

SJE STUDENT HANDBOOK

WELCOME TO SJE!

We recognize that joining a new program and collective requires learning to navigate new spaces, relationships, and institutional settings. This Handbook for students in the Department of Social Justice Education at OISE, University of Toronto is designed to assist you in navigation by providing useful information related to program deadlines, filling and submitting forms, exams, course registration, student governance and other aspects of graduate studies at OISE. The Handbook has been put together through the collective efforts of students, faculty and staff who know the Department and OISE well. Each student's journey through the program is unique. This Handbook is meant to support these journeys, so our students thrive and achieve their educational goals fully.

The Social Justice Education Department is committed to graduate studies that provide learners with tools for comprehensive analysis and transformative pedagogies, skills in scholarly and community-based research, tools for self-reflexivity, the ability to debate in meaningful and constructive ways, and hope that change is possible. Such hope is anchored in a? politics of mutuality and togetherness that do not erase our differences, as well as the ability to bear the emotional and political discomfort of disagreeing and facing others who are not like us. Together, we can envision new and non-oppressive ways of being in the world by examining carefully how we, as individuals and members of communities, are implicated in and impacted by broader systems of violence and oppression and, where necessary, taking responsibility for such oppression by producing and disseminating knowledge that inspires communities of scholars dedicated to radical research and teaching conducive to social change.

TABLE OF CONTENTS

Glossary 3
About the Department 4
Setting up your Account 5
List of Programs 6
Graduate Student Life Cycle 8
Advisor/Supervisor 8
Courses 10
Collaborative Specialization 12
Comprehensive Exams 14
Thesis/MRP Proposals 15
Final Oral Exams 17
Research Ethics Reviews 19
Navigating Institutional Structure 25
Forms and Letterhead Use 28
Financial Matters 30
Conference Funding 32
Awards and Grants 32
Student Loans, Busaries and Jobs 33
Academic Opportunities 34
Academic Support 35
Academic Integrity 36
Library and Technology Supports 37
OISE Student Resources and Supports 40
University of Toronto Services 42
SJE Department Communication 48
SJE Department Space 50
OISE Space 53
Health and Wellness 54
Safety and Security 56

GLOSSARY

ACORN	Accessible Campus Online Resource Network
AODA	Accessibility for Ontarians with Disabilities Act
ARCDO	The Anti-Racism & Cultural Diversity Office
BO	Business Officer
CIARS	Centre for Integrative Anti-Racism Studies
CLNx	Career & Co-curricular Learning Network
CMCE	Centre for Media and Culture in Education
COMPS	Comprehensive Exam
CREFO	Centre for Franco-Ontarian Studies
EA	Executive Assistant
EdD	Doctor of Education
EERC	Education Ethics Review Committee
FOE	Final Oral Exam
GCAC	Graduate Centre for Academic Communication
GLO	Graduate Liaison Officer
GSA	Graduate Students' Association
GSU	Graduate Students' Union
IEN	Indigenous Education Network
ISA	International Student Association
MA	Master of Arts
MCB	Masters Completion Bursary
MEd	Master of Education
MRP	Major Research Paper
OISE	Ontario Institute for Studies in Education
OSAP	Ontario Student Assistance Program
OSSC	OISE Student Success Centre
PhD	Doctor of Philosophy
ROSE	Registrar's Office and Student Experience
SBA	Students for Barrier-Free Access
SJE	Social Justice Education
SJEDSA	Social Justice Education Departmental Student Association
UHIP	University Health Insurance Plan
UTAPS	University of Toronto Advanced Planning for Students
UTGSU	University of Toronto Graduate Students' Union

ABOUT OUR DEPARTMENT

The SJE department located on the 12th floor of OISE is a shared workspace for staff, faculty and students. All members of the department are accountable to one another and share collective responsibility for creating a workplace environment that is as safe and comfortable as possible.

SJE is an exciting place to work and study. Its combination of path-breaking internationally recognized faculty and scholarship, unique teaching subjects, diverse student body, and focus on social justice make the Department unique in the country and in the world.

The Department of Social Justice Education (SJE) offers a full range of courses leading to MEd, MA, EdD, and PhD degrees. The Department is an intellectual community committed to producing and advancing knowledge on social justice education in Canada and beyond. SJE supports students by:

- Organizing a series of scholarly seminars and panels each year, with speakers from Canada and internationally.
- Providing students with research and networking opportunities through individual faculty projects and affiliated research centers.
- Offering workshops, seminars, and information and training sessions related to research, publishing, employment opportunities and related skills.



SETTING UP YOUR ACCOUNT

ACORN

ACORN (www.acorn.utoronto.ca) is the University of Toronto's student web services portal. It is where students enroll in courses, view their personal timetable, check grades, view and manage financial accounts, update address and contact information, and more.

To access ACORN, you will need to log in with your JOINid or UTORid. Every applicant to the University of Toronto is assigned a JOINid. Your JOINid is provided to you via email during your application from the School of Graduate Studies (admissions.sgs@utoronto.ca). If you did not receive your JOINid, you can contact the School of Graduate Studies Admissions for assistance.

When you begin your studies, your JOINid will become your UTORid, which allows you to access services such as email, library resources, and Quercus. To activate your UTORid, you first need to obtain your TCard (www.tcard.utoronto.ca). Your TCard is your student card and can be used for library borrowing, photocopying, and printing.

When your TCard is activated, you will receive your UTORid (www.utorid.utoronto.ca), which allows you to set up your UTmail+.

For returning University of Toronto students, your UTORid, TCard, and email addresses remain the same. You can reactivate or modify them through www.utorid.utoronto.ca
or contact help.desk@utoronto.ca for support.

QUERCUS

Quercus is the University of Toronto's online teaching and learning environment. To access Quercus, please visit: https://q.utoronto.ca

Consult with the Registrar's Office and Student Experience (ROSE) on enrollment, registration, tuition, minimum payments, deadlines, and refunds. The office is located on the 8th floor, Room 8-225, OISE Building, or visit their website.

EMAIL ACCOUNTS

As an OISE student, you will automatically be assigned an email account once you are registered. To access your UTmail+ email account, you must first obtain your TCard, available at Robarts Library. Once you have your TCard, you can activate your UTORid at the following website: https://www.utorid.utoronto.ca

Follow the online instructions to access your UTmail+ email account. All official correspondence will be sent to your UTmail+ account, so it is important to activate and regularly check this account.

U OF T POLICY ON OFFICIAL CORRESPONDENCE

Please make sure you check your U of T email regularly. Following the University's Policy on Official Correspondence, it is best practice to use your UTmail+ email address for all University-related items. All official communication from the University will be sent to your UTmail+ email account. These messages may contain important, time-sensitive information. It is your responsibility to monitor and read these messages frequently and consistently. The University is not responsible for delays or forwarding issues if UTmail+ is not used.

LIST OF PROGRAMS

With four different degree programs to choose from, students from diverse backgrounds and professional interests find their home in Social Justice Education. During their program of study, students are expected to have exposure to both qualitative and quantitative approaches to research.

We welcome applicants with diverse but relevant backgrounds.

MASTER OF ARTS (MA) IN SOCIAL JUSTICE EDUCATION

This research-based master's program focuses on critical understandings of the social, historical, cultural, political, economic and ethical contexts of education, and is designed primarily for those interested in research and careers in academia. It involves the completion of a research thesis.

This program is ideal for those who wish to apply their disciplinary backgrounds and critical abilities to examine theoretical and/or empirical problems regarding equity in education, while drawing from a variety of perspectives including history, philosophy, sociology and political science.

MASTER OF EDUCATION (MED) IN SOCIAL JUSTICE EDUCATION

This program focuses on critical understandings of the social, historical, cultural, political, economic and ethical contexts of education. It is ideal for those interested in social justice, committed to social change, or aspiring to assume research-informed responsibilities in a school or community organization. It is a course-based degree with an optional Major Research Paper. During their program of study, students are expected to have exposure to a variety of methods and approaches to research.

This program attracts students coming directly from undergraduate studies, as well as returning students, who are interested in professional development, lifelong education, or continuing in higher education. Graduates of this program may have the opportunity to pursue doctoral-level studies. We welcome applicants with diverse but relevant backgrounds.

For more information on the programs, visit:

https://sgs.calendar.utoronto.ca/degree/Social-Justice-Education

DOCTOR OF EDUCATION (EDD) IN SOCIAL JUSTICE EDUCATION

The EdD in Social Justice Education (SJE) is designed for those with an interest in professional and/or voluntary practice in relevant field domains where there is an interface between theory and practice and where the vision, skills, and commitment of dedicated and research-informed practitioners are pivotal to outcomes. It is distinct from the PhD in that students are encouraged to orient towards applied and theoretical dimensions of professional educational practice understood as knowledge, teaching, and learning which takes place within or beyond schooling.

This program allows students to integrate doctoral level studies alongside social change work and praxis; the EdD attracts a diverse range of professionals, including teachers, school and community leaders, health and legal professionals, and those working, volunteering, or seeking employment in related fields in social justice education.

The EdD dissertation, also known as the "Dissertation in Practice", requires students to investigate a specific problem of practice, apply theory and research to this problem, and design a plan for implementation. The dissertation typically involves a written proposal or plan for innovative educational policy, guidelines, advocacy, development project, or activism aimed at improving practice. This includes a literature review, theoretical grounding, and a reflective conclusion.

DOCTOR OF PHILOSOPHY (PHD) IN SOCIAL JUSTICE EDUCATION

This PhD program offers students opportunities for advanced study, original research, and theoretical analysis in Social Justice Education. It is designed primarily for those interested in research and careers in academia.

The flexible-time PhD degree is designed to accommodate demand by practising professionals for a PhD degree that permits continued employment in areas related to their areas of research. Degree requirements for the flexible-time and full-time PhD programs are the same. Flexible-time PhD students register full-time during the first four years and part-time during subsequent years of the program.

DOCTORAL STUDENTS' REQUIREMENTS

- **SJE Annual Progress Report**

All students in the doctoral program are required to fill out this form as per SGS guidelines. Students must meet with their thesis supervisor to review their annual progress in the program. Please submit a signed copy of this form to Graduate Liaison Officer once a year. Please keep a copy for your records and give a copy to your supervisor.

It is the student's responsibility to see that all requirements and deadlines are met. This means taking the initiative in arranging meetings with the supervisor and supervisory committee members and confirming submission of all documentation.

➢ Candidacy

Doctoral students must achieve candidacy before they can hold the title "candidate" and proceed to conduct their research.
In SJE, candidacy is comprised of the following milestones:

- Coursework completed - confirmed by Registrar
- Comp Exam passed (PhD) / Practicum completed (EdD) - Credit processed by the Registrar
- Formed full Thesis Committee (Supervisor + two Members) and form submitted to Registrar
- Thesis Proposal approved by Thesis Committee (includes abstract and working title)
- Ethics Review completed (required if thesis research involves human subjects)

The time limit to achieve candidacy is set by SGS and must be achieved by the end of:

- ➢ Year 3 for PhD and EdD (full-time) students
- ➢ Year 4 for PhD-Flex students

Doctoral students must achieve candidacy in a timely manner to maintain good academic standing. Failure to achieve candidacy by the appropriate deadline will result in blocked registration, jeopardized funding (if applicable) and ultimately termination. Familiarize yourself with the regulations stipulated in the SGS Calendar.

Under extraordinary circumstances, if you are not able to achieve Candidacy within the timeline, you can request an extension for up to three sessions. You will need to complete the request for Extension to Achieve Candidacy form. This is the one process ROSE is not involved in processing. This request will go directly to SGS from the SJE Graduate Liaison Officer.

➢ EdD Practicum

All EdD students are required to complete a practicum which is undertaken as a half course credit (SJE 3997). As noted in the SJE website https://oise.academic-guide.utoronto.ca/course/sje3997h, "Practical experience in an area of the humanities, social sciences and/or social justice education fieldwork is a vital element of the development of skills in the application of knowledge from theory and research." For this Practicum, students must undertake 72 hours of active educational work (paid or volunteer), have periodic meetings with the faculty practicum supervisor, and submit a final paper of 5-8000 words reflecting on their field experiences. Students must register for this course either independently, under the direction of their EdD advisor or supervisor, or through a group course supervised by the designated SJE professor instructing this course.

The EdD Practicum Agreement Form must be completed and signed by the faculty supervisor.

https://www.oise.utoronto.ca/home/sites/default/files/2022-06/EdD_Practicum_Agreement_Form.pdf

➢ EdD Dissertation in Practice

The U of T School of Graduate Studies (SGS) describes the dissertation (thesis) in practice as follows:

https://www.sgs.utoronto.ca/current-students/program-completion/producing-your-thesis/doctoral-thesis-guidelines/student-guidelines-for-the-doctoral-thesis/

> **Professional Doctoral Thesis in Practice:** At the University of Toronto, the professional doctoral thesis in practice includes the identification and investigation of a problem in practice, the application of theory, research and policy analysis to the problem of practice, translating research into practice, and a proposed plan for action to address the problem of practice. The professional doctoral thesis in practice is expected to have meaningful generative impact on practice and policy.

The dissertation in practice is based on original research. In SJE the dissertation in practice normally is comprised of two parts: (i) a narrative portion (40-70 pages); and (ii) a project based on the findings of the research. Examples of EdD projects include but are not limited to a guidebook; a web-based curriculum design; a policy framework; or a creative artistic, video or mixed media production. Students in the EdD degree stream will have the opportunity to explore a form of research consistent with "Creative Professional Activity". For more on CPA see: https://www.oise.utoronto.ca/home/sites/default/files/2022-11/policy_cpa_apr2001.pdf

GRADUATE STUDENT LIFE CYCLE

In this handbook, we highlight different stages, depending on the degree, which graduate students travel through on their road to convocation. This cycle serves as a guide, as your requirements will differ depending on whether you are a Master's or Doctoral student.

In the following section, we have outlined the resources available to you for each stage of the cycle. We encourage you to reference these when starting (or continuing) a particular stage. At any stage of the cycle, students should consult their faculty advisor and/or supervisor. Students are also encouraged to build and nurture social networks, as these support systems are crucial in times of stress.

Additionally, students should become familiar with the various communication tools (e.g., SJE website, OISE Student Services website, OISE Registrar's Office website, SGS websites, etc.) to find up-to-date information about workshops and events throughout the year. In subsequent sections of this handbook, you will find information on academic opportunities, resources, and student services available both within and outside the university.

ADVISOR VS. SUPERVISOR

At any stage of the Graduate Student Life Cycle, your advisor and/or supervisor are there to ensure that you are on the right track.

FACULTY ADVISOR

Each student in the Department is assigned an advisor by the Admissions Committee at the time of admission. Your faculty advisor is there to provide information and suggestions on your academic program and, in general, to help you navigate the degree process (e.g., helping you select courses, or select a thesis supervisor to approach). It is your responsibility to communicate with your advisor to discuss aspects of the program on which you need guidance. Consult with your advisor before the end of your first term, or earlier, about your program of studies.

While your initial faculty advisor is assigned to you, you may change advisors. Permission must be received from the faculty member you wish to have as your faculty advisor, and you should inform the departmental Graduate Liaison Officer (GLO) of the change in advisor.

THESIS/MRP SUPERVISOR

When beginning your MA, EdD, or PhD thesis or MEd Major Research Paper (MRP), you will need to find a faculty member to supervise your work. This may be someone whose course(s) you have taken or who shares your research interests. Some faculty members only agree to supervise students who have first taken their course(s). Your supervisor may or may not be the same person as your faculty advisor. If you do not want or cannot find a supervisor who is different from your advisor, your advisor is expected to step into the role.

Once a faculty member has been chosen and an agreement to work together has been reached informally, the relationship must be formalized through the completion of a form. Whatever academic advice is needed from that point on is typically obtained from the thesis supervisor. Your thesis supervisor will help you set up your thesis committee and, if a research ethics review is necessary, will assist you in preparing for the review and will generally help you develop, write, and prepare to defend your thesis.

While it is generally the Department's responsibility to assist students in finding suitable supervision, no faculty member is obligated to supervise or be a member of any student's thesis committee. There are many reasons for this practice (e.g., the faculty member does not feel qualified, is going on leave, or is over-committed on thesis supervision or committee memberships). Thesis supervision and committee membership must be negotiated between the student and faculty member. An excellent way to approach a potential supervisor is to share some writing/research (e.g., a rough thesis proposal) to allow the potential supervisor to get a sense of your interests and perspective. In rare cases, you may find a supervisor from outside the Department, but only once it has been established that there is no appropriate supervisor in SJE.

OBLIGATIONS OF SUPERVISORS:

- Be involved with the development of the thesis proposal.
- Suggest other committee members.

- Obtain approval of an acceptable form of the proposal from the full committee.
- Advise the student on the submission of research ethics proposal forms to the Research Ethics Board.
- Guide the development of the thesis over its various stages.
- Ensure that the final draft of the thesis meets with the approval of the full committee.
- In the case of doctoral theses, arrange for all requirements to be met for the OISE Final Oral Examination.

ADDITIONAL RESOURCE:

SGS Graduate Supervision: Guidelines for Students, Faculty, and Administrators



COURSES

The first stage of your academic journey is to build on your knowledge base in your field of study. During this stage, you should work with your faculty advisor to choose courses (including the core courses) to properly develop your course of

study. It is important that you become familiar with your program requirements (see Appendix A) and ensure that you fulfill all of them in a timely manner.

It is also important that you become familiar with ACORN. ACORN is where you can add and drop courses, order transcripts, etc. ACORN is available through the Student Web Service at www.acorn.utoronto.ca.

Important: All full-time PhD and EdD students **must** complete all pre-thesis requirements by the end of the 3rd year. All flex-time PhD and part-time EdD students must complete all pre-thesis requirements by the end of the 4th year.

TIPS FOR CHOOSING COURSES

- Course descriptions can be found in the OISE Bulletin. The course descriptions include some courses not offered in a particular year. The OISE Graduate Studies Course Schedules provide a list of courses offered each term.

- The OISE/UT Graduate Studies Course Schedules for the Summer, Fall, and Winter seasons are usually available during the last week of March. You should review the course schedule and pre-enroll in your selections shortly, as courses fill up quickly on ACORN. You are encouraged to pre-enroll in your selected courses for the Summer, Fall, and Winter sessions of the next academic year.

- When selecting courses, remember to look at course offerings beyond your program. These courses can be from the three other departments at OISE as well as other university graduate departments. Work with your faculty advisor to select the right courses for you. You can find a list of graduate programs in the School of Graduate Studies Calendar.

  Collaborative specializations: For extra requirements
  https://sgs.calendar.utoronto.ca/glance/collaborative-specializations

- Since course selections can be made in late March/early April, you may consider meeting with your faculty advisor during this time. This will ensure that you have a plan for your course of study and can enroll in your courses early.

- Deadlines for enrolment are listed in both the OISE Bulletin.

- Talk to other students who have taken courses that interest you. Students can provide valuable insight into their experience with a particular course.

INDIVIDUAL READING AND RESEARCH COURSE FORM (IRRC)

If you want to study an advanced topic for which no courses are available at the University, you can ask a specific faculty member to supervise an Independent Reading Course. Consider taking a regular course with that faculty member first, so they can get to know you and your work. Faculty will often consider an IRR if the topic closely aligns with their research interests.

Once you have agreed with the instructor, you will need to fill out a form with the instructor's signature and include a bibliography of the readings.
IRR Course Numbers:

- SJE 2998H – Master's students
- SJE 3998H – Doctoral students

There is a maximum to the number of IRR courses you may take. Students enrolled in a 6 or 7 half-course program (PhD, MA) are allowed 2 IRR courses. Those in an 8 to 11 half-course program (MEd, EdD) are allowed 3 IRR courses. Please also note that the sessional deadlines for IRR courses are different than other courses.

COURSES: FAQS

HOW DO I ADD OR DROP COURSES?

You can drop a course through ACORN within sessional deadlines. Outside of the deadlines, a Course Add/Drop form must be filled out. This form is available at the Registrar's Office on the 8th floor, or you can fill out a form via JotForm on the Registrar's Office website. The instructor of the course being added must sign the form, but an email notification of your decision to drop the course is usually sufficient. After completing the add/drop form, the instructor must approve and sign it. Please consult the OISE Bulletin for course change deadlines.

WHAT IF I MISS THE DEADLINE FOR REGISTERING FOR A COURSE WITHOUT THE INSTRUCTOR'S PERMISSION?

If you have missed the deadline for registering for a course, contact the instructor and get their signature (if there is still room in the class) or take your chances and wait until the first day/night and ask the instructor to sign the form mentioned above. If you are accepted into the course, you must submit a Course Add/Drop form signed by the course instructor (approving acceptance into the course) to the OISE Registrar's Office by the published deadlines. This form is available at the Registrar's Office on the 8th floor, or you can download it at https://www.oise.utoronto.ca/current-students/student-forms.

CAN I TAKE COURSES OUTSIDE MY PROGRAM AT THE UNIVERSITY OF TORONTO OR AT OTHER CANADIAN UNIVERSITIES?

You may take other courses at U of T, and in some cases, you may take up to two half-courses outside U of T. However, you should be certain that you have taken all the required home department courses (or the core courses if you are registered in a collaborative program) to

graduate. You should consult directly with your advisor and the SJE Graduate Liaison Officer for guidance.

COLLABORATIVE SPECIALIZATIONS

Collaborative Specializations unite multiple disciplines to provide a truly unique educational experience. They offer students exposure to cross-field and cross-disciplinary approaches to educational problem-framing and problem-solving to broaden the possibilities for innovate and effective interdisciplinary analysis.



COLLABORATIVE SPECIALIZATIONS BASED IN OISE

Comparative, International and Development Education: Email: cidec.oise@utoronto.ca
Education, Francophonies and Diversity: Email: crefo.oise@utoronto.ca
Workplace Learning and Social Change: Email: oise.wlsc@utoronto.ca

For full contact details, please visit OISE's Collaborative Specializations Webpage

- Addiction Studies
- Aging, Palliative and Supportive Care Across the Life Course
- Community Development
- Comparative, International and Development Education
- Diaspora and Transnational Studies
- Education, Francophonies and Diversity
- Engineering Education
- Environmental Studies
- Ethnic, Immigration and Pluralism Studies
- Knowledge of Media Design
- Neuroscience
- Sexual Diversity Studies
- South Asian Studies
- Women and Gender Studies
- Workplace Learning and Social Change

COMPREHENSIVE EXAMS (COMPS)

Comprehensive Exam "Comps" – Requirements and Completion for PhD students
Students in the PhD program are required to complete a comprehensive examination after the completion of coursework. The comprehensive exam must be completed before the official formation of the thesis committee. PhD students entering the last year of their coursework should review the departmental guidelines. The Doctoral Comprehensive Exam Completion Form can be found on the Registrar's Office Website.

The faculty member who will be your thesis supervisor is usually one of the two members of the committee involved in the comprehensive exam. You are responsible for finding two faculty members, one of whom must be a member of the SJE Department, who will act as your comprehensive committee.

Completion of the comprehensive examination shall be on a pass/fail basis. A pass or fail shall be constituted by the recommendation of the examination committee. Once your supervisor passes your comprehensive exam, they will submit a Comp Pass Memo to SJE Graduate Liaison Officer.

Students will be able to view the Comp Exam credit on ACORN as part of their academic record where courses are listed once processed.

Doctoral student thesis committees are normally comprised of three graduate faculty members, including the thesis supervisor who must be from your home department. The thesis supervisor must be a Full Member of the graduate faculty of the University of Toronto.

Before you can proceed formally with your thesis research project, you must secure the official approval of your topic, title, and proposal from your Supervisory Committee. The approved Thesis Proposal Abstract Form is submitted to the Office of the Registrar and Student Services when you have secured approval of your thesis proposal. This form includes a short description of the thesis project, which is kept on file in the OISE Education Commons - Library. It is recommended that PhD students have an approved thesis topic, Supervisor/Supervisory Committee, and submit the Thesis Supervision Approval Form by the end of the second year.

TIPS FOR COMPS:

To help decrease the anxiety that students often experience, here are some tips for how to approach this stage of your degree:

- **Speak to a potential comps' supervisor** around the time that you are completing coursework. That person can guide you through the procedure.

- **Talk to other students who have completed the comps in the program.** Students who have completed the comprehensive exam are a great resource to help you understand what the comprehensive exam experience is like. Your student advisor may be a good resource or may be able to refer you to someone else.

- **Connect with other students who are in the comprehensive exam stage.** It is always comforting to know that there are other people who are "in the same boat" as you. You may even want to form a study group or meet periodically to support each other.

- **Attend workshops that are available during the year.** Each year, Student Services hosts several workshops aimed at helping students with their academic studies and research. Check regularly with Student Services or visit their website for relevant workshops. Note that the comprehensive exam requirements vary between departments.

- Parallel section for the Practicum in the EdD program.

THESIS/ MRP PROPOSALS

After passing the comprehensive exam or completing the practicum, doctoral students draft a thesis proposal. The thesis proposal is developed in consultation with a member of the faculty, typically your academic advisor or a prospective supervisor. Most students write and revise several draft proposals as their thinking evolves and are shaped through interaction with faculty, peers, research, etc.

When starting the thesis proposal process, refer to, the guidelines for theses and orals. These guidelines provide information about policy and procedures concerning the formal thesis requirements for graduate degrees in education.

OISE Student Services hosts various Graduate Student Professional Development workshops throughout the year. Announcements of these workshops are generally found on their website under Events & Workshops.

The dissertation, thesis, or MRP is developed in consultation with your supervisor. When going through the Thesis/Dissertation process, please ensure that you have read the Guidelines for Thesis and Orals. These guidelines provide information about policy and procedures concerning the formal thesis requirements for graduate degrees in education.

STEPS IN COMPLETING A THESIS

The following steps are described in more detail in the Guidelines for Thesis and Orals. You should use this as a checklist and refer to the guidelines for detailed instructions as you work on your thesis:

1. Selection/Definition of a Thesis Topic
2. Selection of a Thesis Supervisor
3. Developing the Thesis Proposal
4. Composition of the Thesis Committee
5. Official Formation of the Thesis Committee
6. Securing Approval of the Thesis Proposal
7. Ethical Review Procedures
8. Preparing the Thesis
9. Submission and Approval of Thesis Committee
10. Doctoral Final Oral Examination (PhD and EdD students only)
11. Final Thesis Approval
12. Submission of Final Copies of the Thesis

Some advice: Start early.

Appropriate forms must be completed and submitted. Please consult the Guidelines for Thesis and Orals.

ADDITIONAL RESOURCES

Every year, the Education Commons offers the "Complete Your Thesis Workshop," which teaches students how to use Microsoft Word and EndNote bibliographic software to prepare a thesis or dissertation that conforms to the OISE guidelines and the academic style guide you are using. To register for this workshop, visit the Education Commons' Reception Office on the third floor of the OISE building at 252 Bloor St. West or call 416-978-1802.

Similarly, every year, the OISE Student Services hosts workshops on Thesis and MRP writing. Please check the Student Services website for more information.

FINAL ORAL EXAMINATIONS (FOE)

The Oral Examination is applicable to PhD and EdD students only. Submission of the FOE Form serves as confirmation that all members of the Supervisory Committee have read the thesis and determined that it is ready to go forward for final oral examination. This Form MUST be submitted to the Registrar's Office and Student Experience (ROSE) a minimum of 8 weeks prior to the FOE (10 weeks prior for exams booked between January and February to account for the holiday closure).

The FOE is governed by the School of Graduate Studies. Please consult the SGS Calendar and/or Guidelines for more information.

- Guidelines for Research Stream students on Finishing Up and Graduating
- OISE Thesis Guidelines - Masters and Doctoral (pdf document)
- OISE Doctoral Final Oral Exam Guidelines (pdf document)
- SGS Guidelines for the Doctoral Final Oral Examination

Once your thesis is in its final form and approved by your thesis committee, the thesis is then recommended for the Final Oral Examination by your thesis committee, your Department Chair, and the OISE Registrar. At this examination, you must defend your thesis before the Final Oral Examination Committee. This examination determines whether you are recommended for the degree.

The School of Graduate Studies has designed a thorough website with information about Doctoral Examinations for PhD and EdD students, Administrative Staff, and Faculty. Students, staff, and faculty will find information that will aid them throughout the final oral examination process; this includes information on procedures prior to the final oral, during the examination, and following the defense.

RESEARCH ETHICS REVIEWS

If you will be conducting research with human participants, is important that you obtain ethical approval of your research. Conducting research with human subjects without prior approval of the Research Ethics Board (REB) is a serious breach of the University of Toronto's ethical procedures. Thus, all graduate students writing a thesis or major research paper must submit a description of their proposed work and the appropriate ethical review forms to the University's Social Sciences, Humanities and Education REB.

Master's and Doctoral students in SJE work with their thesis/MRP supervisor to prepare all the necessary documents describing ethical considerations in their proposed thesis/MRP research. The procedures and the relevant forms, as well as a sample of completed forms, are available online. You and your supervisor must both sign the appropriate REB documents.

Once the documents have been checked and approved at the departmental level, the student and the supervisor will be notified, usually by email. It is then the student's responsibility to submit the necessary number of copies for review and approval by the University's Education Ethics Review Committee (EERC). The EERC reviews all student research proposals for OISE students.

When your submission has been considered, the EERC will issue a letter, sent to you with a copy to your thesis supervisor, either approving or exempting your research from an ethical review. Most applications need ethics approval. In some cases, this letter will ask students to

make changes to their submission or to add information to it based on the reviewer's feedback before approval. Once the appropriate changes have been made, you will receive a letter from the EERC to this effect.

You must ensure that OISE Registrar's Office have a copy for their records. You will not be able to graduate without a letter from the EERC either approving or exempting your research from ethical review, and it is your responsibility to ensure that the Registrar's Office receives it.

DIFFERENT LEVELS OF ETHICAL REVIEW: WHICH ONE APPLIES TO MY RESEARCH?

Students (and their supervisors) are advised to carefully review the criteria used by the EERC to determine the level of review applicable to their proposed research. These criteria are described in detail online. You can also find each of the documents that you must complete and include with your research ethics review submission.

Note that the documents you must submit and the procedures you need to follow will vary depending on the kind of review that your research requires. Below is a summary of the three types of review and the kinds of research they apply to.

FULL REVIEW

A full review may be warranted in cases such as when the research poses risks for participants, involves children, or when confidentiality cannot be guaranteed. The REB meets monthly to consider submissions requiring a full review.

EXPEDITED REVIEW

Many research studies conducted by graduate students in SJE are eligible for what the University of Toronto calls 'expedited review.' As the term suggests, this is a simpler and quicker form of review. It may apply, for example, to interviews or surveys where the research poses little or no risk to participants.

EXEMPTION FROM ETHICAL REVIEW

Some student research projects are exempt from review by the REB. Such studies typically include MRPs/Theses that deal solely with published works or documents/images in the public domain (e.g., critical reading/discussion of published literature or analysis of works of art, media images, or policy documents). These students do not need to file an ethical review but should indicate on the Thesis Committee form that no ethical review is needed.

WHERE TO FIND REB FORMS, INSTRUCTIONS, AND PROCEDURES

You can obtain general instructions, forms, and procedures for the submission of protocols for research ethics review from a variety of sources listed below.

We strongly advise you to make use of the appropriate websites and documents that can be downloaded from them. Students are responsible for making all necessary copies of ethical review documents. Students can download copies from the Reference Desk of the OISE Library (ground floor) or the Office of Research Ethics' website. Each year, OISE Student Services holds workshops on students' REB reviews. Please check their website regularly for upcoming workshops.

If you have any questions, you can contact the department or visit the U of T Ethics Review Office (ERO) website for more and updated information.

NAVIGATING THE INSTITUTIONAL STRUCTURE

RULES, REGULATIONS, POLICIES



As members of SJE, OISE, SGS, and U of T, students are bound by the rules and regulations of the department, faculty, the School of Graduate Studies, and the University of Toronto.

SCHOOL OF GRADUATE STUDIES (SGS)

The School of Graduate Studies (SGS) is responsible for managing policies and guidelines governing graduate activities in all faculties at the University of Toronto. It provides advice,

reviews program, supports equity and fairness, and offers financial assistance to graduate students.

Students are encouraged to familiarize themselves with the SGS Calendar, which is the authoritative source for information on academic appeals, candidacy, doctoral supervision, and more.

Note: OISE students should contact the Registrar's Office and Student Experience (ROSE) as their first point of contact instead of SGS.

REGISTRAR'S OFFICE & STUDENT EXPERIENCE (ROSE)

All OISE students are served by the **Registrar's Office & Student Experience (ROSE)**
They are responsible for services including:

- Admissions
- Registration
- Course Enrolment
- Tuition and Fees
- Graduation
- Registration for Collaborative Specializations

Student Services Provided:

- Counselling
- Financial Advising
- Accessibility and Academic Accommodations
- Career Services
- Professional Development
- International Recruitment and Student Success Coordination

Each student is assigned a Registration Specialist based on their degree and program:

- **Master's Students (MA and MEd):**
  Email: oise.registration@utoronto.ca
  Responsible for course enrolment, registration, grades, graduation, and fees.

- **Doctoral Students (EdD, PhD, PhD Flex):**
  Email: oise.doctoral.exam@utoronto.ca

- Responsible for final oral exams (FOE), courses, registration, grades, status, and fees.

To view the full list of ROSE contacts, visit https://www.oise.utoronto.ca/registrar-students/contact

When emailing ROSE, always include your name, student number, and, if applicable, OISE department in your message.

IMPORTANT CALENDAR INFORMATION

A calendar of important dates for OISE students is posted on the ROSE website. This includes information about course timelines, registration deadlines, course enrolment, etc. The calendar is updated annually and should be bookmarked in your browser.
Website: https://www.oise.utoronto.ca/registrar-students/important-dates

At the University of Toronto, the academic year is divided into three sessions:

- **Fall Session:** September to December
- **Winter Session:** January to April
- **Summer Session:** May to August

OISE-specific summer session structure:

- May to June
- July to August

This split applies only to course delivery (i.e., half courses are compressed into six-week terms). For all other purposes, both halves are considered one term by the University.

REGISTRATION

When an individual pays their fees by the sessional deadline, they officially become a registered University of Toronto student. If you are a full-time student, you may request a temporary stop-out and re-register within 12 months with the approval of the Chair, without re-applying to the program. Students must register before the start of their program and at the beginning of each academic year (or term, if returning from a leave or program temporary stop-out) up until they satisfy their degree requirements, inclusive of MRPs, theses, and Final Oral Exams for doctoral students. Students are required to be registered during any sessions, including the Summer Session if they are completing coursework, working on a coursework extension or working on their thesis.

**It is the student's responsibility to ensure they register before the sessional deadline to avoid incurring late registration fees and/or becoming financially cancelled.

CONTINUOUS REGISTRATION AND STATUS CHANGE RESTRICTIONS

Every graduate program has a specified program length, which represents the expected amount of time it will take to complete a specific degree program. The program length is stated in the Offer of Admission and in the Graduate Calendar program entry.

Status change is moving from full-time to part-time or vice versa and is allowed only in some programs with restrictions. See below for specific program details.

Once you've gone beyond the program length or begin your last required course (whichever comes first), you are required to register annually until all degree requirements are completed.

DOCTORAL PROGRAMS: REGISTRATION REQUIREMENTS

Doctoral students are required to register annually on a full-time basis until all degree requirements have been completed. Students registered in flexible-time doctoral programs are required to register full-time for the first four years; thereafter, they may register part-time. During the periods that you are not registered, you will be an active student (i.e. within your degree time limit) but not a registered student. This difference is important, especially if you are planning to conduct research or use the library, which require registration.

Standard PhD programs: Students are required to maintain full-time, year-round registration for the duration of the program.

Flex-time PhD programs: Students are required to maintain full-time, year-round registration for the first four years, after which part-time registration may be permitted.

EdD programs: The pattern of study varies for EdD programs. Most programs may be commenced on a part-time basis. However, a minimum period of 12 months of full-time registration is required. After, full-time registration must be maintained.

MASTER'S PROGRAMS: REGISTRATION REQUIREMENTS

Full-time Masters' students must continue to register on a full-time basis and pay the full-time fee once they have completed the defined Program Length or have begun their last required course (whichever comes first), until all degree requirements have been completed.

If full-time Master's students wish to change to part-time status, the change must be requested for the Fall/Winter Session before they begin their final session of the defined Program Length or before they begin their last required course, whichever comes first (restrictions may apply). If the last required course is taken in the Summer Session, a change to part-time status must have been made for the previous Winter Session. Students will be required to maintain continuous registration and to pay part-time fees until all degree requirements have been completed.

Part-time Master's students must register in those sessions in which they are completing course requirements for the degree. Once they have begun their last required course, these students must register annually and pay the part-time fee until all other requirements have been completed. Failure to register as required will cause a student's status to lapse.

Exemptions: Students in coursework-only Master of Education (MEd) programs are exempt from the requirement to maintain continuous registration. However, a switch from full-time to part-time status is not permitted once the program length defined for a program has been completed.

Changes to full-time/part-time status cannot be made retroactively.

DEGREE LIMIT

The time limit for a degree is the maximum number of years permitted for the completion of the program. You can find the time limit for your program in the Graduate Calendar program entry.

If you do not complete your degree program within the time limit, you will not be permitted further registration without an approved program extension.

REGISTRATION ELIGIBILITY

You can register if you are a:

- New student who has received an Offer of Admission letter from your home graduate unit. If you have conditions placed on your offer letter, you may register but your conditions must be cleared by August 31st, otherwise your registration will be cancelled. Please refer to your Offer of Admission letter or contact your home graduate unit
- Continuing student who is within the time limit for your degree program
- Student with no outstanding U of T tuition fees

You are considered registered as soon as you have paid tuition and incidental fees or have requested to register without payment (i.e., fee deferral). For information on registering without payment (i.e. fee deferral), visit the Graduate Fees section of the SGS website.

FAILURE TO REGISTER

Students who fail to register by the deadline will become “Financially Cancelled” (“FINCA’d”, aka “lapsed”). During the period in which a student is financially cancelled, they are not a registered student at the University of Toronto. Lapsed students are removed from courses and are not permitted to conduct fieldwork or use University resources such as the library. Should you fail to register in time and are required to be continuously registered, contact the ROSE immediately to re-register.

For more information on registration and enrolment visit:
https://www.sgs.utoronto.ca/current-students/registration-enrolment/

REQUEST TO RE-REGISTER

Students who fail to register during a program requiring continuity of registration and who do not have an approved leave may only apply to re-register if they are still within the maximum allowable time for the degree program (normal time limit plus maximum extension years). A student wishing to re-register must apply to the relevant graduate unit. Reinstatement requires approval from both the graduate unit and SGS. The program’s normal requirements and time limits will apply to reinstated students as if they had been continuously registered, and reinstated students in programs requiring continuity of registration must pay fees owing for any session(s) in which they did not register including program extension year(s).

Research-stream students must obtain the approval and signature of their thesis supervisor.

REQUEST FOR PROGRAM EXTENSION REGISTRATION

If you do not complete all degree requirements within the time limit for your degree, you may submit a request for program extension.

- Master's students may be considered for a maximum of three one-year extensions. The first two extension requests require the approval of the graduate unit; the third requires the approval of both the graduate unit and SGS.

- Doctoral students may apply for a maximum of four one-year extensions. The first two extension requests require the approval of the graduate unit; the second two require the approval of both the graduate unit and SGS.

To apply for an extension, the candidate must present to the graduate unit the causes for the delay. If this is a fourth extension request for a doctoral student, or a third extension request for a Master's student, the student, the supervisor, and the department must each provide confirmation that the degree requirements can be met within the time limits of the final extension.

DEGREE/PROGRAM TRANSFER

If you wish to transfer from one degree or program to another you must complete the Program transfer form. Please read the instructions on the form and SGS degree regulations as well as consulting your faculty advisory. The most common use of this form in SJE is for MEd Students who decide to switch into the MEd with Major Research Program (MRP) option. Please check the course requirements for the new program when filling in the form.

You will need to get approval to be registered for the MEd with MRP program until completion and course requirements. The MRP supervision form is to confirm that you have secured a supervisor and research project for your MRP. Supervisor approval and SJE department approval are required. Once your MRP has been completed, your supervisor will need to complete this form and submit it to SJE Graduate Liaison Officer for processing with ROSE.

MA STUDENTS RESEARCH SUPERVISION AND COMPLETION GUIDELINES

- **OISE Thesis Guidelines** – Master's and Doctoral OISE Thesis Guidelines
- **Thesis Supervision Approval Form & Thesis Proposal Abstract** Form
- M.A students completing a thesis require the signatures of the supervisor and second reader. Normally the thesis committee is comprised of two graduate faculty members, including the thesis supervisor. The thesis supervisor must be a Full Member or Associate Member of the graduate faculty of the University of Toronto and must be from your home department.

NOTE: When forming a supervisory committee:

- Each member must indicate their acceptance to serve on the committee by signature
- If a nominee is not a member of UofT, home department approval must be given
- A change in Thesis Supervisor must be accompanied by a rationale

- To indicate a change in committee membership, list all current members, but include signatures of new committee members only.
- Previous members not listed will be assumed to have withdrawn from the Committee.

Before you can proceed formally with your thesis research project, you must secure the official approval of your topic, title, and proposal from your Supervisory Committee. The approved Thesis Proposal Abstract Form is submitted to the Registrar's Office & Student Experience (ROSE) when you have secured approval of your thesis proposal. This form includes a short description of the thesis project, which is kept on file in the OISE Education Commons - Library.

- MA Students - Recommendation for Master's degree

When the thesis has been approved your supervisor will fill out this form and send it to SJE Graduate Liaison Officer for processing. This form is to certify that the candidate has satisfactorily completed the coursework, the thesis, and all other requirements for the specified degree and is favourably recommended.

- Application to Graduate Form – MA and MEd students only

This form is submitted once all the degree requirements have been met. Check ROSE sessional deadlines to find out when the form must be submitted to meet Convocation timelines.

APPEALS

If you have any complaints about academic procedures or decisions, including grades or evaluation of comprehensive examinations and other program requirements, you should start by speaking to your supervisor or the Graduate Chair in the department. Appeals that are not resolvable within the department may be brought to the School of Graduate Studies. Information about academic appeals, including deadlines to initiate them, can be found here:

- Notice of appeal to the Graduate Department Academic Appeals Committee (GDAAC)
- Notice of appeal to the Graduate Academic Appeals Board (GAAB)

FORMS AND LETTERHEAD USE

Letterhead Use

Use of OISE and SJE letterhead paper and envelopes should only be used with permission and only for department-related projects, such as graduate assistantship work and for correspondence related to your thesis. Please speak to the Departmental Business Officer to obtain letterhead paper or envelopes.

Students can request various changes and approvals through official forms regarding courses, registration status, thesis supervision, and graduation. Most forms are available on the ROSE and SGS websites. Always start with OISE forms unless otherwise directed.

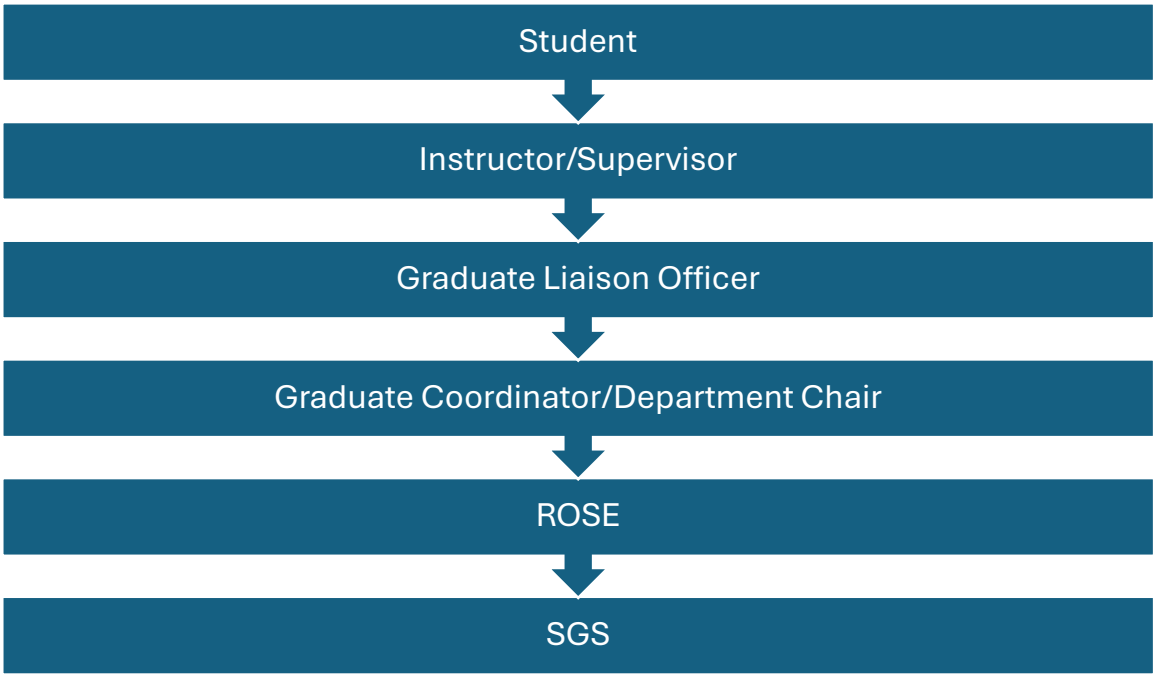
Ensure to include the following when completing forms:

- Full Name

- Student Number
- U of T Email
- Degree
- Session: Year-Fall, Winter, Summer
- Session Code: H (half course) or Y (full-year course)
- Meeting Session: Section Number (e.g., 101, 102)
- Course Weight: 0.5 (half-credit) or 1.0 (full course)
- Academic Code/Course: e.g., SJE5002
- Graduate Unit: SJE

The approval of forms typically follows this pathway:

1. Student completes the form.
2. Required signatures (e.g., supervisor, coordinator).
3. Submission to ROSE for processing.



ELECTRONIC FORMS

OISE is transitioning to fully online electronic forms, powered by DocuSign. For these forms, you will be prompted at the start of the process to provide your name and email address, and those of other people who must sign the form. Completed forms are automatically sent to ROSE for processing. If you complete a form and are unsure whether it has been processed, please contact the master's or doctoral registration specialists, as appropriate.

Until available as online forms, ROSE forms are provided in a fillable and printable PDF format. Instructor names and email addresses can be found on the OISE course schedule web pages (if not there, check with the department offering the course).

If prompted for a Department Administrator, please make sure to use the email of SJE's Graduate Liaison Officer.

Visiting and Exchange Opportunities

For more information on course mobility agreements, consult the following links:
The Ontario Visiting Graduate Student (OVGS) Agreement for universities within Ontario.
The Graduate Exchange Agreement to attend the University of British Columbia, McGill University or the University of Montreal.

The Canadian University Graduate Transfer Agreement (CUGTA) to attend a university outside of Ontario but within Canada.

Study abroad opportunities might also be possible, especially for Master's level students. Check out the Center for International Experience to learn more about exchange programs and other learning abroad opportunities.

TRANSFER CREDIT/COURSE EXEMPTION

Transfer credit(s) and/or course exemption(s) are normally applied for upon admission (refer to the SGS Calendar, General Regulations). If you have graduate courses from a degree, you did not complete, you can apply to have a maximum of 2 half-credit courses transferred. For transfer credits, students must submit the detailed course description in addition to the course number with the form.

EXTENSION TO COMPLETE COURSEWORK

When students cannot complete coursework by the grade submission deadline and they have been granted an extension by the instructor, they can be granted an extra term by filling the "extension to complete coursework form". During an approved coursework extension, you must be registered and will continue to pay tuition fees according to your program status (i.e., full-time or part-time, domestic, or international). In non-standard cases where a second extension is requested, SGS requires a letter of substantive rationale by the student and SJE Graduate Coordinator with supporting documentation such as a medical certificate to be approved by the Vice-Dean Students of SGS.

VERIFICATION OF ILLNESS OR INJURY FORM

All students who are requesting special academic consideration based on illness or injury need to have verification of illness form filled out, which does not disclose detailed medical information. It can be filled out by your Dentist, Nurse/Nurse Practitioner, Physician/Surgeon, Psychologist, Psychotherapist or Social Worker registered and licensed in the Province of Ontario for completion.

LEAVE OF ABSENCE

Graduate students whose programs require continuous registration may apply to their Graduate Coordinator for a one-session to three-session leave during their program of study for the birth or adoption of a child or on the grounds of health problems or personal circumstances that

make it temporarily impossible to continue in the program. The leave period is not included in the time limit for completion of the degree. Learn more about the Leave of Absence Policy on the SGS website.

A leave of absence is not permitted in your first session of registration. You must be registered for a minimum of one session prior to requesting a leave of absence. Once on leave, students will not be registered, nor will they be required to pay fees for this period. Students on leave may not make demands upon the resources of the University (including attend courses, expect advice from their supervisor or receive funding). In the case of graduate student awards, the regulations of the granting agency apply.

Except for parental leave, students are eligible for one leave (up to three sessions) under the terms of this policy. Subsequent requests for leave are non-standard and must be approved by the School of Graduate Studies and require a letter of substantive rationale written by the Graduate Coordinator and, if applicable, require supporting documentation.



FINANCIAL MATTERS

OISE offers several financial assistance options to support full-time graduate studies. This includes conference funding, the Guaranteed Minimum Funding Package, Doctoral Thesis Completion Grant, Graduate Assistantships, bursaries, OSAP, and more.

GUARANTEED MINIMUM FUNDING PACKAGE

OISE provides guaranteed funding packages to full-time graduate students in the PhD and non-professional MA programs. Detailed information on Guaranteed Funding for these specific students is available at the following website: https://www.sgs.utoronto.ca/awards-funding/

To be eligible for guaranteed funding, you must be a full-time PhD student in Years 1 to 4 of your program, or a full-time student in Year 1 of a non-professional MA program.
International students have the same eligibility as domestic students unless their programs are covered by negotiated agreements with international agencies or foreign governments. Flex-time PhD students are not eligible for funding.

All students in the funded cohort will fall into one of four categories: Core Package, Scholarship Package, Combined Research Fellowship/Graduate Assistantship Package, or Major Research Assistantship Package. Note that this funding covers tuition fees for the period of September to August of each academic year. You do not pay tuition fees out of your funding package.

OISE GRADUATE ASSISTANTSHIPS (GA)

OISE Graduate Assistantships are the remuneration for full-time graduate students. Depending on the way that you are registered at OISE, a GA may be automatically granted to you when you are accepted at your program, or you may have to apply to be considered for a GA. In fact, this remuneration also implies that you will have to work approximately 10 hours per week – between approximately 113 and 133 hours per term.

Each student also receives $250 ($550 for international students) per year in lieu of benefits. If you are an international student with dependents, you may obtain an additional $150 if you provide proof of dependents.

Master's students are eligible to apply for a GA in the first two years of their program.
Doctoral students are eligible to apply for a GA in their first 5 years of their program. While the GA will be renewed automatically up to the 4th year, you must apply for the 5th year. You need to be registered full-time to hold a GA position.

RESEARCH AND DEVELOPMENT GRADUATE ASSISTANTSHIPS (R&D GA'S)

Unlike the Regular Graduate Assistantship, the R&D GA is available through a job posting rather than through a ranking process. R&D Graduate Assistantships are for students who wish to engage in research and/or field development-oriented projects contributing to their academic and professional development.

Like the regular academic GA, this assistantship presumes work totalling between 113 and 133 hours per term.

To hold an R&D Graduate Assistant position, you cannot receive a regular academic GA at the same time. In addition, you will not be considered for an R&D GA if you hold a TEPA/TA/or hold a major external scholarship at the time. There are a limited number of R&D Graduate Assistantships available each academic year. Information on the jobs available can be found at the following link.

To apply for an R&D GA, you need to email a cover letter and a brief CV to oise.gradfinasst@utoronto.ca by the deadline date stated on the job posting. Please include the job number and your student number in your cover letter. When applying for multiple R&D GA positions, please make sure that you include a cover letter for each job that you are applying for.

For more information on R&D GAs visit: https://www.oise.utoronto.ca/registrar-students/grad-funding/student-employment.

CONFERENCE FUNDING

DEAN'S OFFICE CONFERENCE FUNDING

This funding is available for registered OISE students who have been accepted to an academic conference. There are two calls for applications annually available for graduate students. You can either apply for the call for conferences taking place between May 1 and October 31 or for those happening between November 1 and April 30. You are only eligible for one grant per year.

This grant should be used to reimburse essential expenses such as transportation, lodging, and conference registration fees. There is a maximum of CDN $1500 for conferences in Canada and the US excluding Hawaii, and CDN $2000 for international conferences including Hawaii. However, please have in mind that maximum amounts are not guaranteed. Finally, to get this money for your academic presentation, conferences need to be at least 100 kilometers away from OISE.

Before going to a conference abroad, you should contact the Graduate Liaison Officer to register with the Safety Abroad Office. Please also visit the website for information on university guidelines for international travel, and sign up for a Pre-Departure Orientation Workshop.

To get reimbursed for your travel expenses, you should apply online **prior** to the conference and during the periods stipulated in the call for applications. Applications require:

- A completed Graduate Students' Application for Student Travel Funds form
- Documentation indicating the type of participation at the conference
- A completed Expense Report form together with original receipts for the amount to be claimed. Please bear in mind that this form needs to be signed by your supervisor.

  For additional information visit: https://www.sgs.utoronto.ca/awards-category/travel-conference-awards/

OISE GSA CONFERENCE FUNDING

Graduate students at OISE are also eligible to receive conference support from the Graduate Students Association. You are allowed to have one application considered per term (fall, spring, or summer). For this grant, you don't need pre-approval prior to your participation in the conference of your interest. However, to claim the grant, you need to present the completed and signed application form, a proof of the presentation, and a proof of travel no later than 30 days after the last day of the conference.

The amount of money that you can claim from this funding program depends on how far the conference is from Toronto. If the conference is located between 0 to 50 kilometers from OISE, you can get up to CDN $60.00. If you are presenting at a conference that is between 51 and 500 kilometers from OISE, you can get up to CDN $100.00. If the distance is from 501 to 999 kilometers, you can get up to CDN $130.00. If the conference you are presenting at is inside North America apart from Hawaii and is located more than 1,000 kilometers away from Toronto, you are eligible to get up to CDN $150.00. Finally, if you are presenting somewhere in Hawaii, Africa, Europe, Asia, Central or South America, you can get CDN $200.00 as funding for your presentation.

Please view their website for detailed information.
There are also other options for Travel Grants:

SJE DSA CONFERENCE FUNDING

These funds are available to SJE students who present or attend a conference. They range from $50 - $100 (approximately). Please see your department GSA representative for more information on this grant.

SGS CONFERENCE FUNDING

These grants are available for students to present at regional, national or international conferences or similar academic events. However, not every graduate student is available to apply for this grant. For more information on your eligibility for this grant, as well as other important details, visit: https://www.sgs.utoronto.ca/awards/sgs-conference-grant/

Note: There are a few travel grants reserved for international students, and they are provided by the Ontario Teachers' Federation (OTF) and International Students' Association (ISA). For more information on these opportunities, please feel free to approach these organizations directly.

AWARDS AND GRANTS

SSHRC

Canadian citizens or permanent residents of Canada are eligible to apply for Doctoral Awards offered by the Social Sciences and Humanities Research Council of Canada (SSHRC). The value of a SSHRC doctoral fellowship is about $20,000 per annum for the first four years of

doctoral studies. The Joseph-Armand Bombardier Canada Graduate Scholarships Program awards up to $35,000 annually to top SSHRC application for up to the first four years of doctoral studies.

If you get a SSHRC in your first year of doctoral studies, you will receive it for your first four years of study. If you get a SSHRC after your first year, you will receive it until the end of your fourth year. This link has details on all the documents that you will need to gather for this application: https://www.sshrc-crsh.gc.ca/home-accueil-eng.aspx

If you are a Master's Student, you are eligible to apply for a Master's SSHRC award in the first two years of your program. The internal deadline for the Master's and Doctoral SSHRC is set by the department, and it is usually in late November.

ONTARIO GRADUATE SCHOLARSHIP PROGRAM (OGS)

Domestic and international students are eligible to apply for Ontario Graduate Scholarships. Applicants must be registered or intend to register in an eligible program.

Currently, the value of the OGS program is about $15,000 per year for three consecutive years. However, OGS awards are not automatically renewed, so you must submit a new application each year to be able to be awarded the scholarship. Doctoral students are eligible to receive OGS funding for up to six years. Master's students are eligible to receive OGS funding for up to two years. To be eligible for OGS, you must register and remain enrolled as a full-time student. If you withdraw, transfer to part-time status, complete degree requirements prior to the end of the award, or fail to complete the full term, you will be required to repay any funds received for the incomplete term.

While receiving this award, you are also permitted to hold other awards up to CDN $10,000 if they are not government-funded.

You must submit an OGS application using the UofT School of Graduate Studies centralized online OGS application. The internal OGS application deadline in our department is usually in early January. For more information on OGS, please visit the UofT OGS website: http://www.sgs.utoronto.ca/currentstudents/Pages/Ontario-Graduate-Scholarship.aspx

Note: Every year, the UofT School of Graduate Studies (SGS), and the Student Services Office at OISE provide workshop sessions (mid- to late September) for the SSHRC and OGS awards.

SGS EMERGENCY GRANT

The Emergency Grant program aims to assist currently registered, full-time graduate students who encounter an unanticipated serious financial emergency. The grant is intended to help provide immediate short-term relief of such financial need and is not intended as a source of long-term funding. Students should also consult the information on SGS Emergency Loans which may be appropriate depending on the situation.

For more information on funding and financial support, please

visit http://www.sgs.utoronto.ca/currentstudents/Pages/Financial-Aid-and-Advising.aspx

Note: It's best to seek advice early so your financial problems don't get out of control. Financial Advising can help relieve your stress and assist you with planning for your studies.

The SGS Financial Advisors are trained to assist currently registered students with navigating the various funding practices at the university. They can also provide support with budgeting and debt load management.

MASTER'S COMPLETION BURSARY

The Master's Completion Bursary (MCB) was formerly named the Master's Tuition Fee Bursary (MTFB). The MCB is a financial aid program aimed to assist Master's students who must register beyond the program length required for their degree, to complete a minimal amount of work remaining due to unanticipated factors beyond their control.

Submit the completed application with all supporting documentation to Financial Aid and Advising in person or by email to sgs.financial.assistance@utoronto.ca within two weeks of completing the degree requirements or application deadline date, whichever is earlier.

SGS PARENTAL GRANT

The SGS Parental Grant program aims to provide financial support to doctoral students within the funded cohort by helping to offset the loss of funding because of taking approved parental leave of absence at the time of birth or adoption to provide full-time care during the child's first year. For more information, see the SGS Leave of Absence Policy. Parental Grants of up to $4,000 will be provided to eligible student parents during the approved leave of one session or more. Birth mothers may be eligible for a second installment of up to $4000 to support parental leaves of two sessions (8 months) or more in duration. The total amount of the Grant will be calculated based on other non-employment related to supplemental university funding the student may have available.



STUDENT LOANS, BURSARIES AND JOBS

ONTARIO STUDENT ASSISTANCE PROGRAM (OSAP)

The Ontario Student Assistance Program is in place to supplement the financial resources of students and their families to help meet education-related costs. OSAP loans are also interest-free while you are at school. If you require financial assistance, you can apply for OSAP. OSAP applications are available online at https://osap.gov.on.ca/

OISE EMERGENCY LOANS

OISE students who are facing an unanticipated emergency may apply for a short-term, interest-free Emergency Loan. To be eligible for this loan, you must demonstrate that the need was unanticipated and that you can repay the loan in a timely manner. Please contact Student Services for more information on this loan.

UNIVERSITY OF TORONTO ADVANCED PLANNING FOR STUDENTS (UTAPS)

University of Toronto Advanced Planning for Students (UTAPS) is a financial aid program that identifies students who have unmet OSAP-assessed need after receiving maximum government aid. The University, through a non-repayable grant, "tops up" any amount you received from OSAP. You are automatically considered for UTAPS if you applied for OSAP. Out-of-province students should contact Admissions and Awards to fill out an application. If you

wish to learn more about this program, please visit: https://www.registrar.utoronto.ca/finances-and-funding/utaps/

OISE NEED-BASED BURSARY

If you have received any amount of assistance from OSAP and still find that you are in serious financial difficulty, you are eligible to apply for bursary assistance from OISE. Bursaries are non-repayable grants, and you may apply for, and receive, a bursary once per academic session (e.g. fall, winter, summer). To apply for this bursary, you are expected to exhaust other avenues of assistance like OSAP first. If you did not apply for, or qualify for, OSAP, the chances are very slim that you will receive bursary funds. However, special circumstances are also taken into consideration for this bursary. For detailed information on deadlines, amount of awards available, eligibility criteria and terms and conditions of the awards, visit their website: https://www.oise.utoronto.ca/current-students/tuition-financial-support/oise-bursary-program

WORK STUDY PROGRAM

Work Study provides students with the opportunity to develop their knowledge, skills and experience through paid work on campus. Work Study is open to domestic undergraduate and graduate students studying on a full-time or part-time basis (e.g., registered in at least 2.0 credits) and international undergraduate and graduate students studying on a full-time basis. Students do not need to be OSAP-eligible to apply for Work Study. A student may be hired for only one Work-Study position. Non-Degree students are NOT eligible for Work Study positions. For more information see: https://www.registrar.utoronto.ca/finances-and-funding/work-study-program/

ACADEMIC OPPORTUNITIES

During your graduate program, you may become involved in funded research, publish articles in journals, or present at conferences. Faculty in SJE often employ graduate students as research assistants on their projects.

As a UofT student, you could study from a different university, city, or country. For more information, visit:

TEACHING ASSISTANSHIP

Teaching Assistantships (TAs) are supervised and mentored by faculty members. Teaching Assistantships are available through OISE or under CUPE Local 3902 Unit 1 Job.

Because there are no undergrads at OISE, grad students do not have the usual range of TA options that grad students in the Faculty of Arts and Sciences have. There are selected TA opportunities for more senior graduate students in OISE courses, and rare opportunities to TA in an undergrad course outside OISE. If you want to TA in a department outside OISE, contact the department directly before applying.

GRADUATE ASSISTANTSHIPS / RESEARCH & DEVELOPMENT GRADUATE ASSISTANTSHIPS

Opportunities to work with OISE professors are available through Graduate Assistantships (GA) and Research & Development Graduate Assistantships (R&D GA). GAs and R&D GAs are placements for students engaged in research and/or field development projects that contribute to their academic and professional development.

CONFERENCES

Attending conferences in your field is a great way to find out about the latest research and network with other researchers. Presenting a paper or a poster at a conference strengthens your CV as well as your funding prospects. You can find out about conference opportunities by speaking to your supervisor and peers, joining academic organizations, or looking at websites in your field. See the Financial Matters section of this SJE Handbook.

Probably worth mentioning The OISE Dean's student conference, happens annually and accepts everyone who applies.

ACADEMIC SUPPORTS

There are many academic resources on campus that help students improve their reading, writing, and research skills. All students are welcome to make use of these facilities to help them achieve their academic goals. These resources can be especially useful when you're writing your Thesis, MRP, or dissertation. For more resources, visit: Student Resources (OSSC) | Ontario Institute for Studies in Education.

- **OISE Student Success Centre (OSSC)**
  The OISE Student Success Centre (OSSC) is an academic skills and support centre that offers OISE graduate students the opportunity to book one-on-one appointments with an advisor to improve their abilities in a wide range of areas (e.g., academic writing, presentation skills, resume, cover letter and interviews, graduate student writing groups).

- **Writing Support at the University of Toronto**
  The OISE Student Success Centre (OSSC) offers writing groups during Fall and Winter terms to help you connect with your peers and to make the academic writing process less stressful and more productive. Designed for students for whom English is an additional language, these writing groups offer you an opportunity to deepen your understanding of academic writing in a supportive and encouraging setting. Led by Teaching Assistants from the OSSC, each class is assigned a Group Facilitator who will guide you through engaging, interactive sessions, full of practical writing tips and community building.

  Sessions run over 10 weeks, and in each two-hour meeting, the group will discuss a particular aspect of academic writing, and then you will work with the other students in your group on feedback aimed at improving the content, structure, and grammar of your writing.

- The University of Toronto expects its students to write well and provides several resources to help them. This website provides links and information to books on writing, advice for writing, and writing courses and resources available at UofT.
- **Graduate Centre for Academic Communication (GCAC)**

- GCAC provides graduate students with advanced training in academic writing and speaking. GCAC offers five types of support designed to target the needs of both native and non-native speakers of English: non-credit courses, single-session workshops, individual writing consultations, writing intensives, and a list of additional resources for academic writing and speaking. All GCAC programs and workshops are free. Workshops function on a drop-in basis, while writing centre consultations require an appointment, and courses and writing intensives require registration.

ACADEMIC INTEGRITY

CODE OF BEHAVIOUR ON ACADEMIC MATTERS

It is an offence to knowingly use or possess an unauthorized aid or aids or obtain unauthorized assistance in any academic papers in connection with other forms of academic work. Wherever in the Code an offence is described as depending on "knowing", the offence shall likewise be deemed to have been committed if the person ought reasonably to have known.

Use of AI tools such as ChatGPT

By failing to comply with the instructor's specific instructions that you do not use generative AI tools in writing your term paper, you have knowingly used an unauthorized aid in preparing your assignment. Any student using an unauthorized aid has committed an offence under the University's Code of Behaviour on Academic Matters, and may be sanctioned accordingly.

For more information visit:
https://www.academicintegrity.utoronto.ca/perils-and-pitfalls/using-chatgpt-or-other-ai-tool-on-a-marked-assessment/



LIBRARY & TECHNICAL SUPPORTS

OISE LIBRARY

Library and Information Resources

The OISE Library houses a collection of nearly one million items specializing in education, with growing strengths in related social sciences and humanities. Included are extensive reference materials, over two thousand serial titles, and complete microfiche holdings of the ERIC and ONTERIS document series. The collection includes materials on curriculum and instruction, foundations and contemporary classroom courses, suggestions for effective classroom teaching, as well as ideas for projects, activities, and experiments. Ministry of Education documents, school board curriculum materials, current and historical textbooks used in Ontario schools, as well as a representative collection of children's literature are also available. The media collection holds a varied and extensive collection of computer software, videotapes, kits,

cassettes, and other materials. The OISE Library has a large and growing collection of Indigenous education resources in our Children's Literature, Curriculum Resources, and Stacks collections.

In addition to circulation services, the OISE Library offers reference assistance to aid students in accessing information, either in paper or electronic format. Through the University of Toronto Library, OISE students have access to a wide range of online databases and electronic journals. Visit the U of T Libraries' homepage for the most comprehensive listing of the University library system, directions, and a map.

If you have any questions about library services, you can visit the library, call, email or visit its website.

Intercampus & interlibrary loans and lending

You can request delivery of books, journal articles, and other materials from another University of Toronto campus (UTM, UTSC, and Downsview) using the request link in the catalogue. The service cannot be used to deliver items between libraries located on the same campus. The Interlibrary Loan service is available to current U of T students, faculty, and staff. Most interlibrary loans are free of charge; we will advise you if charges apply.

The OISE library provides the following: Laptops, mobile chargers, headphones, and adapters day loans.

Reference & Research Services

OISE Librarians can help you search the catalogues, manage citations on RefWorks, or support you in your research strategies.

OISE & ROBARTS LIBRARY ROOM BOOKINGS

OISE Library Rooms

You can book a private individual or group study room temporarily when the library is open. Rooms can be booked online or ask for a key at the circulation desk. There are also open study spaces around the library, which can be used by anyone while the library is open.

Robarts Library Carrels and Lockers

You may apply for a carrel and/or book a locker at the Robarts Research library for the academic year. There is usually a waitlist for a carrel. Books can be signed out to your carrel between September and May. For more information, visit: https://onesearch.library.utoronto.ca/robarts-library-carrel-services.

EDUCATION COMMONS

Located at the third floor of OISE building, 252 Bloor Street West, Education Commons brings a highly integrated approach to providing information systems, resources, expertise and

support for a wide range of educational projects. Their services to OISE include the library, with its extensive specialized collection in education and access to all University of Toronto-licensed electronic resources; computer labs for teaching and for student use; the institutional email system; multimedia conferencing and production facilities; training and seminars in technology; technical support for OISE computing systems; and consulting, design and development for custom academic computing solutions. For the most up-to-date information, visit their website at: https://www.oise.utoronto.ca/educationcommons

Computer Skills

The Education Commons offers some non-credit workshops that are designed to meet the needs of students with different levels of computer knowledge. Workshops include online learning tools, social media platforms, data analysis and research design, and library and reference. To find out more about these workshops, visit the website at https://www.oise.utoronto.ca/educationcommons/upcoming-sessions-workshops

EC Computer Labs and Drop-In Area

The computer labs are located on the third floor of the OISE building in the northwest corner of the building (room 3-320). The Drop-In Area is open 24 hours a day, 7 days a week. Labs 1 through 6 are available when the Help Desk is open unless they are reserved for classes. Software includes various Microsoft products such as Word and Excel, and a wide variety of Ontario ministry-licensed software products, including Claris Works, File Maker, and Corel Suite. Printing is also available by account at $0.15/page black & white and $1.00/page colour. Overhead/Transparency Printing is available for black and white printing only. The labs are also home to six state-of-the-art teaching classrooms that can be booked for teaching and demonstrations. Lab reservation schedules are posted outside each lab. Please check this schedule prior to using a Lab. To find out more about computer lab operation hours, facilities, and booking, visit: https://www.oise.utoronto.ca/educationcommons

Computer Workshops

The Education Commons offers a number of hands-on, practical workshops on a range of topics related to the use of learning technologies workshops. To find out more, or to register, visit the Education Commons' Reception Office, on the third floor of the OISE building at 252 Bloor St. West, or go to: https://www.oise.utoronto.ca/educationcommons/upcoming-sessions-workshops

The Help Desk

The help desk is located in the heart of the drop-in area and is open for extended hours weekdays and weekends during the regular school year. On-duty advisors are happy to help with small problems of short duration in person, and they also staff a call-in service, open whenever the Help Desk is open. The phone number is 416-978-1802. Advisors are there to help you with problems connecting to the central OISE computers; with problems using the suite of supported software; and with internet connectivity issues. The Help Desk is not a personal computer repair shop.



OISE STUDENT RESOURCES & SUPPORTS

REGISTRAR'S OFFICE AND STUDENT EXPERIENCE (ROSE)

Location: OISE room 8-225
Email: admission.oise@utoronto.ca
Website: https://www.oise.utoronto.ca/registrar-students

In collaboration with the OISE Student Teachers' Union, Graduate Students Association, and the International Students Association, Student Services serves graduate students at OISE. This group provides individual student counselling on financial, personal, and academic matters as well as coordinates special services for students with disabilities. They provide valuable information about financial assistance and organize workshops. Be sure to check their website regularly for a list of upcoming workshops and events.

OISE GRADUATE STUDENTS' ASSOCIATION

Location: OISE room 8-105
Email: oise.gsa@gmail.com
Website: https://www.oise.utoronto.ca/gsa/

The OISE GSA is the largest autonomous student union of the Graduate Student Union (GSU). It represents all the full-time and part-time graduate students at OISE and is responsible for sharing information about OISE with the student associations, making student concerns heard by the administration, and initiating action on behalf of the students. The GSA promotes and

coordinates activities of students in the various departments and decision-making bodies of OISE.

OISE INDIGENOUS EDUCATION NETWORK (IEN)

Location: OISE room 5-180
Email: ien@utoronto.ca
Tel: 416-978-0732
Website: https://www.oise.utoronto.ca/ien/

The Indigenous Education Network (IEN) is a group of students, faculty, and community members who share a common commitment to and passion for Indigenous Education and Research. Founded in 1989 by Indigenous students, the IEN provides an Indigenous presence at OISE and seeks to establish a forum for ongoing and dynamic discussion, action, and change. The Indigenous Education Network:

- Supports students and their study interests in Indigenous education.
- Advances education research on Indigenous issues.
- Actively encourages the development of Indigenous curriculum.
- Collaborates with campus and community groups to strengthen initiatives related to our mission.

The IEN hosts guest speakers, socials, and teachings throughout the year as a way for Indigenous and non-Indigenous students to participate in experiential learning, establish relationships, and network.

OISE INTERNATIONAL STUDENTS' ASSOCIATION (ISA)

Location: OISE room 8-107
Email: oiseisa@utoronto.ca
Tel: 416-978-2423

The ISA represents all the international students at OISE. It organizes and sponsors cultural activities and looks into the specific needs of international students. It works jointly with other organizations to service international students on committees and councils established at OISE. It helps international students become inextricably woven into the fabric of the OISE community. The ISA sends representatives to sit on institutional committees such as the Student Funding Advisory Committee to ensure that the needs of their membership are met.

ACCESSIBILITY SERVICES AND ACADEMIC ACCOMMODATIONS AT OISE

Email: accessibility.services@utoronto.ca
Website: https://www.oise.utoronto.ca/current-students/accessibility-services-academic-accommodations

The Registrar's Office and Student Experience (ROSE) works closely with the University of Toronto's Accessibility Services to implement recommended accommodations for students with a disability. "Accommodation" refers to any service, equipment, or special arrangement that is

put in place to support students with a documented disability that affects their ability to function in an academic or practicum setting. In general, any medical condition or disorder that affects functionality in some way is considered a disability.

If you are an OISE student with a disability and would benefit from some form of accommodation, it's important that you register with Accessibility Services.

There are offices on all three campuses that work to facilitate the inclusion of students with disabilities and chronic health conditions into all aspects of university life. Their focus is on skills development, especially in the areas of self-advocacy and academic skills. The offices also play an educational role, raising awareness of the needs of students with disabilities amongst students, staff, and faculty at the University, and the wider community.

Services are provided to students with a documented disability. They include:

- Alternative test and examination arrangements
- Note-taking services
- Sign language interpreters
- On-campus transportation (St. George Campus only)
- Adaptive equipment and assistive devices
- Alternative formats for printed materials
- Information and resource materials on health condition and disability-related issues
- Liaison with academic and administrative units within the University and with off-campus agencies

Location: Robarts Library (1st Floor, North end of building, next to ATRC), 130 St. George Street
Tel:416-978-8060
Website: https://studentlife.utoronto.ca/department/accessibility-services/

UNIVERSITY OF TORONTO STUDENT LIFE

The University of Toronto Student Life has a range of initiatives that can enhance your experience on campus, including different student clubs, leadership programs, mentorship and peer programs, and more.

UNIVERSITY OF TORONTO SERVICES

CAREER & CO-CURRICULAR LEARNING NETWORK

CLNx is a community that brings together students and recent graduates of the U of T with internal and external partners interested in their career success.
On CLNx, you can:

- Manage job searches for off-campus, on-campus, volunteer, casual, and work-study positions
- Participate in on-campus recruitment activities such as employer information sessions and interviews
- Manage appointments with counsellors, coaches, advisors, and peers
- Register for Career Centre events and workshops
- Participate in career exploration and experiential learning programs
- Connect with employers, alumni, faculty, and staff
- Access quality career and employment resources

Website: https://clnx.utoronto.ca

GRADLIFE

The aim of Gradlife is to enrich your university experience with other fellow graduate students on the St. George Campus. Their services intersect with the services offered at the University of Toronto by Student Services. Seminars and workshops will be offered addressing learning skills, career development, personal and psychological issues, housing questions, the concerns of student parents, information on international and Indigenous issues, and health and wellness.

Location: 214 College Street, Koffler Student Services Centre
Tel: (416) 946-0148
Website: https://www.studentlife.utoronto.ca/program/gradlife/

CENTRE FOR INTERNATIONAL EXPERIENCE (CIE)

This is a University of Toronto service providing information, advice, and social activities for international students at the University of Toronto and Canadians interested in international issues. International students are encouraged to visit the Centre and sign up to receive the Centre's newsletter, which includes information on the university community, taxes, immigration, sightseeing, and social events.

The CIE organizes events and activities to introduce Canada to international students and to help bring the world to all students in general. Staff are available to share their knowledge on issues such as crossing cultures and opportunities abroad, to tips on how to flourish in Canadian society.

Location: 33 St. George Street
Tel: 416-978-5646
Email: cie.information@utoronto.ca
Website: http://www.cie.utoronto.ca/

GRADUATE HOUSE

Graduate House is a 426-bed, suite-style residence operated by Ancillary Services in cooperation with the School of Graduate Studies as a primary stakeholder. It is home to both

students from the School of Graduate Studies and students from five second-entry professional faculties.

Location: 60 Harbord Street
Tel: 416-946-8881
Email: information.gradhouse@utoronto.ca
Website: https://gradhouse.utoronto.ca

THE GRADUATE STUDENTS' UNION (UTGSU)

The Graduate Students' Union at the University of Toronto represents over 15,000 students studying in over 70 departments. For many years, this union has advocated for increased student representation and funding and provided services such as health insurance, confidential advice, and a voice for the graduate student body on the various committees of the University.

Location: 16 Bancroft Avenue
Tel: 416-978-2391 or 416-978-6233
Email: info@utgsu.ca (General Inquiry)
Website: http://www.gsu.utoronto.ca/

STUDENT HOUSING SERVICE

The University of Toronto Housing Service in the Koffler Student Services Centre serves as a year-round source of up to date off-campus housing and residence information, as well as other information a student might need to assist in locating and arranging suitable student housing. Students needing more information regarding their student housing options should contact the Housing Service.

Location: Koffler Student Services Centre, 214 College Street
Tel: 416-978-8045 Fax: 416-978-1616
Email: housing.services@utoronto.ca
Website: http://www.housing.utoronto.ca/

STUDENT FAMILY HOUSING

The St. George Campus has two high-rise buildings that provide unfurnished apartments to full-time University of Toronto students with a spouse and/or children. For detailed information on your eligibility for student family housing, please contact the student family housing office at Koffler Student Services Centre.

Location: Koffler Student Services Centre, 214 College Street
Tel: 416-978-8049 Fax: 416-978-5466
Email: family.housing@utoronto.ca
Website: http://www.housing.utoronto.ca/

FAMILY CARE OFFICE

The Family Care Office offers guidance, information, referrals, and advocacy on childcare, elder care, and programs in the community for families. Workshops and discussion groups on childcare, parenting, and elder care are available. There is also a Resource Centre containing practical material on family issues ranging from pregnancy and infant care to lesbian and gay parenting and caring for elderly family members.

Location: Koffler Student Services Centre, Main Floor, 214 College Street
Tel: 416-978-0951
Email: family.care@utoronto.ca
Website: http://www.familycare.utoronto.ca/

GO TRANSIT PASSES

Discounted monthly passes & tickets are offered to full-time students requiring transportation to and from school on the GO transit system. Students must reside in an area serviced by GO. Passes are not applicable to students utilizing GO transit for weekend travel. Application forms are available at Student Services and the Registrar's Office. Proof of payment of fees (stamped invoice) is required. Applications must be signed by authorized personnel. Please note applications will not be authorized before orientation in September.

TORONTO TRANSIT COMMISSION (TTC) & METROPASSES

If you want unlimited travel on the TTC each month at the post-secondary rate, you will need to load your Post-Secondary Metro Pass onto your PRESTO card. Please be advised of TTC policy where students must carry their TTC Post-Secondary Photo ID when using their monthly Post-Secondary Metro pass and present it upon request by TTC staff. They can be purchased at Sherbourne Station.

Tel: 416-978-4911
Email: frontdesk@sac.utoronto.ca
Website: www.utsu.ca

CENTRE FOR WOMEN & TRANS PEOPLE

The Centre for Women and Trans People is committed to providing a safe, harassment-free drop-in space for all women and trans people on campus. We provide free support, referrals, resources, and advocacy on issues of sexism, racism, homophobia, transphobia, ableism, ageism, violence, health, and poverty through our Peer Support Program, workshops, and educational programming. The Centre is also wheelchair accessible.

Location: 563 Spadina Ave, North Borden Building, Room 100
Tel: 416-978-8201 Fax: 416-978-1078
Email: cwtp@utoronto.ca
Website: http://womenscentre.sa.utoronto.ca/

SEXUAL AND GENDER DIVERSITY OFFICE

The Sexual and Gender Diversity Office offers a range of resources and programming for LGBTQ students and works to develop supportive learning and working communities by challenging discrimination.

Location: 21 Sussex Ave, Rm 416-417
Tel: 416-946-5624
Email: sgdo@utoronto.ca
Website: http://sgdo.utoronto.ca/

SEXUAL VIOLENCE PREVENTION AND SUPPORTS CENTRE

The Sexual Violence Prevention and Support Centre works to create a campus environment where all members of the University community can study, work, and live free from sexual violence.

The Centre offers:

- Confidential, non-judgmental, client-centred services
- Coordination and navigation of university supports, services, and accommodations
- Support in making a disclosure
- Assistance with reporting
- Referrals to on- and off-campus services
- Self-care resources

Location: Gerstein Library, 9 King's College Circle, Room B139
Tel: 416-978-2266
Email: svpscentre@utoronto.ca
Website: svpscentre.utoronto.ca

FIRST NATIONS HOUSE

First Nations House, located at the St. George Campus at the University of Toronto, is a dynamic place where Aboriginal students from many Nations across Canada can seek culturally appropriate services. It provides students the opportunity to create a space where Aboriginal people from across Canada and the United States can work and grow in a community environment, which reflects the distinctive cultures of Aboriginal Nations. The services and programs First Nations House provide include academic counselling, tutors, financial aid counselling, bursaries and scholarships, resource centre/library, work-study program, Elder-in-Residence, cultural events, student recruitment, admissions support, housing, daycare & employment referrals, student computer labs.

Location: 563 Spadina Avenue
Tel: 416-978-8227, 800-810-9069 Fax: 416-978-1893
Email: fnh.info@utoronto.ca
Website: http://www.fnh.utoronto.ca/

ANTI-RACISM & CULTURAL DIVERSITY OFFICE (ARCDO)

The Anti-Racism & Cultural Diversity Office (ARCDO) collaborates with equity offices and community partners to promote a university campus free of discrimination and harassment based on race, ancestry, place of origin, colour, ethnic origin, citizenship, and/or creed (faith), as they intersect with other social identities.

Location: Health Sciences Building, 155 College Street, 3rd Floor (Faculty Offices, Room 356)
Tel: 416-978-1259
Email: antiracism@utoronto.ca
Website: antiracism.utoronto.ca

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA) OFFICE

The AODA is a piece of legislation in Ontario aimed at making the places you work, live, and learn as accessible as possible.

Location: 27 King's College Circle, Simcoe Hall
Tel: 416-978-7236
Email**:** aoda@utoronto.ca
Website: aoda.hrandequity.utoronto.ca

STUDENTS FOR BARRIER-FREE ACCESS (SBA)

Students for Barrier-Free Access is a student- and alumni-led non-profit levy group at the University of Toronto that advocates for inclusive and accessible post-secondary education. SBA centres the leadership of disabled students and people with a lived experience of disability and takes an intersectional approach to all its work.

The SBA Centre is a drop-in space for U of T students, alumni, and community members to meet, hang out, study, access academic and peer support, enjoy free snacks, and learn about Disability Justice.

Website: uoftsba.wordpress.com
Locations: 215 Huron Street, Room 924

MULTI-FAITH CENTRE

The multi-Faith Centre supports the spiritual well-being of everyone on campus and provides opportunities for people to learn from each other while exploring questions of meaning, purpose, and identity.

Location: 569 Spadina Avenue
Tel: 416-946-3120
Website: studentlife.utoronto.ca/mf

CENTRE FOR COMMUNITY PARTNERSHIPS

The Centre for Community Partnerships works with community organizations to develop defined, sustainable, and action-oriented partnerships for students at all three University of Toronto campuses.

Location: 569 Spadina Ave, Suite 315
Email: info.ccp@utoronto.ca
Website: studentlife.utoronto.ca/ccp

HEALTH SERVICES

Medical and psychiatric services are available at the University Health Services, Koffler Student Services Centre, 214 College Street. The Medical Clinic also offers its services to spouses or partners. Sports injury services are under the Department of Athletics and Recreation (Tel: 416-978-7376).

All students need health insurance coverage (e.g., OHIP, other provincial plans, CIDA, Commonwealth, UHIP, or private insurance). Students without health insurance are responsible for health care costs. The University Health Insurance Plan (UHIP) is compulsory for international students.

Location: University Health Services, Koffler Student Services Centre, 214 College St.
Medical Clinic Tel: 416-978-8030
Psychiatric Clinic Tel: 416-978-8070
Website: healthandwellness.utoronto.ca

UNIVERSITY HEALTH INSURANCE PLAN (UHIP)

UHIP is a compulsory health insurance plan for all international students, exchange students, new permanent residents, and returning Canadians who are not covered by OHIP. UHIP is also compulsory for all eligible dependents, including a partner, spouse, and/or children. Family coverage must be purchased at the International Student Centre (ISC) within 30 days of arrival in Canada.

Website: cie.utoronto.ca/coming/uhip
Tel: 416-978-0290

Direct inquiries:
Sun Life Assurance Company of Canada
PO Box 9845, Station T, Ottawa, Ontario K1G 6V4
Tel: 1-866-500-UHIP (8447)
Email: askus@sunlife.com
Website: uhip.ca

GSU SUPPLEMENTARY HEALTH AND DENTAL INSURANCE PLAN

Most University of Toronto students also have access to supplementary health insurance for some health-related expenses and prescription drugs that are not covered by OHIP or UHIP. Full-time and part-time students who are members of UTGSU are automatically eligible for

health and dental coverage. The cost of supplementary health insurance is included in your incidental fees if you are eligible.

Claim forms for all supplementary plans are available from the GSU, the Health Service office on campus, or at the website: utgsu.ca/health-and-dental/benefits Coverage begins when you register in September and remains in force until August 31 the following year, provided you have not been refunded your fees.

For more information:

- Website: utgsu.ca/health-and-dental/
- Email: health@utgsu.ca
- Tel: 416-978-8465

U OF T'S SPORT AND RECREATION FACILITIES & HART HOUSE FITNESS

During the Fall and Winter terms, all full-time and part-time students are automatically members of Hart House (www.utoronto.ca/harthouse) and U of T's Sport and Recreation facilities (Athletic Centre, Goldring Centre for High-Performance Sport, and Varsity Centre) through incidental fees.

Students must now pay to access these facilities during the summer term. The School of Graduate Studies offers a Summer Gym Bursary for summer memberships with Hart House Fitness Centre and Kinesiology & Physical Education (KPE) athletic facilities.

SJE DEPARTMENT COMMUNICATIONS

Bulletin Announcements

The bulletin boards are located inside and outside the Department to keep students and faculty up to date with what's going on. The main area for notices is in the SJE lounge and outside the department entrance.

Listserv Announcements

As an OISE student, you will automatically be added to many listservs. For example, you will receive emails from OISE Student Services, from the Department, and from the SJE Student Caucus. Email is the primary method of communication from SGS, the Dean, the Department, student associations, etc., so please be sure to check your email often. If you believe you have not been added to a listserv that you should be on, please contact the administrator of that listserv to be added.

SJE STUDENT CAUCUS

All students in the Department of Social Justice Education are members of the Student Caucus, the main student organization within SJE. The Student Caucus serves as the body of student

representation and mobilization within the Department and organizes students in all matters relating to the operations and governance of the Department. This includes electing student representatives to the SJE Council and all department-wide committees. SJE students have many opportunities to serve on Standing and Ad-Hoc Committees within the department and connect these committees to all students through the Student Caucus.

The Student Caucus is also a Departmental Student Association (DSA) of the Graduate Students Association (GSA) at OISE. The SJE Student Caucus elects three representatives to the GSA Council, who will connect the Department to wider student issues at OISE and UT. All SJE students are invited to attend GSA Council meetings.

The Student Caucus functions as a forum where students can exchange information, discuss student issues, initiate study groups, provide mutual support, and get updates from student representatives who sit on various SJE committees. The department is proud of and takes seriously its obligation to provide support to students through the student caucus.

SJE COUNCIL

The Department of Social Justice Education is governed in part by SJE Council. The SJE Council includes representation from all three constituencies within the department: faculty, staff, and students. The mandate of the SJE Council is to make effective and inclusive decisions regarding policy, governance, academic planning, and routine matters. The SJE Council normally meets once a month.

There are nine student representatives on the SJE Council: the four executive officers of the SJE Student Caucus and one student from each of the SJE degree streams (MEd, MA, PhD full-time, PhD flextime, and EdD). All student representatives are elected through the SJE Student Caucus.

Committees of the SJE Council include an Executive Team that manages the routine affairs of running the department between meetings of the SJE Council and includes one student representative, generally a Student Caucus Co-Chair. Additionally, Departmental Committees also include Standing and Ad-Hoc Committees, such as Accessibility, Admissions, Awards and Scholarship, Curriculum and Programs, Events and Promotion, Tenure and Review. Departmental Committees should normally include representation from faculty, staff, and students, unless determined otherwise by the SJE Council.

SJE DEPARTMENT SPACE

SJE members are affiliated with interdisciplinary research centres across OISE. Two centres, CIARS and CMCE, are housed in SJE. CREFO is located on the 6th floor of OISE.

CENTRE FOR INTEGRATIVE ANTI-RACISM STUDIES (CIARS)

CIARS' work includes formal educational institutions and beyond these sites to investigate and explore anti-racist educational strategies in multiple social and institutional settings. The work of CIARS Centre includes the production of critical anti-racism knowledge and practices and

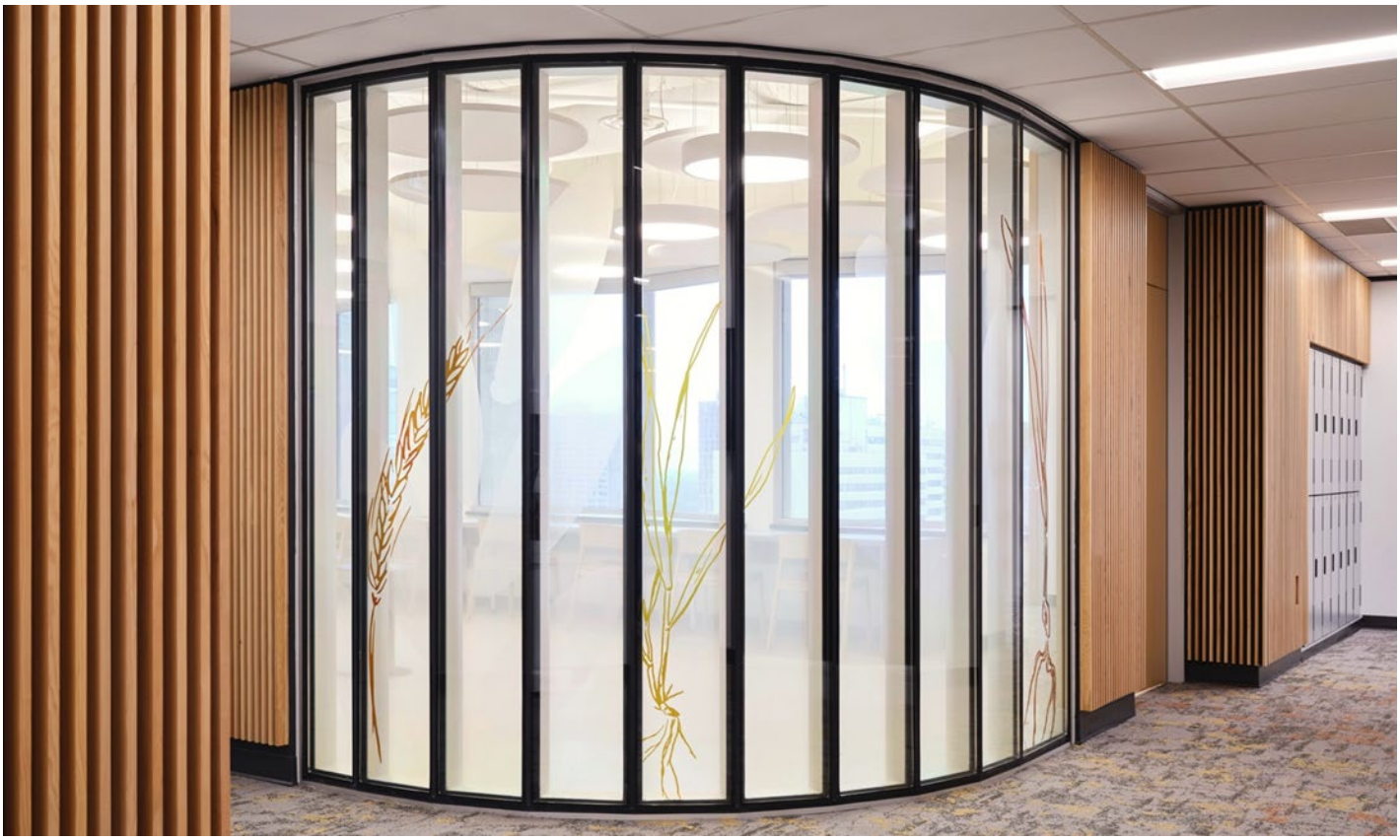
the validation and centering of marginalized and subordinated forms of knowledge. This approach to educational research contributes in a more comprehensive manner to CIARS' overall goals of anti-racism, equity and social justice in education.

CENTRE FOR MEDIA AND CULTURE IN EDUCATION (CMCE)

The CMCE supports interdisciplinary research and teaching agendas that advance ideals of social equity and justice. It promotes visionary and innovative media and cultural productions, positioning us to imagine a different and better world.

CENTRE FOR FRANCO-ONTARIAN STUDIES (CRÉFO)

Le CRÉFO est un centre de recherche interdisciplinaire où on étudie les pratiques éducatives, sociales et langagières de la francophonie en Ontario, au Canada et dans le monde, en mettant l'accent sur les processus de construction des différences et des inégalités sociales ainsi que sur les mécanismes sociaux d'inclusion et d'exclusion.
https://www.oise.utoronto.ca/fr/crefo



- **Department keys**
  The department is locked after office hours on weekdays and on weekends. Key fobs are issued to students. The same fob may be used to open the main department door after office hours. Requests for keys go to the Departmental Business Officer. There is no deposit required. There is a $30.00 for lost fobs.

- **Lockers**
  The Department allocates lockers late in September every year. For inquiries and requests for lockers, please send your email to the SJE Business Officer.

- **SJE Lounge**
  The SJE Lounge is located at the main entrance to the department on the 12th floor. This is common space, so please feel comfortable using it. Many of SJE events are held in the lounge.

- **Photocopying**
  Bulk photocopying is no longer available inside the OISE building. Commercial copy shops can be found on both Bloor and College Street. Contact the SJE Business Officer to photocopy small amounts in the department.

- **Room bookings**
  The SJE Seminar Rooms are available for booking for members of the department. For room booking in the department or elsewhere in the building, please see the Executive Assistant who liaises with Space Management.

- **Mail**
  Student mail folders and faculty mailboxes are in the photocopier/printer room.

- **Refrigerator and microwave**
  These are in the kitchenette. Please label all food and drink that goes into the refrigerator with name and date. Remember to clean out any old food that you haven't eaten.

- **Internet**
  Wi-Fi is available throughout the campus. Use your UTORid to log on.

GET INVOLVED

Throughout the year, there are numerous workshops, conferences, and social gatherings sponsored by the department, OISE Student Services, SJE Student Caucus, etc.
Ways to find out about these events:

- Check your email regularly, including emails from the Department, OISE Student Services and the SJE Student Caucus
- Visit the SJE website and OISE Student Services website
- Watch for flyers on the bulletin boards in the Department
- Like the SJE Facebook account @SocialJusticeEducationOISE
- Follow the SJE Twitter account @OISESJE

OISE SPACE

OISE building is located at 252 Bloor Street West (closest intersection is Bloor Street West and St. George Street). There are accessible entrances to OISE from the Bloor Street entrance and through the St. George subway station (Bedford exit).

There are accessible and gender-neutral bathrooms in the building (located on the ground, 5th and 12th floors).

The OISE building is monitored by Security Management Service 24/7 in cooperation with the University of Toronto Police. The building is open Monday to Friday from 7:00 am to 11:00 pm, and on Saturdays, Sundays, and Holidays from 9:00 am to 9:00 pm. The building is closed for only a few days during the winter holidays and that is the only time there is no security coverage.

- **Parking**
  Indoor parking for cars and bicycles is available in the garage under OISE (access via Prince Arthur Avenue at the rear of OISE). Above-ground parking is available through the Bedford Street entrance. Daily and monthly rates, as well as off-hour flat rates, are available.

  Student parking permits are sold at Parking Services on a monthly or sessional basis. A schedule of dates is available at http://www.transportation.utoronto.ca/
  There is no charge for use of bicycle racks.

- **Campus Status**
  For information on building closures due to snow or weather:
  Tel: 416-978-7669 Website: https://www.utoronto.ca/campus-status

- **OISE Emergency and Response Guidelines**
  Website: https://www.oise.utoronto.ca/about/community-safety


OISE
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HEALTH AND WELLNESS

Health and wellness, including mental health, is important throughout your graduate experience. Some students feel isolated, especially after completing coursework, when they have less regular contact with their peers. The Department strives to support everyone's well-being and cultivate a respectful, inclusive environment where everyone belongs.

COUNSELLING AND SUPPORT

- **SGS Graduate Counselling Services**
  To better meet the diverse needs of the graduate student population, graduate students can access counselling services at the School of Graduate Studies, 63 St. George Street. The Wellness Counsellor offers brief counselling services tailored to the challenges presented by graduate-level university life. The focus of counselling is on strengths, resiliency, and skills-building. For more information visit: https://www.sgs.utoronto.ca/resources-supports/graduate-wellness-services-at-sgs/

- **OISE Counselling Services**
  OISE's Student Success Counsellor helps students manage challenges and minimize disruptions to their personal well-being and academic success. OISE students can meet confidentially and one-on-one to explore concerns, assess obstacles to academic success, and develop support plans and strategies. For more information visit: https://www.oise.utoronto.ca/current-students/counselling-services

- **Good2Talk**
  A confidential and free helpline for post-secondary students. Good2Talk is professional counselling, volunteer crisis supports and information, and referrals about mental health services and supports on and off campus. Tel: 1-866-925-5454 or https://good2talk.ca

- **Talk4Healing**
  A culturally grounded, fully confidential helpline for Indigenous women available in 14 languages across Ontario.
  Tel: 1-855-554-HEAL (4325)

- **My SSP (Student Support Program)**
  A support service designed specifically for international students. My SSP offers multilingual support for students experiencing personal difficulties.
  Tel: 1-844-451-9700 or 416-380-6578

  Languages include English, French, Korean, Arabic, Spanish, Mandarin, Cantonese, and accommodations for 60+ languages/cultures.

INTERPERSONAL CONFLICT

- All members of the department are expected to maintain appropriate working relationships and to always communicate respectfully with one another.

- All SJE students are expected to be familiar with and follow the University of Toronto Code of Student Conduct.

- If interpersonal conflict arises within the department, all involved are responsible for preventing the situation from escalating. If you are unable to maintain composure, consider walking away for a break outside of the department or in the office or a trusted professor or colleague. You can return to address the contentious issue at another time.

- If you require support in managing an interpersonal conflict, you may ask a faculty member or colleague in the department for support in doing so, and that faculty member may seek further support from one of their colleagues.

SAFETY AND SECURITY

The OISE building is open to the public. Providing these extended hours requires that we all participate in ensuring each other' s safety and well-being. We ask that you pay attention to who is present in the space, and who comes in and out.

OISE Building Security (for any emergency after hours, e.g., locked classrooms, locked offices, personal emergencies, escorts to parking, etc.: 416-978-3636

First Aid Stations are located at:
Concourse Level, Room C-171
12th Floor Kitchenette, Room 12-109
5th Floor, Room 5-103

SJE is committed to creating a space that is respectful and inclusive. This requires that we make decisions based on the well-being of all, with particular attention paid to those members of the department who are from the communities most disadvantaged by social inequity and targeted by state violence. There is ample evidence that police presence – whether it is campus police or Toronto Police Services – threatens, rather than secures, the well-being of Black, Indigenous, queer, racialized and disabled persons, all of whom are disproportionately harassed, arrested and killed by police. In keeping with our mission, SJE calls on its members to refrain from calling the police (campus or Toronto Police) into our department. The department is committed to seeking forms of protection that do not rely on state violence.

In very rare instances, a person will be banned from OISE due to violent or otherwise dangerous behaviour. In such cases, department members will be informed that this person is no longer welcome in our space. Under directives from the OISE /UT administration, SJE community members may be directed to call OISE security if someone who is banned enters the department.

- If you see someone who is banned from the department during regular hours, if you are a student, please advise a staff of faculty member immediately or contact security.

- You do not need to enforce the ban. Do what you can to minimize escalation or tension.
- If the person leaves the department, contact OISE security and inform them that the banned person is in the building.
- If the person refuses to leave, contact OISE security and inform them that someone who is banned from the building is in the department.

Do what you can to minimize the chances for an escalation in tension; do not argue with the person. OISE Security may choose to call the campus police for assistance. If the SJE member who calls Security— ideally a faculty or staff member— can safely do so, they should meet the security and/or police officer(s) outside of the door of the department. Calmly explain the situation and ask that the banned person be respectfully assisted in leaving the department. **Observe and take notes about what happens.**

RESOURCES

- Self-defense courses and training are offered by the Community Safety Office
- OISE Safety Guidelines
- SJE DSA will consider requests from students to arrange department- specific workshops and training that contribute to building a workplace community.
- Campus Safety

Website: https://safety.utoronto.ca/

AFTER HOURS

- If you intend to work after hours, consider setting up a buddy system with a colleague who you plan to work with, or who you can check in with by telephone when you are in the department late.
- If someone you do not know requests entry into the department after hours, politely ask if they have an appointment.
- If the person does not have an appointment with someone present in the department, explain that only key holders have access to the department after hours and follow the steps outlined above.

The door is kept locked after hours for your safety. Please do not prop open the door once it has been locked for the evening.