

SCHOOL OF THE ENVIRONMENT

GRADUATE HANDBOOK

2021-2022



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SOE Graduate Student Handbook

Disclaimer

This graduate handbook was prepared by Paul Sotiriou and edited by SOE Graduate Coordinator Dr Ihsan Al-Aasm of the Department of Earth and Environmental Sciences (SOE) at the University of Windsor. It is written to provide easily accessible, essential information about SOE and the University of Windsor and its facilities, services and policies for SOE graduate students. This graduate handbook provides this information to potential, new and current graduate students at SOE. It is correct to the best of our knowledge; however, information, procedures and policies are subject to change. Please inform SOE if there any errors or omissions. Recommendations for improvement to this graduate handbook can be communicated to the Graduate Coordinator at SOE.

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WHY SOE?

There are a number of great reasons to decide to do graduate study in Earth Science at SOE.

1. The Canadian education system is ranked 7th in the world so graduate students at SOE will benefit from a world class education at the University of Windsor.
2. SOE and the University of Windsor offers a national award-winning learning experience courtesy of our national award-winning teachers.
3. SOE is renowned for carrying out cutting-edge research, has been doing so for decades and is currently at the forefront of both earth and environmental science research.
4. SOE is doing research that matters in the fields of earth and environmental science.
5. There are opportunities to gain expertise in either earth science or environmental science through doing field work, which forms a critical part of these disciplines.
6. Graduate students at SOE will have a great opportunity to do important research, gain invaluable research lab experience and work with professors at the cutting edge of their fields.
7. A graduate education will open the door to a rewarding career in earth science or environmental science. There is a great shortage of applicants for earth and environmental science-related jobs with starting salaries of over \$80,000 per annum in many cases.
8. There are many opportunities to participate in field trips for learning and fun, to go to social events and film viewings and contribute to discussions related to earth and environmental science.

NEW TO SOE?

WELCOME TO SOE!

Welcome to SOE! Congratulations on being accepted to do graduate study at SOE, we are very glad that you have chosen to study here at SOE and the University of Windsor.

WHAT SHOULD BE DONE BEFORE ARRIVING AT SOE?

For incoming international graduate students, obtaining a study permit and finding a place to live in Windsor should be done upon receipt of an acceptance letter from SOE. For incoming domestic graduate students, accommodation should be found in Windsor. Incoming international graduate students living outside of Canada and incoming domestic graduate students living outside of Windsor should arrange transport to Windsor.

Incoming international and domestic graduate students are recommended to commence reading up on the research topic outlined by their Advisor. Each Advisor to a new international or domestic graduate student usually provides a preliminary outline of the topic to be focused on. If a new graduate student has proposed their own topic, they should already have an outline of their research topic and should do some more background reading.

WHAT SHOULD BE DONE UPON ARRIVING AT SOE?

New graduate students upon arriving at SOE should register for courses for the upcoming semester with consultation with the Advisor, pay tuition fSoE for the upcoming semester and apply for a GAship. Four GAships are guaranteed to M.Sc. students and eight GAships are guaranteed to Ph.D. students. GAships should be applied for prior every Fall and Winter semester.

A desk space is assigned to each new graduate student. New graduate students should set up a work space at their assigned desk. The University of Windsor has an extensive library collection (Section 13.2.6) and an [online](#) eBook and journal article collection. New graduate students should use these resources to find background literature on their research topic.

A CHECKLIST FOR GETTING STARTED AT SOE

New graduate students should do the following to ensure a smooth start to graduate study at SOE:

- Obtain a study permit (for international students only)
- Find accommodation in Windsor
- Arrange transport to Windsor
- Commence preliminary background reading
- Register for the new semester
- Pay tuition SoE for the upcoming semester
- Apply for a GAship for the upcoming semester
- Be assigned a desk space
- Set up a good workspace

IMPORTANT ACADEMIC DATES FOR GRADUATE STUDENTS AT SOE

A full list of important dates from the Office of the Registrar can be found on the following webpages:

- <https://www.uwindsor.ca/registrar/events-listing>
- <https://www.uwindsor.ca/registrar/event-calendar>

A list of important dates specifically for Graduate Students can be found on the Faculty of Graduate Studies webpage: <https://www.uwindsor.ca/graduate-studies/356/important-dates>

August 2021	
August 15, 2021	Fall term fees are due and payable.
September 2021	
September 6, 2021	Labour Day: University Closed
September 9, 2021	First Day of Fall 2021 Classes
September 21, 2021	Grad Students: Format checking deadline for Phase I and Fall 2021 Convocation
September 22, 2021	Academic Add/Drop: Last day for late registration & changes for Fall 2021 courses.
	Last day for deferral request to a future term.
September 30, 2021	Grad Students: Deposit deadline for Phase I and for Fall 2021 Convocation
	Deadline to Apply to Graduate at Fall 2021 Convocation
October 2021	
October 7, 2021	Grad Students: Format checking deadline for Phase II.
October 9 – 17, 2021	Reading Week
October 11, 2021	Thanksgiving Day: University Closed.
October 14, 2021	Grad Students: Phase II deposit deadline for Fall term 2021
November 2021	
November 5 – 6, 2021	Fall Convocation 2021
December 2021	
December 6, 2021	Last Day to Voluntarily Withdraw through regular drop method for Fall 2021 courses (GRAD & UGRD)
December 11-21, 2021	Final Exam Period for Fall 2021
December 22, 2021	Alternate Final Exams Day
December 23, 2020 – January 1, 2022	University Offices Closed for December Holiday recess
January 2022	
January 3, 2022	University Offices Open
January 6, 2022	First Day of Winter 2022 Classes

February 2022	
February 19 – 27, 2022	Reading Week
February 21, 2022	Family Day: University Closed
February 25, 2022	University Offices Closed
April 2022	
April 4, 2022	Last Day to Voluntarily Withdraw through regular drop method for Winter 2022 courses (GRAD & UGRD)
April 6, 2022	Last Day of Winter 2022 Classes
April 9 - 22, 2022	Final Exams April 9-22 (no exams April 15 or 16)
April 15, 2022	Good Friday: University Closed
April 23, 2022	Alternate Final Exams Day
May 2022	
May 5, 2022	Last Day to Voluntarily Withdraw through Alternate Grade/Appeal method for Winter 2022 courses (GRAD & UGRD)
May 9, 2022	First Day of Classes: Full Summer (12 week) and Inter-Session (6 week)
May 23, 2022	Victoria Day: University Closed
May 31 – June 3, 2022	Convocation Spring 2022
June 2022	
June 17, 2022	Last Day of Inter-Session 2022 (6 week)
June 18 – 26, 2022	Reading Week for Full Summer (12 week) courses (Jun 18 - 26)
June 23 – 25, 2022	Final Exams for Inter-Session (6 week): June 23 -25
July 2022	
July 1, 2022	Canada Day: University Closed
August 2022	
August 1, 2022	Civic Holiday: University Closed
August 10, 2022	Last Day of Summer Session (6 week)
August 11, 2022	Last Day of Full Summer (12 week) Classes
August 13 – 22, 2022	Final Exams for Full Summer (12 week) and Summer (6 week) Session (Aug 13-22)

AROUND SOE

Commencing graduate study at a new department requires becoming familiarized with its facilities.

FACILITIES AND SERVICES AT SOE

SOE has a wide range of general and research facilities available to graduate students. Please read on below to find out about the facilities on offer at SOE, in both Memorial Hall and at GLIER.

GENERAL FACILITIES AT SOE

There are several general facilities available to SOE graduate students in Memorial Hall.

Lunchroom: There is a lunchroom (Room 204C) in Memorial Hall that can be used by graduate students as a space to socialise and consume their lunch. This room is usually attended by faculty and staff as well.

Mail Room: Graduate students at SOE will be assigned an individual pigeonhole in the Mail Room for any incoming mail addressed to them. There is also a printer/photocopier in the Mail Room for general purposes.

Conference Room: The Conference Room in Memorial Hall (Room 211a) is used for departmental- and research-orientated meetings. Graduate students can have discussions about their research with their Advisors.

RESEARCH FACILITIES AT SOE

SOE has a variety of research facilities and analytical techniques at its disposal. Detailed information about each of the different analytical techniques are available on the SOE website found here: <https://www.uwindsor.ca/science/environment/583/research-facilities>

A summary of each of the analytical techniques available at SOE is presented below. Additional facilities and analytical instrumentation are also available in other units at the University of Windsor (e.g., Chemistry and Biochemistry).

Atomic Absorption Spectroscopy: Atomic Absorption Spectroscopy (AAS) allows for the elemental analysis of a variety of materials.

Environmental Scanning Electron Microscopy: The [Environmental Scanning Electron Microscopy](#) (ESEM) facility at GLIER can be used to image samples that are hard to image. ESEM can also analyse elements using Energy Dispersive Spectroscopy (EDS), map elements, view cathodoluminescence and take excellent backscatter images.

Fluid Inclusion Thermometric and Spectroscopic Analysis: SOE has a fluid inclusion laboratory in Memorial Hall that facilitates fluid inclusion thermometric and spectroscopic analysis. Graduate students at SOE can use a "Flinch" system comprised of a new Nikon BX51 microscope coupled with a

Linkam THMS600 heating and cooling stage for fluid inclusion phase change measurements. The THMS600 stage has an accuracy down to 0.1°C and a temperature range from -196°C to 600°C. The Nikon BX51 microscope is equipped with a QImaging Retiga-2000 cooling camera controlled by QCapture software.

Geohydrophysical Experimental and Modelling Analysis (GEMA): There is a Geohydrophysical Experimental and Modelling Analysis (GEMA) research facility in Memorial Hall is composed of a Geofluids Modelling Facility and a Geophysical Experimental Facility.

Element and Heavy Isotope Analytical Laboratories (EHIAL): The [Element and Heavy Isotope Analytical Laboratories \(EHIAL\)](#) at GLIER consist of the following analytical instrumentation suite:

- Inductively coupled plasma optical emission spectrometry (ICP-OES)
- Quadrupole inductively coupled plasma mass spectrometry (ICP-QMS)
- Multi-collector inductively coupled plasma mass spectrometry (ICP-MC-MS)
- Direct mercury analysis
- Clean lab and sample preparation facilities
- Sample delivery by solution nebulisation or via micro-sampling using laser ablation

Image Analysis Laboratory (IAL): The Image Analysis Laboratory (IAL) in Memorial Hall comprises two Olympus BX51 petrographic microscopes equipped with a Luminera Infinity 1 high resolution digital/video camera that is coupled with capture software. Both of the microscopes have transmitted- and reflected-light capabilities but only one has UV-epifluorescence capabilities.

Paleomagnetic and Rock Magnetic Laboratory: The Paleomagnetic and Rock Magnetic Laboratory (PRML) in Memorial Hall facilitates paleomagnetic and magnetic investigations on geological materials.

Sample Preparation Facility: The Sample Preparation Facility in Memorial Hall is used to create polished thin or thick sections, covered thin sections, circular probe sections and double polished fluid inclusion wafers. Clear or blue dyed epoxy is also used to impregnate brittle or friable sample prior to sectioning.

Stable Isotope Mass Spectrometry: The Stable Isotope Mass Spectrometer in Memorial Hall is used to determine the C and O isotope ratios of whole-rock and mineral samples as well as stable C and N isotopes in geological and environmental samples. Sample preparation lab includes microsampling unit and extraction lines are present in the lab to prepare for stable isotope analysis before being analysed by Delta Plus mass spectrometry equipped CF capabilities. There is also a cathodoluminescence and polarizing microscope facility in the lab with high resolution digital/video camera that is coupled with capture software

X-ray Diffraction: Powdered mineral and whole-rock samples can be analysed by X-ray Diffraction (XRD) in Memorial Hall to determine their constituent minerals at SOE. Samples can be prepared for XRD analysis before being analysed.

SOE Resource Centre: The SOE Resource Centre in Memorial Hall is a state-of-the-art centre for both undergraduate and graduate study focused on GIS and Remote Sensing. This centre can also be used by SOE students as a study space between classes. SOE graduate students specialising in GIS and/or Remote Sensing applied to solving earth or environmental science-related research questions can use the SOE Resource Centre.

Hydroecology/Microplastics Research Facility: Dr. Jill Crossman runs a laboratory research facility in the basement of Memorial Hall (Room B-04) that focuses on [hydroecology and microplastics research](#). This research facility is state-of-the-art and is maintained by two laboratory technicians. An M.Sc. candidate and a postdoctoral researcher work in this laboratory.

PEOPLE AT SOE

There are faculty and staff members, sessional and emeritus professors, and adjunct faculty at SOE. A up-to-date list of SOE members & contact information can be found on our website:

<https://www.uwindsor.ca/science/environment/620/faculty>

A current list of SOE members are listed below.

Staff Members			
Connie Iaquina	Secretary to the Director	x2528	connie@uwindsor.ca
Melissa Price	Geochemistry Technician	X2500	mprice@uwindsor.ca
Danielle Lenarduzzi	Graduate Secretary		dlenardu@uwindsor.ca
Faculty Members			
Ihsan Al-Aasm	Professor	x2494	alaasm@uwindsor.ca
Michelle Bondy	Experiential Learning Specialist	x3730	mbondy@uwindsor.ca
Maria Cioppa	Associate Professor	x2502	mcioppa@uwindsor.ca
Jill Crossman	Assistant Professor	x2499	jill.crossman@uwindsor.ca
Ken Drouillard	Professor	x4744	kgd@uwindsor.ca
Aaron Fisk	Professor	x4740	afisk@uwindsor.ca
Joel Gagnon	Professor and Director	x2496	jgagnon@uwindsor.ca
Robert Gordon	Professor and President		robert.gordon@uwindsor.ca
Alice Grgicak-Mannion	Geospatial Learning Specialist	x2170	grgica3@uwindsor.ca
Chris Houser	Professor and Dean	x3010	chris.houser@uwindsor.ca
Pardeep Jasra	Learning Specialist	x4591	pardeep.jasra@uwindsor.ca
Hugh MacLssac	Professor	x3754	hughm@uwindsor.ca
Robert (Mike) McKay	Professor	x2797	robert.mckay@uwindsor.ca
Scott Mundle	Assistant Professor	x3755	smundle@uwindsor.ca
Ali Polat	Professor and Graduate Coordinator	x2498	polat@uwindsor.ca
Neil Porter	Sessional Lecturer II	x2387	neilp@uwindsor.ca
Cameron Proctor	Assistant Professor	x2183	cameron.proctor@uwindsor.ca
Iain Samson	Professor	x2489	ims@uwindsor.ca
Frank Simpson	Professor	x2487	franks@uwindsor.ca
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Jianwen Yang	Professor	x2181	jianweny@uwindsor.ca
Sessionals			
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Janet Hart		x2492	j.hart@uwindsor.ca
Mark Mosckici			mosckici@uwindsor.ca

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Adjunct Faculty			
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Phil McCausland	Western University		pmccausl@uwo.ca
Howri Mansurbeg	Soran University		howri.mansurbeg@soran.edu.iq
Phillipe Wernette			pwernette@usga.gov
Tiequan Zhang			tiequan.zhang@agr.gc.ca
Faculty Emeriti			
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Alan Trenhaile			tren@uwindsor.ca

THE NITTY-GRITTY OF SOE GRADUATE SCHOOL

ADMISSION REQUIREMENTS OF SOE

Certain [admission requirements](#) must be met for a student to be accepted into an SOE graduate program.

EARTH SCIENCES M.SC. PROGRAM ADMISSION REQUIREMENTS

The normal requirement for entry into the Earth Sciences M.Sc. program shall be a B.Sc. in Earth Sciences or an appropriate degree in a cognate discipline. A minimum 70% calculated average is required. There are more details on [Masters Admission Requirements on the Graduate Calendar](#).

EARTH SCIENCES PH.D. PROGRAM ADMISSION REQUIREMENTS

The normal requirement for entry into the Ph.D. program shall be an M.Sc. in Earth Sciences or an appropriate degree in a cognate discipline. A minimum 70% calculated average is required. There are more details on [Masters Admission Requirements on the Graduate Calendar](#).

TRANSFER FROM M.SC. TO PHD

Students who have enrolled in the M.Sc. program may apply to transfer to the Ph.D. program after one year of registration. These students must have achieved a minimum 80% average in coursework and have a strong recommendation from their thesis committee.

PUBLICATIONS AND PRESENTATIONS

M.Sc. and Ph.D. graduate research at SOE produces important new findings about earth and environmental science-related topics. It is of paramount necessity to disseminate research findings in a cogent and coherent way. One way of disseminating graduate research findings is by getting published in a reputable journal that is relevant to the research topic. It is best to discuss with your Advisor which journal should be targeted for submission of a research manuscript. **M.Sc. students must submit at least one journal article, whereas Ph.D. students must submit at least one journal article and have one journal article accepted.** For guidelines on formatting and submitting manuscripts for publication, it is best to read the "Guidelines for Authors" on the journal website.

Presenting research findings using public speaking is a very important skill. Attending and presenting seminars at SOE is a fantastic way of learning how to present research by practicing presentation skills and observing how others present seminars. There are other ways of honing presentation techniques. For further help on developing presentation skills, graduate students at SOE can benefit from a two-part skill development series provided by [Mitacs](#).

Graduate students can also present their research findings at university seminars and present their research in poster presentations. The [3-Minute Thesis Competition](#) is a great way to work on your presentation skills every spring.

Posters can be used by SOE graduate students to present their findings at conferences in Canada and overseas. SOE graduate students may also have the opportunity to give talks at such conferences. It is best to talk to your Advisor about the conferences at which you could present your research findings. Typically, your Advisor's research grant will cover the SOE and travel costs. The following conferences are routinely attended by SOE graduate students:

Geological Society of America Annual Meeting: The next [Geological Society of America Annual Meeting](#) is on October 10-13, 2021 in Portland, Oregon, USA.

AGU Fall Meeting: The next [AGU Fall Meeting](#) is on December 13-17, 2021 in New Orleans, LA, USA & online.

GAC-MAC Annual Meeting: The next [GAC-MAC Annual Meeting](#) is on November 1-5, 2021 at Western University, London, ON. The abstract submission deadline was July 22, 2021.

Goldschmidt Conference: The [Goldschmidt Conference](#) is considered to be the premiere international conference on geochemistry. The next Goldschmidt Conference is on July 10-15, 2022 in Hawaii, USA, with the deadline for abstract submission being March 1, 2022. Goldschmidt2022 will be a hybrid event, offering both in-person and virtual components.

International Sedimentological Conference: This is the foremost sedimentology conference in the world.

COMMITTEE

Each of your committee members have great expertise and experience and can be a very valuable resource to students doing graduate work at SOE. They can help you overcome hurdles and perhaps provide suggestions of different research paths that you may wish to pursue. Your committee will also provide feedback on your research aims, objectives, methodology and progress and approve your coursework. Your committee members will also participate in your examination(s).

An Advisory Committee must consist of:

- Your Thesis/Dissertation Advisor and/or co-advisor
- Internal Department Reader(s): one other SOE faculty member for a M.Sc. student and two other SOE faculty members for a Ph.D. student.
- Outside Department Reader: this should be faculty member at the university, but outside of SOE.

WANT TO TRANSFER FROM A M.SC. TO A PH.D. PROGRAM?

Graduate students having demonstrated outstanding progress in both course work and research after one full year of M.Sc. studies may transfer to a Ph.D. program.

The deadlines for transfer applications are as follows:

- 1st October (to commence a Ph.D. in the Winter semester)
- 1st February (for a Summer semester start)
- 1st June (for a Fall semester start)

The deadline dates for Entrance Scholarship applications to be considered by the Faculty of Graduate Studies should be borne in mind for the term you wish to start the Ph.D. program.

TIME LIMIT EXTENSIONS

Graduate students at SOE can request an extension from the Dean of the Faculty of Graduate Studies if the time limit for completion of the program has expired.

The procedures for an extension request are as follows:

- Grad student fills out the [time limit extension form](#) found on the Faculty of Grad Studies webpage. A detailed timeline to completion must be on the form. The form then must be sent to your supervisor for signature. Once signed by your supervisor, you must submit the form through UWinsite Student. Submission instructions can be found on the bottom on the time limit extension form.
- Once it is uploaded to UWinsite the Grad Secretary will forward it to the Graduate Coordinator who will then forward it to Grad Studies for processing and approval by the Associate Dean, if approved.
- Once approved by the Associate Dean, a manual adjustment to your time limit will be done within one week.
- You will receive an email from Grad Studies when the time limit has been extended and registration has been opened.

LEAVE OF ABSENCE

Full-time graduate students at SOE must be continuously registered as a full-time SOE graduate student. There may come a time when your graduate studies will be interrupted. In such a circumstance, a Leave of Absence can be requested. A graduate student may be absent from the University while still under supervision, e.g., visiting libraries, attending a graduate course at another institution, doing field work, etc. Any such absence from the University must be approved by the program. The deadline to apply for a Leave of Absence is the posted registration add/drop date for each term which can be found on the [Important Dates webpage](#).

TAKING GRADUATE COURSES AT ANOTHER UNIVERSITY (AS A VISITING STUDENT)

For SOE graduate students wanting to take graduate courses at another university in Ontario, please view the [instructions on the Grad Studies website](#). The Ontario Visiting Graduate Student Plan (OVGS) allows a graduate student of an Ontario University (Home University) to take graduate courses at another Ontario University (Host University) while remaining registered at his/her own university. The plan allows the student to bypass the usual application for admission procedures and resultant transfer of credit difficulties.

WHAT IS NEEDED TO GRADUATE FROM SOE?

The requirements needed to graduate from SOE vary from program to program and between M.Sc. and Ph.D. level.

GRADUATING REQUIREMENTS FOR AN M.SC. IN EARTH SCIENCE

The graduating [requirements](#) for an M.Sc. in Earth Sciences are broken down into 1) course requirements and 2) examination requirements.

1) Course Requirements: The candidate for a Master's degree will be required to take ESCI-8800 and ESCI-8900, plus a minimum of two graduate courses normally from Earth and Environmental Sciences but may include courses from cognate disciplines with prior approval. Not more than one course may be in Special Topics (ESCI-8818), and not more than two courses may be from the same instructor. Additional 8000-level Science or Engineering courses may be taken on the recommendation of the student's Master's Committee. Up to three additional courses may be required to be taken as prerequisites or required background courses. The total of all courses taken shall not exceed eight. The student's Master's Committee shall recommend to the program coordinator all courses to be taken for graduate credit after discussion with the candidate. In addition, original research work must be pursued and embodied in a thesis submitted for degree credit. Credit for graduate study previously undertaken may be given for a maximum of two courses, but the duration of study at the University of Windsor may not be reduced to less than the minimum of one year.

PROGRESS REPORTS: The student will submit annual research progress reports to the supervisory committee. Continuation in the program is dependent on a satisfactory progress report. The Faculty of Graduate Studies also monitors student progress via an annual progress report submitted by the student and supervisor.

RESEARCH PROPOSAL: M.Sc. candidates will be required to prepare research proposals that must be successfully defended in a public forum, prior to continuation in the program. Presentation of the research proposal will normally be at the end of the first calendar year after enrolment.

DISSERTATION: The student will be required to submit a dissertation that is a compilation of original research carried out by the student, under the supervision of the student's advisor(s) and

the M.Sc. committee. The dissertation may be submitted in a traditional format or as a compilation of published papers and/or manuscripts, linked by introductory and conclusion chapters. In the latter case, the contribution of the student to any jointly authored papers must be clearly stated and justified.

2) Examination requirements: The final examination of a candidate for the Master's degree shall be an oral defence of the thesis at a public lecture.

GRADUATING REQUIREMENTS FOR A PH.D. IN EARTH SCIENCE

There are a number of graduating and program [requirements](#) for a Ph.D. in Earth Science.

Students entering the Ph.D. program with an M.Sc. degree will be required to:

- a) take a minimum of four, one-semester courses, including the doctoral research proposal (ESCI 9900) and graduate seminar (ESCI 8800) courses.
- b) Additional courses may be required if the doctoral committee feels that a particular area of the student's background needs to be strengthened.

The required courses will be chosen in the context of the student's previous education to ensure a sufficient intellectual challenge, commensurate with the Ph.D. degree.

Students transferring into the Ph.D. program after having completed one year of the M.Sc. degree will be required to take a minimum of six courses in total, including the doctoral research proposal and graduate seminar courses.

GRADING: The minimum passing grade in graduate courses is 70%. Any student whose performance is deemed unsatisfactory in course work or research will be required to withdraw.

DOCTORAL COMMITTEE: The doctoral committee shall comprise the advisor(s), two other faculty members from the Department of Earth and Environmental Sciences and one faculty member from another department at the University of Windsor. Other committee members can be added where appropriate (e.g. from other universities or from industry).

RESEARCH PROPOSALS: Doctoral candidates will be required to prepare research proposals that must be successfully defended in a public forum, prior to continuation in the program. Presentation of the research proposal will normally be at the end of the first calendar year after enrolment.

DISSERTATION: The student will be required to submit a dissertation that is a compilation of original research carried out by the student, under the supervision of the student's advisor(s) and the doctoral committee. The dissertation may be submitted in a traditional format or as a compilation of published papers and/or manuscripts, linked by introductory and conclusion chapters. In the latter case, the contribution of the student to any jointly authored papers must be clearly stated and justified.

PROGRESS REPORTS: The student will submit annual research progress reports to the doctoral committee. Continuation in the program is dependent on a satisfactory progress report. The Faculty of Graduate Studies also monitors student progress via an annual progress report submitted by the student and supervisor.

COMPREHENSIVE EXAMINATION: The comprehensive examination will normally occur at the end of the first year and will typically be held in conjunction with the defence of the research proposal. However, the two may be held at different times for logistical or other reasons. The comprehensive exam is complementary to the defence of the research proposal and is designed to assess whether the student's scientific knowledge is appropriate for continuance in the Ph.D. program, and to ensure that the student has the background knowledge that is required for their research. A pass/fail decision will be by a majority vote of the committee. If a student should fail the comprehensive exam, he or she will be allowed to re-sit the exam within a four-month period after the first exam. The student will be required to withdraw from the program should he or she fail the second exam.

The Comprehensive Exam Committee shall comprise the Doctoral Committee and one additional faculty member from the Department of Earth and Environmental Sciences. The additional member will also chair the Comprehensive Exam and should be provided with the Research Proposal document and Comprehensive Exam topics. The additional member is to provide additional expertise and breadth to the examination, but, where possible, should be knowledgeable about the research area.

The Doctoral Committee should discuss possible additional members for the Comprehensive Exam at the end of the Research Proposal meeting, and subsequently make a recommendation to the Graduate Chair, who will then approach the suggested faculty member. At the end of the Research Proposal meeting, the Doctoral Committee will also discuss topics that the student will be examined on in the Comprehensive Exam. These normally number between 4 and 5 and should cover the principal topics/areas that the student should have a sufficient knowledge of in order to carry out the research at a doctoral level.

DEFENCE: The dissertation will be defended by the student and examined by an examination committee in a public defence. The examination committee will comprise the student's doctoral committee and an external examiner.

MASTER'S RESEARCH PROPOSAL

The Master's thesis proposal will normally be presented within 6 months of entering the M.Sc. program and is designed to prepare a student for carrying out the research that will be embodied in their M.Sc. thesis. There are three key components to this:

1. A thorough review of the literature relevant to the proposed research topic. It is expected that the candidate understands and appreciates the nature and significance of previous work.

2. An outline of the proposed research and how this builds on previous work. It is expected that the candidate will have an understanding of the expected contributions to the subject area and how these relate to previous work.
3. A description of the relevant methods that are expected to be used in the research. Specifically, the principles of the method(s), the nature of the data the methods provide, and why the methods chosen are appropriate to answer the questions to be addressed in the research.

The student will prepare a written report that addresses the above points and give a public presentation that summarizes the proposal. The student shall then be examined by his or her advisory committee in private on the content of the proposal.

The supervisor may assist the student in the preparation of the research proposal and the research proposal must be submitted to the Graduate Coordinator.

The research proposal should be written in sufficient detail to allow a fair and full assessment of whether or not the student has the required knowledge and understanding to carry out the research. Presentation and defense of an acceptable research proposal is required to continue in the program.

PROCEDURE

Upon completion of the written proposal, a copy shall be submitted to the Graduate Coordinator, who checks that it meets the criteria specified below.

- A date and time are then some set for the presentation of the proposal.
- A copy of the written proposal is circulated to the advisory committee at least two weeks in advance of the presentation date.
- A public announcement of the date and time shall be made at least one week in advance of the presentation.

THE WRITTEN PROPOSAL

The document text should be no more than fifteen pages, double-spaced, 12-point font, with one-inch margins. This includes figures but does not include references and tables. The sections may be numbered.

The document should contain the following:

1. **Title and abstract**
2. **Table of Contents**
3. **Introduction.** This section should set-up the scientific problem that the thesis is attempting to solve.
4. **Background and literature review.** Provide a summary of previous work on the topic, or on similar areas of study. This should summarize our present state of knowledge about the topic in question. The student should demonstrate that s/he has researched and understood the scientific literature that concerns the topic. Up to date references are important!

5. **Objectives of the study.** Provide a clear, succinct statement of the overall goal of the project. The general objective can be subdivided into specific sub-objectives or hypotheses.
6. **Methodology and principles.** This section comprises a description of the methods to be used to achieve the objectives and sub-objectives. The relevance of the techniques/methods should be indicated and, if there are other possible methods that are not being used, the reason why should be given. The student should demonstrate that s/he understands the principles behind the techniques or methods used in the study.
7. **Significance of project.** The student should be able to show that his/her topic is not simply a repetition of previous work but is of some significance to the scientific community. If possible, the student should include potential applications of his/her topic.
8. **Research to date.** Provide a status report on the thesis topic. Summarize the progress, and show preliminary results, if available.
9. **Feasibility and Milestones.** List key stages in the research plan (milestones), along with anticipated dates for those milestones, given that the normal duration for an M.Sc. is 2 years. In this, where appropriate, discuss the project feasibility; i.e. potential problems that may delay the progress of the research, and how these might be addressed. Make sure you consult with your supervisor on the feasibility of your research plan.
10. **References.** A list of references in standard journal format should be included.

NOTE: The student is responsible for everything that is in the written document (e.g. knowledge of methods, background information etc.). Do not include information or statements that you cannot answer questions about – if you include a statement about stable isotope geochemistry in an environmental geology proposal, you may be called on to explain the principles behind and applications of that technique.

THE PRESENTATION

The order of presentation is as follows:

1. Twenty-minute presentation of the proposal, which is open to the public.
2. Questions from the general audience. The general audience will then be asked to leave.
3. Committee Questions (external reader, internal readers, supervisor)
4. Committee meeting. There is a standard form that the committee will fill out that provides the student with some feedback. The committee may choose to:

Pass the student with no conditions

Pass the student with conditions (e.g. taking a specific course, etc.)

Require the student to re-do the proposal

If the student fails the proposal a second time, they will be required to withdraw from the program.

DOCTORAL RESEARCH PROPOSAL

The Research Proposal involves background reading on the research topic to be pursued as part of the doctoral research and the development of a plan for the doctoral research. The candidate will prepare a document as outlined in the Research Proposal guidelines. The research proposal will be presented in a public lecture, and the student's doctoral committee will then discuss the proposal with the student, normally no later than 11 months after first enrolment in the program. This will be a discussion of the proposal contents, namely the scientific hypotheses to be addressed and tested, a review of the research that has been published on this topic, the research that will be carried out, the methods to be used and how they relate to the hypotheses to be tested. This is not an examination of the principles that the student is expected to know in order to carry out the research, although the principles obviously may be touched-upon in the course of the discussion of the research. This discussion is chaired by the advisor.

GRADUATE SEMINARS

OBJECTIVES:

1. Giving seminars:

- To improve seminar preparation and presentation skills.
- To improve the ability to summarize and critique others' science.

2. Attending seminars:

- To broaden knowledge about Earth Science (especially about "hot" topics).
- To improve critical thinking and discussion skills.

ATTENDANCE AT SEMINARS GIVEN BY STUDENTS, FACULTY, AND VISITING SPEAKERS

- Students are expected to attend most seminars.
- Valid reasons for absence include GA duties, illness, conference attendance, fieldwork, etc.
- These must be communicated to the seminar coordinator prior to the date of the seminar, otherwise the student will be marked as absent.
- Suitable seminars in other departments are valid components of the seminar course, but it is still expected that the majority of seminars attended will be in Earth Sciences.

Students are expected to participate to the best of their abilities in the questions and discussion after a seminar.

SEMINAR PRESENTATIONS:

M.SC. STUDENTS:

1. M.Sc. students will have to give one seminar on a topic that is unrelated to their thesis research. They will also prepare a discussion document on this topic. This seminar will normally be presented in the 4th semester of enrolment in the M.Sc. program (not including summer).
2. In addition, M.Sc. students will be assessed on the quality of the seminars given in the Master's Thesis Proposal course (ESCI 8900) and in defence of their thesis (ESCI 8970).

PH.D. STUDENTS:

1. Ph.D. students will have to give two seminars on topics that are unrelated to their thesis research. They will also prepare a discussion document on each of these topics. These seminars will normally be presented in the 2nd and 6th semesters of enrolment in the Ph.D. program (not including summer).
2. In addition, Ph.D. students will be assessed on the quality of the seminar given in the Doctoral Research Proposal course (ESCI 9900).

GUIDELINES FOR SEMINARS:

The seminars should be in the general area of expertise of the student but not be on a topic that is directly related to the student's own research. It should encompass an important (hot) scientific topic that represents the forefront of the student's general area. For example, topics that appear in recent issues of journals like Nature and Science or top journals in the student's field. It is expected that the papers on which the seminar is based shall encompass differing views or alternate explanations of the scientific question(s) under investigation. This will allow the student to discuss and critique the science with respect to the opposing views.

The student shall prepare a written document summarizing and discussing the work presented, highlighting the key scientific questions being addressed, explaining the views of the various researchers, and providing opinions about the data and interpretations (i.e., where appropriate, critiquing the science). This document shall be no more than five pages in length (single-spaced, 12 point font, 1 inch margins, exclusive of figures). A suggested outline for the written document is as follows:

1. Introduction to the topic, including the key scientific question(s) or problems(s) being addressed.
2. Explanation of hypotheses/models proposed to resolve the problem(s).
3. Discussion of pertinent data and the hypotheses/models.
4. Conclusions.
5. References.

The topic for the seminar(s) must be chosen in consultation with the graduate seminar coordinator and must be pre-approved by the coordinator. Students are encouraged to discuss possible topics with their advisor(s) and/or other faculty members.

An abstract should be provided in advance of the presentation for circulation to graduate students and faculty members (1page maximum). It would also be useful to provide key references, if possible as PDFs.

These seminars should be on the order of 30 minutes in length, leaving plenty of time for questions and discussion. The latter is particularly encouraged from other graduate students.

Seminar presentations will be assessed on the following basis:

- Organization and clarity of presentation
- Ability to explain, discuss, and critique the science that is being presented
- Response to questions (appropriateness, clarity, etc.)
- Quality of abstract and discussion document

Under normal circumstances, feedback will be provided as soon after the presentation of a seminar as is feasible, but no more than one week after the seminar.

The graduate seminar coordinator will instruct new students on how to prepare and present a high-quality seminar.

GRADING

The breakdown of marks will be as follows:

M.SC.

Attendance	15%	(coordinator or designate)
Seminars Presented	65%*	(coordinator + 2 other faculty members)
Participation	20%	(rotation among faculty)
<i>*Breakdown of presentation marks</i>		
Thesis proposal seminar	20%	
Seminar with critique	25%	
Thesis defence	20%	

PH.D.

Attendance	15%	(coordinator or designate)
Seminars Presented	65%*	(coordinator + 2 other faculty members)
Participation	20%	(rotation among faculty)
<i>*Breakdown of presentation marks</i>		
Seminar with critique (x2)	25%	
Research Proposal	15%	

NOTES:

The nature of the topic will be factored in to the expectations for participation. If the speaker's area of expertise is close to the student's research area, the student will be expected to ask more pertinent questions than if the student has little knowledge of the speaker's area.

A letter grade will be assigned at the end of the course (i.e. at the end of the two year period).

PART-TIME STUDENTS

As part-time students who are working full time may not be able to attend a reasonable number of seminars, they will have the option of taking this course or substituting another course in its place.

DO I NEED TO REGISTER IF I AM DEFENDING CLOSE TO THE BEGINNING OF THE TERM?

Graduate students must register and pay the tuition for the term in which they are defending their masters or doctoral thesis. Please see [Tuition Fee Refund Policy and Deadlines website](#) for more information.

INFORMATION FOR POTENTIAL SOE GRADUATE STUDENTS

DECIDING ON A RESEARCH TOPIC

Prior to commencing graduate study at SOE, potential new graduate students should decide upon their chosen research topic. This is an absolutely critical decision and must not be taken lightly. Depending on whether you are doing an M.Sc. or Ph.D., in most cases you will be dedicating at least 2 or 4 years of your life, respectively, on your research project. Therefore, it is absolutely essential that you decide upon a research topic that will stimulate your interest for the duration of your graduate study at SOE. For ideas on the research topics that can be investigated at SOE, please see the [SOE research website](#). For further ideas on possible research topics, it is recommended that potential new graduate students find out the research interests of the faculty members at SOE. Doing this will also allow potential new graduate students to decide on a suitable Advisor. Please check the [SOE faculty webpage](#) to find out the research interests of all of the faculty members at SOE.

INFORMATION FOR NEW INTERNATIONAL STUDENTS AT SOE

Congratulations on being accepted to do graduate study at the University of Windsor! We look forward to you coming to Canada to study at SOE! A number of things must be done before coming to Canada and upon arrival in Windsor. An important step is to connect with an international student advisor at intladvisors@uwindsor.ca if you have questions relating to the steps below (be sure to include your student number). The [International Student Centre webpage](#) is full of helpful information.

WHAT TO DO BEFORE COMING TO CANADA

Upon receiving an offer to undertake graduate study at SOE, international students that are about to commence graduate study at the University of Windsor must obtain a study permit and arrange accommodation before coming to Canada. Please keep on reading below to find out how to do both of these.

OBTAIN A STUDY PERMIT

Upon being accepted for graduate study at SOE and the University of Windsor and receiving a letter of acceptance, a study permit must be applied for from Immigration, Refugees and Citizenship Canada (<https://www.canada.ca/en/immigration-refugees-citizenship.html>). A study permit that will enable legal study in Canada can be applied for using the following link:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit.html>

FIND ACCOMMODATION

It is recommended that accommodation be found before arriving in Canada. Depending on your budget, there are a number of accommodation options available. If you would prefer to live on campus, you may want to consider the University of Windsor's [Residence](#) accommodation. There is also off campus, private accommodation near to the university and in other areas of Windsor and in the wider Essex County area. There are a number of property rental websites that contain listings of current rental opportunities. Please see Section 16.2.2 for a list of property rental websites.

WHAT TO DO UPON ARRIVAL IN CANADA

Welcome to Canada! Arriving in Canada prior to commencing graduate study at SOE and the University of Windsor is an exciting time. The prospect of living and studying in Canada is an incredible prospect. New international graduate students must do a number of things upon their arrival in Windsor. These include setting up a bank account, obtaining a Social Insurance Number and getting a Green Shield card.

SET UP A BANK ACCOUNT

Upon arrival in Canada, it is necessary to set up a Canadian bank account. In order to receive fortnightly TA/GAship payments from the University of Windsor, a bank account must be set up with a Canadian bank. Furthermore, for those international students seeking part-time work on- or off-campus, a Canadian bank account is required in order to be paid. There are a number of banks to choose from, with the following having branches in Windsor.

- RBC - <https://www.rbcroyalbank.com/personal.html>
- TD Canada Trust - <https://www.td.com/ca/en/personal-banking/>
- BMO Bank of Montreal - <https://www.bmo.com/main/personal>
- CIBC - <https://www.cibc.com/en/personal-banking.html>
- HSBC - <https://www.hsbc.ca/1/2/personal>
- National Bank of Canada - <https://www.nbc.ca/>

For more information on TA/GAships and part-time work on or off-campus, please see Section 8 (Finances).

OBTAIN A SOCIAL INSURANCE NUMBER

In order to undertake GA/TA work at the University of Windsor, new international graduate students must obtain a [Social Insurance Number](#) (SIN) to work in Canada. You must have a valid study permit, and, therefore, be a temporary resident, to obtain a SIN as an international graduate student. For information on what is needed to apply, how to apply, and what do after receiving a SIN, please see the [SIN website](#) or visit the [ISC webpage](#). Please note that to receive your SIN number the same day, you can visit the [Service Canada Offices in Downtown Windsor](#) once you arrive. You must be landed in Canada to obtain a SIN number. If you apply online, it will take longer to receive your SIN.

OBTAIN A GREEN SHIELD CARD

New Canadian and international graduate students should obtain a Green Shield health insurance card upon arrival at the University of Windsor if they do not possess one already. [For more information on what the Green Shield card offers and how to apply for it, please see the ISC webpage.](#)

FINANCES

Graduate students need financial sources during their graduate study, whether they are living at home or they are living away from home. Outlined below are potential sources of finance for new and existing graduate students at SOE.

TUITION AND OTHER FEES

Graduate students will have to pay tuition fees, as well as other fees, in order to study at the University of Windsor. Tuition and other fees must be paid to the university prior to commencement of each term, otherwise interest will be incurred. If you do not think that you can pay the tuition and other fees in full by this time, you can defer paying these fees by going to the Cashier's Office in the Chrysler Hall North building and filling out a fee payment deferment form at the start of the term in question.

If you would like to estimate the amount of tuition and other fees that would have to be paid at the beginning of each term, you can use the [University of Windsor fee estimator](#).

SCHOLARSHIPS AND AWARDS

For graduate students seeking information on internal and external sources of funding, [the Faculty of Graduate Studies funding website](#) has a lot of information. Graduate students should apply for any scholarships for which they are eligible. [For information on internal graduate scholarships, please refer to the Faculty of Graduate Studies website](#).

Entrance scholarships are available to graduate students. You are automatically considered for one of these scholarships, however, the application process for these scholarships requires a great deal of planning and the timely submission of original transcripts, recommendation letters or essays. Therefore, it is best to start on your application early.

EXTERNAL AWARDS

Both the [Office of Student Experience webpage](#) and the Universities Canada [website](#) have databases listing very prestigious external awards available, however, they can be hard to find and even harder to obtain. It is always worth applying for these external awards, especially as they have year-long deadlines.

GRADUATE STUDENT SOCIETY

The Graduate Student Society (GSS) offers several scholarships (\$500 CDN each) every winter based on financial need. Applications open in December and close in January. [Please see the GSS website for more information](#).

GRADUATE STUDENT CONFERENCE TRAVEL SUPPORT FUND

For full-time graduate students wanting to attend academic conferences with the intention of making presentations on their research, the [Conference Travel Support Fund](#) can provide financial aid. For graduate students travelling to a conference within North America, they can receive up to \$500 CDN in reimbursement. For conferences outside of North America, graduates may receive up to \$750 CDN.

PROVINCIAL AND NATIONAL SCHOLARSHIPS

There are [provincial and national scholarships](#) available to graduate students with an outstanding academic record. If you have averaged an A- during your two most recent years of study, you may be eligible for a provincial or national scholarship. For graduate students seeking to strengthen their application for one of these scholarships, providing evidence for good research capability, previous research awards (e.g., NSERC Undergraduate Student Research Awards) and research experience is strongly recommended.

UWIN ENDOWMENT AWARDS

Graduate students at SOE may be able to obtain a [UWin Endowment Award](#). Once the Faculty of Graduate Studies sends out an e-mail in the early Fall containing a current list of endowment awards (usually at least 200) offer to graduate students, these can be applied for using the myUWindsor portal. The [Faculty of Graduate Studies website](#) lists some of the UWin Endowment Awards available.

PAID WORK

RESEARCH ASSISTANTSHIPS (RASHIPS)

[Research Assistantships](#) (RAships) are funded from professors' research grants. The value of a RAship varies according to the academic program. For SOE graduate students, RAships typically vary from \$20,000 CDN to \$25,000 CDN. An RAship can take the form of a scholarship or salary depending on if you would like to secure income or facilitate your research. You should discuss with your Advisor whether you would like your RAship to be paid out in one lump sum at the beginning of the academic year or whether you would prefer being paid in two or three instalments over the course of the academic year. You should discuss with your Advisor the RAship amount that you are entitled to annually.

GRADUATE ASSISTANTSHIPS (GASHIP)

A RAship can be supplemented by a graduate assistantship (GAship). GAships are paid to graduate students working as a [graduate assistant](#) (GA). The duties of a GA involve the preparation of labs, teaching labs to undergraduate students, marking assignments and proctoring. It is possible to request a specific GA assignment and specific GAs can be requested by faculty members at SOE, however, the Department Head ultimately decides which assignments are given to GAs on the basis of teaching needs during the academic year and the academic background of each GA.

A fulltime GA is expected to work 10 hours per week per term, totalling 140 hours. M.Sc. students at SOE are guaranteed 3 GA positions (one per semester) over the course of two years. Ph.D. students at SOE, on the other hand, are guaranteed 7 GA positions over four years. Fortunate M.Sc. and Ph.D. students may receive a 4th and 8th GAship, respectively, yet they are not guaranteed. A "grace GAship" may be awarded to graduate students who have applied for GAships after the guaranteed GAships, however, this is dependent upon teaching needs and departmental resources. Grace GAships must be approved by the Office of Graduate Studies. Only under special circumstances can a GAship be deferred. GAs are covered under the [CUPE 4580](#) agreement.

If you decline a GA contract, you are essentially waiving your right to one of the 3 and 7 guaranteed GA contracts, depending on whether you are an M.Sc. or Ph.D. candidate, respectively. If you are within the program length allotment dictated by the graduate calendar, you will still be guaranteed a GA contract if you defer a GA contract for any reason. M.Sc. candidates are expected to complete their program and research within 24 months of admission to their program. Ph.D. students who have entered their program with an M.Sc. degree are anticipated to finish their program within 48 months of admission. SOE Ph.D. students who have transferred from the M.Sc. program are expected to complete their program within 36 months. As such, applications submitted after an expected program completion date are not guaranteed to be successful.

Graduate students cannot apply for a grace GA if they are intending to defend and also complete all graduation requirements by the Phase I deadline (100% tuition refund). On the other hand, graduate students can apply for a grace GA if they are intending to defend and also complete all graduation requirements by the Phase II deadline (50% tuition refund).

There is an [orientation workshop and training](#) (GA/TAcademy) offered to GAs every Fall and GAs can peruse a brilliant PowerPoint presentation that outlines all of your rights, responsibilities and basic instruction [found on the GATA webpage](#). Additionally, the [Centre for Teaching and Learning](#) provides interested GAs with training, development opportunities, support and feedback.

SUMMER STIPENDS

Students can be paid through their supervisor's grants during the summer semester when GAships are rare.

WORK STUDY - IGNITE

[The Ignite program](#) forms the University of Windsor's Work Study program and funds on campus part-time jobs for students. The Ignite program is not available during the summer semester and is only available during the Winter and Fall semesters. Ignite positions offer opportunities for both financial benefits and skills development to students.

ONTARIO STUDENT ASSISTANCE PROGRAM (OSAP)

Grants, interest-free loans and a 30% discount off Ontario tuition fSoE are provided by the Ontario Student Assistance Program (OSAP). Graduate students at the University of Windsor are encouraged to apply for OSAP, if their total family income is up to and less than \$160,000. Eligibility for OSAP extends to needs-based awards and work study positions.

The OSAP online application deadline for the Fall (September-December) and Winter (January-April) semesters is 26th February each year. The deadline to submit and provide all supporting documents for an OSAP application is 18th March each year. These documents must include student, parental and/or spousal signature pages and a Master Student Financial Aid Agreement. The deadline to submit an OSAP entitlement appeal and the documentation required to support it is also 18th March each year.

For graduate students seeking to apply for OSAP, or to check how much OSAP assistance may be available for successful applicants, please see the following website:

<https://osap.gov.on.ca/AidEstimator1819Web/enterapp/enter.xhtml?lang=en>

For more information on OSAP, please see the following website:

<https://www.ontario.ca/page/osap-ontario-student-assistance-program>

DISCOUNTS

There are a number of discount sources available to graduate students at the University of Windsor. Please see below for current discount sources.

INTERNATIONAL STUDENT IDENTITY CARD (ISIC)

The [International Student Identity Card](#) (ISIC) costs \$20 for a year-long membership and provides numerous discounts. For information on the discounts available to ISIC holders, please see [the ISIC website](#).

STUDENT PRICE CARD (SPC)

The [Student Price Card](#) (SPC) costs \$10 for a year-long membership and provides a 10 to 20% discount on over 450 in-store and online partners.

UWINCARD

Having a UWinCard can provide a graduate student with the following discounts:

- Free access to all UWin athletic home games and events
- Discount with Transit Windsor
- 10% off discount at the Canadian Superstore on Tuesdays
- 10% off discount at Bulk Barn on Wednesdays
- 2 for 1 pizza with the purchase of a beverage on Wednesdays at Terra Cotta Pizza
- University Players - amazing subscription price and a discount on individual shows
- Roots and other clothing stores
- Detroit Pistons and Red Wings ticket discounts
- Student discounts are offered by most of the major computer hardware and software provides (e.g., Microsoft, Dell, Apple)

CUPE 4580

[CUPE 4580](#) provides discounts at local and national retailers to GAs that are a member of any union.

UWIN EMPLOYEE

Staff discounts are available to UWin employees, courtesy of a number of retailers. These discounts include corporate rates on hotels and Lancer camps discounts. For more information, please see <https://www.uwindsor.ca/humanresources/faculty-staff/benefits/employee-discounts>

THINGS TO DISCUSS WITH YOUR ADVISOR EARLY ON IN YOUR PROGRAM

There are a number of things that you should discuss with your Advisor early on in your masters or doctoral research program.

THE NATURE OF YOUR PROJECT

If you have not discussed the nature of your project with your Advisor prior to commencing graduate studies at SOE, it is best to do so upon arrival at the University of Windsor. The nature and scope of your graduate research should be clarified prior to commencing a literature review on your research topic.

PROJECT AIMS AND OBJECTIVES

After discussing the nature of your project with your Advisor, you should discuss and set out the aims and objectives of your research.

PROJECT PROPOSAL

Within 12 months of commencing graduate studies at SOE, new graduate students are expected to write a proposal and prepare and present a presentation outlining your project, its aims and objectives, methodology, background and implications.

DAY-TO-DAY ACTIVITIES

Your day-to-day activities during your research will vary according to how long you have been working on your project. You should discuss with your Advisor the day-to-day activities you should be focusing on at the start of your project. At the beginning of your research, you should spend a lot of time conducting a literature review on your topic and reading about what is currently known about it.

ACADEMIC CONCERNS

Any academic concerns you have about your research or conducting graduate study at SOE, either early on in your project or at a later stage, can be discussed with your Advisor.

FINANCIAL CONCERNS

If you have financial concerns at the start or during the course of your project, you can discuss such concerns with your Advisor.

PROJECT DEVELOPMENT

At the beginning of your project, you should discuss the development of your project with your Advisor.

REALISATION AND FULFILMENT OF PROJECT AIMS AND OBJECTIVES

Similarly, how you intend to realise and fulfil the aims and objects of your project should be discussed early on with your Advisor.

PROCEDURES AND POLICIES AT SOE

Outlined below are the procedures and policies at SOE and the University of Windsor.

PLAGIARISM AND ACADEMIC INTEGRITY

Avoiding plagiarism and maintaining academic integrity are very important. The sections below outline the plagiarism and academic integrity procedures and policies at SOE and the University of Windsor.

PLAGIARISM

[GRADUATE STUDIES POLICY ON PLAGIARISM](#)

The University expects that all researchers will adhere to the proper standards of intellectual honesty in the written or spoken presentation of their work and will at all times acknowledge in a suitable manner the contribution made by other researchers to their work, as outlined in the Senate Policy on Authorship (available from the Senate website) and the Policy Statement on Research Personnel (available from the Office of Research Services).

Plagiarism is defined in the [Student Code of Conduct](#).

It is expected that all graduate students will be evaluated and graded on their individual merit, and all work submitted at any stage of the research and review process (including drafts) or submitted for evaluation will clearly differentiate the student's own contribution from that of other scholars by means of rigorous and honest academic citation practices.

Scientists, including graduate students, often have to use the ideas of others as expressed in written or published work in preparing essays, papers, reports, theses and publications. It is imperative that both the data and ideas obtained from any and all published or unpublished material be properly acknowledged, and their sources disclosed. Failure to follow this practice constitutes plagiarism and is considered to be a serious offence by the University. Thus, anyone who knowingly or recklessly uses the work of another person and creates an impression that it is his or her own work product is guilty of plagiarism.

It is not permissible for an essay or other paper to be submitted twice. It is expected that a thesis, essay, paper or report has not been, and is not concurrently being, submitted to any other Faculty or University for credit toward any degree, or to this University for any other course. In exceptional circumstances and with the prior agreement of the instructor, a student may use research completed for one course as part of his or her written work for a second course.

If any assignment, thesis or major paper is found to contain plagiarised material, the normal course of events will be for the plagiarism to be pursued through the University's disciplinary processes under Senate Bylaw 31. If found to have committed the act of misconduct, the student will normally not obtain credit for the work, there will normally be no option for resubmission, and the student will normally be deemed to have failed program requirements. Unlike other grading and academic standing matters that go before the Academic Standing Committee of the Faculty of Graduate

Studies, grades for academic work in which plagiarism or other misconduct has been found to have occurred in accordance with the University's disciplinary processes under Bylaw 31, and that have been acted upon by the Academic Standing Committee, cannot be appealed to the Faculty of Graduate Studies Executive Committee.

Grade appeals to the Executive Committee for courses in which plagiarism or other misconduct has been alleged shall be stayed until such time as a final decision has been made in accordance with the University's disciplinary processes under Bylaw 31. In such a case, a student's appeal shall be considered by the Executive Committee only if there is no finding of academic misconduct under Bylaw 31.

In case of any doubt, students are strongly urged to consult with the instructor or thesis supervisor. In cases where students feel that their intellectual property or copyrighted material has been plagiarized, complaints should be made in writing to the Dean of Graduate Studies.

Graduate students studying at SOE are encouraged to refer to the [Academic Integrity Office \(AIO\) website](#), which deals with all things related to both maintaining academic integrity and determining what must be done when it is breached.

ACADEMIC INTEGRITY

SENATE BYLAW 31: ACADEMIC INTEGRITY

[Senate Bylaw 31 can be found on the policy webpage.](#)

GRADUATE APPEALS

[Senate Bylaw 55](#) pertains to information regarding academic appeals by students at the University of Windsor. Section 1.12 directly relates to graduate student appeals.

REIMBURSEMENT

For any fieldwork, research-related equipment and books or conference-related travel and accommodation expenses, it is possible for graduate students to be reimbursed. Upon submitting an expense reimbursement claim, you can be reimbursed from your Advisor's research grant. In order to claim for expense reimbursement, you must keep any receipts. Before submitting an expense reimbursement claim, you should scan any receipts if you do not have them in digital form.

Graduate students must add themselves to their Advisor's research grant account to successfully claim back expenses. You can ask the SOE departmental administrative staff about how this can be done.

FIELDWORK

Before setting out to do research-related fieldwork, a great deal of planning may be required. Even before you decide to do any fieldwork, you must determine why you need to conduct field work and what you intend to find out. If you intend to take samples of geological materials (rocks, minerals or soil samples), water samples, air samples or gas samples, you must plan how you are going to go about taking the samples and what you intend to find out from these samples. If you are doing a geological mapping-based research project, any field mapping must be planned.

It is best to plan any fieldwork with your Advisor and to discuss how your fieldwork will be conducted. You may have to undertake your fieldwork without the company of your advisor, however, your Advisor may come with you. Any fieldwork plans should consider the following:

- Transporting controlled substances across international borders may be quite problematic.
- The appropriate safety courses must be taken prior to setting out for the field.
- You must have reliable safety equipment.
- You have to let people know where you are going, how long you will be there for, when you will be back and how you can be contacted.
- It is best to travel in pairs.
- You must have all necessary travel documentation (e.g., passport, travel tickets) and permits.
- You should never carry out fieldwork in hazardous weather conditions.
- You must have an efficient sample labelling system.
- Do you require a preservative to properly store your samples?
- You may need to ship your samples back to the university, if so, you will have to arrange for this. (Your Advisor will usually cover the cost of shipping your samples).
- Do you need to refrigerate your samples at your fieldwork site or when you get back to the university?
- Do you need to bring any equipment to your fieldwork area?

FUME HOOD ALARMS

Fume hood alarms may sound after a power fluctuation or outage, however, these can be muted. The owner of the fume hood should be noted if the fume hood is continuously sounding.

MAJOR EQUIPMENT MALFUNCTION

Melissa Price or Connie laquinta should be contacted if a major equipment malfunction occurs between 8 am and 4 pm. If such a malfunction occurs outside of these hours, the company or person listed on the equipment should be contacted immediately.

GET INVOLVED AT SOE

GET INVOLVED AS A STUDENT REPRESENTATIVE

There are occasional opportunities for SOE graduate students to volunteer as a student representative, either at the faculty level (Faculty of Science) or the department level (Department of Earth and Environmental Science). Volunteering as a student representative is a great way to get involved in the running of the Faculty of Science or the Department of Earth and Environmental Science and to learn about how faculties or department's function.

GET INVOLVED IN THE SOE GRADUATE STUDENT COMMUNITY

Attending mandatory seminars on Fridays in the Winter and Fall terms is a good way to become familiar with your fellow SOE graduate students. There are occasionally social nights where SOE graduate students get together to socialise outside of university hours and outside of the university.

GET INVOLVED IN THE UWIN GRADUATE STUDENT COMMUNITY

Graduate students can get involved in the UWin graduate student community by consulting the [Graduate Student Society \(GSS\) website](#) for listings of opportunities that enable interaction with other graduate students at the University of Windsor. It is also possible for SOE graduate students to [join existing student groups and societies](#) related to their interests. The GSS website also has listings of upcoming social events (e.g., BBQs, cricket).

GETTING INVOLVED AS A SCIENTIST IN THE WIDER COMMUNITY

Graduate students can get involved as a scientist in the wider community through the [LEAD](#) volunteer program. Volunteering at conferences is another way to become more involved in the scientific community. Becoming a member of societies, such as the Geological Association of Canada, The Geological Society of London and the Mineralogical Society of Great Britain and Ireland, is an ideal way to immerse oneself in the wider scientific community.

WHAT IS THERE TO DO IN WINDSOR?

Graduate students at the University of Windsor have numerous options for entertaining themselves during their time in Windsor. Windsor's proximity to the Detroit River and the city of Detroit in the USA provides many leisure opportunities. The riverfront is a great place to relax and hang out with friends and is a focal point in Windsor. Walking along the Windsor riverfront and taking in the Detroit River and Detroit is a fantastic way to pass a sunny day.

If you are more interested in sampling Windsor's fine restaurants and breweries, there are numerous options. Rock Bottom is a restaurant, bar and brewery in Sandwich in West Windsor that is renowned for its chicken wings, nachos and the range of ales, stouts and lagers that it has on offer. Next door to Rock Bottom is the Sandwich Brewery, which brews all of the ales, stouts and lagers that it has available. Also located in Sandwich are the Barrel House and Hurricanes. All of these restaurants are located near Windsor's best and oldest architecture. There are also numerous eating and drinking options downtown as well as the Walkerville Brewery in East Windsor.

Windsor also has numerous parks and green spaces for recreation. On average, Windsor has 305 partially sunny to completely sunny days every year. When the sun is out as often as it is in Windsor, it is best to go outside and enjoy it year-round. If you want to take a break from spending time in the sun, you could take in a comedy show at Caesar's, Windsor's famous casino.

WHERE TO GO FOR HELP

DEALING WITH PROBLEMS

A range of problems may be encountered during graduate study, be they financial, academic, or health-related. As with all problems, it is best to deal with them as quickly as possible. Graduate students can use [Financial Planning](#) to gain advice on how to manage their finances, talk to their Advisor or the [Graduate Student Society](#) to negate any academic problems and contact [Student Health Services](#) about health problems.

For those seeking to discuss academic or other problems, please talk to Ihsan Al-Aasm (SOE Graduate Coordinator).

ACADEMIC SUPPORT

Studying at university and living away from home can be an exciting and wonderful time for the most part; however, both of these can take their toll mentally, physically and financially. The University of Windsor has services that offer financial advice and health advice and support. For more information on these services, please see the relevant section below.

ACADEMIC DATA CENTRE

The [Academic Data Centre \(ADC\)](#) serves to help students, staff and faculty alike to access and use statistical and geospatial data. The ADC is used by various departments across the university, including SOE. It is a great source of statistical and geospatial data.

CAMPUS BOOKSTORE

The [Campus Bookstore](#) is located in the basement of the CAW Student Centre and sells textbooks and non-study related fiction and non-fiction books. The Campus Bookstore also offers clothing, stationery and electronic appliances and accessories. Students can shop [online](#) for course materials and see full extent of what the Campus Bookstore.

CENTRE FOR ENGLISH LANGUAGE DEVELOPMENT

For any students who have just moved to Canada or whose first language is not English, undertaking graduate study in English can be a daunting prospect. The [Centre for English Language Development \(CELD\)](#) caters to the needs of such students and provides English language training for both academic and professional purposes. CELD also offers an [English Language Improvement Program](#) and a [Summer English Experience](#) for interested students.

DOCUMENT IMAGING CENTRE (UNIVERSITY PRINT SHOP)

The Document Imaging Centre or [University Print Shop](#), located in on the Lower Level (Room 01) of Chrysler Hall Tower, provides students with a wide variety of print media. Available print services include invitations, tickets, [business cards](#), letterheads, envelopes, flyers, brochures, posters, signs and banners. The University Print Shop also offers additional services such as photocopies, lamination, bindery, scanning, [university stationery](#), typesetting and design services, wide format printing, scanning and laminating and scoring/perforating and folding.

INFORMATION TECHNOLOGY SERVICES

[Information Technology Services](#) (ITS) assists students in resolving I.T. based problems and issues. In the case of any I.T. related problems, [students can go on the following ITS webpage](#) to find support and advice from ITS on how a wide range of problems can be resolved.

LIBRARY SERVICES

The [Leddy Library](#), located near Memorial Hall and Chrysler Hall North on the main campus of the University of Windsor, has a large collection of books covering a wide range of academic subjects and including both fiction and non-fiction categories. In addition to being able to access hard copies of books, it is also possible to access eBooks and journal articles online through the Leddy Library's online catalogues It is also possible to gain access to audio visuals, images, rare books, government documents, newspaper articles, reference entries, reviews, statistical data sets, scores, maps, legal documents, conference proceedings, dissertations and databases. All of these resources can be looked up using the [Library Catalogue](#) on the Leddy Library website. Information on the other services offered by the Leddy Library can also be found on the website.

MY.UWINDSOR

Students can gain access to online resources, check their university finances and register for courses using their [myUWindsor](#) account. All that is required to login to a myUWindsor account is a valid UWinID and password.

S.T.E.P.S. - SKILLS TO ENHANCE PERSONAL SUCCESS

The [STEPS](#) program provides students with practical methods for improving their learning and study skills by offering a wide variety of free workshops. These workshops include topics such as Effecting Reading Strategies, Strategic Note Taking, Multiple Choice Tests and Exams, Effective Memory

Strategies, Study Smarter, Not Harder, Taming the Chaos (Time Management), Exam Preparation, Exam Strategies and Test Anxiety. More information about STEPS can be found on the website.

STUDENT ACCESSIBILITY SERVICES

For academically qualified students who have some form of disability, [Student Accessibility Services \(SAS\)](#) works to provide equal access to higher education by working with the entire campus community. SAS strives to ensure that learning environments and accommodation are accessible to students with documented disabilities, such as learning disabilities, attention deficit/hyperactivity disorder, acquired brain injuries, vision, hearing and mobility impairments, chronic medical conditions and psychiatric issues. SAS provides a variety of services and supports to students with at least one of these learning disabilities and are registered with SAS.

WRITING SUPPORT DESK

The [Writing Support Desk](#) provides University of Windsor students with assistance regarding various aspects of academic writing. The Writing Support Desk is located in the Leddy Library and helps students to interpret assignment prompts, construct strong theses and arguments, overcome grammar, punctuation and syntax problems, analyse and integrate sources and cite and reference journal articles, reports and books. The [Leddy Library website](#) provides further information on the services that the Writing Support Desk offers to students.

FAQS FOR GRADUATE STUDENTS

For graduate students that have any questions or queries about graduate study and graduate student life, please see the [FAQs for Graduate Students](#).

CAREER AND EMPLOYMENT SERVICES AT THE UNIVERSITY OF WINDSOR

CO-OP, CAREER AND EMPLOYMENT SERVICES

The University of Windsor provides co-op, career and employment services to graduate students. The [Career Development & Experiential Learning webpage](#) provides information on the ways in which the university can assist in the career development of its graduate students and help them gain employment. There is also information about current co-op opportunities.

CO-CURRICULAR RECORD

Graduate students interested in documenting their extra-curricular activities outside of their academic career can do so on the [Co-Curricular Record \(CCR\)](#). Graduate students can build a CCR outlining their activities and the corresponding skills gained from each activity. A CCR can be used by graduate students to showcase their skill development and leadership skills and document their participation and progression in co-curricular activities during their time at the University of Windsor.

GA'ING HELP AND SUPPORT

GA/TAing provides a great way to gain teaching experience, earn an income whilst pursuing graduate studies and learning about how the Department of Earth and Environmental Sciences operates. For GAs and TAs looking to improve their teaching and in-classroom communication skills, the [GATAcademy](#) offers free day-long workshops. The [Centre for Teaching and Learning](#) also offers a GA/TA development program that provides development opportunities to GA/TAs. The [GATAcademy webpage](#) provides a host of information on the GA/TA services that they currently offer.

LEAD@UWINDSOR

[LEAD](#) provides students with volunteer experience opportunities, specifically experiential learning opportunities that stimulate personal growth and development during a university career at the University of Windsor. LEAD uses their Five Fundamentals of Lead (Mentorship, Critical Thinking, Teamwork, Professionalism, Campus Spirit) to ensure that students make the most of their time at University of Windsor.

MITACS

[Mitacs](#) allows graduate students to find research and industry internship opportunities, travel abroad for research, find a paid placement and attend professional development workshops. Mitacs is renowned for building partnerships between academia, industry and the world to generate a more innovative Canada and graduate students from the University of Windsor can benefit from this to get a head start in developing their professional careers.

MYSUCCESS

[mySuccess](#) allows graduate students to access job opportunities, employment-related resources, book appointments with university staff and find out information about upcoming events. Graduate students can login to their mySuccess account [here](#).

VOLUNTEER INTERNSHIP PROGRAM-COMMUNITY SERVICE LEARNING (VIP-CSL) EXPERIENCE

The [Volunteer Internship Program-Community Service Learning \(VIP-CSL\)](#) experience allows graduate students to have a meaningful and beneficial impact on their community whilst also gaining skills and experience for their chosen future careers. Graduate students will be able to apply discipline-specific knowledge to community needs.

HEALTH AND WELLNESS AT THE UNIVERSITY OF WINDSOR

CAMPUS DENTAL CENTRE

The [Campus Dental Centre](#) (CDC) is located in the basement of the CAW Student Centre, near the Campus Bookstore and the University Pharmacy. The CDC provides first-rate dental care to students, staff, faculty and members of the public. The CDC provides a wide variety of dental care services in an efficient and professional manner.

CAMPUS POLICE

[Campus Police](#) works to keep our campus community safe. Their presence can be seen on and around campus. If there is any cause to call the Campus Police, please call extension 911 from any campus phone.

FINANCIAL PLANNING

[Financial Planning](#) provides finance advice to University of Windsor. Pursuing undergraduate or graduate education can place financial strain on students living away from home or on a tight budget. Financial Planning will be there to help you with all your financial advice needs.

GREEN SHIELD CANADA

[Green Shield Canada](#) (GSC) provide support and health care services to both undergraduate and graduate students, including Canadian and international students on a study permit. For more information on what GSC offers, please see the following website:

<https://www.greenshield.ca/en-ca/shop/what-we-offer>

ONTARIO HEALTH INSURANCE PLAN (OHIP)

The [Ontario Health Insurance Plan](#) (OHIP) pays for numerous health services for people from many different walks of life, including graduate students. To be eligible for OHIP, interested graduate students must be a Canadian citizen, be a permanent resident, or an indigenous person and have physically been in Ontario for 153 days in any 12-month period, 153 days of the first 183 days after moving to Ontario and have made Ontario their primary home. For more information on OHIP, its benefits, eligibility criteria and how to apply, please see the website above and the following website: <https://www.ontario.ca/page/apply-ohip-and-get-health-card>

PSYCHOLOGICAL SERVICES AND RESEARCH CENTRE

The [Psychological Services and Research Centre](#) (PSRC) forms part of the Psychology Administrative Academic Unit and is a key resource for the Canadian Psychological Association-accredited clinical psychology graduate program. The PSRC provides psychological services to University of Windsor students and to the larger Windsor community.

SEXUAL ASSAULT AND SEXUAL MISCONDUCT

The University of Windsor's [Sexual Assault and Sexual Misconduct](#) website provides support to students who have experienced sexual assault, misconduct or violence. Incidences of these crimes can be reported on this website. Advice is given on how victims of these crimes can be given support.

STUDENT COUNSELLING CENTRE

The [Student Counselling Centre](#) provides free, confidential mental health counselling to registered students. Trained, mental health professionals provide students in crisis with support and counselling. Students can be provided with long-term counselling and facilitate access to resources in Windsor and Essex County. For students seeking short-term counselling and therapy services throughout the academic year.

STUDENT HEALTH SERVICES

[Student Health Services](#) provides student-oriented, confidential health care and comprehensive medical care, counselling and referrals. Student Health Services is located on the 1st floor of the CAW Student Centre. Office hours are Monday to Friday, 9-12 am and 1-4 pm. Student Health Services is closed on national holidays. There are no walk-in clinic hours at Student Health Services and a doctor's appointment must be booked by phone.

UNIVERSITY PHARMACY

The [Windsor Student Centre Pharmacy](#) is located in the basement of the CAW Student Centre. This centre provides a variety of medication, free delivery for prescriptions and has a fall flu immunisation clinic.

SOCIAL AND CULTURAL SUPPORT AT THE UNIVERSITY OF WINDSOR

ABORIGINAL EDUCATION CENTRE

The University of Windsor's [Aboriginal Education Centre](#) assists self-identified Aboriginal students fulfil their academic ambitions, providing volunteer and work opportunities, a lounge and study area, printing, scanning and faxing services and cultural programming and events.

ACCOMMODATION

ON CAMPUS ACCOMMODATION

There are [four residence halls](#) at University of Windsor: Laurier Hall, Macdonald Hall, Cartier Hall and Alumni Hall. Of these, only Laurier Hall and Alumni Hall is available to graduate students. Laurier Hall offers single rooms and shared common washrooms and lounge spaces on each floor. Alumni Hall has both single and double rooms and shared kitchen facilities and washrooms on the floor or within the suite. For more information about these resident halls and their residence fSoE, please see the University of Windsor's [Residence](#) website.

PRIVATE ACCOMMODATION

For graduate student looking to live off-campus, there are a number of renting options available. Depending on your budget and circumstances, you can rent a room in a shared house and live with a number of other students or working professionals, rent an apartment, or, if you would like to live with your friends, you could collectively rent an entire house to yourselves. Rental prices for a room in a shared house range from \$325 to up to \$850 per month. If you have a more flexible budget, it is possible to rent a room in a really nice, modern, well-furnished house in Windsor. If you would like to live by yourself, renting an apartment is a better yet more expensive option. Monthly rental prices for a one bedroom apartment in Windsor are upwards of \$750.

Here is a selection of websites that have room and apartment rental listings:

- Kijiji - <https://www.kijiji.ca/>
- RentBoard - <https://www.rentboard.ca/index.aspx>
- Craigslist - <https://windsor.craigslist.ca/search/hhh>
- Gottarent - <https://www.gottarent.com/windsor-on-rentals/>
- Zumper - <https://www.zumper.com/apartments-for-rent/windsor-on>
- PadMapper - <https://www.padmapper.com/apartments/windsor-on>

If and when you do find a house or apartment that you are interested, it is best to arrange a viewing and meet the landlord before signing a rental contract and agreeing to pay a deposit.

COMMUNITY LEGAL AID

[Community Legal Aid](#) specialises in legal services and helps low income and vulnerable people circumvent, prepare against and surmount legal problems. Graduate students at the University of Windsor can use this service for these purposes.

INTERNATIONAL STUDENT CENTRE

There are around 4,000 international students, scholars and their family members at the University of Windsor, some of whom are pursuing graduate study. The [International Student Centre](#) caters to the needs of international graduate students with the intention of helping them achieve their academic and personal goals during their time in Canada.

THE MULTI-FAITH SPACE

The [Multi-Faith Space](#) in the basement of the CAW Student Centre is a space of religious worship for multiple faiths and students, staff and faculty alike.

OFFICE OF HUMAN RIGHTS, EQUITY AND ACCESSIBILITY (OHREA)

The [Office of Human Rights, Equity and Accessibility](#) (OHREA) provides consultation, support, advice, awareness and education to the graduate students of the University of Windsor. OHREA provides emphasis on human rights, equity and accessibility and is a secure and safe environment for graduate students to voice their concerns and complaints in total confidentiality.

STUDENT CLUBS AND SOCIETIES

During graduate study, it is best to strive for a good study-life balance. Taking up a hobby is great way to take a break from the rigours of graduate study. Joining a student club or society is an ideal way to find such a hobby and there are over 150 student clubs and societies on campus to choose from. If you cannot find a student club or society that is to your liking, you can start your own club. For more information about the current student clubs and societies and how to start up your own student group, please see the following website: <http://www.uwsa.ca/uwsa-services/student-groups/>

WOMXN'S CENTRE

A free campus service is provided by the Womyn's Centre, which provides a safe space and welcoming environment for women from all walks of life. Please see the following website for more information: <https://uwsa.ca/services/womxns-centre/>. F

