

DEPARTMENT OF SOCIAL JUSTICE EDUCATION

SOCIAL JUSTICE EDUCATION STUDENT HANDBOOK



UNIVERSITY OF TORONTO
OISE | ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

WWW.OISE.UTORONTO.CA/SJE

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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 the 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 Handbooks 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 and different. 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 enacting transformative pedagogies, skills in scholarly and community-based research, tools for self-reflexivity, ability to debate in meaningful and constructive ways, and hope that change is possible. Such hope is anchored in politics of mutuality and togetherness that do not erase our differences, as well as 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.





ABOUT SJE

The Department of Social Justice Education (SJE) offers a full range of courses leading to M.Ed., M.A., Ed.D., and Ph.D. 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.

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.

BUILDING A WORKPLACE COMMUNITY

The SJE department located on the 12th floor of OISE is a shared work space 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.

- Get to know your colleagues and other members of the department.
- Get to know where people's offices are located and how to contact others - especially those who have similar work schedules to yours.
- Get to know where the accessibility features of the building so that you may inform others: There are accessible entrances to the building from the Bloor St. entrance, the St. George subway station (Bedford exit) as well directly from the subway into OISE building. There are accessible and gender- neutral bathrooms located on the 1st floor in the library and near the café, and on the 5th floor. On the 12th floors there are gender neutral and semi- accessible washrooms in the Nexus lounge and just outside the SJE department entrance, to the left.
- Respect the department environment: Please do not leave trash and food crumbs lying around,
- Keep the microwave and refrigerator clean, and keep work spaces tidy.

- The computer room is generally regarded as a quiet work space.
- Please be mindful and respectful of others and conduct louder conversations and extended socializing elsewhere.

We wish for the department to be accessible to SJE faculty and students daily from 7 a. m. to 11 pm on weekdays, and from 9 am to 9 pm on weekends and holidays. If you have an office in the department or work in one of the labs / centres, you can obtain a key.

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.
- If you notice a person who is not a member of the department and does not seem to have an appropriate reason to be there, we suggest any of the following steps:
 1. Kindly introduce yourself and offer to help them find their place of business;
 2. Notify a staff or faculty member;
 3. If no one is available, you may respectfully inform the person that it is the departmental policy to restrict admission to folks who work and study here and request that they leave;
 4. Enlist the support of another community member if necessary;
 5. Enlist the support of a study buddy.

BUILDING A WORKPLACE COMMUNITY

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.

Interpersonal conflict

- All members of the department are expected to maintain appropriate working relationships and to communicate respectfully with one another at all times.
- 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 your composure, consider walking away for a break outside of the department or in the office of 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 (that faculty member may seek further support from one of their colleagues);

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.
- If you notice a person who is not a member of the department and does not seem to have an appropriate reason to be there, we suggest any of the following steps:
1) Kindly introduce yourself and offer to help them find their place of business; 2) Notify a staff or faculty member;

BUILDING A WORKPLACE COMMUNITY

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

Please note: 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 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 who 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 in the department during regular hours, if you are a student, please advise a staff or faculty member immediately. If you are a staff or faculty member, enlist the support of a colleague
- 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 campus police for assistance. If the SJE member who calls Security—ideally a faculty or staff member—is able to 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.

AFFILIATED RESEARCH CENTRES

| CENTRE | DESCRIPTION |
|--|---|
| CENTRE FOR INTEGRATIVE ANTI-RACISM STUDIES (CIARS) email: ciars@oise.utoronto.ca website: www.oise.utoronto.ca/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 centres: 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) email: cmce.oise@utoronto.ca website: www.cmce.oise.utoronto.ca | 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) website: http://oise.utoronto.ca/research/crefo | 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. |
| CENTRE FOR URBAN SCHOOLING (CUS) email: cusingquiries@utoronto.ca website: http://cus.oise.utoronto.ca | The CUS is an education, research, policy and advocacy centre established in 2005 to connect OISE to urban schools and communities. We are committed to social justice and equity for all students. The educators, researchers and activists affiliated with the Centre work collaboratively on education projects that challenge power relations based on class, race, gender, language, sexuality, religion, ethnicity and ability as they are manifested in all aspects of education, both formal and informal. |
| CENTRE FOR WOMEN'S STUDIES IN EDUCATION (CWSE) email: cwse@utoronto.ca website: www.oise.utoronto.ca/cwse | The specific objectives of the Centre are to advance the excellence of faculty, researchers and graduate students working in women's studies through inter- and multi-disciplinary discussion and research; to enhance the capacity of OISE's Women's Studies in Education focus and Interdepartmental Specializations to play a leading role in graduate training; to nurture linkages between OISE's Women's Studies and the wider constituency of educators concerned with women's issues. |
| COMPARATIVE, INTERNATIONAL AND DEVELOPMENT EDUCATION CENTRE (CIDEC) email: cidec.oise@utoronto.ca website: www.oise.utoronto.ca/cidec | CIDEC offers diverse and dynamic graduate programs in the field of comparative education. |

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 be different if you are a Masters or Doctoral student.

Important: All full-time PhD and Ed.D. students MUST have completed all pre thesis requirements by the end of the 3rd year; all flextime PhD and part time Ed.D. students must complete all pre thesis requirements by the end of the 4th year.

In the following section, we have attempted to outline the resources available to you for each stage of the cycle. We encourage you to reference these when starting (or continuing) a particular stage. In any stage of the cycle, students should consult their faculty advisor and/or supervisor. Students should also build and nurture social networks, as these support systems become crucial in times of stress. Students are also encouraged to 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 upcoming workshops and events during the year. In subsequent sections of the Handbook, you will find information on academic opportunities, resources, and student services available inside and outside the university.



ADVISOR VS. SUPERVISOR

In any stage of the Graduate 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 a thesis supervisor to approach). It is your responsibility to communicate with your advisor to discuss aspects of the program. 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 whom you wish to be your faculty advisor and you should inform the departmental graduate studies liaison officer of the change in advisor.

Thesis/MRP Supervisor

In beginning your MRP, M.A., Ed.D, or Ph.D thesis, you will need to find a faculty member to supervise your work. This may be someone whose course(s) you have taken, who shares your research interests, and it may or may not be the same person who is your faculty advisor. Some faculty only agree to supervise students who first have taken their course(s).

Once a faculty member has been chosen and an agreement to work together has been reached informally, the relationship must be formalized through completion of a form [link]. At this point, the faculty advisor usually fades out of the picture. Whatever advice is needed is usually obtained from the thesis supervisor. Your thesis supervisor will help you set up your thesis committee and if an ethical review is necessary, will help you prepare 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 obliged to supervise or be a member of any particular student's thesis committee. There are many reasons for this practice (e.g. the faculty member does not feel qualified, is going on leave, is over-committed on thesis supervision or committee membership). Thesis supervision and committee membership must be negotiated between student and faculty member. An excellent way to approach a potential supervisor is to have some writing/research (e.g. a rough thesis proposal) to allow the potential supervisor to get the feel of your interests and your perspective. There are also cases where supervisors are from outside the department.

Obligations of supervisors are: 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 submission of the ethical review forms to the ethical review committee; guide the development of the thesis over its various stages; assure that the final draft of the thesis meets with the approval of the full committee; and, in the case of doctoral theses, arrange for all requirements to be met for OISE Oral defence

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 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.

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 per term.
- The OISE/UT Graduate Studies Course Schedules for the Summer, and 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. Enroll early to ensure that you get a spot in the course you want.
- 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 listing of graduate programs in the School of Graduate Studies Calendar <https://sgs.calendar.utoronto.ca/>
- 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.
- Deadline dates are listed in both the OISE Bulletin
- Talk to other students who have taken the course. Students can provide valuable insight about their experience with a particular course.



COURSES

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 download it at the [Registrar's Office website](#). The instructor of the course being added must sign the forms, but an email notification of your decision to drop the course is usually sufficient. Please consult the the OISE Bulletin for course change deadlines.

What do I do when I've missed 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/orss/Student_Forms.html

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) in order to graduate. You should consult directly with your advisor and the SJE Graduate Studies Liaison Officer for guidance.

COMPREHENSIVE EXAMS (COMPS)

Students in the Ph.D. program are required to do one comprehensive examination. The comprehensive must be completed before the official formation of the thesis committee. Ph.D. students entering the last year of their course work should review the [Departmental guidelines](#).

The faculty member who will be your thesis supervisor usually is 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. The Comps stage of your academic journey can be overwhelming.

TIPS FOR COMPS

To help decrease the anxiety that students often experience, here are some tips to remember when approaching this stage of the cycle:

- Speak to a potential comprehensives supervisor around the time that you are completing course work. That person can go through the procedure with you.
- Talk to other students who have completed the comps in the program. Students who have completed the comprehensive exams are a great resource to help you understand what the comprehensive exam experience is like. Your student mentor 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 host a number of workshops that aim at helping students with their academic studies and research. Check regularly with the Student Services or visit [their website](#) for relevant workshops..

Additional resources:

OISE Ed Commons which offers valuable workshops and programs to help graduate students survive the program. Information available on their [Workshops page](#).

THESIS/MRP PROPOSALS

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 is shaped in 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.

The OISE Student Services hosts various Graduate Student Professional Development workshops throughout the year. Announcements of these workshops will generally be found on their website under the Conferences & Workshops section of their site [link]

ORAL EXAMINATIONS

The Oral Examination is applicable to Ph.D. and Ed.D. students only. 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 a Final Oral Examination Committee.

It is this examination that determines whether you are recommended for the degree. As there are many detailed steps that must be taken in advance of the actual exam, students are strongly encouraged to consult their thesis supervisors and/or the [OISE Final Oral Exam \(FOE\) guidelines](#) for specific procedures of establishing a Final Oral Examination.

The School of Graduate Studies has designed a thorough website detailing [Doctoral Examinations](#) to offer information to Ph.D. and Ed.D. students, Administrative Staff, and Faculty regarding the final stages of a candidate's degree program. 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 REVIEW

It is important that you obtain ethical approval of your research or receive an exemption from the Education Ethics Review Committee (EERC) before you embark on your research. Conducting research with human subjects without prior approval of the EERC 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 EERC.

Procedures

Masters 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 [\[link\]](#). You and your supervisor must both sign the appropriate ER documents. These documents (described below) are first submitted for pre-review to the SJE Departmental Coordinator. The departmental pre-review for students is designed to facilitate the review process by ensuring that submissions are accurate and complete.

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 of 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. In some cases this letter will ask students to make changes to their submission, or to add information to it. Once the appropriate changes have been made, you will receive a letter from the EERC to this effect. You must send a copy of the letter to the OISE Registrar's Office 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 that are used by the EERC to determine the level of review applicable to their proposed research. These criteria are described in [detail](#). Here you can also find each of the documents that you must complete and include with your ethical review submission. Note that the documents you must submit and the procedures you need to follow will vary somewhat, depending on the kind of review that your research requires. Here is a summary of the three types of review, and the kinds of research that they are applied to (this is only a summary, the above website has much more detail, as well as examples and suggestions that will help you decide where your research fits).

Full review

A full review may be warranted in some cases, such as when the research poses risks for the participants, when research involves children, or when confidentiality cannot be guaranteed. The EERC meets monthly to consider those submissions that require a full review. A [schedule of these meetings and the deadlines](#) for each of them are available.

Expedited review

Many of the 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 than a full review (usually determined on a weekly basis) and it may apply, for example, to interviews or surveys where the research poses little or no risk to the participants, or where it is clear that the participants' anonymity and confidentiality will be protected.

Exemption from ethical review

Some student research projects are exempt from review by the EERC. Such studies would typically include MRPs/Theses that deal solely with published works or documents/images in the public domain (for example: critical reading/discussion of published literature or analysis of work 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. The form is located on the [Registrar's website](#).

Where to find forms, instructions, and procedures:

You can obtain general instruction, forms, and procedures for submission of protocols for ethical review from a variety of sources as listed below. We strongly advise that you make use of the appropriate websites and the documents that can be downloaded from them. The Department is no longer able to provide students with paper copies of ethical review documents. Students are responsible for making all the necessary copies of ethical review documents that they will use. Students can obtain copies which they can then print from the Reference Desk of the OISE Library (ground floor) or the Office of Research Ethics' website.

Every year, OISE Student Services will hold workshops on students' ethical reviews. Please check regularly [their website for upcoming workshops](#).

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

THESES/MRPS

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

As in the other stages of the life cycle, it is important to keep your social networks intact in this stage. Students often feel isolated when they are writing their thesis or MRP so it is important to 'stay in touch' with other students. You may even want to form a study group or meet periodically to support each other through this important stage. Some thesis supervisors convene a support group for their students.

Steps in Completing a Thesis

The following steps have been summarized and are described in more detail in the OISE Guidelines for Theses and Orals. You should use this as a checklist and refer to the Guidelines for instruction 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 to Thesis Committee
10. Doctoral Final Oral Examination (Ph.D. and Ed.D. students only)
11. Final thesis approval*
12. Submission of Final Copies of Thesis*

Some advice: Start early.

* Appropriate forms must be completed and submitted. Please consult the [Guidelines for Theses and Orals](#).

Every year, the Education Commons offers "Complete Your Thesis Workshop" that teaches you 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 will hold workshops on Thesis and MRP writing, please check the Student Services website for this information
<https://www.oise.utoronto.ca/orss>

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 innovative and effective interdisciplinary analysis.

Comparative, International and Developmental Education

- Website: www.oise.utoronto.ca/cidec
- Email: cidec.oise@utoronto.ca

Diaspora and Transnational Studies

- Website: <https://cdts.utoronto.ca/>
- Email: cdts@utoronto.ca

Education, Francophonies and Diversity

- Web: <http://crefo.oise.utoronto.ca>
- Email: crefo.oise@utoronto.ca

Educational Policy

- Website: http://www.oise.utoronto.ca/lhae/Collaborative_Specializations/Educational_Policy/
- Email: oise.cepp@utoronto.ca

Environmental Studies

- Website: <https://environment.utoronto.ca/graduate/>
- Email: grad.office.env@utoronto.ca

Ethnic and Pluralism Studies

- Website: <https://munkschool.utoronto.ca/ethnicstudies>
- Email: ethnic.studies@utoronto.ca

Indigenous Health

- Website: www.dlsph.utoronto.ca/institutes/wbiih/collaborative-specialization-in-indigenous-health
- Email: angela.mashford.pringle@utoronto.ca

Sexual Diversity Studies

- Website: <http://sds.utoronto.ca>
- Email: sexual.diversity@utoronto.ca

South Asian Studies

- Website: <https://munkschool.utoronto.ca/csas/graduate-study/>
- Email: southasian.grad@utoronto.ca

Women and Gender Studies

- Website: www.wgsi.utoronto.ca/graduate/collaborative-program
- Email: grad.womenstudies@utoronto.ca

Workplace Learning and Social Change

- Website: www.oise.utoronto.ca/lhae/Collaborative_Specializations/Workplace_Learning_and_Social_Change
- Email: oise.wlsc@utoronto.ca



SETTING UP YOUR ACCOUNTS

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

To access ACORN, you will need to login with your **JOINid** or **UTORid**. Every applicant to the University of Toronto is assigned a JOINid. Your JOINid is provided to you through e-mail during your application from 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 your JOINid.

When you begin your studies, your JOINid will become your UTORid, which will allow you to access a number of services such as e-mail, library resources, and Quercus. To activate your UTORid, you will first need to get your **TCard** (www.tcard.utoronto.ca). Your TCard is your student card, it can be used for library borrowing, photocopying and printing.

When your TCard is activated, you will be given your UTORid (www.utorid.utoronto.ca), which will allow you to set up your **UTmail+**.

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



GETTING STARTED

Quercus

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

Enrolment, registration, tuition, minimum payments, deadlines and refunds

Consult with Office of the Registrar and Student Services (ORSS) on enrolment, registration, tuition, minimum payments, deadlines and refunds. The ORSS can be found at OISE, 8th floor, room 8-225 or visit their website at <https://www.oise.utoronto.ca/orss/Registration.html>

GETTING STARTED

Enrolling in 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 and ensure that you fulfill them in a timely manner. Course enrolment is your responsibility.

To find the course schedule, see [OISE Course Enrolment](#). You can select departmental courses at SJE or other departments.

During the enrolment period, students are able to enrol in most OISE offered courses through ACORN. To add or drop courses, login to ACORN with your JOINid or UTORid, select "Enrol & Manage," here you will be able to view, add and manage your courses and waitlist.

Outside of the [course enrolment period](#), you will need to use the digital [add/drop form](#). You must first ask for permission from the instructor to be added into the course. After you fill out the add/drop form, the instructor must approve and sign it.

Email accounts

As an OISE student, you will be automatically assigned an email account once you become a registered student. In order to access your UTmail+ email account, you must first obtain your TCard, available in 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.

UofT Policy on Official Correspondence

Please make sure you check your UofT Email as 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 must be sent to your UTmail+ email account. These messages may contain important, time-sensitive information. It is your responsibility to regularly monitor and ensure these messages are read on a frequent and consistent basis. We are not responsible for any delays or forwarding issues that may arise if UTmail+ is not used.

NAVIGATING DEADLINES, FILING FORMS, AND CONTACTS

How to Contact Us

Currently OISE Building is closed and all staff are operating remotely due to COVID19 pandemic.

*Regular Hours of Operation****

Labour Day-June 30th

Monday to Friday, 9:00am-5:00pm

Summer Hours of Operation

July 1st -Labour Day

Monday to Friday, 9:00am-4:30pm

Departmental Contacts:

Graduate Liaison Office

Student and faculty affairs and support
Submission for awards and funding
Submitting forms for departmental approval

Moni Kim

oise.sje@utoronto.ca

Appointments available over phone or Zoom.

Communications & Recruitment Assistant

Program inquiries and website update
Recruitment events

Coly Chau

coly.chau@utoronto.ca

Finances and Payroll Facilities

Varun Malik

varun.malik@utoronto.ca

Executive Assistant to the Chair

Room bookings
Booking appointments with the SJE Chair

Irene Wandili

irene.wandili@utoronto.ca

Graduate Coordinator

Student and faculty affairs
Student academic supports

Prof Miglena Todorova (Sept to December 2020)

miglena.todorova@utoronto.ca

Prof Tanya Titchkosky (January 2020 onwards)

tanya.titchkosky@utoronto.ca

Associate Chair

Prof Diane Farmer

diane.farmer@utoronto.ca

Chair

Prof Njoki Wane

njoki.wane@utoronto.ca

Rules, Regulations, Policies

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



• School of Graduate Studies

The School of Graduate Studies (SGS) is responsible for managing the policies and guidelines governing graduate activities at the University of Toronto. SGS provides advice and information across all graduate units; reviews the design and delivery of programs; develops performance standards; supports diversity, equity, fairness, and ethical conduct in graduate education; and organizes services and financial assistance to graduate students. The School defines and administers University-wide rules and regulations, which are published on an annual basis in the SGS Calendar.

The SGS Calendar (published annually in June/July) is the authoritative source of information on a wide variety of graduate related matters, including academic appeals, candidacy and doctoral supervision. Students are encouraged to familiarize themselves with the Calendar as early as possible, paying particular attention to the degree requirements listed for their degree program for the year in which they were admitted.

Note: Because OISE students have their own registrar's office, the first point of contact for OISE students is the ORSS, not SGS.

- **The Office of the Registrar and Student Services (ORSS)**

All OISE students, including SJE students, are served by the faculty's Office of the Registrar and Student Services (ORSS) (<https://www.oise.utoronto.ca/orss/>)

They are responsible for registrarial services including:

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

It also offers Student Services including:

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

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

Master Students

(MA and M.Ed)

Anna Frey

Course enrolment, registration, grades, graduation and fees
oise.masters@utoronto.ca

Doctoral Students

(EdD, PhD, PhD
Flex)

Anil Purandaré / Dryden Rainbow

Final Oral Exams (FOE), courses, registration, grades, status
and fees
oise.doctorate@utoronto.ca

To view full list of ORSS Contacts:

https://www.oise.utoronto.ca/orss/Contact_Us.html

*Reminder to always include your name, student number, and if applicable OISE department in your message

OISE also has faculty-specific policies. Most of these are contained in the [Bulletin](#) and the [ORSS website](#), both managed by the Office of the Registrar & Student Services. Funding related policies are managed by the Student Funding Office in the Dean's Office.

Important Sessional Dates

A calendar of [Important Dates](#) for OISE students is posted on the Office of the Registrar and Student Services website. It includes information about course timelines, registration deadlines, course enrolment, etc. The Important Dates calendar is updated annually. This page should be bookmarked in your browser.

- **Academic Sessions**

At U of T, there are three sessions in an academic year that run accordingly below:

Fall Session: September to December

Winter Session: January to April

Summer: May to August

In the Summer, OISE splits the session into two sessions:

- May to June
- July to August

This division is OISE-specific and applies only to course delivery (i.e. half courses, that are normally offered over the course of a four-month term are compressed into six week 'half' terms, one in May-June and the other July-August). For all other purposes, both 'halves' are still considered to be one term by the University.

FORMS

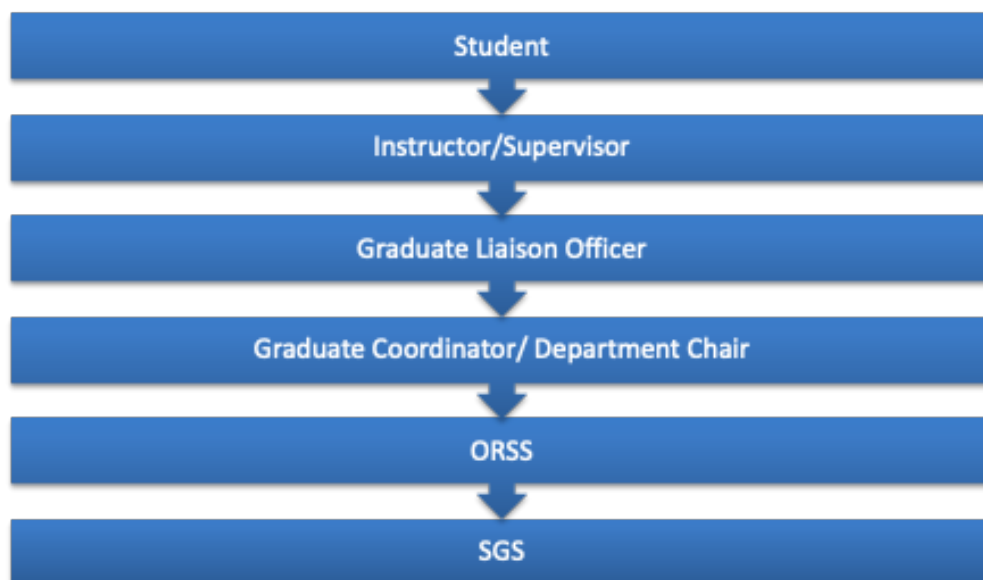
Students can make different request often documented by forms regarding course, registration status and thesis supervision to graduation. Most registrarial forms can be found on the ORSS and SGS websites. OISE students should always start with OISE forms as we typically use very few SGS forms.

When filling out forms make to sure to include COMPLETE information.

- Full Name
- Student Number
- UofT Email
- Degree
- Session: Year - Fall, Winter, Summer
- Session Code: H is noted if half course or Y is noted as Full year course
- Meeting Session: Section Number 101; 102, etc
- Course Weight: 0.5 for Half credit; 1.0 for full course
- Academic Code/Course: ie: SJE5002
- Graduate Unit: SJE

Approval Process

Typically, the approval process for forms follows this pathway:



ORSS Transitioning to 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 the ORSS 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, ORSS forms are provided in a fillable and printable PDF format.

Instructor names and email addresses can be found on the OISE course schedule webpages (if not there, check with the department offering the course).

If prompted for a Department Administrator, please make sure to use this email: SJE Graduate Liaison Officer oise.sjegrad@utoronto.ca

Course Forms

• OISE Course Enrollment Add/Drop

Students will most often take courses within their own program. However, students are also able to take courses outside of SJE within and external to OISE. If the course you are interested in is open to all students, simply enrol in it via ACORN. You can see restrictions on the OISE Course Schedule. If the course is restricted to a particular group, you will need the permission of the instructor to enrol via a course Add/Drop form.

Use the following form for OISE courses within the sessional deadlines (https://www.oise.utoronto.ca/orss/Important_Dates.html); otherwise, use the SGS Course Add/Drop form below.

Enrolling in Courses within OISE – Use ORRS e-form:

- Within the Sessional Deadline can use the OISE form
 - OISE students adding an OISE course within the sessional deadlines: (master's students) (doctoral students)
 - OISE students dropping a course* by the sessional deadline: please use ACORN
 - * Exception: To drop an OISE Individual Reading & Research (IRR) course within the sessional deadline, email your registration specialist using your U of T email address.
- After the Sessional Deadline need SGS Add/Drop Form
 - OISE students adding an OISE course after the sessional deadline: (master's student) (doctoral students)

• Enrolling in Courses outside of OISE – Use SGS form

To take a course outside of OISE, first contact the course instructor and/or the host graduate department to see if you are eligible to take the course and if there is room. Once you obtain permission from the course instructor, complete the SGS Add/Drop form. Once signed by the host instructor and unit, submit this form to SJE GLO office who will have a Graduate Coordinator sign off on the request. Once your home department – SJE – has signed your form, submit it to the host department. If approved, the host department will enrol you directly. Be sure to check your ACORN record to verify you are officially enrolled.

OISE students adding a non-OISE course (find Host Department Administrator info on the department's website or SGS Calendar listing): (master's students) (doctoral students).

- **Enrolling in Courses Outside of U of T**

On rare occasions when a graduate level course required for a student's program is not available at U of T, it may be possible to take said course outside of the University, provided that both U of T and the host institution approve the request. 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.

- **Individual Reading and Research Course Form (IRRC) - Click here for [Form](#)**

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 fill out a form with the instructor's signature and also include a bibliography of the readings.

IRR Course Numbers:

- SJE2998H – Masters students
- SJE 3998H – Doctoral students

OISE maximum allowed IRR courses are as follows: 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 (M.Ed, EdD) are allowed 3 IRR courses. Please also note that the sessional deadlines for IRR courses are different than other courses.

- **Transfer Credit/ Course Exemption - Click here for [Form](#)**

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 max 2 half credit courses transferred. For transfer credits, students must submit the detailed course description in addition to the course number with the form.

Course Exemption: With the approval of the graduate unit and the School of Graduate Studies with approval from faculty advisor or thesis supervisor, students can request an exemption from a specific course requirement permitting the substitution of another course to meet degree requirements. Note: overall course credit requirements for the degree are not reduced.

- **Extension to complete Coursework – Click here for [Form](#)**

When students can not complete course work by the grade submission deadline and they have been granted an extension by the instructor, they can be granted an extra term by filling out this 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 case 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 –Click here for [Form](#)

All students who are requesting special academic consideration based on illness or injury need to have this 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.

REGISTRATION

When an individual pays their fees by the sessional deadline, they officially become a registered University of Toronto student. 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 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 in order to avoid incurring late registration fees and/or becoming financially cancelled (aka "FINCA'd").**

Continuous Registration and Status Change Restrictions

Every graduate program has a specified program length, which represents the expected amount of time it'll 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 the reverse and is allowed only in some programs but there are 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 on the following basis:

Doctoral programs

All doctoral students are required to be continuously registered while some OISE students are not required to be continuously registered. 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.
- Flexible-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

- Full-time master's students undertaking Major Research Paper 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** 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:

- Continuing student who is within the time limit for your degree program.
- Student with no outstanding U of T tuition fees.
- New student: New students are allowed initial registration, however all [conditions of admission must be satisfied](#) before final registration is permitted.

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 ORSS immediately to re-register.

Forms for Reinstatements & Extensions

- **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 at the time of application 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 thesis supervisor.

- **Request for Program Extension Registration:** Click here for [Form](#)

Program extensions can be requested by (1) PhD students who started their program after September 1, 2010; (2) Master's, Flexible-time PhD, and Professional Doctoral students who started their program after September 1, 2011; and (3) currently registered graduate students admitted prior to the aforementioned dates who are applying to be considered for the new program extension arrangements, as outlined below.

In exceptional circumstances, a student who has not completed all the requirements for the degree within the program time limit specified in the degree regulations may be considered for an extension (a maximum of four one-year extensions for doctoral students and a maximum of three one-year extensions for master's students) provided that approval for the request is obtained from the graduate unit. 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.

- **Leave of Absence** - Click here for [OISE form](#)

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.

Students may make application for a leave by completing the [Leave of Absence Request Form](#) and submitting it to their Department for approval and signature, it will then be forwarded to the Registration Specialist at the Registrar's Office for approval.

Students experiencing financial difficulties should first contact the OISE Office of the Registrar and Student Services (ORSS). 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 particular granting agency apply.

Except for parental leave, students are eligible for one leave (up to 3 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.

- **Degree/Program Transfer** - Click here for [Form](#)

This form is required for a transfer from one degree or program to another. 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 M.Ed Students who decide to switch into the M.Ed with Major Research Program (MRP) option. Please check the course requirements for new program when filling in the form.

Major Research Project (MRP) Forms:

- **Program Transfer Form**

You will need to get approval to be registered for M.Ed with MRP program where you will be continuously enrolled in MRP course until completion and course requirement will be reduced from 10 to 8 half courses. See link above for form.

- **MRP Supervision Approval Form** - Click here for [form](#)

This form is to confirm that you have secured a supervisor and research project for your MRP. Supervisor approval and SJE department approval required. Click here for form MRP Completion Form Once your MRP has been completed your supervisor will need to complete this form and submit it to SJE GLO office for processing with ORSS.

- **MRP Completion Form** - Click here for [form](#)

MRP Supervisor will complete and submit to GLO for SJE departmental signature.

MA Students Research Supervision and Completion Forms

- **OISE Thesis Guidelines** - Masters and Doctoral ([pdf document](#))

- **Thesis Supervision Approval Form & Thesis Proposal Abstract Form** Click here for [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 his/her acceptance to serve on the committee by his/her signature
- If a nominee is not a member of U of T, 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 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.

-
- **MA Students - Recommendation for Master's Degree** - [Click here for form](#)

When thesis has been successfully defended your supervisor will fill out this form to SJE GLO 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 M.Ed students only

There is now an [online version for this form](#) that you will need to check on ORSS Sessional deadlines to meet Convocation timelines.

Doctoral Students Requirements

- **SJE Annual Progress Report:** Click here for [form](#)

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 oise.sjegrad@utoronto.ca by once a year. Please keep a copy for your records and also 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 following milestones:

- Coursework completed - Check ACORN and confirmed by Registrar
- Comp Exam passed (PhD)/ Practicum completed (Ed.D)- Credit processed by the Registrar
- Formed full Thesis Committee (Supervisor + 2 Members GFM) and form submitted to Registrar
- Thesis Proposal approved by Thesis Committee (includes abstract and working title)
- Ethic Review completed (required if thesis research involved human subjects)

Once these milestones are achieved, students are nominated by SJE to SGS and become PhD candidates. This stage is colloquially known as "ABD" (all-but-dissertation).

The time limit to achieve candidacy is set by the School 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 in order 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.

- **Request for Extension to Achieve Candidacy** - Click here for [form](#)

Under extraordinary circumstances, if you are not able to achieve Candidacy within the timeline you can request an extension for up to 3 terms.

This is the one process ORSS is not involved in processing. This request will go directly to SGS from the SJE GLO office.

- **Comprehensive Exam “Comps” – Requirements and Completion for PhD students**

[Click here for Guidelines and Completion form](#)

Doctoral Comprehensive Examinations (or Comprehensive Requirements) typically take place after the completion of your course requirements and before your thesis proposal. The precise timeline should be determined in consultation with your advisor/thesis supervisor as it can vary by program.

The purpose of the comprehensive examination is to evaluate a student's knowledge and skills in an area of social justice education and to confirm her/his readiness to write a thesis in that area. Comprehensive examinations are to be evaluated by a committee of at least two (2) faculty members, one of whom must be a member of the SJE Department. The committee is specific to each student, and is composed of any faculty member willing to supervise the comprehensive examination and a second faculty member who sits as a member of the committee. Students are encouraged to take, as part of their normal load in their last term of course work, one half-course focused on the substantive area on which they will be examined.

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 Comp exam, they will submit a Comp Pass Memo to SJE GLO.

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

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- **OISE Thesis Guidelines** - Masters and Doctoral (pdf document)
 - **Thesis Supervision Approval Form & Thesis Proposal Abstract Form** : [Click here for form](#)

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.

NOTE: Only three members of the Supervisory Committee may vote at a doctoral Final Oral Examination.

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 Ph.D. students have an approved thesis topic, supervisor/Supervisory Committee, and submit the Thesis Supervision Approval Form by the end of the second year.

- **Program Extension Form** - [Click on ORSS Website for appropriate form](#)

As stated earlier, in exceptional circumstances, a student who has not completed all the requirements for the degree within the program time limit specified in the degree regulations may be considered for an extension (a maximum of four one-year extensions for doctoral students and a maximum of three one-year extensions for master's students) provided that approval for the request is obtained from the graduate unit. 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.

- **Doctoral Final Oral Exam Nomination Form** - [Click here for form](#)

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 Office of the Registrar and Student Services (ORSS) a minimum of 8 weeks prior to the FOE*** (10 required for exams booked between Jan – Feb 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

https://www.oise.utoronto.ca/orss/Finishing_up_Graduation/index.html

- OISE Thesis Guidelines - Masters and Doctoral ([pdf document](#))
- OISE Doctoral Final Oral Exam Guidelines ([pdf document](#)).
- SGS Guidelines for the Doctoral Final Oral Examination ([pdf document](#))

SGS Supervision Guidelines

<https://www.sgs.utoronto.ca/resources-supports/supervision-guidelines/>

[Student Edition](#)

[Reference guide for students](#)

[Supervision tip sheet](#)

APPEALS

Please review information about academic appeals, including deadlines to initiate them, from the [School of Graduate Studies](#).

[Notice of appeal to the Graduate Department Academic Appeals Committee \(GDAAC\).](#)

[Notice of appeal to the Graduate Academic Appeals Board \(GAAB\).](#)



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.

In order to be more visible in the research community you may become a member of organizations such as the Community of Science and PapersInvited.com to find academic journals and opportunities relevant to you. As a U of T student, you will also have the opportunity to study from a different university, city, or country.

Teaching Assistantships

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

Graduate Assistantships / Research & Development Graduate Assistantships

Opportunities 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.



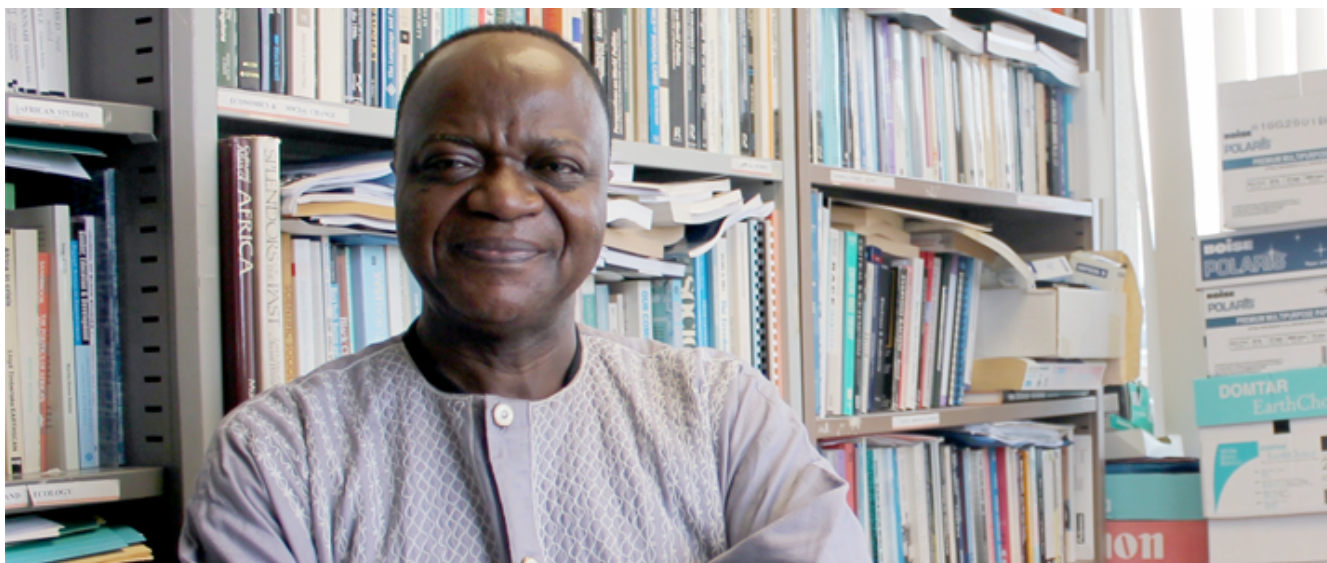
ACADEMIC OPPORTUNITIES

Conferences

Attending conferences in your field is a great way to find out about the latest research that has been developed in your field of expertise. It is also a good opportunity to meet and mingle with other researchers. Actually, presenting a paper or a poster at a conference should strengthen your CV as well as your funding prospects. See the Financial Matters section of the SJE Handbook for more information on Conference Funding opportunities.

Letterhead

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



ACADEMIC SUPPORTS

There are many academic resources on campus that help students improve their reading, writing, and problem-solving 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).

Writing Support at the University of Toronto

The University of Toronto expects its students to write well, and it provides a number of resources to help them. This website provides links and information to books on writing, advice for writing and writing courses and resources available at U of T.

<http://www.writing.utoronto.ca/>

Graduate Centre for Academic Communication

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. While the workshops function on a drop-in basis, writing centre consultations require an appointment, and courses and writing intensives require registration.

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 OSSC 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).

GET INVOLVED

During the year, there are a number of workshops, conferences, and social gatherings sponsored by the department, OISE Student Services, SJE Student Caucus, etc. There are a number of ways you can find out about these events:

- Check your email regularly, including emails from the Department, OISE Student Services and the SJE Student Caucus
- 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](#)

SJE Department Communications

Bulletin Announcements

The Bulletin boards are located inside and outside the Department in order 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.

GET INVOLVED

SJE COUNCIL AND STUDENT CAUCUS

SJE COUNCIL

The Department of Social Justice Education is organized around the SJE Council, the department's highest decision-making entity. 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 (M.Ed., M.A., Ph.D. fulltime, Ph.D. flextime, and Ed.D.). 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 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 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. A unique feature of the department is its ability to provide students with an effective voice in departmental procedures and policy-making.

The SJE Caucus can be found in OISE, room 12-2 or on

https://www.oise.utoronto.ca/sje/Student_Resources/SJE_Student_Association.html

GET INVOLVED

OISE Indigenous Education Network (IEN)

The IEN is a self-determining organization founded within OISE in 1989 by Aboriginal students. It provides an Aboriginal presence at OISE and a forum for discussion on issues relating to Aboriginal education and research. The IEN includes an Aboriginal Student Caucus, which is a peer support group providing direction to the IEN. Co-chairs representing both faculty and students lead the IEN.

- Location: 252 Bloor Street West, Room 5-180
- Phone: 416-978-0732
- Website: <http://www.oise.utoronto.ca/research/ien/>

OISE International Students' Association (ISA)

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.

- Location: 252 Bloor Street West, Room 8-107
- Phone: 416-978-2423
- E-mail: isa@oise.utoronto.ca

University of Toronto Student Life

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

- Website: <https://www.studentlife.utoronto.ca>

FINANCIAL MATTERS

STUDENT FINANCIAL SUPPORT



The Ontario Institute for Studies in Education of the University of Toronto offers a number of financial assistances to support full-time graduate studies. This includes conference funding, Guaranteed Minimum Funding Package, Doctoral Thesis Completion Grant, Graduate Assistantships, bursaries, OSAP, etc. For more detailed information about financial support, please refer to the current [OISE/UT Bulletin](#), or visit the [Student Services website](#).

FINANCIAL MATTERS

Guaranteed Minimum Funding Package

OISE provides guaranteed funding packages to full-time graduate students in the Ph.D. and non-professional MA programs. Detailed information on Guaranteed Funding for these specific students is available at the following [website](#).

To be eligible for guaranteed funding, you must be a Ph.D. student in Years 1 to 4 of your program, or a full-time student in year 1 of a non-professional M.A. program. In other words, your Masters program should be an option which actually does not prepare you for a teacher certification.

Based on this information, even if you think that you do qualify for the guaranteed minimum funding package, it is important to check out what would make you ineligible to receive the funding package. In addition, international students have the same eligibility as domestic students unless their programs are covered by negotiated agreements with international agencies or foreign governments. Finally, flexible time PhD students are not eligible for this funding.

Actually, all students in the funded cohort will fall into one of four categories: Core Package, Scholarship Package, Combined Research Fellowship/Graduate Assistantship Package, and Major Research Assistantship Package. In addition, the only difference between these four categories is how the funding package is comprised. In any case, all students in the funded cohort are entitled to the graduate funding no matter what category they move into. Finally, it is important to mention that this funding covers tuition fees for the period of September to August of each academic year.

Research and Development Graduate Assistantships (R&D GAs)

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 from 113 to 133 hours of work per term.

In order to hold a 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 either if you also hold a TEPA/TA/SRI or hold a major external scholarship at the time.

There are a limited number of R&D Graduate Assistantships available each academic year. In addition, information on the jobs available can be found at the [following link](#).

FINANCIAL MATTERS



R&D Graduate Assistantship

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 from 113 to 133 hours of work per term.

In order to hold a 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 either if you also hold a TEPA/TA/SRI or hold a major external scholarship at the time.

In order to apply for a R&D GA, you need to e-mail a covering letter and a brief CV to oise.gradfinasst@utoronto.ca by the deadline date stated on the job posting. Please have in mind that the job number and your student number also need to be in your covering letter. While applying for multiple R&D GA positions, please make sure that you include a covering letter for each job that you are applying for.

For more information on R & D Graduate Assistantship please visit the following webpage.

Any questions or concerns in regard to the R&D GA's should be directed to:

CUPE 3907
OISE: Room 8-104 (8th floor)
416-978-2403
<http://3907.cupe.ca/>
email: cupe3907@gmail.com
(Office hours are posted on the door)

For more information on R & D GA's, please email oise.gradfinasst@utoronto.ca.

FINANCIAL MATTERS



OISE Graduate Assistantships (GAs)

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 in order to be considered for a GA. Currently, a Graduate Assistantship accounts for CDN\$ 11,876 for two terms. In fact, this remuneration also implies that you will have to work approximately 10 hours per week – approximately between 113 and 133 hours per term.

Each student also receives \$250 (\$550 for international students) per year in lieu of benefits. If you are international student with dependents, you may obtain an additional \$150 if you provide proof of dependents. For more details on this detail, please contact Ms. Wendy Mauzeroll at the Dean's Office.

Masters students are eligible to apply for a GA in the first 2 years of their program with the exception of year two of MA programs (ICS MA and MT).

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, they must apply for the 5th year. However, you need to be registered full-time in order to hold a GA position.

For more information on Graduate Assistantship please visit the following [webpage](#).

Any questions or concerns in regard to the Graduate Assistanship should be directed to:

CUPE 3907
OISE: Room 8-104 (8th floor)
416-978-2403
<http://3907.cupe.ca/>
email: cupe3907@gmail.com
(Office hours are posted on the door)

For more information on R & D GA's, please email oise.gradfinasst@utoronto.ca.

FINANCIAL MATTERS

CONFERENCE FUNDING

In addition, conference costs may be reimbursed through the Dean's Office, GSA, and other funding agencies. You should consult with associations directly, and inquire about any funds that they may have to support you.

DEAN'S OFFICE CONFERENCE FUNDING

You should be registered as an OISE graduate student in order to receive a conference grant every calendar year. There are two calls for applications annually available for graduate students, you can either apply for the call in regard to conferences taking place between May 1 and October 31 or for those happening between November 1 and April 30.

This grant should be used to reimburse essential expenses such as transportation, lodging and conference registration fees. In addition, 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, in order to get this money for your academic presentation, conferences need to be far from OISE at least 100 kilometers.

Before going to a conference abroad, you should contact your department's graduate liaison in order to register with the Safety Abroad Office. Please also visit the [website](#) for information on University guidelines for international travel, and to sign up for a Pre-Departure Orientation Workshop.

In order to get reimbursed for your travel expenses, you should apply online prior to the conference and during the period stipulated in the call for applications:

- A completed Graduate Students' Application for Student Travel Funds form
- Documentation indicating the type of participation at the conference; and
- A completed Expense Report form together with original receipts for the amount to be claimed. Please have in mind that this form needs to be signed not only by you but also by your supervisor. In the case of claim for airfare reimbursement, the original boarding passes need to be submitted as well.

* For up to date information, please refer to the Dean's Office website at: https://www.oise.utoronto.ca/oise/Current_Students/DO_Conf_Fund.html

FINANCIAL MATTERS

CONFERENCE FUNDING

OISE GSA CONFERENCE FUNDING

Graduate students at OISE are 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 a pre-approval confirmation prior to your participation in the conference of your interest. However, in order 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 are able to claim from this funding program depends on how far the conference from Toronto. If the conference is located between 0 to 50 kilometers from Toronto, you can get up to CDN\$ 60.00. If you are presenting in a conference is in between 51 to 500 kilometers from OISE, you can get up to CDN\$ 100.00. If the distance is from 501 to 999 kilometers, you are able to get CDN\$ 130.00. In addition, in the case the conference you are presenting at is inside North America with the exception of Hawaii and it 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 of Travel Grants:

- **Departmental Funding:** These funds are available to students who present or attend a conference. They actually range from \$50 - \$100 (approximately). Please see your department GSA representative for more information on this grant.
- **SGS Conference Grant:** These grants are available for students to present in 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, please go to the [webpage](#)
- **Note:** There are a few possibilities of travel grants focused on 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.

FINANCIAL MATTERS



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, in order 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.

For more information on the TEPA positions, please go to:

Financial Aid and Advising

sgs.financial.assistance@utoronto.ca

(416) 978-2839



FINANCIAL MATTERS

AWARDS

SSHRC

Doctoral Awards* offered by the Social Sciences and Humanities Research Council of Canada are available to Canadian citizens or permanent residents of Canada living in the country at the time of application. The value of an SSHRC doctoral fellowship is CDN\$20,000 per annum for the first four years of doctoral studies. In fact, some students may even be able to get CDN\$35,000 annually under the Joseph-Armand Bombardier Canada Graduate Scholarships Program up to the first four years of doctoral studies as well.

If you get a SSHRC in your first year of doctoral studies, you will receive it for your first 4 years of study. However, if you do not get a SSHRC in your first year, you may reapply because you may be eligible to get an SSHRC up to your first four years of doctoral studies. The link below has details on all the documents that you will need to gather for this application:
http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/tips-astuces/doctoral_awards-bourses_de_doctorat-eng.aspx#a1

By getting ready to apply for this funding, you can also get detailed information on the eligibility for this funding as well as on the terms and conditions of the award directly on the SSHRC website at <http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/doct-oral-doctorat-eng.aspx#a5>.

If you are a Masters Student (MA, MEd, et cetera), you are eligible for Masters SSHRC awards in the first two years of your program. In fact, the deadline for the Masters SSHRC is set by the department, and it is usually in late November.

Note: Every year, the U of T 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.

FINANCIAL MATTERS

AWARDS

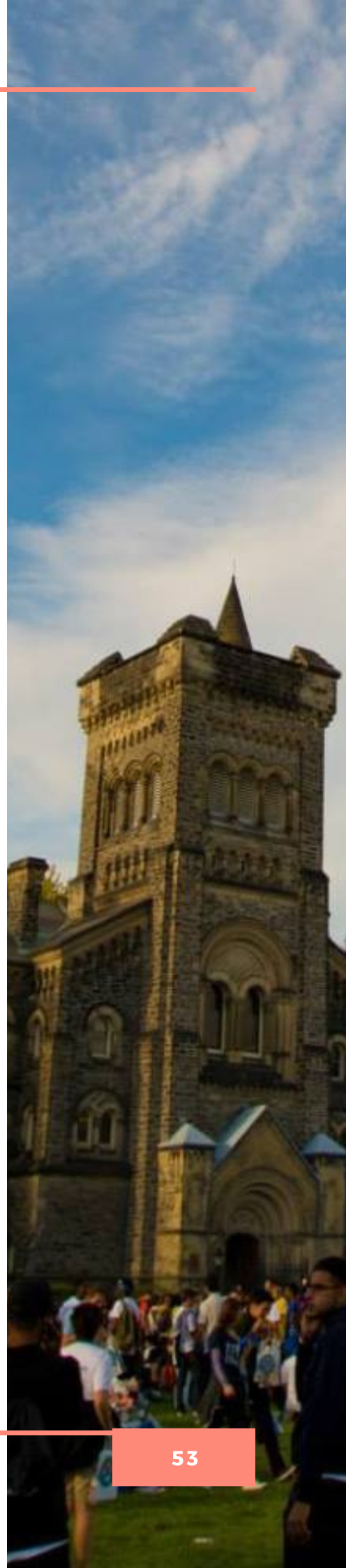
ONTARIO GRADUATE SCHOLARSHIP PROGRAM (OGS)

Ontario Graduate Scholarships are available to students with a high level of academic achievement, and international students are eligible for this scholarship as well.

Currently, the value of the OGS program is CDN\$15,000 for three consecutive terms. However, OGS awards are not automatically renewed, so you must submit a new application each year in order to be able to be awarded the scholarship. Here it is also important to mention that, if you are a doctoral student, you are able to apply for an OGS, and be eligible to receive the OGS funding up to sixth years of your studies or more. If you are a Masters student, you can receive OGS funding for the first two years your studies or more. In order to be eligible for OGS, you have to 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 over CDN\$ 10,000 as long they are not governmentally funded.

You must submit an OGS application from your department at OISE using the U of T School of Graduate Studies centralized online OGS application. In fact, the deadline for the OGS application in our department is usually in early January. For more information on OGS, please visit the U of T OGS website which is <http://www.sgs.utoronto.ca/currentstudents/Pages/Ontario-Graduate-Scholarship.aspx>.



STUDENT LOANS AND BURSARIES

Ontario Student Assistance Program (OSAP)

The Ontario Student Assistance Program is in place to supplement the financial resources of students and their families in order 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. In fact, 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 an Emergency Loan, which is short-term, interest-free. In order to be able to get this loan, you must demonstrate that the need was unanticipated and that you have the ability to 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 Advance 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 at 315 Bloor St. W. to fill out an application. If you wish to learn more about this program, please go to <http://www.adm.utoronto.ca/financial-aid/u-of-t-advance-planning-for-students-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 qualify 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). In order 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 as well.

For detailed information on deadlines, amount of awards available, eligibility criteria and terms and conditions of the awards, visit their website: http://www.oise.utoronto.ca/ss/Financial_Aid_Awards/The_OISE_Bursary_Program/index.html

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 degree 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. International students studying on a part time basis are NOT eligible to work on Campus – please see the Government of Canada website for rules and regulations.

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://clnx.utoronto.ca>

GRANTS

Doctoral Thesis Completion Grant

This grant was designed to support full-time Ph.D. students for two years after their minimum funding package ends. Please also note that the criteria and process in which this grant is offered varies between departments inside OISE. In order to be eligible for this grant at our department, you need to have completed your comprehensive exam, have your thesis proposal approved by the members of your committee and, finally, have written at least one chapter of your doctoral thesis.

An application must be completed for you to receive this grant. In order to receive this grant, you need to submit an updated CV, and also get your supervisor to send an e-mail to the department's liaison in order to confirm that at least one chapter of your thesis has been written already.

The value of this award is determined by the graduate unit, and it may not be the same for every student. In fact, you must be registered to receive award payments, and will not receive any payments once your degree requirements are completed. In addition, if you withdraw mid-session, you are expected to return any award funds received in that session. Finally, this award is offered in two installments for the year (September and January), and these installments are also applied to any outstanding fees at the time of processing.

Please view the Student Services website regularly for the most updated information on this grant: [http://www.oise.utoronto.ca/oise/Current_Students/Graduate_Student_Funding/Academic_Activity_Support/Doctoral_Completion_Award_\(DCA\).html](http://www.oise.utoronto.ca/oise/Current_Students/Graduate_Student_Funding/Academic_Activity_Support/Doctoral_Completion_Award_(DCA).html)

GRANTS

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.

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 as a result of taking an approved parental leave of absence at the time of birth or adoption in order to provide full-time care during the child's first year or the first year the child comes into care (see 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 instalment 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 supplemental university funding the student may have available.

To get 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 problems don't get out of control. Financial Advising can help relieve your stress and assist you with planning for your studies. Our 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.



LIBRARY & TECHNICAL SUPPORTS

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 on library services, you can visit the library, call, email or visit its website.

- Location: 252 Bloor Street West, ground floor
- Tel: 416-978-1860
- Email: askeloise@utoronto.ca
- Website: <http://oise.library.utoronto.ca/>

OISE LIBRARY

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.

Technology

The OISE library provides the following services:

- Laptops, mobile chargers, headphones and adaptors day loans
- Copying, scanning and printing

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 at 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 Carrel and Lockers

You may apply for a carrel and/or book a locker at the Robarts Research library for the academic year. Books can be signed out to your carrel between September and May. You can apply for a carrel at Robarts by reading the instructions and filling out an application form.

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: <http://www.oise.utoronto.ca/ec/Home/index.html>.

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 http://www.oise.utoronto.ca/ec/Home/Workshops_Events/index.htm

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, FileMaker, 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: <http://www.oise.utoronto.ca/ec/Home/index.html>.

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: http://www.oise.utoronto.ca/ec/Home/Workshops_Events/index.html

The Help Desk

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.

SJE COMPUTER LAB

The SJE computer lab 12-235 is provided for the academic use of SJE students, faculty and staff only. Non-academic activities such as email and web surfing are permitted, but only during non-peak hours. We operate this lab on a first come, first serve basis.

Please be considerate and have any conversations as quietly as possible in the labs.

Printing

All SJE students, staff, and faculty are welcome to print on the student lab printer with the condition that they supply their own paper. It is important to activate and regularly check this account.

Software, Hardware, and Data

Unauthorized personnel should not install additional software on any of the student lab computers without the explicit permission from the departmental Business Officer, Varun Malik.

Tampering, relocating, or removal of computer equipment is prohibited.

Do Not Store Any Data on the Computers

All student lab computers are 'cleaned up' on a regular basis. This means that the software and any data that resides on the computer will be erased and software reinstalled. Therefore, any data that is stored on the computer may be erased without notice.

Note: The Education Commons computer labs (3-320) located on the 3rd floor of OISE/UT allow OISE members to access Macintosh, Windows workstations running productivity, research tools, and curriculum software plus multimedia peripherals and cost recovery laser printing. The area has 6 bookable classrooms and a Drop-In area that is available 24 hours a day.





SPACE

OISE

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 floor).

The OISE building is monitored by Security Management Service 24/7 in co-operation with the University of Toronto Police. The building is open Monday to Friday from 7:00am to 11:00pm, and on Saturdays, Sundays, and Holidays from 9:00am to 9:00pm. 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.

SPACE

TTC

The building is also accessible through the St. George TTC Station, with a direct entrance and accessible ramp to OISE through the Bedford Exit.

Additional information and contacts

- OISE Building Security (for any emergency after hours, eg. locked classrooms, locked offices, personal emergencies, escorts to parking, etc.)
Tel: 416-978-3636
- First Aid Stations are located:
 - Course Level, Room C-171
 - 12th Floor Kitchenette, Room 12-109
 - 5th Floor, Room 5-103
- Sexual Violence Prevention and Support Centre
Tel: 416-978-2266
Website: <https://www.svpscentre.utoronto.ca>
- Campus Status and information on building closures due to snow or weather
Tel: 416-978-7669
Website: <https://www.utoronto.ca/campus-status>
- Campus Safety
Website: <https://safety.utoronto.ca/>
- OISE Emergency and Response Guidelines
https://www.oise.utoronto.ca/cao/OISE_Emergency_Response_and_Guidelines.htm

SJE DEPARTMENT

Department keys

The department is locked after office hours on weekdays and on weekends. Keys are issued to students for the offices in which their desks are located. The same key may be used to open the main department door after office hours. Requests for keys go to the Departmental Business Officer. There is a deposit of \$50.00 which will be refunded upon return of a key.

Desk and lockers

The Department allocates student desks and lockers late in September every year. There is a deposit of \$50.00 which will be refunded upon return of a key. For inquiries and requests for desks and lockers, please send your email to the SJE Business Officer, Varun Malik: va.malik@utoronto.ca

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.

Room bookings

The SJE Seminar Room is available for booking for members of the department. The binder for room booking is kept in front of the faculty mailboxes in the SJE lounge on the 12th floor. For room booking elsewhere in the building, please see the Graduate Student Liaison Officer who liaises with Space Management.

Mail

Student mail folders and faculty mailboxes are located at the front of the Department near the photocopier/printer.

Refrigerator and microwave

These are located in the department. There is an additional microwave located in the 12th floor kitchenette, outside the department. 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

Wireless is available throughout the campus and at Use your UTORid to logon.



STUDENT RESOURCES & SUPPORTS

OISE STUDENT SERVICES

| CENTRE | DESCRIPTION |
|--|--|
| OFFICE OF THE REGISTRAR & STUDENT SERVICES location: OISE room 8-225 email: admission.oise@utoronto.ca website: https://www.oise.utoronto.ca/orss/ | 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 coordinate special services to 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 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. |

CENTRE**DESCRIPTION****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/orss/Accessibility_Services_and_Academic_Accommodations.html

The Office of the Registrar and Student Services 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.

STUDENT RESOURCES & SUPPORTS

UNIVERSITY OF TORONTO SERVICES

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 among 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 format 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:

<http://www.accessibility.utoronto.ca/index.htm>

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 resource

Website: <http://http://clnx.utoronto.ca>

Gradlife

The aim of Gradlife is to focus on the transition issues of graduate students on the St. George Campus, which 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 Aboriginal issues, and health and wellness.

Location: 214 College Street, Koffler

Student Services Centre Tel: (416) 946-0148

Website:

<http://www.studentlife.utoronto.ca/Student-Resources/grads.htm>

STUDENT RESOURCES & SUPPORTS

UNIVERSITY OF TORONTO SERVICES

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 included 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. Staffs are available to share their knowledge from issues such as crossing cultures and opportunities abroad, to tips on how to flourish in Canadian society.

Location: 33 St. George Street
Phone: 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 University of Toronto represents over 15,000 students studying in over 70 departments. For many years this union has advocated for increased student representation, 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 RESOURCES & SUPPORTS

UNIVERSITY OF TORONTO SERVICES

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 the 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 child care, elder care, and programs in the community for families. Workshops and discussion groups on child care, 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 the 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 Metropass on to 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 Metropass and present it upon request by TTC staff. They can be purchased at Sherbourne Station.

Tokens are available for sale at the UTSU Front Desk, \$15.00 for 5 tokens. The UTSU office is located at 12 Hart House Circle, Toronto, ON, M5S 3J9.
Tel: 416-978-4911
Email: frontdesk@sac.utoronto.ca
Website: www.utsu.ca

STUDENT RESOURCES & SUPPORTS

UNIVERSITY OF TORONTO SERVICES

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/>

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 provides 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 computers 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/>

STUDENT RESOURCES & SUPPORTS

UNIVERSITY OF TORONTO OFFICES & CENTRES

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 that is free of discrimination and harassment based on race, ancestry, place of origin, colour, ethnic origin, citizenship and/or creed (faith) and 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: <http://antiracism.utoronto.ca/>

Accessibility for Ontarians with Disabilities Act (AODA) Office

The Accessibility for Ontarians with Disabilities Act (AODA) is a piece of legislation in the Province of 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: <http://aoda.hrandequity.utoronto.ca/>

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. The facilities and programs accommodate a wide variety of spiritual and faith-based practices and encourage interfaith dialogue and spiritual development as part of the learning experience for all students.

Location: 569 Spadina Avenue
Tel: 416-946-3120
Web: <https://www.studentlife.utoronto.ca/mf/>

Students for Barrier Free Access

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

<http://uoftsba.com/>

STUDENT RESOURCES & SUPPORTS

UNIVERSITY OF TORONTO OFFICES & CENTRES

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.

Established as part of the University of Toronto's Action Plan on Preventing and Responding to Sexual Violence, the Centre has locations on each campus to help students, staff and faculty who have been affected by sexual violence or sexual harassment access support, services and accommodations.

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: sypscentre@utoronto.ca

Website: www.sypscentre.utoronto.ca

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:

<https://www.studentlife.utoronto.ca/ccp>

HEALTH AND WELLNESS



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 auspices of the Department of Athletics and Recreation (416-978-7376).

All students need health insurance coverage (e.g., OHIP, other provincial plans, CIDA, Commonwealth, UHIP, or other private insurance plan). Students with no health insurance are responsible for health care costs of visits, lab work, etc. The University Health Insurance Plan (UHIP) is compulsory for international students. Please contact the International Student Centre (see below) for UHIP information.

Location: University Health Services, Koffler Student Services Centre, 214 College St.

Medical Clinic: 416-978-8030

Psychiatric Clinic: 416-978-8070

Sports Injury: 416-978-7376

Website: <http://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 the Ontario Health Insurance Plan (OHIP). UHIP is also compulsory for all eligible dependents, including a partner, spouse and/or children. Pick up HUIP cards as soon as possible at the International Student Centre (ISC). Family coverage must be purchased at the ISC within 30 days of arrival to Canada. For more information, please visit the ISC website at:

<http://www.cie.utoronto.ca/coming/uhip.htm>, or call the U of T UHIP office at 416-978-0290.

For direct inquiry on UHIP, contact: 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, or check their website at www.uhip.ca. GSU Supplementary Health and Dental Insurance Plan

Note: In addition to provincial or UHIP health insurance, 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 registered students are automatically covered.

HEALTH AND WELLNESS



GSU Supplementary Health and Dental Insurance Plan

In addition to provincial or UHIP health insurance, 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 registered students are automatically covered. 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 or the Health Service office on campus, or at the website: <https://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 further information about this coverage, please check the GSU website (Health Insurance) at <https://utgsu.ca/health-and-dental/benefits/>, or call GSU Health Insurance at: 416-978-8465.

U of T's Sport and Recreation facilities and Hart House Fitness Centre

During the Fall and Winter term, 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 payment of 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.

HEALTH AND WELLNESS

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 will offer brief counselling services tailored to the challenges presented by graduate-level university life. The focus of counselling is on strengths, resiliency, and skills-building.

<http://www.sgs.utoronto.ca/currentstudents/Pages/Graduate-Counselling-Services.aspx>

OISE Counselling Services

OISE's Student Success Counsellor will work with you to manage challenges and minimize disruptions to your personal well-being and academic success. OISE students are welcome to meet with the counsellor, confidentially and one-on-one, to explore concerns, assess obstacles to academic success, and collaborate to develop support plans and strategies.

https://www.oise.utoronto.ca/orss/Counselling_Services.html

Good 2 Talk

Good 2 Talk 1-866-925-5454 is a phone line for post secondary students

Talk 4 Healing

Talk 4 Healing is a culturally grounded, fully confidential helpline for Indigenous women available in 14 languages all across Ontario. Women can phone 1-855-554-HEAL and the website has a live chat function: <https://www.talk4healing.com/>. Talk 4 Healing is a culturally grounded, fully confidential helpline for Indigenous women available in 14 languages all across Ontario. Women can phone 1-855-554-HEAL and the website has a live chat function: <https://www.talk4healing.com/>

My SSP (Student Support Program)

My SSP (Student Support Program) is a new service for international students. It is similar to Good2Talk but designed specifically for international students and available in multiple language formats for students in personal difficulty who need someone to speak to. An app is available for download at www.keepmesafe.org, and students can phone 1-844-451-9700 or 416-380-6578. Languages include English, French, Korean, Arabic, Spanish, Mandarin, Cantonese. They can accommodate 60+ languages/cultures.

CONTACT US

Address

Department of Social Justice Education
Ontario Institute for Studies in Education
12th Floor, 252 Bloor Street West
Toronto, Ontario M5S 1V6
www.oise.utoronto.ca/sje

Office hours

Monday to Friday: 9:00 am - 5:00 pm
Summer Hours (July 1 to Labour Day): 9:00 am - 4:30 pm

Administration

Njoki Wane, Chair

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416-978-0426
njoki.wane@utoronto.ca

Diane Farmer, Associate Chair

Office: 6-111
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diane.farmer@utoronto.ca

Miglena Todorova, Graduate Coordinator (until Dec 2020)

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Tanya Titchkosky, Graduate Coordinator (from January 2021)

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Moni Kim, Graduate Liaison Officer

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