminar, and all committee members should be notified of the date, time, and location. The room should be booked for 1.5 hours.

On the seminar day: Students will deliver a ~20-30 minute oral presentation about their thesis research. The presentation will be open to the public. A brief break will be offered at the end of the oral presentation, and before questions, so that members of the public may leave if they choose.

After conclusion of the oral presentation, a Question and Answer period will ensue. The supervisor and committee members will get the first chance to question the student. The student should expect questions that are broad, critical, and that will challenge them to place their research findings in the context of the academic field.

Once the supervisor and committee members have concluded asking questions, the remainder of the audience may ask questions as well. Normally, the entire seminar (presentation plus Q&A) should take place within a 1.5 hour period.

For external review of the thesis, the MSc examination procedures will be followed. This is governed by the SGS regulations on MSc examinations:

https://www.mun.ca/sgs/go/guid_policies/theses.php

PhD Defense and Examination

PhD Defense procedures are governed exclusively by the SGS regulations on PhD examinations and defense. The following link provides the procedure and relevant information:

Information on preparing your written PhD thesis, submission, submission for examination, oral defense and follow-up final submission:

<https://www.mun.ca/sgs/faculty-and-staff/theses-and-reports/>

<https://www.mun.ca/sgs/current-students/defence/phd-candidates/>

Please note, it takes time for documentation to be submitted and processed by the differing stakeholders involved in the process. SGS provides the following document with estimated timelines and general procedures:

https://www.mun.ca/sgs/media/production/memorial/academic/school-of-graduate-studies/school-of-graduate-studies/media-library/Doctoral%20Examination%20Procedures_Revised.pdf

Integrity and Research Ethics - Scholarly Essentials

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

<https://www.mun.ca/sgs/current-students/integrity-and-research-ethics-essentials/>

<https://www.mun.ca/sgs/current-students/integrity-and-research-ethics-essentials/integrity-and-ethics-scholarly-essentials/>

<https://www.mun.ca/student/student-supports-and-services/respectful-campus-community/student-code-of-conduct/>

Diversity and Inclusion

Memorial University's commitment to diversity and inclusivity is reflected in its mission, code, and values. While everyone is responsible for upholding these values, the School of Graduate Studies (SGS) believes it has a special responsibility to lead and foster equity initiatives given the breadth of diversity in graduate programs and the importance of inclusion in scholarship. SGS provides information and resources on these initiatives:

<https://www.mun.ca/sgs/about/diversity-and-inclusion/>

To help you during your time at Memorial, Student Life offers a number of supports to promote well-being, spiritual development, and personal growth: <https://www.mun.ca/student/student-supports-and-services/supports/>

Graduate Student Travel

During your program you may travel as part of your education and research, for example for data collection or to present and attend conferences. MUN has a detailed travel policy and procedures for graduate students before, during and after travel to facilitate planning, travelling and reimbursement. The following information resources are available and should be discussed with your supervisor before any travel:

https://www.mun.ca/sgs/media/production/memorial/academic/school-of-graduate-studies/school-of-graduate-studies/media-library/current/scholarships/TRAVEL_POLICY.pdf

Addition travel funding specifically for MUN and MI graduate students is available to apply for. Graduate students interested in requesting travel funding assistance must complete and submit a [Travel Request Form](#). For monies paid in advance of your travel, you can submit a [Travel Advance Form](#).

Accommodations

Graduate student accommodations are available on-campus and through MUN, as well as through the private market. SGS provides information and resources to help graduate students:

<https://www.mun.ca/sgs/current-students/searchable-awards-and-scholarship-database/finding-a-place-to-live/>

Program Checklists

MSc Maritime Studies (Safety: The Human Element)

	Task	Due by	Relevant form
	Identify a supervisor, secure their agreement to take you on as a student	Pre-Program	
	Supervisor must submit School of Maritime Studies Supervisor Commitment letter to graduate secretary	Pre-Program	School of Maritime Studies Supervisor Commitment letter
	Apply to the program – Your application will only be reviewed if someone has agreed to supervise you if accepted	May 15, Sept 15, or Jan 15	SGS Online Application
	Supervisor submits completed forms to Graduate Secretary: Program of Study, Funding Plan. Student completes and submits Accept/Decline form		Program of Study, Funding Plan, Accept/Decline
	Complete student-supervisor letter of understanding, and committee member letters of understanding	ASAP	Letters of Understanding

	Complete first committee meeting, submit meeting report to Graduate Secretary	End of 3 rd month	Graduate Student Annual Program and Supervisory Report
	Complete thesis proposal	Prior to verbal proposal presentation	
	Conduct verbal proposal presentation	ASAP or by beginning of 4 th semester	
	Complete MARI 6000, MARI 6002, MARI 6001, MARI 6003 + 1 elective course	End of 4 th semester	
	Complete any additional courses assigned by committee	As specified by committee	
	Complete second committee meeting, submit meeting report	Second year of program	
	Complete thesis		
	Submit thesis for formal review. Initiate examination procedure: http://www.mun.ca/sgs/masters_examinations.pdf		Supervisory Approval Form (SAF) recommendation of examiners form.
	Perform exit seminar	After submission of thesis	
	Conduct revisions as required		
	Initiate graduation procedures as per https://www.mun.ca/sgs/current/graduation.php		Recommendation for the Award of a Graduate Diploma/Degree, Thesis/Report Deposit, and Request to Include Copyright Material

PhD Maritime Studies

Task	Due by	Relevant form
Identify a supervisor, secure their agreement to take you on as a student		
Apply to the program – Your application will only be reviewed if someone has agreed to supervise you if accepted	May 15, Sept 15, or Jan 15	
Supervisor submits completed forms to Graduate Secretary: Program of Study, Funding Plan. Student completes and submits Accept/Decline form		Program of Study, Funding Plan, Accept/Decline

	Complete first committee meeting, submit meeting report	End of 3 rd month	Graduate Student Annual Program and Supervisory Report
	Complete PhD thesis proposal	Prior to delivering verbal proposal presentation	
	Conduct verbal proposal presentation	End of 4 th semester	
	Complete MARI 6000, MARI 6002, MARI 6001, MARI 6003 if not already completed as part of MSc	End of 4 th semester	
	Pass comprehensive exam See: http://www.mun.ca/regoff/calendar/sectionNo=G RAD- 0024#GRAD-0778	End of 7 th semester	Recommendation for PhD Comprehensive Examination
	Complete any additional courses assigned by committee	As specified by committee	
	Every year: Do a committee meeting, file report	Annually	Graduate Student Annual Program and Supervisory Report
	Complete thesis and submit for formal review. See: http://www.mun.ca/sgs/PhD_examinations.pdf		Supervisory Approval Form, Thesis/Report Deposit, and Request to Include Copyright Material
	Supervisor recommends examiners. Examination begins		SAF recommendation of examiners form
	Schedule defense in conjunction with graduate officer. Defend thesis		
	Conduct revisions as required. Resubmit		
	Initiate graduation procedures as per https://www.mun.ca/sgs/current/graduation.php		Recommendation for the Award of a Graduate Diploma/Degree

Appendix A: Letter of Understanding for Supervisors and Graduate Students Template

Creating a Letter of Understanding for Advisors/Supervisors and Graduate Students

This document was prepared by the Canadian Association of Graduate Studies (CAGS- November 2012) to provide member institutions with a comprehensive resource for the development of a *Letter of Understanding* between Advisors/Supervisors and Graduate Students. In an attempt to create a generic template that is applicable to many disciplines, some suggestions may be more appropriate than others. Please use these ideas and others that may be appropriate to develop suitable agreements.

WHY DEVELOP A LETTER OF UNDERSTANDING?

Graduate studies are not only a life and career enhancing activity for students, but also a vital component of research and scholarship in Canada, important drivers of the nation's productivity and essential for global competitiveness. The role of supervisors and supervisory committees, as well as the relationship between students and their supervisors, are key components affecting the success of research-stream students in their programs. Superimposed upon the student-supervisor relationship are the roles of supervisory committees, graduate program committees, departmental bodies, and offices of faculties/schools of graduate studies. Further complicating the issue of graduate student supervision is the diversity in supervision culture across the University, where the relationship may range from a very structured "master to apprentice" scenario to a very unstructured, "subtle guide of an independent scholar" (CAGS, 2008, p 1-2).

Since conflict and tension can arise in situations where expectations, roles, and responsibilities are unclear or mismatched, it can be helpful for parties to develop a written agreement on such issues. A *Letter of Understanding* provides a basis for developing a shared understanding of the responsibilities of students, directors and academic units in the pursuit of graduate education. The discussion creates an opportunity to clarify individual expectations and inform one another of challenges which may arise during the course of study.

This document should be viewed as a tool to initiate discussion during the early stages of the graduate program, with an awareness that the relationship and expectations will evolve with time. The parties may wish to use this template not only for verbal discussion but also as a written letter of understanding that will help to guide the relationship and expectations of the student, their advisor/supervisor, and the relevant departments/faculties.

ROLES & RESPONSIBILITIES

The student is the main party responsible for the study program and the performance of related activities, such as the submission of a master's or doctoral thesis and should demonstrate a deep commitment to the course of study and interest in the selected research topic.

Roles and responsibilities, especially those assigned to the graduate unit, may vary between institutions. The graduate unit may refer to the faculty/school of graduate studies or the department/centre in which the student is enrolled. ***Feel free to modify this document so that it best meets the needs of the student, advisor/supervisor and best describes the situation for your program and institution.***

Academic Development

It is the student's responsibility to:

- Develop the necessary skills and learning approaches suitable for an advanced degree;
- Exhibit independent judgment, academic rigor, and intellectual honesty;
- Complete research, course work and/or thesis within the period that is typical for specific degree program;
- Give due consideration to workload and exercise care in the performance of the work assigned;
- Submit their material in a timely manner so as to receive an adequate assessment;
- Make timely progress towards completion of degree and spend the required number of hours carrying out research activities;
- Be available to complete the work assigned and reduce any time devoted to paid activities unrelated to their studies;
- Determine with the assistance of the advisor/supervisor, a yearly renewed or revised collaboration/study plan (or more frequently if the need arises).

It is the advisor/supervisor's responsibility to:

- Ensure that the student's master's or doctoral thesis is suitably aligned with the number of credits awarded and that the project is manageable with respect to the educational program objectives and the time allocated for the completion of the program;
- Ensure that student's project has an appropriate hypothesis/question and achievable goals;
- Assist the student in developing their research interests and help the student modify the program when unforeseeable problems arise;
- Determine how and when the supervisory committee should be formed;
- Provide the student with suitable resources and work space;
- Provide supervision in a way which leaves the student with room for autonomy (especially for doctoral students);
- Provide timely feedback to thesis drafts and writings submitted by the student in accordance with an agreed upon schedule;
- Be open, honest and fair with the student when academic performance is not meeting expectations;
- Provide appropriate mentorship and guidance;
- Establish with each student a yearly renewed or revised collaboration/study plan (or more frequently if the need arises).

It is the graduate unit's responsibility to:

- Have procedures in place to connect students and potential supervisors, and to allow and/or ensure a change in supervisor in the unlikely event that this becomes necessary;
- Provide mechanisms to assist students with selection of a supervisor and with major program milestones such as the beginning of research or thesis writing. Examples include: assigning senior graduate students as mentors; arranging for a temporary faculty advisor if choice of supervisor is not immediately available and workshops on healthy supervisory relationships.
- Advocate for and work with other departments at the university to ensure adequate resources such as Library, writing resources, computer labs, and space, are available to support the student in fulfilling their program requirements.

Communication

It is the student's responsibility to:

- Meet regularly/weekly/monthly (as determined) with advisor/supervisor and advisory/supervisory committee to report on research progress and to meet deadlines, in compliance with established program terms;
- Provide the advisor/supervisor with a written report to allow time for review and comment before meeting;
- Hold face-to-face meetings with advisory/supervisory committee at least once per year, but preferably every six months and provide a progress report and future plans to the committee at least a week in advance of meetings;
- Participate in departmental meetings, seminars and training regularly as determined with advisor/supervisor;
- Attend meetings to assess the performance of their study program, more specifically with respect to the preparation and submission of his or her master's or doctoral thesis.
- It is the advisor/supervisor's responsibility to:
 - Meet regularly/weekly/monthly with the student to provide guidance, assess progress and assist student in the goal of completing the program on time;
 - Monitor the accuracy, validity, and integrity of student's progress and respond in timely manner with comments/revisions to drafts of applications, reports or research presentations;
 - Meet with the student to discuss specific provisions related to their course of study, especially regarding intellectual property and financial support;
 - Ensure that the student is aware of relevant policies and procedures for the conduct of research;
 - Assist the student in the presentation of their work as it progresses, in accordance with preset program parameters;
 - Be available to meet with the student and at the student's request to provide support to the student towards the progress and completion of the program;
 - Make arrangements to ensure the continuity of supervision during leaves or extended periods of absence.

Example Letter Content:

Students in the School of Maritime Studies programs must have a supervisory committee, as defined in the SGS general regulations. This letter is designed to clarify expectations between students, supervisors, and committee members.

We recognize that projects evolve over time, and arrangements may change. Please complete this agreement at every annual committee meeting.

Authorship

- I expect to be a co-author on all papers deriving from the thesis*
- I expect to have the opportunity to earn authorship on any paper derived from the thesis
- Authorship discussions will be held on a paper-by-paper basis
- Other: _

*Except when doing so would violate the policies of the academic journals to which the work is being submitted (e.g. if a committee member does not meet the journal's authorship criteria)

- Financial
- I am committing direct financial support to the project. Specify: _
- I am not committing direct financial support to the project
- Other: _

Mentorship

- I expect to be closely engaged in the conception and execution of the project**
- I will be regularly available, but expect the student and supervisor to primarily lead the project
- I will be sporadically available
- I will be only be available for annual committee meetings
- Other: _

Data

Do you foresee any issues about data ownership or dissemination?

Other (please articulate):

Committee Member Date

Supervisor Date

Graduate student Date

Sample Completed Funding Plan

Note: This plan is for guidance and transparency purposes only. It is understood that plans may change as the program progresses.

Please try to forecast two years into the program, and indicate all sources:

Program:	M.Sc Maritime Studies (Safety: The Human Element)	Ph.D Maritime Studies
Semester (Fall, Winter, or Spring)	Amount	Source(s) (underline sources that are CERTAIN)
Fall 2018	\$6,333.33	My Research Grant
Winter 2019	\$6,333.33	My Research Grant
Spring 2019	\$11,667.00	NSERC CGS-D
Fall 2019	\$11,667.00	NSERC CGS-D
Winter 2020	\$11,667.00	NSERC CGS-D
Spring 2020	\$11,667.00	NSERC CGS-D

Notes:

This student has five publications out of her M.Sc and a 4.0 GPA. We are confident she will be likely to receive the NSERC award.

Appendix C: Key MI Contacts and Support Staff

Key Student Support Staff at MI – Who to talk to and when:

I need to	Contact	Contact Information
...get paid. (I am in a research-based program and using grants and or SGS baseline funding).	Arlene Clarke, Graduate Student Support Specialist	Arlene.Clarke@mi.mun.ca 709-778-0519
...submit paperwork pertaining to the graduate program (e.g., progress reports).	Arlene Clarke, Graduate Student Support Specialist	Arlene.Clarke@mi.mun.ca 709-778-0519
...take a leave of absence. ...discuss course registration ...discuss current course offerings	Dianne Hunt-Hall, Coordinator of Advanced Programs	Dianne.Hunt-Hall@mi.mun.ca 709-778-0682
...defer an exam (Deferred exam process - application, approval/denial, coordination with CITL to arrange deferred exam)	Dianne Hunt-Hall, Coordinator of Advanced Programs	Dianne.Hunt-Hall@mi.mun.ca 709-778-0682
...inquire about my grades (Questions on grades/academic standing (extension, grade not received, incomplete, etc.))	Dianne Hunt-Hall, Coordinator of Advanced Programs	Dianne.Hunt-Hall@mi.mun.ca 709-778-0682
...discuss or access student services.	Angie Clarke Director of Academic and Student Affairs	Angie.Clarke@mi.mun.ca 709-778-0565
...review course descriptions	See website	https://www.mi.mun.ca/programsandcourses/programs/graduatecourses/
...defer an exam	See website	https://www.mi.mun.ca/d2l/deferredexams.html
...discuss program requirements	Rose Ricciardelli Steven Mallam Academic Directors	Rose.Ricciardelli@mi.mun.ca Steven.Mallam@mi.mun.ca 709-778-0410
...request workspace	Shane Regular Student Liaison Officer	Shane.Regular@mi.mun.ca 709-778-0611
MSc/PhD Maritime Studies	Steven Mallam, Academic Director	steven.mallam@mi.mun.ca 709-778-0410
...speak to the Head of the Unit.	Contact the office of the Head of the Unit.	
SMS (School of Maritime Studies)	Ebony Lawrence Administrative Assistant	Ebony.Lawrence@mi.mun.ca 709-778-0360
OSRU (Ocean Safety Research Unit)	Kimberly Murley Unit Coordinator	Kimberly.Murley@mi.mun.ca 709-778-0392

Support Staff at CMS, OSSC, and SERT

Students may be affiliated with CMS, OSSC, or SERT. Desk space, mailboxes, and printing services are available for students within each centre. Specific policies around these topics are determined by the Centre's director:

CMS	OSSC	SERT
Ebony Lawrence Administrative Assistant 709-778-0360 Ebony.Lawrence@mi.mun.ca	Linda Gregory Administrative Coordinator Phone: 709-834-2076, ext. 0239 Linda.Gregory@mi.mun.ca	Janice Murphy Administrative Officer Phone: (709) 643-5550 ext. 230 Janice.Murphy@mi.mun.ca

Appendix D: MUN/MI Resources and Services

Mail: Handled by the School Administrative Assistant. Outgoing mail is in the central SMS office, W3000D. Inter and intra-campus mail is free. To mail outside of MI, use MI envelopes. No personal mail, please – business only.

Desk Space: Handled by the School and Academic Student Affairs. Every student and postdoc will be assigned a workspace. Supervisors and graduate students should be in touch with Student Liaison Officer to request a designated space.

Facilities Issues:

<https://www.mi.mun.ca/departments/administrationandfinance/facilitiesandtechnicalservices/>

Marine Institute Vehicles: Discuss your vehicle request with your supervisor to ensure the department has an allowance in their budget for the expense. The supervisor then requests approval from the department head and then with the SMS Administrative Assistant Ebony Lawrence. Facilities will then be notified to coordinate transportation or related alternatives based on availability. A valid driver's license will be required by FTS to book transportation, if not already on file.

Keys: Specify room number and request with supervisor for access via email. Supervisor then contacts Ocean Safety Research Unit Coordinator to issue key request. Will be notified by email when keys are to be dispersed by (FTS) Facilities & Technical Services via Wilf Muggeridge, room W1037. Contact Wilf.Muggeridge@mi.mun.ca or 778-0341 for additional inquiries. Keys must be signed out and signed back with when no longer required.

Computers and Internet Access: For all network, email, and computer setups and related issues, contact the Help Desk within the Information Communication Technologies (ICT) department. <https://www.mi.mun.ca/departments/administrationandfinance/informationandcommunicationtechnologiesict/>

When corresponding as a student within MI/MUN and externally please use your Marine Institute Email @mi.mun.ca

Some supervisors provide laptops for their students and others don't. Discuss with your supervisor. If required, the supervisor will contact the ICT Help Desk to discuss laptop availability.

Photocopy and Printing Services: Handled by each School. Must use internal Xerox Printing Services. Do not print personal documents. If you require a large number, or specialized documents please contact Print & Mail Services with MUN.

<https://www.mun.ca/printandmail/services/>

Print scientific papers only when required.

Self-Service: For access to additional services and other student resources go to my.mun.ca

<https://www.mun.ca/cio/it-services/security-and-information-protection/mun-login/>

Webmail: To access your outlook email remotely, login with your computer login username and password provided through the ICT Helpdesk.

<https://webmail.mi.mun.ca/owa/auth/logon.aspx?replaceCurrent=1&url=https%3a%2f%2fwebmail.mi.mun.ca%2fowa%2f>

Telephone: Handled by your School. You may or may not have a desk phone assigned to you. Dial 9 to reach an outside number. Long distance not included – use Skype (or equivalent) for conducting long distance communication. If a phone is required, please discuss with your supervisor and then the ICT Help Desk can be contacted for assistance.

Fitness: Talk to Sarah Hiscock at 778-0455 or recreation@mi.mun.ca, please see <https://www.mi.mun.ca/currentstudents/healthandwellness/fitnessandrecreation/>

Student Wellness and Counselling Centre: This Centre provides a variety of services pertaining to mental health and well-being: <http://www.mun.ca/counselling/home/>

For assistance within MI please contact our Wellness Navigator Georjanne.Worley@mi.mun.ca or 778-0426.

MUN Safe App: For campus emergency alerts, delays, and closures. <https://www.mun.ca/emergency/mun-safe/mun-safe-alerts/>

Accommodations: <https://www.mun.ca/become/graduate/graduate-life/graduate-housing/>

Graduate Student Union: <http://www.gsumun.ca/>

Teaching Assistants' Union: <http://www.mun.ca/taumun/>

Lecturer's Union: <http://www.mun.ca/lumun/>

School of Graduate Studies: <https://www.mun.ca/sgs/>

Internationalization Office: <https://www.mun.ca/international/>

Appendix E: First Week Checklist

Task	To do this, you must...	Talk to...
Get a key	Go through FTS	Supervisor & Unit Coordinator
Get student card	Go to the Registrar's office	Cashiers in Finance & Registration - C2210
Set up your MI computer account	Register with ICT	helpdesk@mi.mun.ca
Get a parking pass	Fill out a parking permit application on the Intranet http://mi.mun.ca/cims/park/	Cashiers in Finance & Registration - C2210
Establish direct deposit (for payroll)	Fill out Direct Deposit Form: https://www.mun.ca/finance/media/production/memorial/administrative/financial-and-administrative-services/media-library/forms/FAS_Direct_Deposit_Form.pdf	Supervisor & Graduate Student Support Specialist
Establish payroll	Include void cheque and/or bank account confirmation with your Direct Deposit Form and submit it to the Graduate Student Support Specialist, who will submit it to SGS	Supervisor & Graduate Student Support Specialist
Complete WHMIS/GHS training		Supervisor