MASTER OF SUSTAINABLE ENVIRONMENTAL MANAGEMENT
MASTER OF WATER SECURITY
MASTER OF ENVIRONMENT AND SUSTAINABILITY
DOCTOR OF PHILOSOPHY IN ENVIRONMENT AND SUSTAINABILITY
Please advise Academic Program Manager Carolyn Pytyk of any issues with the content of this document.
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WELCOME TO THE SCHOOL OF ENVIRONMENT AND SUSTAINABILITY

The School of Environment and Sustainability (SENS) is an international model of excellence for interdisciplinary, solution-oriented and experience-based learning for issues dealing with environment and sustainability. We aim to provide high-quality mentorship of interdisciplinary researchers and practitioners within the context of sustainability education. Our faculty bridge multiple disciplines across the natural, physical and social sciences, as well as the humanities and engineering, to address the most challenging environmental and sustainability issues faced by society. We are pleased to welcome you to the SENS community!

This handbook contains information about policies and procedures governing the SENS graduate programs. While the School has worked to ensure that its procedures adhere to the standards of the College of Graduate and Postdoctoral Studies (CGPS) at the University of Saskatchewan, faculty, staff, and students should contact the School’s Graduate Chair to resolve any conflicting information between this handbook and CGPS procedures.
Message from SENS Leadership

Welcome to the School of Environment and Sustainability!

We are very pleased that you have chosen SENS for your graduate education. You are now part of a diverse and vibrant community dedicated to intellectual discovery, translating knowledge into meaningful solutions, and your personal and professional growth. You have joined the ranks of an elite group of people engaged in a unique brand of solution-oriented, interdisciplinary scholarship addressing a wide variety of issues pertaining to environment and sustainability. We are eager to see how you will engage with and enrich our School, and how we can help you succeed and advance to the next phase of your career.

SENS faculty and students come to the School from diverse backgrounds including geography and planning, conservation science, biocultural diversity, environmental governance, hydrology, biology, watershed modelling, environmental toxicology, engineering, history, public policy, and education. Wherever possible, we endeavour to incorporate the UN’s Sustainable Development Goals (SDGs) and framework into our research and teaching.

We expect students to build upon their existing knowledge while investigating other fields of study and ways of knowing with which they are less familiar. This requires imagination, flexibility, and dedication to ensure that your graduate degree works for you and prepares you appropriately for your future. Our alumni have found jobs in a wide variety of sectors and developed meaningful and exciting careers. We anticipate that by investing in yourself and your future, you will also find your own path to success.

Throughout the year, you will receive notices about School events and activities. We encourage you to participate directly in the SENS Students’ Association (SENSSA), and to cultivate meaningful relationships with your peers—a challenging feat now that we are restricted to virtual spaces for the time being. Rest assured, our professors, staff, and students are committed to keeping our community thriving during these challenging times.

As the world enters an era of unprecedented change, innovative thinkers and collaborative practitioners are needed more than ever. SENS aims to offer its students the education, skills, and support they need to make a genuine and positive impact on the world. Our faculty and staff look forward to supporting you in your studies this year, and to following each of you through your graduate studies here at SENS and in your careers beyond.

Best wishes for a successful year,

Karsten Liber, PhD
Executive Director (Interim) and Distinguished Professor

Maureen Reed, PhD
Assistant Director Academic, and Distinguished Professor
MESSAGE FROM THE GRADUATE CHAIR

Dear Students:

A very warm welcome to the School of Environment and Sustainability on behalf of our faculty, staff and the University of Saskatchewan. Our students, who offer ideas, enthusiasm and willingness to exchange perspectives on all things related to the environment and sustainability, are the most valuable assets of the School. You will be supported by a vibrant and uniquely interdisciplinary faculty committed to excellence in scholarship, mentoring and community engagement.

SENS is pleased to offer you a wide variety of perspectives, expertise and development opportunities in each of our four graduate programs. We have developed a strong and multidimensional curriculum that includes field, experiential and innovative classroom components. You will soon see that the collaboration and interaction that develops between the students and faculty of the School will provide you with an excellent interdisciplinary foundation to investigate and understand the interactions between humans and the environment, and to foster sustainable systems.

As graduate chair, my role is to help you make the most of your experience as a graduate student in SENS. Please contact me if you have any questions or just need to talk to someone with whom you can speak freely. I am looking forward to working with each one of you during your time as a student.

Welcome to the SENS community!
Dr. Karl-Erich Lindenschmidt, Graduate Chair
MESSAGE FROM SENS STUDENT ASSOCIATION (SENSSA)

Dear Graduate Students,

On behalf of the School of Environment and Sustainability Students’ Association, we want to say congratulations on being accepted to the University of Saskatchewan.

The School of Environment and Sustainability Students’ Association (SENSSA) is a student organization that promotes and supports the interests of graduate students at SENS. As an association, our objectives are:

- to serve as the administrative and representative body of graduate students within the School of Environment and Sustainability (SENS);
- to promote the unity and welfare of graduate students within SENS;
- to support the intellectual, social, and political activities of graduate students within SENS;
- to promote and maintain communication with other graduate students and the Graduate Students’ Association (GSA);
- to offer activities to its members;
- to increase the awareness of matters related to sustainability within its membership and the community;
- to promote sustainability in all its endeavours.

Keep in mind that because SENSSA is a student organization, there are different ways that you can get involved. These opportunities include participating in our social and/or wellness events, becoming a SENSSA council member, or perhaps running for one of the SENSSA Executive positions. Your involvement with SENSSA could not only be a fun experience, but it would also be an excellent addition to your CV or resumé.

We wish you all the best at the University of Saskatchewan, and we wish you an excellent experience here. We look forward to welcoming you in person at the beginning of the program, or during one of our social events.

“Individually, we are one drop. Together, we are an ocean.” —Ryunosuke Satoro

Sincerely,
Your SENS Students’ Association
VISION, MISSION, AND CORE VALUES

VISION:
Support the mutual flourishing of humans and the natural environment.

MISSION:
At SENS we collaborate to conduct use-inspired research, tackling the grand challenges of sustainability as laid out by the United Nations Sustainable Development Goals—a universal call to action to end poverty, protect the planet, and ensure that all people enjoy peace, dignity, and prosperity.

CORE VALUES:
As a School, we value:
- Scholarly dialogue and debate regarding environment and sustainability
- Interdisciplinary and transdisciplinary scholarship
- Innovation and academic excellence among students and faculty
- Student growth and success
- Systems and holistic approaches to environmental sustainability
- Working on a variety of spatial and temporal scales
- Collaboration in teaching, research, and engagement
- Consultative and cooperative decision-making
- Respectful and substantive engagement with wide communities
- Inclusion of different ways of knowing
- Supporting sustainable and healthy communities and environments
- Making a difference through public discourse, deliberative processes, and informed citizenship
- Leading by example through attention to our own environmental footprint
GRADUATE ATTRIBUTES

SENS graduates...

Think holistically with ethical intent
• Apply critical and creative thinking to sustainability problems
• Transcend disciplinary boundaries to achieve harmonious integration of human and natural systems
• Identify and assess how human and natural systems work and interact

Deeply understand sustainability
• Explain and understand the origins and multiple dimensions of sustainability
• Think across and within systems
• Develop a fulsome vocabulary to demonstrate a deep understanding of sustainability
• Understand how complexity and uncertainty affect the sustainability of socio-ecological systems

Integrate a range of perspectives and ways of knowing
• Demonstrate and encourage respect for a range of perspectives and ways of knowing
• Are able to articulate the benefits and limitations of a range of perspectives and ways of knowing
• Are profoundly aware of their own position, its strengths, limitations, and assumptions

Are ambassadors for sustainability and agents of change
• Mobilize theory into practice to solve problems
• Ask bold/difficult/challenging questions
• Are courageous, tenacious risk-takers in the face of change
• Can perceive practical solutions and new insights to sustainability challenges

Have research expertise
• Can work effectively in interdisciplinary, inter-cultural and/or cross-sectoral teams
• Understand the process of research
• Know how to design and execute effective interdisciplinary research
• Can synthesize, integrate, analyze and evaluate data for the purpose of creating new knowledge
• Know how to conduct research ethically

Demonstrate collaborative, leadership and professional skills in knowledge sharing
• Can work effectively in interdisciplinary, intercultural and/or cross-sectoral teams
• Can plan and manage sustainability projects and research
• Can effectively manage self in the context of sustainability projects (e.g. setting realistic deadlines, being reliable, working effectively under uncertainty, solving problems, maintaining a positive attitude, modelling professional conduct)
• Can facilitate, mediate, translate, and communicate knowledge to appropriate audiences in many different forms

Have a substantive area of expertise in keeping with their program of study
• Demonstrate excellence within their chosen field of study
• Can create, analyze, synthesize and communicate within their field(s) of study
• Can communicate their expertise effectively to those outside that field
ACADEMIC INTEGRITY

At the University of Saskatchewan, “integrity is expected of all students in their academic work—class participation, examinations, assignments, research practica—and in their non-academic interactions and activities as well.”¹

What academic integrity means for students:
- Perform your own work unless specifically instructed otherwise.
- Check with your instructor about whether collaboration or assistance from others is permitted.
- Use your own work to complete assignments and exams.
- Cite the source when quoting or paraphrasing someone else’s work. Discuss with your professor if you have any questions about whether sources require citation.
- Follow examination rules.
- Discuss with your professor if you are using the same material for assignments in two different courses.
- Be truthful on all university forms.
- Use the same standard of honesty with fellow students, lab instructors, teaching assistants, sessional instructors and administrative staff as you do with faculty.²

Please consult the
- University Library for more information about Academic Integrity and the Library’s Academic Integrity Tutorial, and
- Office of the University Secretary for more information about Academic Misconduct

²Ibid.
COMMITMENT TO EQUITY, DIVERSITY AND INCLUSION

The School of Environment and Sustainability is committed to working towards improving the equity, diversity, and inclusion of our community and beyond. The School fully supports the equity goals of the College of Graduate and Postdoctoral Studies and the University of Saskatchewan. To address these issues in the key areas of access, support, curriculum, research opportunities, methodology, and pedagogy, the School of Environment and Sustainability makes the following commitments:

- The School’s Graduate Chair will serve as Equity Advisor;
- SENS offers equal opportunities for all persons of any backgrounds to participate in its programs;
- To increase the enrollment of indigenous students, the School will consider eligible for scholarship support all Canadian applicants from this group with a cumulative weighted average of 75% in the final two years of full-time undergraduate study (for the Master of Environment and Sustainability program) or during their Master’s program (for the Doctor of Philosophy in Environment and Sustainability program);
- The School recognizes that support should not merely be of a financial nature, but in addition, includes moral and social support. To enhance the feeling of belonging to the School and participation in the School’s activities, various initiatives will be undertaken on an ongoing basis. These initiatives include, but are not limited to, an orientation process for new students, support for a graduate student association for the School, annual meetings of all graduate students with the Graduate Chair on issues of interest, inclusion of graduate student representatives on School committees, where appropriate, and inclusion of graduate students in School activities, as appropriate;
- Recognizing that we are strongest when we are healthiest, the School will strive to ensure that all students are made aware of relevant campus and community health, wellness, and social supports, as well as applicable training opportunities that can strengthen our understanding of ourselves and each other;
- Because role models are important in the decision to enter graduate studies, the School will take equity considerations into account in the appointment of faculty, research assistants, and teaching assistants. The School will endeavour to provide role models for designated groups whenever possible in its selection of invited speakers;
- The School will endeavour to meet the special needs of any persons in designated groups, including alternate scheduling of classes, part-time or full-time status, time limits for program completion, and residency requirements; and,
- The Equity Advisor will advise the Admissions and Awards Committee of any special needs of students with disabilities who apply to or who are accepted into the graduate program.
SENS Graduate Programs: Overview

The School of Environment and Sustainability offers four innovative graduate programs:

Master of Sustainable Environmental Management (MSEM): Our MSEM students transcend disciplinary boundaries to manage complex problems and address sustainability challenges from the local to the global context. This program is intended to be completed in one or two years of study and provides students with theoretical and conceptual understandings of key contemporary sustainability issues, hands-on learning opportunities and appropriate methods for addressing sustainability problems, and professional/management skills. In 2020–2021, students will have the option to focus their MSEM studies in one of two areas: either Regenerative Sustainability or Energy Security. Students address real-world issues by working with a public, private, or non-profit partner, or on a faculty member’s research project. Graduates go on to work in industry, the non-profit sector, the public sector and in research organizations. (24 credit units of course work and a 6-credit unit project)

Master of Water Security (MWS): This program offers students the opportunity to develop knowledge and skills in both the physical and societal dimensions of water security. Water security is an interdisciplinary field of study that considers human impacts on the environment, and the linkages and feedbacks among atmosphere, land, and water systems. MWS students are taught and mentored by faculty from the Global Institute of Water Security and will complete the program in one year of full-time study. Students take course work in areas related to water security: hydrology, groundwater, data analysis and modelling, water quality, water policy, and resource management. Students also complete a water security research project with a public, private, research, or non-profit partner. (30 credits of course work and a 6-credit unit project)

Master of Environment and Sustainability (MES): The MES is a thesis-based program that provides students with the opportunities and skills to advance their understanding of environmental and sustainability challenges in today’s world. Education in complex problem-solving, the foundations of sustainability, and research skills prepares students to play a significant role in knowledge generation, translation and decision-making. Students can explore the meaning of interdisciplinary research by considering a wide range of scientific, technical, political, social, economic, and institutional factors that shape environmental and sustainability problems, their management and their potential solutions. (Minimum: 12 credit units of course work plus a thesis)

Doctor of Philosophy in Environment and Sustainability (PhD): This dissertation-based degree is for students who want an advanced education in researching 21st century environmental and sustainability challenges. Our PhD students attain a deep understanding of sustainability concepts while designing and implementing their own original research. These interdisciplinary scholars demonstrate excellence in their fields of study and are ready to become leaders in academia, industry, non-profit organizations and the public sector. (Minimum: 6 credit units of course work plus dissertation)

Please speak with your program director to access examples from previous years.
GRADUATE STUDENT SERVICES AND SUPPORTS

Irene Schwalm, Graduate Programs Advisor  
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Telephone 306.966.4331  
irene.schwalm@usask.ca  

Susan Prpich, Placement Coordinator  
Room 326 Kirk Hall  
Telephone 306.966.8337  
susan.prpich@usask.ca  

Carolyn Pytlyk, Manager, Academic Programs  
Room 338 Kirk Hall  
Telephone 306.966.8755  
carolyn.pytlyk@usask.ca

THE GRADUATE STUDENT COMMUNITY
The students enrolled in the School of Environment and Sustainability are a vital part of the School community. Given the broad scope of the field of environment and sustainability, students come to the School from many different disciplinary backgrounds and have diverse academic and research interests. A vibrant graduate student community provides intellectual stimulation for the School’s students, as well as a network of social support for those students who are new to Saskatoon.

SCHOOL OF ENVIRONMENT AND SUSTAINABILITY STUDENTS’ ASSOCIATION (SENSSA)
All graduate students in the School of Environment and Sustainability are automatically considered members of SENSSA. The mandate of SENSSA is as follows:
1. to provide for the administration of the activities of the graduate students within SENSSA;
2. to promote the unity and welfare of graduate students within SENSSA;
3. to serve and further the intellectual, cultural, and social activities of graduate students within SENS;
4. to promote and maintain communication with graduate students within the Graduate Students’ Association (GSA) of the University of Saskatchewan; and,
5. to promote sustainability in all its endeavours.

More information about SENSSA can be found on its website here.

THE GRADUATE STUDENTS’ ASSOCIATION
The Graduate Students’ Association (GSA) is the campus-wide body which advocates for the needs and concerns of graduate students at the University of Saskatchewan. The GSA represents graduate students on many University committees. Graduate students may contact the GSA for information or assistance with problems related to University affairs.

Graduate Students’ Association Emmanuel  
& St. Chad, 1337 College Drive

Mailing Address: Room 110 Place Riel 1 Campus Drive Saskatoon, SK Canada S7N 5A3  
Telephone: (306) 966-8471  
Facsimile: (306) 966-8598  
Website: www.gsa.usask.ca
**ADDITIONAL UNIVERSITY OF SASKATCHEWAN STUDENT SUPPORTS**

You will find many supports across the University:

- **The Student Wellness Centre** offers urgent and non-urgent physical and mental health care to University of Saskatchewan students and their spouses and children.

- **Student Central** can help with questions about finances, registration, academic life and more.

- **College of Graduate and Postdoctoral Studies (CGPS)**

- **International Student and Study Abroad Centre (ISSAC)** is a central support unit and a campus partner for all students, staff, and faculty. ISSAC is dedicated to fostering a welcoming, globally aware and inclusive campus community.

- **Aboriginal Students’ Centre** works in partnership with colleges and services across campus to support Aboriginal students.

- **Access and Equity Services (AES)** is guided by Saskatchewan’s Human Rights legislation and the duty to accommodate individuals requiring accommodations based on disability, religion, family status, and gender identity.

**SENS COMMUNICATIONS CHANNELS**

**PAWS**
There is a SENS channel in PAWS, so add it to your favourites. You can find links to helpful resources to plan your degree and manage your program, including the steps required to graduate. There are additional writing resources and links to campus services and supports like the International Student and Study Abroad Centre (ISSAC).

**USask Email Address**
Your USask email is connected to your PAWS account, and this is the email address used by your professors and the School to contact, connect, and keep you informed. Please ensure that you check this account regularly.

**SENS Communications**
Watch for emails from “SENS Communications”, keeping you up to date on SENS-related news and events. For wider-reaching campus events, follow University of Saskatchewan Environmental Programs on Facebook. You can also follow School of Environment and Sustainability - USask SENS on LinkedIn.

**SENSSA (SENS Students’ Association)**
SENSSA has a Facebook page and will send emails to your USask email account with updates on activities, seminars, and events.

Find School of Environment and Sustainability Students’ Association on Facebook.
The School of Environment and Sustainability is overseen by an Executive Director. The School’s core faculty hold standard or primary-joint appointments directly with the School, or they hold secondary-joint appointments with the School, in which case their main affiliation is with another academic unit. Several of the School’s faculty are affiliated with the Global Institute for Water Security or the Toxicology Centre.

### Administration

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<tr>
<td>Name</td>
<td>Position</td>
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<td>Jafar Soltan</td>
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<td>Andrew Watson</td>
<td>Assistant Professor</td>
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</tr>
</tbody>
</table>
PROJECT-BASED GRADUATE PROGRAMS

MASTER OF SUSTAINABLE ENVIRONMENTAL MANAGEMENT (MSEM)

Students from a wide variety of disciplines—ranging from the arts and social sciences to the life and physical sciences, pure and applied—are admitted to the MSEM program. Students should have sufficient background to pursue their chosen area of study. Students may be admitted on a conditional basis if they require additional courses to provide appropriate background training, but otherwise meet admission requirements.

Dr. James Robson is the MSEM Program Director. MSEM students with questions about their program should contact him at (306) 966-1017 or james.robson@usask.ca. Questions about focusing your MSEM studies on Energy Security can be directed to Dr. Andrea Kraj at a.kraj@usask.ca.

MSEM PROGRAM RESIDENCY AND MILESTONES

Residency in the program is considered fulfilled when all requirements are met. Graduate students and those involved in graduate studies are strongly encouraged to ensure that students move as expeditiously as possible through their programs. Master’s programs, whether full- or part-time, are limited to five years in length. This time is measured from the beginning of the first term of registration for work which is included in the program of studies (This may be course work done at the University of Saskatchewan or elsewhere, and, in general terms, includes thesis, project, or practicum work.). The following timeline is based on a September program start date.

The following checklist itemizes the benchmark tasks normally completed during the year-long MSEM program. This list is not presented in any set order, and the program is not limited to the items on this list.

<table>
<thead>
<tr>
<th>Year 1 Residency</th>
<th>Program Requirements (12-month program)</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>September to April</td>
<td>☐ Complete Master’s Program of Studies Form</td>
<td>Student and advisor</td>
</tr>
<tr>
<td></td>
<td>☐ Required courses: ENVS 805; ENVS 806; ENVS 807; ENVS 808; ENVS 990; ENVS 992;</td>
<td>Student with guidance and advice from the MSEM Program Director</td>
</tr>
<tr>
<td></td>
<td>☐ GSR 960 (GSR 961 and/or GSR 962 may also be required.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ 12 credits of electives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ ENVS 992 – project and faculty advisor selection process</td>
<td>Student &amp; MSEM Program Director</td>
</tr>
<tr>
<td></td>
<td>☐ Prepare project proposal</td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td>☐ Receipt of ethical approval to conduct research; refer to the Ethics website</td>
<td>Student, prior to any field work</td>
</tr>
<tr>
<td></td>
<td>☐ Complete Graduate Student Progress Report</td>
<td>Advisor</td>
</tr>
<tr>
<td>May to August</td>
<td>☐ Data collection and analysis</td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td>☐ Completion of project</td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td>☐ Participate in proposal symposium (project presentation)</td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td>☐ Copy of project submitted to School and to partner organization</td>
<td>Student</td>
</tr>
<tr>
<td>After Year 1 (if needed)</td>
<td>☐ ENVS 990 attendance requirements are met at the end of the second year of residency or when program requirements are met, whichever comes first. Students will have met program requirements when all course work on the program of studies and the ENVS 992 project have been completed.</td>
<td>Student</td>
</tr>
</tbody>
</table>
REQUIREMENTS

COURSE WORK
A fully qualified MSEM student is required to take a minimum of 30 credit units (course work and a project). The required core courses are

- ENVS 805.3: Data-driven Solutions for Sustainability (modified course title)
- ENVS 807.3: Sustainability in Theory and Practice

Students must work with the Program Director on course selection for the remaining course credit units. Students can choose to focus their MSEM studies in one of two areas: Energy Security or Regenerative Sustainability. More information SENS courses can be found in the University Course Catalogue.

MSEM students are also required to register in

- ENVS 990.0: Seminar in Environment and Sustainability and
- ENVS 992.6: Project in Environment and Sustainability.

All graduate students at the University of Saskatchewan are required to complete GSR 960: Research Ethics, and may be required to take either GPS 961: Ethics and Integrity in Human Research or GPS 962: Ethics and Integrity in Animal Research, depending on the nature of their project, thesis, or dissertation work.

All courses being taken will be recorded on the student’s program of studies. A full-time MSEM student can complete the minimum course requirements and the project in one year of full-time study (September to August). Additional courses may be required if the MSEM Program Director feels that the student’s background is deficient in some area that is required to complete the final project.

At the Master’s level, students must achieve a grade of at least 60% in all graduate courses required for the degree and maintain an overall weighted average of at least 70% in those courses to retain standing.

SEMINAR
The Seminar in Environment and Sustainability (ENVS 990.0) is a requirement for all MSEM students. To receive credit for this course, graduate students must attend and contribute to the seminar. This program is directed by a faculty coordinator who recommends to the Graduate Chair that credit for ENVS 990 be granted once the course requirements have been met. All SENS students are required to attend the seminar for the first two years of their program, or for the duration of their program, whichever is shorter in length.

ENVS 992: SERVICE-LEARNING PROJECT PLACEMENT
ENVS 992.6: Project in Environment and Sustainability is intended to give students an opportunity to investigate applied topics in environment and sustainability. This may include scientific, technical, social, economic, cultural, institutional, or other appropriate attributes of environmental and sustainability challenges. Projects should be interdisciplinary in scope and should allow students to further develop critical thinking and applied research and project management skills as they investigate environmental problems through service learning. The ENVS 992 Placement Director is responsible for overseeing ENVS 992. You can find more information about ENVS 992 here.

EVALUATION
Students will be evaluated in two main ways. They will receive grades for each course that they take, with these grades determined by the assigned course instructors and based on the assessment criteria set by the relevant course syllabus. They will also receive grades associated with the ENVS 992 Placement. While the faculty advisor and partner organization co-advisor are ultimately responsible for assigning most grades, the Placement Director will participate in the evaluation of the project presentation and student’s professional performance.
The MWS program, a joint initiative between SENS and the Global Institute for Water Security (GIWS), consists of 30 credit unit of course work plus a 6-credit unit project placement. Students from a wide variety of disciplines—from the arts and social sciences to the life and physical sciences, pure and applied—are eligible to apply to the MWS program. As such, no specific background training is required, but students should have sufficient background to pursue the Master’s.

Dr. Andrew Ireson is the MWS Program Director. MWS students with questions about their program should contact him at (306) 966-8020 or andrew.ireson@usask.ca.

MWS PROGRAM RESIDENCY AND MILESTONES

Residency in the program is considered fulfilled when all requirements are met. Graduate students and those involved in graduate studies are strongly encouraged to ensure that students move as expeditiously as possible through their programs. Master’s programs, whether full- or part-time, are limited to five years in length. This time is measured from the beginning of the first term of registration for work which is included in the program of studies (This may be course work done at the University of Saskatchewan or elsewhere, and, in general terms, includes thesis, project, or practicum work.). The following timeline is based on a September program start date.

The following checklist itemizes the benchmark tasks normally completed during the yearlong MWS program. This list is not presented in any set order, and the program is not limited to the items on this list.
Requirements

Course Work
A fully qualified MWS student is required to take a minimum of 36 credit units (30 cu of course work and a 6-cu project). The required courses (30 credit units) are

- ENVS 806.3: Field Skills in Environment and Sustainability
- GEOG 826.3: Fundamentals of Hydrology
- ENVS 805.3: Data-driven Solutions for Sustainability (modified course title)
- ENVS 815.3: Modelling for Water Security
- ENVS 816.3: Chemicals in Aquatic Systems
- ENVS 817.3: Fundamentals of Hydrogeology
- ENVS 820.3: Water and Human Health and Wellbeing
- ENVS 821.3: Sustainable Water Resources
- ENVS 829.3: River, Lake and Wetland Science
- JSGS 870.3: Water Policy in an Age of Uncertainty

MWS students are also required to register in

- ENVS 990: Seminar in Environment and Sustainability (no credit units) and
- ENVS 992.6: Project in Environment and Sustainability (MWS students register in their own section of ENVS 992).

For complete, up-to-date information on MWS courses, please consult the 2020–2021 University Catalogue.

All required courses will be noted on each student’s program of studies. A full-time MWS student can complete the minimum course requirements and the project in one year of full-time study (September to August).

All graduate students at the University of Saskatchewan are required to complete GSR 960: Research Ethics, and may be required to take either GPS 961: Ethics and Integrity in Human Research or GPS 962: Ethics and Integrity in Animal Research, depending on the nature of their project, thesis, or dissertation work.

At the Master’s level, students must achieve a grade of at least 60% in all graduate courses required for the degree and maintain an overall weighted average of at least 70% in those courses to retain standing.

Seminar
The Seminar in Environment and Sustainability (ENVS 990) is a requirement for all MWS students. To receive credit for this course, graduate students must attend and contribute to the seminar. This program is directed by a faculty coordinator who recommends to the Graduate Chair that credit for ENVS 990 be granted once the course requirements have been met.

ENVS 992: Service-Learning Project or Faculty Project with a Client
ENVS 992 is intended to give students an opportunity to investigate applied topics in water security. This may include scientific, technical, social, economic, cultural, institutional, or other appropriate attributes of water security challenges. Projects should be interdisciplinary in scope and should allow students to further develop critical thinking and research skills as they investigate water security problems through service learning. You can find more information about ENVS 992 here.

Evaluation
Students will be evaluated in two main ways. They will receive grades for each of the courses that they take, with these grades determined by the assigned course instructors and based on the assessment criteria set by the relevant course syllabus. They will also receive grades associated with the ENVS 992 Placement. While the faculty advisor and partner organization co-advisor are ultimately responsible for assigning most grades, the Placement Director will participate in the evaluation of the project presentation and student’s professional performance.
ENVS 992 DETAILED DESCRIPTION FOR MSEM AND MWS PROGRAMS

ENVS 992 engages students in active, hands-on learning and takes place with faculty and/or external partners. These partners are primarily non-profit and charitable organizations, although governments, private companies, and municipalities may also offer this experience for students. Students will work on an identified project with the partner organization for a project placement from May to August. These practical experience hours will be under the supervision of a co-advisor from the partner organization and a faculty advisor from the University. Structured time for presentations, written assignments, reflection and discussion with other MSEM or MWS students will provide opportunities for students to link academic learning with the practical experience. The option also exists for faculty to work on an applied project with a student, where the faculty and student create a project to serve a designated client.

Note: If the academic supervisor and partner agree that the student is not performing well academically or professionally, the Program Director and Graduate Chair must be notified to determine next steps. The next steps may involve reassigning the student to a faculty-only supervised project.

COURSE OBJECTIVES
One of the objectives of ENVS 992 is to give students an opportunity to apply their learning to projects at partner organizations or with a client, thereby gaining valuable practical experience, building the capacity of host organizations and clients, and providing worthwhile service to those organizations and clients. These mutually beneficial projects will be designed through partnerships that will advance the interests of all parties involved, even beyond the scope of individual projects.

Students in ENVS 992 will be challenged to think critically about connections between the subject matter of their studies and their experiences in the community or with the client. This, in conjunction with the project, will provide the following benefits for students:

- Increased awareness of community and opportunities for engagement,
- Opportunities for practical application of theory,
- Enriched professional experience, and
- Enhanced sense of responsibility for learning and outcomes.

Benefits for the community or partner:

- Opportunities for connections among a variety of community groups and organizations will be created.
- Projects that may not otherwise be undertaken will be completed.
- Organizations will be engaged in student learning.

Benefits for SENS:

- The School’s mission and vision will be advanced.
- Strong, meaningful partnerships with other organizations involved in implementing sustainability initiatives will be fostered.
- Innovations in teaching and learning will be enhanced, and relationships between theory and practice will be built.

In addition to focusing on topics relevant to community involvement, ENVS 992 asks students to consider how active citizenship and participation affect and define community and sustainability. It also asks how the university, as an educational institution, and its students build relationships with the larger community.

PREREQUISITES
Students must complete GSR 960 (and, if required, GSR 961 and/or GSR 962) prior to completing the service learning component of ENVS 992. Students may be required to acquire ethics certificates or other permits prior to their project work; see page 18. Students should contact the ENVS 992 Placement Coordinator if they have any concerns. Students should refer to the ENVS 992 course syllabus for major deliverables and milestones related to the research project.
**TIMELINES**

The ENVS 992 Placement Director oversees ENVS 992 and will invite existing or potential MSEM or MWS partner organizations to submit projects ideas in late Summer and early Fall. The Placement Director will be assisted by a dedicated Placement Coordinator on SENS staff.

The ENVS 992 Placement Director is responsible for creating and facilitating an atmosphere conducive to student learning and academic integrity and will coordinate ENVS 992 course development and monitor student progress through a series of meetings. Student attendance at these meetings is mandatory. Students will be evaluated via short assignments.

Students will be matched with a partner organization and faculty advisor on an appropriate project placement. At the end of the course, students will share their experiences (successes and challenges, lessons learned, impact, etc.) at an ENVS 992 Capstone Event held in late August or early September. This will provide an opportunity for students to share their project experiences with one another, as well as allow incoming MSEM and MWS students to get a taste of what project placements may involve.
Advisor and Student Roles and Responsibilities for Project-Based Programs (MSEM & MWS)

The School of Environment and Sustainability has adopted a graduate student-supervisor agreement, which articulates the roles and responsibilities of supervisors and graduate students. This agreement is found in Appendix A. Regarding the professional programs specifically, the roles of the faculty advisor, the MSEM program coordinator, the student, and the partner organization can be articulated as follows:

Role of the Program Director: The Program Director is a mentor, advisor, and senior colleague, who provides an atmosphere of respect for the student and encourages the student throughout the program.

For the 2020/2021 academic year,

Dr. James Robson is the MSEM Program Director. MSEM students with questions about their program should contact him at (306) 966-1017 or james.robson@usask.ca.

Dr. Andrew Ireson is the MWS Program Director. MWS students with questions about their program should contact him at (306) 966-8020 or andrew.ireson@usask.ca.

The Program Director has the following responsibilities toward the student:

- to coordinate and oversee course delivery for the program,
- to guide the student’s program of studies, timeline to completion, and milestones,
- to be accessible for and to encourage regular meetings with the student; provide expectations, criteria, and evaluation for written work in a timely fashion,
- to provide letters of recommendation on request, in a timely fashion,
- to arrange for suitable supervision during absences, and
- to inform of policies, regulations, expectations, and standards of the School, CGPS, and the University with respect to course work, research, scholarship, intellectual property, academic integrity, safety, ethics, collaborative work, authorship, acknowledgements, conference presentations, and professionalism;

Role of the ENVS 992 Placement Director: The Project (992) Director is a mentor, advisor, and senior colleague, who provides an atmosphere of respect for the student.

For the 2020/2021 academic year,

Dr. Vladimir Kricsfalussy is the ENVS 992 Placement Director for the MSEM program. Students with questions about their MSEM project placements should contact him at (306) 966-6642 or vladimir.k@usask.ca.

Dr. Graham Strickert is the ENVS 992 Placement Director for the MWS program. Students with questions about their project placement (ENVS 992) should contact him at (306) 966-2403 or graham.strickert@usask.ca.

In addition to the placement directors, SENS has a Placement Coordinator, Susan Prpich, who works directly with students and partners to compile, organize, and facilitate the placement process for both the MSEM and MWS programs. Students can also reach out to Susan at (306) 966-8337 or at susan.prpich@usask.ca.

The ENVS 992 Placement Director has the following responsibilities toward the student:

- to match the student with an ENVS 992 project placement and faculty advisor,
- to provide expectations, criteria, and evaluation for the ENVS 992 Project, in a timely fashion,
- to ensure eligibility of the ENVS 992 Project Placement for grading,
- to prepare students for oral presentations of project proposals at the SENS Symposium, and final project presentations at ENVS 992 Capstone Event, and
- to provide opportunities for student to enhance their skills in proposal development and project management.
Role of the Faculty Advisor: The faculty advisor is a mentor, advisor, and senior colleague, who provides an atmosphere of respect for the student. As the senior partner, the advisor must encourage commitment on the part of the student.

The advisor has the following responsibilities toward the student:
- to be engaged with the student throughout the duration of their ENVS 992 project placement,
- to schedule and facilitate regular meetings with the student before, during, and following their ENVS 992 project placement,
- to ensure the viability of the student’s proposed ENVS 992 project placement,
- to prepare the student for their oral proposal presentation, and delivery of written project report and/or other project deliverables as agreed upon with the partner organization, and
- to attend the oral proposal presentation and end-of-program Capstone Event, and co-grade the project (including project report/ deliverable, oral presentation, and professional performance).

Role of the Student: The student is a junior colleague in a relationship of mutual respect with the faculty advisor, the program coordinator, and the partner organization. The student makes a commitment to the program and should be dedicated to the completion of the program within an acceptable timeframe and in accordance with the policies and regulations of the School and the University. The student is entitled to mentorship, advising, guidance, and monitoring by the Program Director, ENVS 992 Placement Director, faculty advisor, and partner organization co-advisor.

The student’s responsibilities are to:
- be accessible for and to maintain regular and frequent communication with the faculty advisor, Program Director, ENVS 992 Placement Director, and the partner organization;
- be aware of the many other commitments the faculty advisor, Program Director, ENVS 992 Placement Director, and the partner organization will have and schedule meetings and document review in a responsible manner that respects these commitments;
- know and adhere to policies, regulations, expectations and standards of the School, the College of Graduate and Postdoctoral Studies (CGPS), and the University with respect to course work, research, scholarship, intellectual property, academic integrity, safety, ethics, collaborative work, authorship, acknowledgements, conference presentations, and professionalism;
- adhere to professional and respectful interaction with the partner organization, including being sensitive to time and resource demands;
- be aware of and to meet deadlines for registration, course work, research, applications, reporting, presentations, and convocation preparations;
- strive for excellence and take full responsibility for course work and research;
- establish and adhere to a timeline and milestones for completion;
- record research systematically, completely, and honestly;
- report on progress to the faculty advisor, Program Director, and the partner organization and the faculty advisor;
- submit work for evaluation, allowing reasonable time for review, and consider advice from the faculty advisor and the Program Director, ENVS 992 Placement Director ENVS 992;
- provide copies of a finished and professionally executed product in a timely fashion;
- interact with the partner organization as appropriate relative to the completion of the project, in a manner that reflects well upon the School;
- make thoughtful, frugal and responsible use of resources;
- maintain, keep clean, and return to order the workplace, and
- advise the program coordinator and the advisor of absences due to vacation, illness, or other reasons.

Role of the Partner Organization: The partner organization will identify a representative who will serve as the organization’s liaison with the student and the faculty advisor. This liaison, working with the faculty advisor, will serve to mentor and advise the student in an atmosphere of respect. The liaison and the partner organization’s responsibilities toward the student are to:
- work with the student’s faculty advisor and the ENVS 992 Placement Director to guide the student’s research project, including timeline to completion, and milestones; positive learning outcomes for the student;
- establish a research project that offers positive learning outcomes for the student;
- be accessible for and to encourage regular meetings with the student;
- ensure that the liaison role is filled in the event of absence, and
- attend the oral proposal presentation at end-of-program capstone event, and co-grade the project (including project report/ deliverable, oral presentation, and professional performance).
THESIS-BASED GRADUATE PROGRAMS

MASTER OF ENVIRONMENT AND SUSTAINABILITY (MES)

Students from a wide variety of disciplines—ranging from the arts and social sciences to the life and physical sciences, pure and applied—are eligible to apply to the MES program. As such, no specific background training is required, but students should have sufficient background to pursue their chosen area of study. Faculty serving as supervisors of graduate students must be faculty of must be faculty of SENS and be members of CGPS. Associate and adjunct faculty members who are approved by CGPS can serve as co-supervisors.

Probationary Admission: Applicants whose qualifications do not meet the minimum requirements or whose academic qualifications are difficult to assess may be admitted on a probationary status to a program. Applicants in this category may be required to take one or more preparatory courses to improve their qualifications. In this case, they will be required to pay additional fees. The student’s status will be reviewed after a specified amount of academic work is completed. If progress is satisfactory, the Program Director or Graduate Chair may recommend to CGPS that the student be considered fully qualified. Students who do not achieve the probationary conditions may withdraw voluntarily or failing this, will be required to discontinue. In certain exceptional situations, the academic unit may extend the probationary period with a new set of conditions, agreed to by the student and by the College of Graduate and Postdoctoral Studies.

MES PROGRAM RESIDENCY AND MILESTONES

Residency in the program is considered fulfilled when all requirements are met. Graduate students and those involved in graduate studies are strongly encouraged to ensure that students move as expeditiously as possible through their programs of studies. Master’s programs, whether full- or part-time, are limited to five years in length. This time is measured from the beginning of the first term of registration for work which is included in the program of studies (This may be course work done at the University of Saskatchewan or elsewhere, and, in general terms, includes thesis, project, or practicum work.). The following timeline is based on a typical September program start date. For program start dates other than September, please consult the Graduate Chair for instruction on the program requirements and timelines for completion.

The following checklist itemizes the benchmark tasks normally completed during the MES program. This list is not presented in any set order, and the program is not limited to the items on this list.

<table>
<thead>
<tr>
<th>Time in Program</th>
<th>Program Requirements</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>□ Required courses: ENVS 803; ENVS 807; ENVS 990; ENVS 994; GSR 960. GSR 961 and/or GSR 962 may also be required. □ 6 credit units of electives</td>
<td>Student, in consultation with supervisor for course selection</td>
</tr>
<tr>
<td></td>
<td>□ Select members for graduate advisory committee. An initial meeting of the committee is recommended to establish expectations.</td>
<td>Supervisor with student</td>
</tr>
<tr>
<td></td>
<td>□ Select research topic and prepare thesis proposal</td>
<td>Student with supervisor</td>
</tr>
<tr>
<td></td>
<td>□ Advisory committee meeting: approval of proposal</td>
<td>Student and advisory committee</td>
</tr>
<tr>
<td></td>
<td>□ Research and data collection can commence once required ethics certificates or research licenses are secured, and with approval of the advisory committee</td>
<td>Student. Copies of ethics certificates or licenses must be filed with the graduate secretary</td>
</tr>
<tr>
<td></td>
<td>□ Program of Studies Form</td>
<td>Student, supervisor, and/or chair</td>
</tr>
<tr>
<td></td>
<td>□ Annual Progress Report</td>
<td>Student and supervisor</td>
</tr>
<tr>
<td>Year 2 to program</td>
<td>□ ENVS 990 attendance requirements are met at the end of the second year of residency.</td>
<td>Student</td>
</tr>
</tbody>
</table>
COURSE WORK
A fully qualified MES student is required to take a minimum of 12 credit units of graduate course work. The required courses are
- ENVS 803.3: Research in Environment and Sustainability
- ENVS 807.3: Sustainability in Theory and Practice.
MES students must also take six credit units of electives. Please refer to the University Course Catalogue for a complete list of ENVS courses.

An MES student will normally complete the course requirements in the first year of full-time study. Additional courses may be required if the advisory committee feels that the student’s background is deficient in some area. All required courses must be noted on the program of studies. Renewal of funding for graduate students requires satisfactory progress in the program of studies.

The elective course work will be in the student’s area of specialization and is selected in consultation with the advisory committee. A student may take one 400-level undergraduate course to fulfill the elective requirements, with the approval of the advisory committee. Credit may be granted for graduate-level courses taken previously at this or another university, provided they have not already been credited toward a bachelor’s or advanced degree. The Admissions and Awards Committee may require a student to complete an examination to demonstrate proficiency before credit is granted for courses taken at another university.

The student is also required to register in
- ENVS 990: Seminar in Environment and Sustainability (no credit units)
- ENVS 994: Research in Environment and Sustainability (no credit units).

The requirements for ENVS 990 are met by attending and participating in structured School seminars and presenting the results of thesis research. Completion of the research requirement is met when the thesis is successfully defended and approved.

All graduate students at the University of Saskatchewan are required to complete GSR 960: Research Ethics, and may be required to take either GPS 961: Ethics and Integrity in Human Research or GPS 962: Ethics and Integrity in Animal Research, depending on the nature of their project, thesis, or dissertation work.

At the beginning of the program, a supervisor will work with the student to develop a program of studies. This program indicates the nature of the research, the members of the committee, and all course and other requirements. The program of studies must be approved by the advisory committee of the student at the beginning of the program. Any changes made to the program of studies must be approved by the advisory committee and must be recorded in writing and submitted to the School and to CGPS. Each year, the student is expected to demonstrate progress towards completing course requirements. Failure to make progress...
may result in a recommendation that the student withdraw. Additionally, students supported by funding must maintain specific grade point averages in order to retain funding. Students failing to meet these requirements will have funding withdrawn and may face an assessment of unsatisfactory progress. Please consult APPENDIX C:

At the Master’s level, students must achieve a grade of at least 60% in all courses required for the degree and maintain an overall weighted average of at least 70% in those courses to retain standing. If the student fails to meet this standard, the advisory committee will assess the student’s performance and determine an appropriate course of action. The student may be permitted to re-take a course or undertake other remedial work if, in the opinion of the advisory committee, the overall performance of the student was otherwise satisfactory. If this is not the assessment of the advisory committee, it will recommend that the student discontinue.

SEMINAR
The Seminar in Environment and Sustainability (ENVS 990) is a requirement for all MES students. To receive credit for this course, MES students must attend and contribute to the seminar for the first two years of their program. This program is chaired by a Coordinator who recommends to the Graduate Chair that credit for ENVS 990 be granted once the course requirements have been met. Presentations will provide the student with the experience of a formal seminar setting and the opportunity to share research and scholarly activity with other students and faculty.

A student in the MES program is required to present one seminar during the annual SENS student symposium held in the spring. Ideally, the seminar will focus on the research the student has done and should be 15–20 minutes in length.

Constructive feedback will be gathered by the Coordinator and the supervisor or designate and shared with the presenter. If a student gives an unsatisfactory seminar or does not consistently attend seminars, the Coordinator will notify the advisory committee which will decide on an appropriate action (for example, another seminar may be required). The Coordinator must inform the graduate support staff once a student has met the ENVS 990 presentation requirements.

ANNUAL PERFORMANCE REVIEWS
Each year a student is expected to demonstrate progress towards completing program requirements. The advisory committee and student must meet annually, and a Progress Report form is submitted to the Graduate Programs Advisor. The Progress Report from the committee must be accompanied by a short form to be completed by the student and submitted to the graduate secretary. This meeting may coincide with the Thesis Proposal Defence or Permission to Write, or may be held separately.

Failure to make progress may result in a recommendation that the student withdraw. Additionally, students supported by funding must maintain specific grade point averages in order to retain funding. Students receiving SENS scholarships must maintain a 75% grade point average.

Other awards may have other GPA requirements. Students failing to meet these requirements will have funding withdrawn and may face an assessment of unsatisfactory progress.

At the master’s level, students must achieve a grade of at least 60% in all courses required for the degree, while maintaining an overall average of at least 70%. If the student fails to meet these standards, the advisory committee will assess the student’s performance and determine an appropriate course of action. The student may be permitted to re-take a course or undertake other remedial work if, in the opinion of the advisory committee, the overall performance of the student was otherwise satisfactory. If this is not the assessment of the advisory committee, it will recommend that the student discontinue.

THESIS

PROPOSAL
During the first year of residence, the student will select a thesis research topic and prepare a thesis proposal. The student will be guided in this by the student’s supervisor and advisory committee. The proposal should clearly establish the objectives of the research, outline the theoretical context of the research, and identify the methods to be used to meet the research objectives. The thesis proposal should be between 5,000–10,000 words and its content must include:

- Title page
- Layperson summary (or plain language abstract)
- Abstract
• Introduction
• Statement of research purpose, objectives, questions, and hypotheses
• Review of the literature/context for the proposed research
• Proposed research methods, study design, and analytical approach
• Potential significance and contributions
• Potential limitations
• Proposed research communication and dissemination
• Research timeline
• Draft research budget (if applicable)
• Literature cited
• Appendices (if applicable)

The proposal should, ideally, be submitted and defended within nine months from first registration in the program but must be completed within 24 months. The thesis proposal is submitted to the student’s supervisor for review. Once the proposal is judged satisfactory by the supervisor, copies of the proposal are provided to the other members of the advisory committee. The student will present the proposal and the committee will determine, by consensus, if the proposal provides a satisfactory basis for thesis research. Written confirmation of approval must be filed with the graduate secretary by the chair. The supervisor will ensure that a copy of the approved thesis proposal is placed in the student’s School file.

PERMISSION TO WRITE THE THESIS

When the supervisor has determined that the student has made sufficient progress in data collection and analysis of the thesis research, a meeting of the advisory committee will be held to evaluate the quality of that work and to assess whether the student should progress to writing the thesis. Permission to write must be indicated in writing and placed in the student’s file by the committee chair.

THESIS

The thesis must be based on original research and demonstrate judgment and scholarship on the part of the candidate. It must represent a worthwhile contribution to environment and sustainability which would warrant publication, in whole or in part, in a recognized scholarly form. The quality of the thesis is evaluated by an examining committee, consisting of the advisory committee and an external examiner not affiliated with SENS, but typically at the U of S, who is knowledgeable about the thesis topic. Students and advisory committee members should consult Appendix B: Guidelines for Evaluating a Thesis.

The graduate student will develop a thesis under the guidance of the supervisor. Once the advisory committee has recommended that the thesis proceed to defence, the student will prepare the requisite number of copies of the thesis (usually 5) for distribution to the members of the advisory committee, the external examiner, and the School.

The advisory committee will recommend names of potential external examiners to the Admissions and Awards Committee, which will forward this recommendation to the College of Graduate Studies and Research on behalf of the School. Standard procedures will then be followed on invitation of the external examiner, provision of a copy of the thesis, preparation of necessary documents, and scheduling of defence.

At least one month prior to the defence, the supervisor must submit the necessary forms to the Graduate Chair, who will review and approve them, and then pass them on to CGPS. Once approved, at least four weeks must be provided for reading of the thesis and preparation for the defence. These timelines are strictly enforced by CGPS and the School.

THESIS FORMAT

Students may prepare a thesis by manuscript (if approved by the advisory committee) or a thesis by traditional format. General guidelines for the dissertation format requirements are provided in CGPS Online Guide for Writing Electronic Theses, Projects, and Dissertations. SENS does allow for alternative format theses; students interested in this option should consult with the Graduate Chair as early as possible. The recommended length of the main body of a traditional Master’s thesis is between 50 and 100 pages. SENS does allow for alternative format theses; students interested in this option should consult with the Graduate Chair as early as possible.

SENS recommends that the following be completed for the thesis by manuscript: a minimum of one article suitable for a peer-
reviewed publication or equivalent scholarly outlet, as per disciplinary standards, and a second research chapter (this might be a second article suitable for publication, a methodological paper, etc.). Guidelines for the preparation of a manuscript-style thesis can be found in Section 12.8 of CGPS’s Graduate Studies and Research policies, found at: https://students.usask.ca/graduate/thesis-preparation.php. The student must be the first author on all papers associated with the thesis, and a footnote explaining author roles is required.

Evaluation of the MES manuscript style thesis is the same as that for the regular thesis option. The difference between the traditional and manuscript style thesis is in format only. Submission or acceptance of a manuscript for publication is independent of the evaluation of the thesis, which rests with the advisory committee and the external examiner.

**PERMISSION TO DEFEND**

Once a full draft of the thesis is completed, and the supervisor has had an opportunity to review it and make comments, the student will present the thesis to her/his committee members for review. When the advisory committee is satisfied that the thesis is suitable for defence, it will advise the Graduate Chair. The Chair will then advise the Executive Director of the School and CGPS in order that the thesis can proceed to defence.

**APPOINTMENT OF THE THESIS EXAMINING COMMITTEE**

The examining committee for a Master’s student consists of the advisory committee and an external examiner appointed by the Dean, CGPS. Criteria for selecting external examiners for MES defences is as follows:

1. The external examiner of an MES thesis must be from outside the home department or unit(s) of both the graduate student and supervisor.
2. The external examiner of an MES thesis is normally a member of CGPS of the U of S. While it is acceptable to have an external examiner from outside CGPS, this requires approval by the Dean of CGPS.
3. The external examiner must not have graduated from or have been a student in the academic unit within the previous six (6) years.
4. The external examiner must not have collaborated with either the supervisor or the graduate student, as demonstrated by shared research grants, joint authorship of academic or professional publications or other joint scholarly activities, within the previous three (3) years.
5. The external examiner must not be an adjunct professor or associate member or hold a joint appointment in the same department or unit as the supervisor.
6. An individual may serve as an external examiner for multiple students supervised by different supervisors within the same academic unit without restriction but may not serve as an external examiner for more than one student supervised by the same supervisor within a 12-month period.
7. A former student of the supervisor may serve as the external examiner if all other criteria are satisfied and the external examiner completed their degree under the supervisor’s direction at least six (6) years previously.
8. A supervisor’s former colleague (members of the same academic unit) may serve as external examiner if the external examiner and supervisor have not been in the same academic unit for at least six (6) years prior to the defense.
9. The external examiner must not have close professional or business ties with the student, the supervisor or any member of the advisory committee.
10. Where the student’s thesis contains chapters or sections, which have been published or submitted for publication, the proposed external examiner will be asked to disqualify themselves if they have previously dealt with that material as a reviewer or editor.
11. The external examiner may not be currently teaching or supervising other graduate students who are family members of either the student or the thesis supervisor.
12. The external examiner must not be currently enrolled as a graduate student at the U of S.

The external examiner submits a report on the examination to the Dean of CGPS using Form GSR 402.

**EXAMINATION OF THE THESIS**

An oral examination is limited to work done by the candidate for the thesis and to knowledge of directly related material. Outside of the examining committee, members of the University community and guests may attend the oral presentation of the thesis. These attendees may remain in the audience during questioning with permission of the examining committee and student. At the conclusion of the examination, the examining committee meets to determine if the thesis, and its defence by the student,
meet the standards for the degree. The examining committee members will decide by consensus or majority vote whether the thesis:

1. has passed without revisions;
2. has passed with revisions (major or minor);
3. must be re-examined; or
4. is unacceptable, and the student’s program is to be terminated.

The examining committee will also determine if the oral examination:

1. is satisfactory;
2. is not satisfactory, and must be repeated; or
3. has failed and will not be repeated.

The student is advised immediately of the examining committee’s decision.

**AFTER THE DEFENCE**

An electronic copy is to be submitted to the University’s Electronic Thesis and Dissertation site. Information about submitting to this site can be found here: [https://students.usask.ca/graduate/thesis-etd.php#Submissiondeadlines](https://students.usask.ca/graduate/thesis-etd.php#Submissiondeadlines). It is the responsibility of the student to submit the thesis electronically.

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![Comic strip](https://xkcd.com/2661/)

*Credit: xkcd comics*
DOCTOR OF PHILOSOPHY IN ENVIRONMENT AND SUSTAINABILITY (PhD)

Admission to the PhD program requires a Master’s degree, except where the conditions for a transfer from a Master’s program have been met. Applicants who do not hold a Master’s degree must first register in a Master’s program. An appropriate supervisor must be available before a student will be recommended by the Admissions and Awards Committee for admission to CGPS. This is determined by the Admissions and Awards Committee through consultation with faculty whose research interests correspond to those of the student. Faculty serving as supervisors of graduate students must be faculty of SENS and be members of CGPS. Associate and adjunct faculty members who are approved by CGPS can serve as co-supervisors.

TRANSFERRING INTO A PHD PROGRAM WITHOUT COMPLETING A MASTER’S DEGREE

Exceptional students may be recommended for transfer into a PhD program without completing a Master’s degree. Students seeking direct entry to a PhD program must first register in a Master’s program. Recommendation may be considered by the advisory committee if the student has a grade point average exceeding 80% and research completed at the time of consideration is deemed to be of appropriate quality. Recommendation to transfer from a Master’s program to a PhD program must be initiated through a formal meeting of the student’s advisory committee that then forwards its recommendation through the Graduate Chair to the College of Graduate Studies and Research. Students wishing to transfer to the PhD program without completing a Master’s degree must successfully complete a Qualifying Exam, which should be held at the end of the first year of study.

Additionally, those who transfer into a PhD program prior to completing a Master’s degree must also take all the necessary course credit units for both the Master’s and the PhD degrees. Transfer from a Master’s program to a PhD program should take place after the end of the first year and cannot take place later than the end of the second year of the program. Advisory committee membership will be reassessed as part of the Needs Assessment should the student be transferred to a PhD program.

PHD PROGRAM RESIDENCY AND MILESTONES

Residency in the program is considered fulfilled when all requirements are met. Graduate students and those involved in graduate studies are strongly encouraged to ensure that students move as expeditiously as possible through their programs of studies. PhD programs are limited to 6 years in length. This time is measured from the beginning of the first term of registration for work which is included in the program of studies (this may be course work done at the University of Saskatchewan or elsewhere, and, in general terms, includes thesis, project, or practicum work). The following timeline is based on a typical September program start date. For program start dates other than September please consult the Graduate Chair for instruction on the program requirements and timelines for completion.

The following checklist itemizes benchmark tasks normally completed during the first, second, and third years of the PhD program. The program is not limited to the items on this list.
### Time in Program

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Program Requirements</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ <strong>Required courses</strong>: ENVS 809; ENVS 990; ENVS 996; GSR 960. (GSR 961 and/or GSR 962 may also be required.)</td>
<td>☐ 3 credit units of electives</td>
<td>Student, in consultation with supervisor for course selection</td>
</tr>
<tr>
<td>☐ Needs Assessment: Within 4 months of the program start date</td>
<td>☐ The Qualifying Exam is administered</td>
<td>Qualifying Exam results and Program of Studies must be filed in writing to the Graduate Programs Advisor by the advisory committee chair</td>
</tr>
<tr>
<td>☐ The Program of Studies is determined</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Annual Progress Report</td>
<td></td>
<td>Student and supervisor</td>
</tr>
<tr>
<td>☐ Research and data collection can commence once required ethics certificates or research licenses are secured, and with approval of the advisory committee</td>
<td></td>
<td>Student. Copies of ethics certificates or licenses must be filed with the Graduate Programs Advisor</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Year 2</th>
<th>Program Requirements</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ENVS 990 attendance requirements are met at the end of the second year of residency.</td>
<td></td>
<td>Student</td>
</tr>
<tr>
<td>☐ All course work identified on the Program of Studies must be completed by 24 months after the program start date.</td>
<td></td>
<td>Student</td>
</tr>
<tr>
<td>☐ PhD Dissertation Proposal: A research proposal must be approved by the advisory committee by no later than 24 months from the program start date</td>
<td></td>
<td>Student Results of the proposal defence must be filed in writing to the Graduate Programs Advisor by chair of the advisory committee</td>
</tr>
<tr>
<td>☐ Comprehensive Examination: The PhD Comprehensive Examination must be successfully completed by no later than 24 months from the program start date.</td>
<td></td>
<td>Results of the Comprehensive Exam must be filed in writing to the Graduate Programs Advisor by the chair of the advisory committee</td>
</tr>
<tr>
<td>☐ Seminar #1. Based on the research proposal (20 minutes)</td>
<td></td>
<td>Student is responsible for scheduling and presenting two seminars Supervisor/ENVS 990 Coordinator records/confirms that seminar requirement has been met</td>
</tr>
<tr>
<td>☐ Annual Progress Report</td>
<td></td>
<td>Student and supervisor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 3 to program completion</th>
<th>Program Requirements</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Seminar #2. Based on the dissertation research, and with permission of the supervisor but before the dissertation defence (20 minutes). (With permission of the Graduate Chair, this requirement may be met by presenting at a national or international academic conference)</td>
<td></td>
<td>Student is responsible for scheduling and presenting two seminars Supervisor/ENVS 990 Coordinator records/confirm that seminar requirement has been met</td>
</tr>
<tr>
<td>☐ Permission to Write</td>
<td></td>
<td>Student Advisory committee chair records minutes of meeting and files decision</td>
</tr>
<tr>
<td>☐ Permission to Defend</td>
<td></td>
<td>Supervisor and student determine when permission should be sought Advisory committee chair records minutes of meeting (or e-mail correspondence) and files decision</td>
</tr>
<tr>
<td>☐ Dissertation Submission (multiple copies)</td>
<td></td>
<td>Student</td>
</tr>
<tr>
<td>☐ Dissertation Defence</td>
<td></td>
<td>Student and advisory committee</td>
</tr>
<tr>
<td>☐ Final Copies of Dissertation</td>
<td></td>
<td>Student</td>
</tr>
<tr>
<td>☐ Annual progress reports are required until program completion</td>
<td></td>
<td>Student and supervisor</td>
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</table>

### Needs Assessment

A Needs Assessment is required for all students entering the PhD program. Strong preference for completing this in the first 4 months of study to allow recommendations for course work to be followed up. The Needs Assessment consists of a Qualifying Exam and a Program of Studies as per the requirements set out below for the PhD program. Students must complete the qualifying exam individually, without any substantive or editorial support. Three faculty members adjudicate the needs assessment which contains both a written and oral component.
**Needs Assessment: Part 1: Qualifying Exam and Program of Studies**

All PhD students are required to undertake a Qualifying Examination, which, by written and oral responses, assesses interdisciplinary and communication skills, background, and potential for research, and identifies any deficiencies that must be remediated by course work. The results of the Qualifying Exam help committee members and students determine the readiness of students to pursue an interdisciplinary PhD in environment and sustainability; identify weaknesses and priorities for academic preparation early in the program; and/or identify students without the capacity to carry out the interdisciplinary research necessary for the SENS PhD.

**Timing:** Students must complete the Qualifying Examination within 4 months of first registration in the PhD program. The supervisor must meet with the student at least once prior to the Qualifying Exam. The purpose of this meeting is to explain to the student the nature and scope of the Qualifying Exam and the expectations. The meeting should, ideally, be held in person, but teleconference or videoconference arrangements are acceptable when necessary.

**Administration:** Ideally, the advisory committee is finalized prior to the Qualifying Exam. However, this may not always be possible. In such cases, the Qualifying Exam shall be administered by 2 or 3 faculty members, at least one of which is from SENS, plus the supervisor; the supervisor must have a faculty appointment with SENS (either standard, primary-joint, secondary-joint, associate, or adjunct). These may be considered prospective members of the advisory committee. The final committee composition will be determined based on the Needs Assessment (i.e., Qualifying Exam, Program of Studies).

**Scope:** The Qualifying Exam will be comprised of a written component and an oral component.

1. **Written component:** Students are to prepare a written document that includes:
   a) a statement about why they chose to undertake an interdisciplinary degree,
   b) a statement of previous academic preparation or experience related to their proposed study area, and
   c) identification and brief discussion of the major themes, fields or disciplines viewed as most relevant to their general research area.
   The written component is to be no more than 3,000 words. References must be cited in an acceptable academic format and appended to the document. References are not included in the maximum allowable word count.

2. **Oral component:** The oral component will review the written document plus any related knowledge. The oral component should be completed within 1–2 weeks of the written exam. The student will deliver a brief presentation to the advisory committee, approximately 10 to 15 minutes, which provides an overview of the written document. The student may then be asked to respond to a specific question or a short set of questions about their academic preparation and qualifications for, and general understanding of, broad interdisciplinary matters related to their anticipated study area. The oral component of the Qualifying Exam would normally last no longer than 1 hour.

Details concerning the dissertation research, including research design, research rationale, research questions or objectives, methods for data collection, and potential significance of the research contributions are NOT the focus of the Qualifying Exam. Such matters are addressed during the Dissertation Proposal defence.

**Criteria for evaluation:** The written and oral components must satisfy committee members of the student’s ability to:

- a. Provide a good, if general, understanding of interdisciplinary research;
- b. Identify and provide a general understanding of the important themes, fields or disciplines relevant to their anticipated research area and the linkages between them;
- c. Write smoothly and persuasively;
- d. Organize material logically;
- e. Understand the basis of proper citation and expectations for academic honesty, and
- f. Express ideas effectively in an oral setting.

**Determinations:** There are several possible outcomes of the Qualifying Examination. Committee members can determine that the student is:

1. Fully qualified to continue in the PhD program (i.e. no additional course work beyond the normal 6 cu of study is required);
2. Required to undertake specific courses or other preparation during his/her PhD program, in addition to the normal 6 cu requirement;
3. Required to re-write the exam or address a deficiency in a specific way (e.g., complete a writing course, complete an undergraduate course in a specific area where there is a major deficiency) before being permitted to continue in the
4. Recommended to withdraw from the PhD program. A re-write of the Qualifying Exam must be completed within 2 months. Additional work to be completed in order to meet the Qualifying Exam requirements must be completed within the first 24 months of the student’s first registration in the program. Students failing the PhD Qualifying Examination for a second time must withdraw from the program, or may elect to apply for a transfer to a Master’s degree program, at the discretion of the advisory committee. Students transferring from a Master’s program to a PhD program: Students failing the Qualifying Exam without previously completing the Master’s degree requirements will not be allowed to transfer to a PhD program. A second attempt to pass the examination will not be permitted. The student will be required to complete the Master’s program.

Reporting: The chair of the advisory committee must inform the Graduate Program Advisor of the committee’s decision immediately following the Qualifying Exam.

COURSE WORK
Courses complete the student’s general training in environment and sustainability and develop an area of specialization sufficient to permit the student to undertake research which will contribute to the discipline. Course work in Term 1 is normally directed by the supervisor, based on the School’s PhD program requirements. The selection of course work in subsequent terms and the dissertation research are directed by the advisory committee (see ‘Program of Studies’).

A fully qualified PhD student is required to take a minimum of 6 credit units of graduate course work beyond that completed at the Master’s level. SENS PhD students are required to take ENVS 809.3: PhD Seminar in Sustainability. It is expected that a PhD student will normally complete the course requirements in the first year of full-time study. Additional courses may be required if the advisory committee feels that the student’s background is deficient in some area. All required courses must be noted on the Program of Studies.

Elective courses will be in the student’s area of specialization and are selected in consultation with the advisory committee. Please refer to the University Course Catalogue for a listing of SENS courses. Credit may be granted for graduate-level courses taken previously at this or another university, provided they have not been credited toward another degree. The Admissions and Awards Committee may require a student to sit an examination to demonstrate proficiency before credit is granted for such courses. The student is required to register in

- ENVS 990: Seminar in Environment and Sustainability (no credit units) and
- ENVS 996: Research in Environment and Sustainability (no credit units).

The requirements for ENVS 990 are met by attending and participating in structured School seminars for the first two years of the PhD program and by presenting the research proposal and the results of the dissertation research in the seminar. Completion of the research requirement (ENVS 996) is met when the dissertation is successfully defended, and the final dissertation has been submitted to CGPS.

All graduate students at the University of Saskatchewan are required to complete GSR 960: Research Ethics, and may be required to take either GPS 961: Ethics and Integrity in Human Research or GPS 962: Ethics and Integrity in Animal Research, depending on the nature of their project, thesis, or dissertation work. These courses must be completed within the first 12 months of registration in the program and prior to the acceptance of the research proposal.

SEMINAR
The Seminar in Environment and Sustainability (ENVS 990) is a requirement for all PhD students. To receive credit for this course, PhD students must attend and contribute to the seminar for the first two years of their program. This program is chaired by a Coordinator who recommends to the Graduate Chair that credit for ENVS 990 be granted once the course requirements have been met. Presentations will provide the student with the experience of a formal seminar setting and the opportunity to share research and scholarly activity with other students and faculty.

A student in the PhD program is required to present two seminars, both of which typically will take place during the annual SENS student symposium held in the spring (these presentations do not occur during the same year). The first seminar will be based upon the student’s research proposal and the second will be presented after permission to write the dissertation has been granted, but prior to defence. The second seminar will focus on the research the student has done. Both seminars should be 20
Minutes in length.

Requirements for the second seminar may be met by an oral presentation at a national or international academic conference. Students must apply to the Graduate Chair for approval prior to the conference. The following conditions must be met:

i) the student must be the presenting author;
ii) it must be an oral presentation of research;
iii) the research must be that of the dissertation;
iv) it must be a national or international conference venue; v) either the supervisor or a member of the advisory committee must be present and file a report on the acceptability of the presentation with the Coordinator or graduate support staff.

Constructive feedback will be gathered by the Coordinator and the supervisor or designate and shared with the presenter.

If a student gives an unsatisfactory seminar or does not consistently attend seminars, the Coordinator will notify the advisory committee which will decide on an appropriate action (for example, another seminar may be required). The Coordinator must inform the graduate support staff once a student has met the ENVS 990 presentation requirements.

Annual Performance Reviews

Each year a student is expected to demonstrate progress towards completing program requirements. The advisory committee and student must meet annually, and a Progress Report form submitted to the graduate secretary. The Progress Report from the committee must be accompanied by a short form to be completed by the student and submitted to the Graduate Programs Advisor. This meeting may coincide with the Comprehensive Examination, Thesis Proposal Defence, or Permission to Write or may be held separately.

Failure to make progress may result in a recommendation that the student withdraw. Additionally, students supported by funding must maintain specific grade point averages in order to retain funding. Students receiving SENS scholarships must maintain a 75% grade point average. Other awards may have other GPA requirements. Students failing to meet these requirements will have funding withdrawn and may face an assessment of unsatisfactory progress.

At the doctoral level, students must achieve a grade of at least 70% in all courses required for the degree. If the student fails to meet these standards, the advisory committee will assess the student’s performance and determine an appropriate course of action. The student may be permitted to re-take a course or undertake other remedial work if, in the opinion of the advisory committee, the overall performance of the student was otherwise satisfactory. If this is not the assessment of the advisory committee, it will recommend that the student discontinue. Please consult APPENDIX C:

Needs Assessment: Part 2: Program of Studies

Immediately after the Needs Assessment, normally at the same meeting, but within 4 months of the program start date, a Program of Studies will be established and the final advisory committee formed (see The Graduate Advisory Committee). The Program of Studies indicates the nature of the research, advisory committee members, and all course and other requirements determined based on the Qualifying Exam. The Program of Studies will identify tentative dates for the completion of the Comprehensive Examination and submission of the Dissertation Proposal.

A Program of Studies form is available from the Graduate Programs Advisor. The Program of Studies is submitted to CGPS on behalf of the School. The program establishes the specific degree requirements to be met by an individual student. Any changes in the Program of Study must be recommended by the student’s advisory committee and approved by the Admissions and Awards Committee and CGPS. A revised Program of Studies form must be completed and submitted to the School whenever a change in the program is required. In addition to the specific requirements in the Program of Study, the student must meet residency and registration requirements established by the University.

Comprehensive Exam

The purpose of the Comprehensive Examination is to ensure that the student understands and can meet the standards of evidence and scholarship in his/her chosen field(s) of research, and is able to articulate the interdisciplinary nature of his/her work from a broad sustainability perspective. The examination allows the student’s graduate advisory committee to evaluate
the student’s potential for interdisciplinary research in environment and sustainability by testing the student’s foundational knowledge in the field(s) of study in which the research is situated, and the student’s ability to reconcile work across fields. The final assignment in ENVS 809.3: PhD Seminar in Sustainability, which addresses sustainability, must be successfully completed to pass the comprehensive exam. Students may still be expected to speak to this written assignment during the oral portion of their comprehensive exam.

Timing: The Comprehensive Exam must be completed within 24 months of the program start date, but not earlier than 12 months, as identified on the student’s Program of Studies form. Any additional requirements set as a result of the Qualifying Exam, including additional course work, must be met before the Comprehensive Exam can be administered. The Comprehensive Exam may be completed either before or after the Dissertation Proposal, as determined by the student’s Program of Studies.

Scope: The scope of the Comprehensive Examination is to be broader than the specific topic of the student’s dissertation. While the Comprehensive Exam will address the student’s understanding of the literature in his/her field(s) of study and the areas in which the thesis topic is structured (e.g. theories, methods, past and current debates, anticipated future trajectories), it will do so in an interdisciplinary manner with emphasis on the student’s ability to demonstrate scholarly breadth and contextual understanding in the broad area of environment and sustainability. The Comprehensive Exam is not designed to query the specifics of the student’s proposed research and should not be used to do so.

Comprehensive Exam Topics and Reading List: The topics or general areas of the Comprehensive Exam are to be determined by the advisory committee, in consultation with the student. The Comprehensive Exam will address two broad topics related to the student’s research area (see Written Exam Format). Note that the topic of sustainability is addressed in ENVS 809.

The advisory committee, in consultation with the student, will develop a Reading List that includes a MINIMUM of 30 critically important papers or books in each of the two areas. The reading list is to serve as a guide to the student, directing him/her to the body of literature most relevant to the topics or general areas to be addressed by the Comprehensive Examination. It is expected that the student will add to this list. The advisory committee must provide this Reading List to the student at least two months prior to the due date of the comprehensive examination. Once the Reading List is assigned, the committee can add no new readings. However, the student should treat the reading list as a guide only and be prepared to read more extensively in each of the two areas.

Exam Format: The Comprehensive Exam will have both a written and an oral component. The Comprehensive Exam must include, on the exam question/ instruction sheet, a statement regarding academic honesty.

1. Written Exam: The advisory committee, in discussion with the student, will set the format of the written portion of the Comprehensive Exam. The use of an editor or peer reviewer is not permitted for the Comprehensive Examination.

   There are two options for the written exam:

   Option A: A series of two take-home papers with the deadlines for each paper to be set by the committee, though not to span more than two months for both papers. The take-home papers are to adopt the form of a critical literature review, with each paper addressing one of the broad areas identified on the Reading List. The advisory committee has the discretion to assign a broad question, or set of questions, as a guide to each paper, or to allow more flexibility in the specific question(s) the student chooses to address in each of the critical literature reviews. The length of each paper is flexible and to be determined by the advisory committee. Each paper should be the length of a standard peer review journal paper, between 5,000 to 8,000 words – not including figures, tables, references or appendices. The content and format of the papers will not be judged relative to journal paper standards; however, it is expected that the content will meet the requirements of the Comprehensive Exam.

   Note: The final paper for ENVS 809 will be included in the comprehensive examination package to be reviewed by the committee.

   Option B: An in-situ exam wherein the student has one day to write each of two exam papers. Under this format the student will have 24 hours to write each exam. Each exam may consist of a single question, or multiple questions, to be determined at the discretion of the advisory committee. The student will not know the specific exam questions in advance of the exam but will know of the general area being questioned. The length of each exam paper will vary according to the number of questions but must be reasonable based on the time allotted to complete the exam.
2. **Oral Exam**: The oral exam will normally take place within two weeks of completion of the last written exam. The oral exam does not require that the student deliver an oral presentation of the written exams. During the oral exam the student is expected to be able to discuss key areas or fields of research that are related to his/her own field(s) of study, by answering questions posed by the examination committee based on, or supplementing, the written part of the exam. The scope of the oral exam should not be restricted to the student’s responses on the written exam but should also explore the student’s ability to demonstrate a breadth of understanding in each of the areas included on the student’s Reading List. Additionally, students will be asked to answer questions related to the final paper written for ENVS 809. The Chair of the advisory committee may participate in the oral exam by asking questions but will vote on the exam results only in the case of a tie.

**Criteria for evaluation**: The written and oral components must satisfy committee members of the student’s ability to:
- understand the range of perspectives on sustainability and their interdisciplinary aspects as they relate to his/her research area
- demonstrate a breadth of understanding in each of the broad areas included on the student’s Reading List
- demonstrate competence, at the PhD level, in written and oral communication

**Results**: The advisory committee will determine by consensus or majority vote (if consensus cannot be reached) whether the written and oral components of the exam are:
1. passed without condition;
2. passed with condition (e.g. conditions may include a requirement to re-do a written portion of the exam, or complete additional course work);
3. failed with requirement for re-examination and, as identified by the committee, completion of additional work, or
4. failed with recommendation to discontinue.

A student failing a Comprehensive Examination is permitted a second examination with permission of the Dean of CGPS. A second failure automatically disqualifies the student from further work for that PhD degree. A second examination will normally take place within 2–3 months of the first examination. It is the responsibility of the chair of the graduate advisory committee to inform the graduate secretary, the Graduate Chair, and CGPS of the outcome of the Comprehensive Examination as soon as possible after the exam. The chair of the graduate advisory committee must submit to the graduate secretary a copy of the student’s written exams and a memo that provides minutes of the examination and an overview of advisory committee comments. The decision of the graduate advisory committee must be communicated to the student immediately following the oral exam.

**DISSERTATION PROPOSAL**

Students must select a dissertation research topic and prepare a dissertation proposal. The student will be guided in this effort by his/her supervisor and advisory committee. The proposal should clearly establish the objectives of the research, outline the theoretical context of the research, and identify the methods to be used to meet the research objectives. The dissertation proposal is first submitted to the student’s supervisor for review. Once the proposal is judged to be satisfactory by the supervisor, copies are provided to the other members of the advisory committee.

**Timing**: The proposal must be successfully defended within 24 months of the program start date. The proposal may be completed either before or after the Comprehensive Exam, as determined by the student’s Program of Studies. The advisory committee has the option to shorten this period to 12 months if they feel this is appropriate.

The dissertation proposal must be submitted to the advisory committee for review by no later than 2 weeks prior to the thesis proposal oral presentation/examination.

The advisory committee is expected to meet for the oral defence of the dissertation proposal by no later than 3 weeks after receiving the proposal.

**Format**: The format and length of the dissertation proposal will vary depending on the nature of the research and the requirements of the advisory committee. However, a PhD dissertation proposal is normally between 5,000 to 10,000 words, excluding figures, tables, references and appendices. There are several basic content elements that should be included in all
research proposals:

- Title page
- Layperson Summary (or plain language summary)
- Abstract
- Introduction
- Statement of research purpose, objectives, questions, and/or hypotheses
- Review of the literature/context for the proposed research
- Proposed research methods/study design/analytical approach
- Potential significance/contributions
- Potential limitations
- Proposed research communication/ dissemination
- Research timeline
- Draft research budget (if applicable)
- Literature cited
- Appendices (if applicable)

**Examination of the dissertation proposal**: The student will present the dissertation proposal orally to the advisory committee. The oral presentation should be approximately 15–20 minutes and provide an overview of the dissertation research proposal, giving attention to the research rationale, approach, potential contributions, and proposed timeline. The oral presentation will be followed by questions from members of the advisory committee. In examining the dissertation proposal, the advisory committee will pay attention to such matters as:

1. Communication skills
   - readability, presentation quality
   - organization

2. Research skills
   - demonstrates originality or significance
   - exhibits critical thinking
   - is practical/feasible
   - meets ethical standards

3. Clear rationale for the research
   - clear objectives or research questions or hypotheses
   - completeness of the literature review
   - coherent conceptual framework or theory

4. Appropriateness of research design/methods
   - fits with the rationale or a larger project (if linked to a larger research project this should be made clear)
   - the population, study area, and/or sample(s) is/are clearly specified, if applicable
   - appropriate instruments for data collection and analysis are used
   - feasibility (e.g., timeline, data availability, field site access, etc.)

5. Significance of the potential outcomes
   - potential for contribution to scholarly knowledge is evident
   - contribution to “community” is specified, if relevant

**Results**: The committee will determine, by consensus, if the proposal provides a satisfactory basis for dissertation research. The committee will recommend one of the following:

1. Proposal is acceptable, with or without minor revisions.
2. Underlying proposed research is sound, but the proposal needs recasting or minor content addition, including additional literature review or clarification of methods/study design. It is at the discretion of the advisory committee as to whether these revisions can be completed by the student and approved solely by the supervisor, or whether the advisory committee will review the revised proposal prior to final approval. The revisions should be completed within 6 weeks and do not require a second oral defence. (Note: If the advisory committee determines that a second oral presentation is necessary, it shall identify recommendation 3 below).
3. Proposal does not meet the minimum standard. In this case a revised dissertation proposal is submitted to the advisory committee within 3 months and a second oral presentation and examination is scheduled. Written confirmation of approval must be filed with the graduate secretary by the committee chair. The supervisor will ensure that a copy of the approved dissertation proposal is placed in the student’s School file. Students who fail to successfully complete the Dissertation Proposal requirements on the second attempt will be recommended by the advisory committee to withdraw from the program.
**Permission to Write the Dissertation**

Once the student has completed the data collection and analysis components of the dissertation research, an advisory committee meeting will be held to evaluate the quality of that work and to assess whether it is adequate to permit writing of the dissertation. The supervisor will determine when permission to write the dissertation should be requested from the advisory committee. In preparation for the permission to write meeting, the student will prepare a document that briefly outlines the research purpose and objectives, provides an overview of the research methods, and highlights the research findings and key observations. The document should also include a tentative dissertation table of contents.

This document must be submitted to the advisory committee at least 2 weeks prior to the scheduled meeting date. The advisory committee meeting should be scheduled by no later than 3 weeks after receiving the document. At the time of the Permission to Write Meeting, the student will present to the advisory committee an overview of the dissertation results and a timeline for completion of the dissertation. The key criterion for consideration by the advisory committee is whether the student has obtained enough data and whether sufficient, preliminary analysis of those data has been completed to proceed with writing the dissertation. Permission to write must be indicated in writing and placed in the student’s file by the committee chair.

**Dissertation**

The dissertation must be based on original research and demonstrate judgment and scholarship on the part of the candidate. It must represent a worthwhile contribution to environment and sustainability which would warrant publication, in whole or in part, in a recognized scholarly form. The quality of the dissertation is evaluated by an examining committee, consisting of the advisory committee and an external examiner from another university who is knowledgeable about the dissertation topic. Students and advisory committee members should consult Appendix B: Guidelines for Evaluating a Thesis.

The graduate student will develop a dissertation under the guidance of the supervisor. Once the supervisor is satisfied with its quality, copies are provided to members of the advisory committee for review. The advisory committee should provide comments within 3 weeks and recommend any revisions in substance or format before the dissertation can be presented for defence. Once the advisory committee has approved the dissertation manuscript, the student will prepare final copies of the dissertation for submission to the examining committee. The number of required copies of the PhD dissertation is normally seven when there is one supervisor. A final copy of the dissertation will be reviewed by the committee member assigned to do so to ensure that it conforms to the standards of CGPS before it is given the final review by the advisory committee.

On approval of the dissertation manuscript, the advisory committee will make recommendations to the Graduate Chair on the appointment of an external examiner and the scheduling of the defence. CGPS requires the thesis at least 6 weeks prior to proposed defence date, and the Graduate Programs Advisor needs time prior to that to compile the pieces to go to CGPS. For more detail, please consult the CGPS requirements.

The Graduate Chair will recommend to CGPS on behalf of the School that the dissertation examination be scheduled. At least 7 weeks prior to the defence, the supervisor must submit the necessary documents (final copy of thesis, CV for first choice of external, names of 2–3 alternate externals) to the Graduate Chair and the Graduate Programs Advisor, who will pass them on to CGPS, indicating the date, time, and proposed name of external examiner. Faculty must allow 2–3 working days for the forms to clear the School office. The forms are reviewed at CGPS and approved within 2 weeks—this includes a review of the dissertation by the Associate Dean, CGPS. In the interim, neither the student nor any member of the advisory committee can provide the external examiner with a copy of the dissertation. Once approved, at least 4 weeks must be provided for reading of the dissertation and preparation for the defence. These timelines are strictly enforced.

**Dissertation Format**

Students may prepare a dissertation by manuscript or a dissertation by traditional format. General guidelines for the dissertation format requirements are provided in CGPS Online Guide for Writing Electronic Theses, Projects, and Dissertations. SENS does allow for alternative format theses; students interested in this option should consult with the Graduate Chair as early as possible.

SENS requires a minimum of three articles suitable for peer-reviewed publications, or equivalent scholarly outputs (e.g., book chapters) as per disciplinary standards, be completed for the dissertation by manuscript. At least one article should be submitted at the time of defence. The Dissertation by Manuscript is evaluated based on the same standards as the traditional thesis. These papers must be approved by the supervisor and advisory committee, the same as for a dissertation document. The student must be the first author on all papers associated with the dissertation. A footnote explaining author roles is also required.
CGPS guidelines on a manuscript-style dissertation can be found in CGPS Online Guide for Writing Electronic Theses, Projects, and Dissertations.

Further information about formatting is available at the website of CGPS at: www.usask.ca/CGPS/for_students/etd.php.

PERMISSION TO DEFEND
Following the guidelines of CGPS, the supervisor will review the completed dissertation. When both the student and the supervisor believe it is ready, the dissertation will be submitted to the advisory committee. Prior to defending the dissertation, the student must obtain Permission to Defend from the committee members. The committee may require further revisions. Once the committee is satisfied that the dissertation is ready, it will grant its permission to defend. This decision must be recorded and submitted to the Graduate Chair and the Graduate Programs Advisor, who will then advise CGPS. Following approval of the advisory committee for examination, an examining committee will be struck. The student will present and defend the research in an open forum.

APPOINTMENT OF THE DISSERTATION EXAMINING COMMITTEE
The dissertation examining committee for a PhD student consists of the advisory committee and an external examiner appointed by the Dean of CGPS. The external examiner is typically a member of faculty at another university and must be a recognized authority on the dissertation subject. The advisory committee will provide names of recommended external examiners, with curricula vitae and justification for their selection, to the Graduate Chair and the Graduate Programs Advisor, who will forward the names, addresses, and telephone numbers of three individuals, in order of priority, who are qualified to act as the external examiner. The College of Graduate and Post-doctoral Studies has strict guidelines to avoid conflict of interest or collaboration; please consult the CGPS Policies and Procedures Manual, section 8.2.

The student cannot have previously discussed their research with the external examiner nor had any personal relationship with the examiner.

EXAMINATION OF THE DISSERTATION
The examination of the dissertation is a public, oral examination conducted by the dissertation examining committee. It is usually 2–3 hours in length and limited to work done by the candidate for the dissertation and to knowledge of directly related material. At the conclusion of the examination, the dissertation examining committee meets to determine if the dissertation, and its defence by the student, meet the requirements for the degree.

The examining committee members will decide by consensus or majority vote whether the written dissertation and oral defence is:
1. passed without revisions;
2. passed with revisions (major or minor);
3. to be re-examined;
4. rejected.

The student is advised immediately of the dissertation examining committee’s decision.

AFTER THE DEFENCE
An electronic copy is to be submitted to the University’s Electronic Thesis and Dissertation site. Information about submitting to this site can be found here: https://students.usask.ca/graduate/thesis-etd.php#Submissiondeadlines. It is the responsibility of the student to submit the dissertation electronically.
SUPERVISOR AND STUDENT ROLES AND RESPONSIBILITIES FOR THESIS-BASED PROGRAMS

The research and the selection of courses are done under the direction of the advisory committee. The supervisor is responsible for calling meetings of the advisory committee. The chair keeps minutes of the meetings and distributes those minutes to the student and advisory committee members. Advisory committee meetings are held at least once per year, and as required to evaluate and assist the student in the program of study. A graduate student is entitled to attend all advisory committee meetings.

When supervisors are away from the University for an extended period (i.e., sabbatical leave), they are expected to arrange for another member of the advisory committee to act in their absence, and to advise the Admissions and Awards Committee and Executive Director in writing of this arrangement. Students can expect their supervisors to ensure that adequate provision has been made for continued supervision during their own absence or leave of any kind. All such arrangements will be communicated to the Dean of CGPS with a copy to the student. The Graduate Chair will advise the Dean if these arrangements are not considered satisfactory by the School. Faculty members should recognize that it is imperative to make an appropriate reduction in supervisory and advisory responsibilities prior to and during sabbatical and similar types of leave.

See Appendix A for the graduate student-supervisor agreement which articulates the roles and responsibilities of supervisors and graduate students.

For the thesis-based programs, the roles of the supervisor and the student are as follows:

Role of the Supervisor: The supervisor is a mentor, advisor, and senior colleague, and provides an atmosphere of respect for the student. As the senior partner, the advisor must encourage commitment on the part of the student. The supervisor’s responsibilities toward the student are to:

- guide the choice of the advisory committee, program of studies, thesis topic, timeline to completion, and milestones;
- be accessible for and help establish regular meetings with the student;
- provide expectations, criteria, and evaluation for written work, including the dissertation, in a timely fashion;
- explore, inform about, and provide funding opportunities;
- inform of policies, regulations, expectations and standards of the School, CGPS, and the University with respect to course work, research, scholarship, intellectual property, academic integrity, safety, ethics, thesis, collaborative work, authorship, acknowledgements, conference presentations, and professionalism;
- convene the advisory committee at least once yearly;
- provide the student with the opportunity to present research at a conference;
- ensure the eligibility of the thesis for examination, to provide the names of potential suitable external examiners, and to prepare the student for defence;
- provide letters of recommendation on request, in a timely fashion, and
- arrange for suitable supervision during absences.

Role of the Student: The Master’s or PhD student is a junior partner and colleague in a relationship of mutual respect with the supervisor and advisory committee. The student makes a commitment to the program and is dedicated to the completion of the program within an acceptable timeframe and in accordance with the policies and regulations of the School and the University. The student is entitled to mentorship, advising, guidance and monitoring and yearly evaluation of progress by the advisory committee. The student has the following responsibilities:

- be accessible for and maintain regular and frequent communication with the supervisor and advisory committee
- be aware of the many other commitments the supervisor will have and schedule meetings and document review in a responsible manner that respects these commitments. The student and the supervisor should schedule regular meetings.
- know and adhere to policies, regulations, expectations and standards of the School, CGPS, and the University with respect to course work, research, scholarship, intellectual property, academic integrity, safety, ethics, thesis work, collaborative work, authorship, acknowledgements, conference presentations, professionalism, and obligations tied to funding.
• be aware of and to meet deadlines for registration, course work, research, applications, reporting, defence, and convocation preparations.
• strive for excellence in and to take full responsibility for course work and research.
• establish and adhere to a timeline and milestones for completion.
• record research systematically, completely, and honestly.
• report on progress and to prepare a yearly report for the advisory committee.
• submit work for evaluation, allowing reasonable time for review, and consider advice from the supervisor and the advisory committee.
• make thoughtful, considerate, frugal and responsible use of resources.
• maintain, keep clean, and return to order the workplace.
• advise the supervisor of absences due to vacation, illness, or other reasons.  

**SCHOLARSHIPS**

Students who receive SENS scholarships must provide the notice of award to notify the Graduate Programs Advisor and the Financial officer immediately upon receipt. Ensure that the amount, duration, and source of funding are explained. SENS awards will be reduced to the ceiling ($35,000 per year for PhD students, $30,000 per year for MES students) for the duration of the external award. Students who receive SENS scholarships will be required to apply for other scholarships as eligible per their residency status. If a student receives additional funding in excess of the ceilings amounts, this scholarship will be reduced proportionately. If this occurs, it is the student’s and/or supervisor’s responsibility to inform SENS.

**THE GRADUATE ADVISORY COMMITTEE**

The supervisor, in consultation with the student, invites others to serve on the advisory committee. The advisory committee has the primary responsibility for directing and evaluating the student. The advisory committee recommends a Program of Studies for the graduate student and may recommend revisions to that program. The role of the advisory committee is to assist the student in completing program requirements. Members are brought together for their substantive expertise in the research area.

MES committees are composed of a minimum of 3 members:
- 1 chair (non-voting except to break a tie),
- 1 research supervisor (or two co-supervisors),
- 1 or more committee members

The Dean of CGPS is an ex-officio member of every advisory committee.

PhD committees are composed of a minimum of 5 members:
- 1 chair (non-voting except to break a tie),
- 1 research supervisor (or two co-supervisors),
- 3 or 4 committee members,
  - at least one of whom is from the School (as a standard or joint appointee, associate or adjunct),
  - at least one of whom is from a discipline that is different from that of the research supervisor and
  - at least one of whom is not a member of the School (cognate). The cognate member MUST be a member of the USask graduate faculty; this member cannot be an off-campus person.)

The Dean of CGPS is an ex-officio member of every advisory committee.

The role of the advisory committee, adapted from CGPS draft guidelines, is articulated below:

**Role of the Advisory Committee:** The advisory committee provides the student with mentorship, guidance, advice, evaluation, and feedback in an atmosphere of mutual respect. The advisory committee should be chosen early in the program by the student and the supervisor, in consultation, to reflect diverse expertise in the chosen field of research. The advisory committee has the following responsibilities toward the student:
- Establish a program of studies in consultation with the student, at the beginning of the program, with clear course requirements, expectations, and a projected timeline with milestones;
- Remain familiar with the research project and the student’s progress;

3 “Role of the Faculty Advisor” and “Role of the Student” adapted from University of Saskatchewan. CGPS 1995. “Guidelines for Various Parties in Graduate Student Project and Thesis Research”
• Meet with the student at least once yearly to review the student’s progress, and then to report to CGPS;
• Be prepared to recommend withdrawal or alternatives if progress is unsatisfactory;
• Be available for consultation with the student on academic or research-related matters, as well as other matters which may arise, including but not limited to, supervision, intellectual property, ethics, authorship, best practices, academic integrity, acknowledgement, medical or compassionate situations, conflict, disputes, harassment, and discrimination;
• Provide feedback on the suitability of material for publication, and to suggest relevant journals for submissions;
• Determine what member of the advisory committee will review the thesis to ensure compliance with formatting requirements of CGPS;
• Examine the thesis/dissertation for defence in a timely manner;
• Provide opportunities for the student to present the research at a conference; and,
• Be willing to provide letters of reference upon request.4

Role of the Chair of Advisory Committees: The role of the chair of the advisory committee is to maintain the standards, fairness and integrity of the process for both the student and faculty. The chair or designate is required to attend all meetings where a decision is made. The chair of the advisory committee may serve as a full voting member, if desired by the committee. This arrangement will be determined by the committee at the Program of Studies meeting. The chair completes the minutes of each meeting, records votes, and files the records with the graduate secretary. It is a collective responsibility of all faculty members with standard or joint appointments in the School to participate in chairing committees.

Note that the chair of the advisory committee cannot pass judgment on matters that are not normally addressed by the committee, such as academic dishonesty. Matters that cannot be addressed by the committee must be referred to the Executive Director of the School and the Dean of CGPS for resolution. The chair should provide all the relevant information in such a situation.

For PhD committees, the chair of the advisory committee will chair the final dissertation defence. The chair of the advisory committee is entitled, although not required, to ask questions. If the committee can come to a consensus about the quality of the dissertation, the chair need only record the consensus decision. If consensus cannot be reached among the committee and a vote must be taken, the chair must record the outcome of the vote. If the vote is tied, or where the committee and the external examiner do not agree on the vote, the chair must vote. In this case, abstention by any member of the examining committee, including the chair, will be interpreted as a negative vote. The student must be informed of the decision immediately after the examination. Should further work by the candidate be required, the chair of the examining committee must see that the committee states clearly, for the candidate and CGPS, what work is to be done and whether or not the examining committee shall meet again before the dissertation can be accepted.

4 “Role of the Advisory Committee.” adapted from University of Saskatchewan. CGPS 1995. “Guidelines for Various Parties in Graduate Student Project and Thesis Research”
IMPORTANT INFORMATION FOR ALL STUDENTS

ETHICAL APPROVAL TO CONDUCT RESEARCH

According to the University of Saskatchewan Ethics Office website, “the University requires that all research conducted by its members conform to the highest ethical standards in the use of human subjects, animals and biohazardous materials. Any research or study conducted at University facilities, or undertaken by persons connected to the University, involving human subjects, animals or biohazardous materials must be reviewed and approved by the appropriate University of Saskatchewan Research Ethics Board (REB) or Committee.”

The USask has three ethics review boards: The Biomedical Research Ethics Board, the Behavioural Research Ethics Board, and the Animal Research Ethics Board. All research conducted at the University of Saskatchewan must receive ethics approval before the research begins. The official website of the Ethics Office has complete and current information.

Review is required even if a similar project has been approved elsewhere.

Research permits may be required before fieldwork can commence. Obtaining these permits is the responsibility of the graduate student in consultation with their faculty advisor. Students who work with animal research with potential environmental impacts, and/or in parks or protected areas are also responsible for obtaining the necessary permits or permissions before undertaking their research.

TRAVELLING OUTSIDE OF CANADA AS A USask STUDENT

Students who will be travelling outside of Canada to attend a conference or to conduct research must notify the International Student and Study Abroad Centre (ISSAC) prior to the trip. A complete description of the processes involved with international travel for students can be found on the Study Abroad website. All students should review this information well in advance of planned travel, as some actions may be required up to 60 days in advance.

These requirements are in place for all university-related travel outside of Canada, even if a student is returning to his or her country of origin. For example, a student from Denmark who travels to Denmark to conduct research must complete the travel requirements.

REQUESTING EXTENSION OF TIME LIMIT

CGPS considers requests for extension to time in program made through their online system at this link: Request Extension to Program Time. Students should be prepared to include the following information in this request:

- Student name, Program (Environment & Sustainability), and Degree Sought
- Requirements completed to date
- Outstanding requirements
- Reasons for delay in completion and plans for how to address them – a detailed explanation is required here
- Amount of time being requested—Master’s students may request up to 8 terms and PhD students up to 9 terms.
- Plan and timeline to completion—this should be a detailed plan that the student and supervisor have agreed upon – be specific and realistic
- Date of last committee meeting
- Name of graduate administrator (SENS Graduate Programs Advisor)
- Names of supervisor and SENS graduate chair

CGPS will grant time extensions when students have experienced significant difficulties or delays while actively working to finish the program. Delays caused by employment are not considered to be adequate reason for extension approval.

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REASONABLE ACCOMMODATION

SENS recognizes that, on occasion, extenuating short-term circumstances or on-going needs may affect the ability of students to participate fully in some aspects of their program, such as ENVS 806, the field course, a requirement for the MSEM and MWS programs. Students may seek accommodation should this be the case. Any accommodation must be discussed and resolved well in advance. When a student seeks accommodation, the supervising faculty member will be involved. All accommodations, however, will be reviewed and approved by the SENS Executive Director in advance of the accommodation.

This set of principles below guides the process by which an accommodation can be determined. It assumes that accommodation is NOT an emergency, nor a situation relating to health or disability as these situations are addressed by separate University policies. Access and Equity Services is the unit on campus that students should consult if they have needs related to physical health, mental health, disability, religion, family status and/or gender identity.

Principles

1. Recognizing the diversity of situations, each situation will be reviewed on a case-by-case basis.
2. Accommodation is a three-way responsibility involving the student, faculty supervisor and, if necessary, the Graduate Chair. All policies of CGPS will be respected.
3. It is incumbent upon the student to raise with the faculty advisor any request for accommodation with sufficient time such that a fulsome discussion, negotiation, and accommodation request can be addressed. Except in the case of emergencies, last minute requests are not considered reasonable. Students with a need for accommodation must raise this need with the faculty advisor when research or course expectations are discussed or upon acceptance of entry into the program, whichever comes first.
4. Accommodation does not constitute a demand for a specific outcome. Hence, all parties are invited to discuss a range of possible alternative arrangements to address any issues or concerns arising from their duties.
5. Where accommodations address situations related to travel or expense claims related to research, SENS will be guided by University of Saskatchewan and Tri-Agency policies. Tri-Agency policies will apply only to awards made through the Tri-Agencies.
6. Where accommodations relate to teaching or classroom activities, SENS will be guided by University of Saskatchewan policies.
7. Accommodations outside of teaching and research will be based on the best judgment of all parties.
8. Where resolution cannot be determined readily, the persons involved will seek assistance from Human Resources or CGPS, if applicable.
9. In all cases the final determination of whether an accommodation is reasonable or constitutes undue hardship for SENS, the Executive Director of SENS will make the final decision. If necessary, the Executive Director will seek guidance from Human Resources and/or CGPS in making this determination. Except in emergency situations, the Executive Director will review and approve the accommodation in advance of its implementation. When the Executive Director is in a conflict of interest, an alternative decisionmaker will be enlisted.
10. The type and duration of the accommodation for each student will be set out in writing and filed with the student’s record.
11. All actions must be consistent with current and applicable collective agreements, legislation and university policies. These principles will be reviewed as necessary to reflect any policy or legislative changes.
QUESTIONS?

Don’t hesitate to ask!

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Karl-Erich Lindenschmidt, PhD
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My role in SENS includes helping students move through the requirements of their programs—from the day you first register for classes until the day you complete your project/thesis and are ready to graduate. I am here to help you find answers to your questions and solutions to difficulties that you may encounter.

I provide oversight for the design, implementation, coordination and promotion of the academic programs and the recruitment and admissions services in SENS.

As the Placement Coordinator I work with community partners to create a variety of meaningful projects for students. I help students navigate the project process and guide them through building and maintaining relationships with their community partner.

One aspect of my role as a Communications Specialist is to publicize SENS success stories and promote events of relevance to our faculty and students. If you have a story idea related to your academic work or want to contribute a story from a student perspective, please connect with me via email.

As a Research Facilitator, my primary role is to support faculty with their funding applications, and I do this in a variety of ways. However, if you have questions about sources of funding for your graduate studies or need a second set of eyes on a funding application or cover letter, then get in touch.
Student-Supervisor Agreement
for thesis-based degree programs

This document has been adapted from guidelines created by the University of Manitoba Faculty of Graduate Studies and the Canadian Association of Graduate Studies.

NOTE:
The student should be 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 program of study and interest in the selected research topic.
**Introduction**

- This form is designed to provide a framework for discussion between the Supervisor(s) and the Graduate Student and to establish guidelines to govern their relationship. It may be revisited at any stage of the Student’s graduate program to accommodate for changes in the Student-Supervisor(s) relationship and/or the research project.

- The Supervisor(s)-Student relationship involves mentoring, support, career development, as well as academic oversight. The Supervisor(s) and Student should work together to arrive at jointly acceptable terms to establish their relationship.

- The completed form is to be regarded as an aid to planning and finishing the thesis project. It is not intended to be legally binding.

- The Supervisor and the Student are free to add items to the form to tailor it to their joint purposes.

- The Supervisor(s) is/are responsible for supervising the Student’s graduate program. The Supervisor(s) is/are the Student’s primary contact(s) at the University of Saskatchewan and should be familiar with the general policies and regulations of the College of Graduate and Postdoctoral Studies as well as the specific supplementary regulations of their academic unit. This form does not replace official University of Saskatchewan statements of policy and procedure.

- If the Student or Supervisor(s) have any questions or concerns regarding their graduate program or this form, advice may be sought from the program graduate chair, unit head, or the College of Graduate and Postdoctoral Studies.

- Please visit the College of Graduate and Postdoctoral Studies website to find more information and guidance for both the Supervisor(s) and Student.

- The Supervisor(s) and the Student should review each of the points listed below and check off each box to confirm that the items have been discussed and understood by the Supervisor(s) and the Student. Ideally, this document should be completed prior to the commencement of any research and no later than the submission of the first Progress Report for the Student.

**Part 1 | Supervisor(s) and Student**

a. The supervisor(s), ________________________________ (the “Supervisor(s)” is/are a member/s of the College of Graduate and Postdoctoral Studies and agree(s) to supervise the graduate program of the Student named below; and

b. The student ________________________________ (the “Student”) is registered in the College of Graduate and Postdoctoral Studies, studying in ________________________________ at the University of Saskatchewan and wishes to carry out a graduate program under the supervision of the above-named Supervisor(s).

**Part 2 | General Roles and Responsibilities**

**2.1 The Supervisor(s)**

Please review the following points and check each box to acknowledge that it was discussed. The Supervisor(s) will:

- Guide the Student on degree requirements, appropriate elective course work, research, thesis proposal, thesis writing, suitable resources, and workspace.
Assess and confer appropriate and fair acknowledgment of Student contributions to scholarly activity.

Give reasonable notice to the Student of extended absences from campus, such as research leaves, and make satisfactory arrangements during such absences.

Provide advice on the composition of the advisory and examining committees.

Disclose any conflict of interest that may arise with respect to the Student.

The following are optional points to be discussed. If relevant, please review the following points, and check the box to acknowledge that it was discussed.

Provide guidance on how to work effectively as a member of a team.

Assist in providing infrastructure and facilities required for the Student to undertake scholarly activities.

Any other mutually agreed upon responsibilities:

2.2 The Student

Please review the following points and check each box to acknowledge that it was discussed. The Student will:

- Familiarize themselves with the policies, procedures, regulations and deadlines established by the University of Saskatchewan, the College of Graduate and Postdoctoral Studies, and their respective unit.

- Seek the advice of the Supervisor(s) regarding required course work including appropriate electives, research, thesis proposal, thesis writing, suitable resources, and workspace.

- Demonstrate appropriate professional judgment, collegial behavior, academic rigor and integrity always and in every facet of the graduate program.

- Dedicate time to the graduate program to make timely and effective progress towards degree completion.

- Maintain contact with the Supervisor(s) and provide any changes in contact information.

- Consult with the Supervisor(s) regarding graduate program examiners and assessors.

The following are optional points to be discussed. If relevant, please review the following points, and check the box to acknowledge that it was discussed.

- Keep laboratory, research, and computer areas tidy, and respect the space and property of others.

- Strive to work effectively as a member of a team.
Any other mutually agreed upon responsibilities:

2.3 The College of Graduate and Postdoctoral Studies

The College of Graduate and Postdoctoral Studies holds primary responsibility for ensuring that program policies, including admission criteria, program timelines, and requirements are clearly articulated and duly followed. The College also facilitates access to funding sources. Students and Supervisor(s) should be familiar with the College website, regulations, and resources. See http://www.usask.ca/cgps/

Part 3 | Meetings

Please review the following points and check each box to acknowledge that it was discussed.

☐ The Supervisor(s) and Student will arrange and attend regular meetings. The frequency of the meetings may vary, but at a minimum, meetings normally will be held every _________ (indicate weekly or monthly intervals and/or frequency).

☐ The Supervisor(s) will respond in a timely manner (normally not to exceed 30 days) with constructive suggestions/revisions to written work (including proposals, literature reviews, analysis, chapters), as well as research and scholarship applications, reports, manuscripts, or scholarly presentations.

☐ The Supervisor(s) and Student will organize and schedule an in-person meeting with the entire advisory committee at least once annually. Additional meetings may be held at the request of either the Student or the Supervisor(s). If appropriate, the Student will distribute reports in advance of scheduled meetings with the advisory committee.

☐ Any other mutually agreed upon responsibilities:

Part 4 | Publications

Please review the following points and check each box to acknowledge that it was discussed.

☐ The Supervisor(s) will acknowledge the contribution of the Student in any publications and/or presentations, as appropriate.

☐ Order of authorship and the criteria to determine the order of authorship on any shared publications will be established.

☐ All University policies pertaining to attribution and/or authorship will be followed.

☐ The Student and the Supervisor(s) will discuss the patentability of any invention arising out of the research before any publication or presentation of the research in order to ensure that the patentability of the invention is not jeopardized.

☐ Any other mutually agreed upon responsibilities:

Part 5 | Intellectual Property, Academic Integrity, and Ethics

Please review the following points and check each box to acknowledge that it was discussed.

☐ The Student will hold the copyright of their thesis.
☐ The Supervisor(s) and Student will abide by the specific guidelines and rules for copyright and intellectual property at the University of Saskatchewan.

☐ The Student will keep orderly records of all research data produced or developed.

☐ Where research data is produced or developed, both the Student and Supervisor(s) will always have access to the data.

☐ Both Student and Supervisor(s) understand that the provisions of the University’s Intellectual Property Policy pertaining to work done while a graduate student, as well as the guidelines around publication and access to research data, remain in place even after the Student is no longer attending the University.

☐ The Student is responsible for understanding the meaning of academic integrity at the University of Saskatchewan and ensuring it is applied to all their work.

☐ The Supervisor(s) and the Student will adhere to the University’s policies and procedures related to the conduct of research, including any necessary human ethics review procedures, and animal care ethics, that must be completed.

☐ Where the Supervisor(s) is/are a member(s) of the University of Saskatchewan Faculty Association (“USFA”), the provisions of the USFA collective agreement will apply to the Supervisor(s).

The following are optional points to be discussed if relevant. Please review the following points and check the box to acknowledge that it was discussed.

☐ The Student must complete appropriate courses on the use of animals or humans in research.

☐ Any other mutually agreed upon responsibilities:

Part 6 | Timelines and Completion

Please review the following points and check each box to acknowledge that it was discussed.

☐ Progress Report forms are to be submitted at least once per 12-month period. More frequent updates may be necessary. The Advisory Committee and the Supervisor(s) must jointly complete this form.

☐ The maximum time period, including course work, examinations, research, thesis writing and defence (if applicable) permitted for the Student’s graduate program is ____ years (please consult your specific complete program regulations as set by the College of Graduate and Postdoctoral Studies). It is anticipated that the Student should the graduate program within ____ years.

The following are optional points to be discussed. If relevant, please review the following points, and check the box to acknowledge that it was discussed.

☐ Student commitments for other duties such as non-degree research, teaching and teaching assistantships, or other responsibilities, should not delay efforts to complete the graduate program.
Part 7 | Funding

Please review the following points and check each box to acknowledge that it was discussed.

☐ The Student will seek opportunities for scholarships appropriate to their program, aided by the Supervisor(s).

If relevant, please review the following points, and check the box to acknowledge that it was discussed.

☐ The student will receive $______________ per month for _________ (duration) from ________________ (source) subject to satisfactory progress in program requirements.

☐ Any other mutually agreed upon responsibilities:

Part 8 | Safety

If relevant, please review the following points, and check the box to acknowledge that it was discussed.

☐ The Student will be subject to appropriate safety courses or requirements at the University of Saskatchewan, including those pertaining to workplace and fieldwork protection, hazardous materials, radioisotopes, laboratory and environmental waste management, or others.

☐ The Supervisor(s) and Student will seek input and direction from safety officers or other appropriate personnel within their unit if further training is required.

Part 9 | Privacy and Confidentiality

Please review the following points and check each box to acknowledge that it was discussed.

☐ If confidential information is provided to a student in the program, the student will not disclose the confidential information to any third parties, except as required by law or as permitted by agreement pursuant to which the confidential information was shared.

☐ The U of S Freedom of Information and Protection of Privacy Policy applies to the Student’s program along with provincial and federal legislation.

Part 10 | Professional Development

Please review the following points and check each box to acknowledge that it was discussed.

☐ Opportunities for the Student to attend suitable conferences and present scholarly work will be sought.

☐ Sources of funding for Student travel should be investigated and applied for.
Professional development programs, such as effective writing courses, teaching training, academic integrity, and workshops on research grants and career opportunities will be encouraged.

Any other mutually agreed upon responsibilities:

Part 11 | Vacation

Please review the following points and check each box to acknowledge that it was discussed.

- Graduate students are entitled to a minimum of 2 weeks vacation per year in addition to weekends, statutory holidays, and university closures. Vacation time will be scheduled at times that are mutually agreed upon by the student and supervisor(s).
- Where program requirements necessitate working during weekends, statutory holidays, or university closures, alternate time off will be provided as mutually agreed.
- Students receiving funding with a service requirement may not take vacation at a time that causes disruption to the service requirement unless approved by the person/unit in charge of the service.

Part 12 | Other

Any other mutually agreed upon responsibilities:

The Student and Supervisor(s) have reviewed and understand these guidelines.

By signing this agreement, you agree that you have read and understood this form, and that the information provided within is true and accurate to the best of your knowledge.

student signature  student printed name  date

supervisor signature  supervisor printed name  date

Copies of these signed guidelines will be kept by the Supervisor(s) and the Student, the unit (in the Student’s file), and the College of Graduate and Postdoctoral Studies.
APPENDIX B: GUIDANCE FOR EVALUATION A THESIS/DISSERTATION

Each criterion is important for evaluating a thesis. Questions posed offer some guidance for evaluating the criterion. Students and faculty can use this document as guidance when evaluating a thesis prior to or at the point of defence.

Organization
- Is the thesis clearly guided by the research questions, hypotheses, or objectives as appropriate to the methodology?
- Does the structure of the thesis bring clarity to the work?

Literature
- Is there sufficient engagement with relevant research literature? Is it sufficiently focused?
- Is the method of engaging with the literature appropriate to the chosen methodology?

Theoretical, Conceptual, or Analytical Framework
- Is the theoretical/conceptual or analytical framework appropriate for the study?
- Does the thesis demonstrate sufficient depth of understanding in description and application of theoretical framework?
- Is the work sufficiently situated within research traditions associated with environmental or sustainability science or studies?

Methodology and Methods for Data Collection, Analysis and Discussion
- Is the methodology appropriate for the study questions?
- Does the methodology adopt sufficiently acknowledge research traditions applicable to the field of study?
- Are the methods well-selected and executed?
- Are the data collection methods adequate? Are they clearly explained?
- Are the methods of analysis appropriate to address the questions?
  - Where relevant, is epistemological framing of the work congruent with the research questions and subject matter?
- Are the results and discussion clearly presented? Do they relate back to the framework?

Presentation
- Is the form of presentation appropriate given the topic, methodology, epistemology and ontology represented by the study?
- Is the purpose of the thesis clear?
- Comment on the quality of any figures, tables, maps, photographs, and general formatting.
- Is referencing complete, clear, and appropriately formatted using an acceptable style?
- Is the quality of the writing sufficient?

Overall Thesis
- Does the thesis demonstrate original work/thought (original contribution to knowledge)?
- Are the conclusion(s) and/or policy and research recommendations relevant to the thesis aims?

General/other comments, justification for overall assessment. Please include a brief comment on whether the thesis attempts to achieve or achieves interdisciplinarity.
APPENDIX C: STUDENT MAKING SATISFACTORY PROGRESS GUIDELINES

What does it mean for a student to be making satisfactory progress?

All students are expected to conduct themselves professionally within and outside of program requirements. Guidelines for professional conduct are indicated in the expectations and responsibilities set out in the SENS Graduate Student Handbook, and College of Graduate and Post-doctoral Studies and University policies related to academic and non-academic conduct.

Students who receive scholarships, assistantships, bursaries or other funds from or administered by the University of Saskatchewan, the School of Environment and Sustainability (SENS), or their supervisors must continue to make satisfactory progress and demonstrate their commitment to their program of study to continue to receive funding. A student making satisfactory progress is expected to, at a minimum, meet all of the following conditions:

**Administrative**: A student making satisfactory progress must be registered.

**Progress in program**: Progress is determined by several indicators that include, but are not limited to, at least acceptable progress in coursework (minimum GPA to retain scholarships and demonstrate competence); consistent progress in meeting all program requirements; demonstrated progress in data collection, analysis, write-up; active participation in the learning process; and meeting on-going professional expectations and obligations (e.g., presentations upon request, relationships with research partners [if applicable]). These indicators are demonstrated by meeting program and research deadlines throughout each year of the program, and meeting commitments to research partners. These may be summarized during the annual required progress reports made to the committee. However, general progress throughout the year is monitored by the student supervisor(s). If the supervisor(s) has concerns about progress in program, they should first be documented and reported to the student and to the Graduate Chair. See below for details.

**Student-supervisor relationship**: A student making satisfactory progress is expected to maintain regular communication with their supervisor(s), interact regularly with their supervisor(s) on a reasonable schedule, and respond to requests for updates, in a collegial manner, with their supervisor and committee. A student making satisfactory progress takes responsibility for their program and its requirements as described in the Graduate Student Handbook. A student making satisfactory progress provides advance notification of planned absences and negotiates the timing of vacation with their supervisors in advance to ensure time away does not impede progress in program. A student making satisfactory progress will ensure that when situations arise that compromise their ability to complete required work or achieve key milestones or meet deadlines s/he will proactively address these issues with their supervisor(s) (and committee, if applicable) to manage these situations and permit continued progress in their program or research. If an agreed path forward cannot be determined, the student supervisor(s) document the situation and will seek help from the Graduate Chair to mediate a reasonable solution. If the demands of the supervisor are unreasonable, the Graduate Chair will intervene and call a meeting of the student’s advisory committee.

**Professional conduct**: A student making satisfactory progress conducts him/herself as a professional in ways that include open and direct communication; responding to communication in a timely manner; being responsive to professional critique; and demonstrating accountability for actions and behaviours.

What happens when a student is determined to NOT be making satisfactory progress?

Students often take longer to complete their research than originally planned. When this happens, a student making satisfactory progress will discuss the challenges s/he is facing and work with their supervisor(s) and committee members to plan for contingencies. Determining “not making satisfactory progress” overall suggests that the student is failing to meet expectations across a range of categories in the progress form and/or has failed to perform in a professional and ethical manner. An overall determination of not making satisfactory progress is not given lightly. It does not arise when a single deadline is missed. It is reserved for situations where the behaviour or inattention of the student places in jeopardy the completion of their program of study.

If a student appears to not be making satisfactory progress, the student’s advisory committee members with the supervisor will review the student’s actions. This review will include meeting with the student, if feasible, to gather required information. Upon review and deliberation, the supervisor and committee members will make one of the following recommendations to the Graduate Chair of the program:

a. Student is making satisfactory progress, but some changes need to be made in committee structure (e.g., new supervisor) or expectations made of the student;
b. Student is not making satisfactory progress, but could make progress with a different supervisor or set of working conditions;
c. Student is not making satisfactory progress and should be required to discontinue;

Upon receipt of the recommendations, the Graduate Chair will confer with the Executive Director to determine next steps. If the student is making satisfactory progress (Category A), the Graduate Chair will oversee a transition to different arrangements (if necessary).

If the student is not making satisfactory progress (Categories B and C), funding will be immediately suspended. For Category B, the student must receive advice relating to expectations to resume satisfactory progress. This will involve discussion with the Graduate Chair and may involve the Associate Dean of Graduate and Postdoctoral Studies. The student will work with the supervisor(s), and the student’s committee to identify, in writing, terms by which the student’s satisfactory progress may be achieved. A return to satisfactory progress will also mean that funding to the student may be resumed, if conditions determined by the funding party permit. The funding party may suggest a ‘probationary’ period before funding is recommenced.

For Category C, the student will be offered the opportunity to withdraw voluntarily. If the student refuses to withdraw voluntarily, the Graduate Chair will inform the College of Graduate Studies that the student is required to discontinue.

All relevant information relating to these decisions will be conveyed to the student, the College of Graduate and Postdoctoral Studies, and the Executive Director of the School. A student may appeal the decisions to the College of Graduate and Postdoctoral Studies.
APPENDIX D: FAQ ABOUT ONLINE DELIVERY FOR 2020–2021

Q: How will the COVID-19 pandemic affect my ability to apply for a graduate program in SENS?
A: Although COVID-19 is changing how SENS (and every university community in Canada) will be offering its programs, it won’t affect your ability to enroll or the processing of your application; both those processes remain the same as before the pandemic and are operating in a timely manner. Please consult the Graduate Degree Programs section of the SENS website for more information about applying to our programs. There, on each program’s page, you can find information about admission requirements and deadlines, tuition, applying and more are listed. If you have any questions, please email sens.admissions@usask.ca.

Q: I am a foreign national and have not yet applied for a study permit. Will I be able travel to Canada for my program? What if I have a study permit already?
A: As you can appreciate, the travel and immigration situations are changing frequently, but currently, USask will be delivering all programs remotely for the fall 2020 and winter 2021 terms. Although it is not yet known whether the 2021 term will be additionally offered in person, you should not plan on attending in-person classes for the 2020–2021 academic year. In order to provide you with the most accurate and current information, please see these links:
  • USask’s International Student and Study Abroad Centre (ISSAC) provides assistance to international students and are available for online consultation (via Zoom chat). You can email ISSAC at International.students@usask.ca
  • USask maintains current information about COVID-19 that is relevant to international students, and this section of the website addresses immigration and travel questions.
  • The Government of Canada’s Immigration, Refugees and Citizenship Canada (IRCC) has additional helpful information about studying in Canada.

Q: If I cannot come to Canada to study, how can I complete my program?
A: SENS has moved all its graduate courses to a remote delivery system for the fall 2020 and winter 2021 terms. Students enrolled in a professional program do not need to travel to Canada to complete their program. You can take all your courses online from your home country.

Q: Do I need study permit to complete an online professional program with SENS?
A: No, you do not need a study permit to complete our professional programs that are offered remotely.

Q: What about my project placements? Will I be able to complete these from my home country?
A: Yes, you will be able to complete your project remotely. In fact, SENS encourages its professional Masters students to develop their own project placements.

Q: Will the online version be the same as the in-person version of the program?
A: The online versions of our courses will be of the same high quality as our in-person classes, and your instructors have made every effort to maximize your experiences through the online version of their courses. You will still have an opportunity to interact with your instructors and other students virtually through our online learning platform, which will facilitate good social interactions, group discussions and presentations, flexible delivery of lecture material, and access to state-of-the-art software required for some of your courses.

Q: My town is in a time zone that is many hours different than Saskatchewan, so it is night here when it is day there. How will I be able to interact with my instructors or participate in discussions?
A: We realize that this is a real concern for some students. Courses in SENS are delivered in two ways. “Synchronous” refers to activities in which you will participate in real-time; “asynchronous” refers to activities that are designed to be completed independently and do not require you to be present in real-time. All required courses we offer will have asynchronous activities for students. Synchronous activities will be limited and recorded, with assignments such as discussions being available in an asynchronous format, so that those who are not able to join us in Saskatchewan time are not disadvantaged. We recognize the challenges of living in different time zones but, in all your courses, your instructors will work with you to make sure you get the most out of your program.
Q: How will I get textbooks and other course materials? I live far from any academic bookshop and courier service is unreliable in my region.
A: We realize that this may be an issue for students who live in more remote locations, and so your instructors will select materials that can be readily available to you. Many graduate courses in SENS do not require a textbook per se and/or will have materials provided digitally.

Q: Will it take longer for me to graduate if I take the online version of the program?
A: No. The remotely delivered programs in SENS are designed to be the same length as the in-person versions.

Q: What happens if travel bans are lifted while I am in the middle of my program? Will I be able to complete the rest of my program in person if campus opens again?
A: As you can appreciate, the situation is changing frequently, but currently USask will be delivering all programs remotely for the fall 2020 and winter 2021 terms. Although it is not yet known whether the winter term will be additionally offered in person, we recommend that you plan to join us online for the duration of the 2020–2021 academic year.

Q: What if I contract COVID-19 while enrolled in my program? Will I be able to get a refund?
A: Should something like this happen, our first concern is your health. You should inform your program director and they will work with you to find a solution. Options available will depend on your specific situation, and COVID-19 itself will not be treated differently than any other illness. Options could include applying for a leave of absence, which would not be included in the time period for completion of your degree and during which time no tuition or other fees will be charged. Details about this policy can be found here.

Q: Will I be eligible for a Post-Graduate Work Permit (PGWP) upon graduation if my program has been delivered online?
A: Immigration information relevant to studying in Canada is changing regularly. The current information regarding eligibility for a PGWP can be found here, and current information about immigration and travel can be found here. We are in contact with the International Student and Study Abroad (ISSAC) office on campus to stay on top of those changes and alert students as and when new policies come into effect.

Q: The internet in my town is poor. Will this affect my ability to complete my program? What are the minimum requirements (computer build, internet speed, etc.) needed to complete my program?
A: We realize that everyone’s access to technology differs. Courses in SENS have been designed to maximize accessibility so that you can get the most out of your experiences without needing a top-of-the-line computer. Although you may be able to complete parts of your online courses using other digital devices (e.g., a tablet), we strongly suggest that you use a personal computer. Below is a recommended minimum computer system based on digital requirements for the commonly used applications in our programs. Additional technical details can be found here. Regardless of your computer system, we strongly suggest that you run the most recent versions of the operating system and web browser that your computer can manage.

<table>
<thead>
<tr>
<th>Minimum Requirement</th>
<th>Windows-based PC</th>
<th>Apple Mac/macOS-based PC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System</td>
<td>Windows 10</td>
<td>macOS X (10.15 “Catalina”)</td>
</tr>
<tr>
<td>Processor</td>
<td>Intel Core i5 based model (or comparable)</td>
<td>Intel Core i5 based model (or comparable)</td>
</tr>
<tr>
<td>RAM/Memory</td>
<td>4 GB</td>
<td>4 GB</td>
</tr>
<tr>
<td>Storage</td>
<td>Applications will require 5 GB of hard drive space (and we suggest that at least 10% of your hard drive always be left empty)</td>
<td>Applications will require 5 GB of hard drive space (and we suggest that at least 10% of your hard drive always be left empty)</td>
</tr>
<tr>
<td>Screen Resolution</td>
<td>1024 x 768</td>
<td>1024 x 768</td>
</tr>
<tr>
<td>Connectivity</td>
<td>Ethernet or Wi-Fi; available USB port(s) to accommodate recommended accessories such as headphones or microphones</td>
<td>Ethernet or Wi-Fi; available USB port(s) to accommodate recommended accessories such as headphones or microphones</td>
</tr>
<tr>
<td>Web Browser</td>
<td>Google Chrome</td>
<td>Google Chrome</td>
</tr>
</tbody>
</table>