



LaurentianUniversity
Université**Laurentienne**

Faculty of Graduate Studies

Graduate Student Guide

Welcome to the Faculty of Graduate Studies!

In this guide you will find the resources required to guide you through your journey as a graduate student. Here you will find pertinent information on how to plan your academic career, scholarship opportunities, teaching assistantships, graduate coordinators, tuition and enrollment, student services, and defence procedures. If you have any questions, please contact us at 1.705.675.1151 ext. 3207 or via email at graduatestudies@laurentian.ca.

The Faculty of Graduate Studies takes pride in ensuring that all graduate students are prepared and are successful in reaching their goals!



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1. Introduction

1.1 Faculty of Graduate Studies Overview

The Faculty of Graduate Studies supports every aspect of the Laurentian University graduate student experience. This includes, but is not limited to: funding (such as GTA and travel grants), scholarships, professional and personal development, academic record upkeep in coordination with the Registrar's office, orientation, and much more.

Please see [our webpage](#) for more information.

1.2 Role of Graduate Coordinators

Each program appoints a Graduate Coordinator who acts as the liaison between that specific program and the Faculty of Graduate Studies. The Graduate Coordinator is the contact for graduate students for matters specific to their program. Please refer to the [Graduate Coordinators List](#).

1.3 Important Dates & Deadlines

For the most up-to-date information on academic deadlines, course registration, and other key dates, visit the [Important Dates page](#) on the Laurentian University website.

2. Academic Policies & Student Responsibilities

2.1 Registration, Planning & University Resources

Successfully navigating your graduate studies begins with understanding the key online tools and registration requirements at Laurentian University.

Your Central Hub: [myLaurentian Hub](#) is your primary online portal. You will log into the Hub to access essential services, including student email, course information (via D2L/Brightspace), financial details, and the Self-Service menu.

Navigating Laurentian: Especially for new students, the [Navigate Laurentian orientation](#) webpage is an excellent starting point. It offers guides and resources to help you understand university processes, find support services, and familiarize yourself with campus systems.

Course Planning & Registration:

1. To begin your Laurentian graduate studies course registration, activate your account at my.laurentian.ca/start.
2. Log in to my.laurentian.ca and use the "Self-Service" platform. Navigate to "Student Planning" to review degree requirements ("View my progress") and search for courses that fulfill them.
3. Plan your schedule by adding sections, then finalize by clicking "Register". Courses are accessed via D2L after registration.

For a detailed walkthrough, consult the [full registration guide](#).

Note: For maintaining the active status you MUST be registered in every term.

2.2 Ontario Visiting Graduate Student (OVGS) Program

The Ontario Visiting Graduate Student (OVGS) Program allows graduate students from an Ontario university to take courses at another Ontario institution without transferring credits or paying additional fees at the host university.

How to Apply:

1. Submit a written request to your Graduate Coordinator (not Chair/Director) with a course description from the host university.
2. The Graduate Coordinator will determine the equivalent Laurentian University course.
3. Complete the [OVGS Application Form](#) and obtain approval from the Graduate Coordinator and the Faculty of Graduate Studies.
4. Once approved, the Faculty of Graduate Studies will send the form to the host university for final approval.
5. After completion of the course, request the host university's Registrar to send your final grade to Laurentian.

Note: You must be an active Laurentian University student to participate in OVGS.

For full details and application forms, visit: OVGS [Information](#) & [Procedures](#).

Timeline: In order to process in a timely manner, all forms should be in the possession of the Faculty of Graduate Studies before the 1st day of class of every term. Please check Important Dates on the Laurentian University website.

2.3 Working While Attending as a Full-Time Student

Laurentian University and the Faculty of Graduate Studies recognize that students may seek employment for financial reasons. However, it is essential to prioritize your academic responsibilities.

- **Academic Prioritization:** Your graduate program should be your primary focus. External employment, whether full-time or part-time, must not interfere with your coursework, research, or academic progress.
- **No Special Considerations:** The university does not monitor students' financial needs or employment situations. Work commitments will not be accepted as valid reasons for missing classes, failing to meet deadlines, or falling behind in your program timeline.
- **Balancing Work and Studies:** Students are encouraged to carefully assess their workload before taking on additional employment. Managing time effectively is crucial to ensure that work obligations do not negatively impact academic performance. If you are struggling to balance both, consider discussing time management strategies with your academic advisor or supervisor.

2.4 Maximum Time Limits for Program Completion

Graduate students must complete their program within the maximum time allowed. Individual programs may have specific regulations—consult your Graduate Coordinator for details.

Maximum Time to Completion:

- Master's (Full-Time): 4 years
- Master's (Part-Time): 6 years (MBA: up to 8 years)
- PhD (Full-Time): 6 years
- PhD (Part-Time): 8 years

A student who starts Full Time would follow Full Time limits; once they switch to Part Time, the remaining Part Time terms would be pro-rated, based on the time already "used up" as a Full Time student, when one would have expected "x" amount of work to have been completed.

2.5 Responsible Use of Artificial Intelligence (AI)

Laurentian University acknowledges the growing role of Artificial Intelligence (AI) tools in academic research. While these tools can offer valuable assistance, graduate students are

reminded that their use must align with the core principles of academic integrity, originality, and ethical conduct.

The Ontario Council on Graduate Studies (OCGS) has provided "[Artificial Intelligence: Considerations for Graduate Research](#)" as guidance for the Ontario graduate community. This document emphasizes that AI should be used as a tool to support or enhance research, not to replace the researcher's critical engagement, unique contribution, or accountability for their work.

3. Leaves, Status Changes, and Appeals

3.1 Inactive Status for Thesis-Based Programs

Students may request inactive status for exceptional reasons (e.g., medical, parental, educational).

This allows them to pause their studies temporarily:

- Full-time students: Up to two terms
- Part-time students: Up to three terms

Approval is required from the Graduate Coordinator and the Faculty of Graduate Studies. A fee applies unless inactive status is granted for parental or medical leave with supporting documentation.

3.2 Authorized Leave for International Students

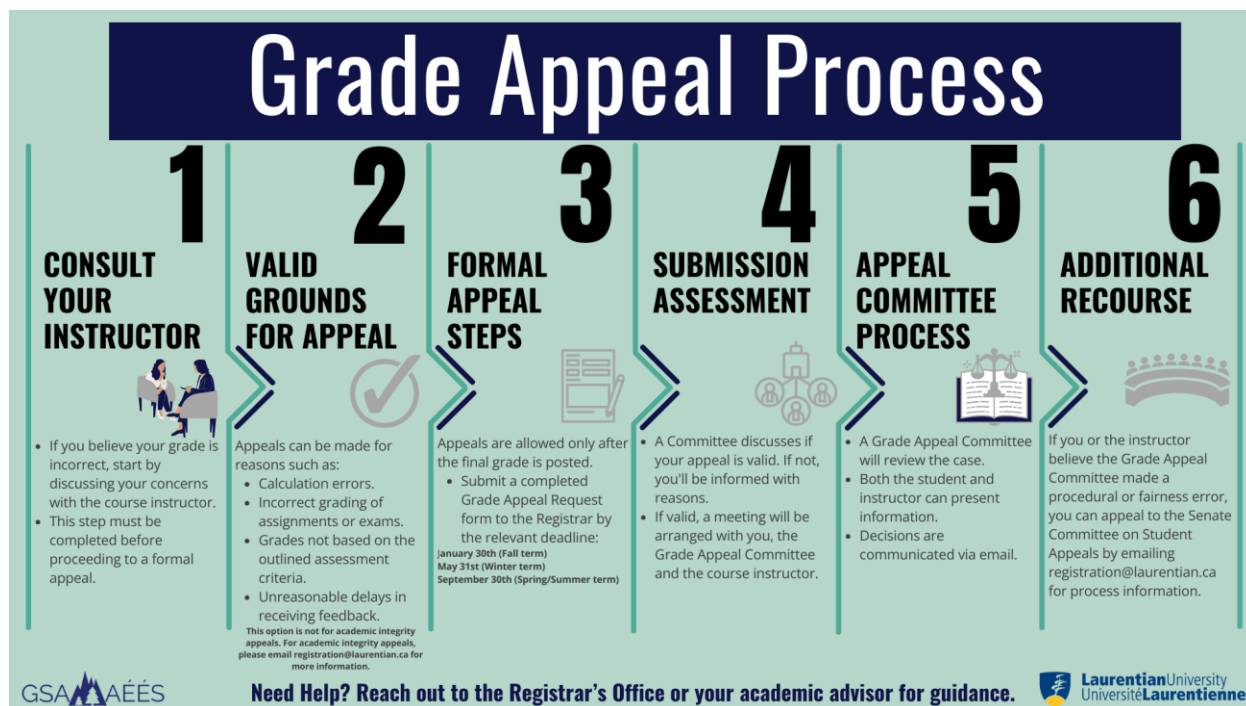
- **For Academic Purposes:** International students must request inactive status from Graduate Studies. They are encouraged to seek academic guidance from their program coordinator or department chair.
- **For Immigration Purposes:** A leave of up to 150 days may be requested while maintaining student status. Approval from the International Office is required (contact: international@laurentian.ca).
- **For UHIP (Health Insurance):** UHIP coverage continues during an approved Leave of Absence (LOA). Medical documentation may be required for extensions (contact: UHIP@laurentian.ca).

Note: International students cannot work in Canada while on an authorized leave.

For further details, refer to **Sections 5.0 & 6.0** of the [Graduate Studies Regulations](#).

3.3 Grade Appeals

If you believe there are valid grounds to appeal a grade you have received, it is important to understand the formal Grade Appeal Process. The following infographic, provides a clear, step-by-step visual guide to this process.



For a detailed Grade appeal policy, follow the procedure in the [Grade appeal form](#). For other appeals or petitions please contact registration@laurentian.ca.

3.4 Transferring from a Master's to a Ph.D.

Students should speak with the [Graduate Coordinator](#) of their program.

3.5 Changing Supervisors

- Graduate Coordinator informs the Faculty of Graduate Studies in writing by email of the change of Supervisor
- The Faculty of Graduate Studies will make note of this on the student's digital record.

3.6 Changing Enrollment Status (Full-time to Part-time or Vice Versa)

Before requesting a change in enrollment status, review the [Graduate Studies Regulations](#) for domestic and international students.

How Could This Affect You?

- If you receive funding from an employer, government agency, First Nations band council, OSAP, or other external sources that require full-time status, check with them before making any changes. For OSAP-related inquiries, contact financialaid@laurentian.ca.
- International students should refer to the [Graduate Studies Regulations](#) for any visa or study permit implications.

How to Request a Change: Submit your request to your [Graduate Coordinator](#), who will forward it to the Faculty of Graduate Studies for processing.

4. Thesis & Research Guidelines

4.1 Role of Key Academic Figures

4.1.1 Supervisors

Your supervisor plays an integral role in your graduate degree program. The principal role of the supervisor is to help students achieve their scholastic potential and to chair the student's Supervisory Committee. Supervisors should be available to help their graduate students at every stage, from the formulation of their research projects through establishing methodologies and discussing results, to presentation and possible publication of dissertations. Graduate supervisors must also ensure that their students' work meets the standards of the University and the academic discipline.

4.1.2 Student-Supervisor Relationship

The relationship between a graduate student and their supervisor is fundamental to academic success and timely program completion, particularly in thesis-based programs. Establishing clear communication and mutual expectations early on is crucial.

Regular Progress Meetings:

Frequency: Students and supervisors are expected to establish a regular meeting schedule. While the optimal frequency may vary depending on the stage of research and program requirements, a formal progress review meeting must occur **at least once per academic year**. Many successful supervisory relationships involve more frequent informal check-ins (e.g., monthly or bi-weekly).

Purpose: These meetings are essential opportunities to

- Discuss research progress against agreed-upon timelines.
- Review recent work and provide/receive feedback.
- Identify and troubleshoot challenges or obstacles.
- Set clear, achievable goals for the next period.
- Refine the estimated time to completion.
- Plan for upcoming milestones, such as annual reports, comprehensive exams (for Ph.D. students), ethics applications, data collection/analysis, writing, and defense preparation.

Responsibility: While supervisors provide guidance, students share the responsibility for maintaining momentum. Students should come prepared for meetings, often by providing written updates or specific questions in advance. Both parties should aim for open and honest communication regarding progress and expectations. Documenting key decisions or action items from meetings can also be beneficial.

At the end of the Spring/Summer term, students are required to submit their annual progress report. Submitting your report on time is essential for reviewing your academic progress, maintaining good standing, and planning for the upcoming academic year. This document must be completed with your Thesis supervisor and signed by your committee members and program supervisor.

4.1.3 Committee Members

A committee member can be a faculty member, a member of the community with expertise and knowledge in the subject matter, an elder who is part of your thesis committee which is designed to provide support to your research by expanding the range of expertise and experiences (such as access to different associations, conferences, etc. Professors can link their students to those kinds of things in the academic work and committee members do that too), available to you and your supervisor. They will offer feedback on your thesis prior to your defense and will need to attest to the fact that they believe your thesis is ready for defence. Normally your supervisor will help build your thesis committee.

4.1.4 External Examiner

An External Examiner is someone from outside of Laurentian University (some programs allow a program member that has no connection to the thesis be an External Examiner) that is knowledgeable in the area of research in which you have completed your thesis, and has been

approved, upon recommendation of the department, by the Faculty of Graduate Studies. The External Examiner must approve the readiness of the thesis prior to being allowed to defend. They may also attend the defense and ask questions. External examiners are needed for both Master's and Doctoral defenses.

4.1.5 Internal Examiner

The Internal examiner is a Laurentian University Faculty member that is outside of the program in which the student is defending, and has been approved, upon recommendation of the department, by the Faculty of Graduate Studies. The Internal Examiner must approve the readiness of the thesis prior to being allowed to defend. They may also attend the defense and ask questions. Internal examiners are only needed for Doctoral defenses.

4.1.6 Graduate Council

Graduate Council is an administrative Senate sub-committee responsible for making recommendations to the Senate concerning all academic matters pertaining to graduate programs, to develop and maintain appropriate guidelines for the offering of graduate programs, to facilitate the development of new graduate program initiatives, and to recommend long term academic planning in graduate studies. The Council also serves as liaison between Grad Studies and programs not only by dispersing information but also in providing perspectives that are unique to the program. The Council consists of the Dean of the Faculty of Graduate Studies (Chair), one representative, normally the Graduate Coordinator from each graduate program, and one graduate student representative from each faculty. Anyone interested in being a student representative should contact their program coordinator.

4.2 Comprehensive Examinations (Ph.D. Students Only)

Comprehensive Examinations are an opportunity for faculty to assess a student's areas of expertise and knowledge claims prior to moving forward with a doctoral dissertation.

Once the coursework has been completed and the supervisory committee has been established, the next step is to prepare for the comprehensive examination, which includes both a written paper and an oral defense. The work on the Comprehensive papers may take between 1 to 2 years for a full-time student, and up to 4 years for a part-time student.

4.3 Steps to Submit 'Request to Defend'

- Send a pre-defence copy of the thesis to the supervisor, followed by a review by the committee. Allow 2-4 weeks for this review to occur.

- Your supervisor will consult with you and your committee (including external/internal examiners to confirm defence date and time)
- From there, the student should continue preparing their thesis defence.

4.4 Defense Procedures

Selecting a Defense Date

- The student, supervisor, and committee members and External Examiner choose a mutually agreed upon date/time of the defence. (*it should be mentioned that students are not permitted to know the identity of the External Examiner until the start of their defence*). Please note that all individuals can be in attendance (they are not all required to be in attendance, but if they cannot attend they are encouraged to provide questions to be asked on their behalf to the student) and by signing the “Information Required When Sending Thesis Out for External Examination” [form](#), all parties are agreeing to this date. The External examiner requires at least **4 weeks (Master’s thesis) or 6 weeks (PhD dissertation) to review the document**, including filling out their reader’s report. The External’s report is to be submitted **7 days prior to the defence** to allow adequate time for the defence to be advertised. Please consider this timeline when scheduling the defense date.
- The supervisor should decide if the pre-defence will be 15 or 30 minutes (Masters are usually 15 minutes, PhDs are usually 30 minutes) before the defence and if the pre-defence will be in the same room as the defence or another location. The thesis supervisor is responsible for booking the room(s) or arranges for the booking through their department’s Administrative Assistant. The supervisor is also responsible for booking all room prep arrangements (e.g., Zoom/teleconference for the external examiner, projector, laptop hookup, microphone/sound if required, water/glasses).
- The Faculty of Graduate Studies sends the information for the defence poster to the department or program’s Administrative Assistant so they can make the poster. **The thesis cannot be advertised until the external reader report is received.** The Faculty of Graduate Studies will let the department’s Administrative Assistant know once the External examiner’s report is received and that will alert them to circulate the poster. All thesis defense posters are advertised by the student’s department, as well as by the Faculty of Graduate Studies.

4.5 Post-Defense Requirements

- Once the final thesis has been finalized, the Faculty of Graduate Studies will check the formatting up to Chapter 1, if followed properly then it will be uploaded, along with the non-exclusive license and if necessary the delay of publication to the Library’s LU Zone

(This section preserves Master's thesis and doctoral dissertations accepted at Laurentian University and is a mechanism for making this form of scholarly work widely accessible), with an email to the student and supervisor when this is done.

- A memo of completion of thesis requirements will then be sent by the Faculty of Graduate Studies to the Registrar's office at which time the student's name will be added to a potential convocation list.

4.6 Expectations for Publishing Research

Please be aware that there is an expectation from the University that you, as author of the thesis, will grant the university a license to publish the thesis upon completion and that it be available to the public. The publication of the thesis is an expectation towards obtaining your degree. For example, when performing experiments, collecting data and/or interviewing subjects this information will be available publicly once published.

4.7 When Are You Officially Done?

Students have not truly completed their program until they have convoked, whether that means crossing the stage at convocation or receiving their degree in-hand by mail. If you require proof of completion for employment, further education, etc a letter of completion can be obtained from the Registrar's office. Also, you must have had your degree conferred before you can present yourself as a master or PhD of (program).

4.8 Thesis Templates & Formatting Guidelines

All thesis must adhere to the following formatting requirements before being accepted by the Faculty of Graduate Studies: [Word version](#) / [LaTeX version](#)

4.9 Safety and Ethics Regulations

Laurentian University upholds strict research ethics and safety regulations to ensure responsible and compliant research practices. Graduate students conducting research involving human participants, animals, or biohazardous materials must follow institutional and federal guidelines.

4.9.1 Laurentian University Research Ethics Board (LUREB)

The [Laurentian University Research Ethics Board \(LUREB\)](#) is responsible for reviewing and approving research involving human participants.

- Graduate students conducting human-based research must receive LUREB approval before commencing their research.
- Ethics applications must be submitted through the [ROMEO Research Portal](#) for review.

- Research involving interviews, surveys, medical data, or any human-related study falls under LUREB oversight.

If you have questions please email ethics@laurentian.ca.

4.9.2 ROMEO Research Portal

The [ROMEO Research Portal](#) is an online platform used for managing ethics approvals, research funding applications, and compliance submissions.

- Graduate students must submit all ethics applications, amendments, and annual progress reports through ROMEO.
- The system allows researchers to track submissions and communicate with the Research Ethics Board.

For ROMEO related questions, please send an email to romeo@laurentian.ca.

4.9.3 Animal Care & Lab Biosafety

Graduate students conducting research with animals or biohazardous materials must comply with institutional and federal safety protocols.

- **Animal Safety:** Laurentian University [Animal Care Committee](#) maintains and supports a policy for the responsible care and use of animals in research.
- **Lab Biosafety:** Research involving biohazards, pathogens, or other controlled substances must follow the university's [Lab Safety Policy](#).

For more details, email research@laurentian.ca.

5. Program Specific Information

Laurentian University offers a diverse range of graduate programs across various faculties. Each program is designed to provide advanced knowledge and research opportunities in its respective field. Below is a summary of each program with direct links for more detailed Program-Specific information.

Faculty of Arts			
Program	Description	Expected Duration	Link

		(Full-time)	
Human Studies and Interdisciplinarity (PhD)	Examine how humans adapt, learn, and develop.	4 years	Program-Specific Information
Psychology (MA)	Learn the science of the mind and behaviors.	2-3 years	Program-Specific Information
Relational Studies (MA)	Engage in a comprehensive program in human sciences focusing on applied research.	1-2 years	Program-Specific Information
Sciences humaines et interdisciplinarité (Ph.D.)	<i>French program:</i> Examinez comment les humains s'adaptent, apprennent et se développent.	4 years	Program-Specific Information
Études relationnelles (MA)	<i>French program:</i> Entreprends une formation englobante en sciences humaine qui mise sur la recherche appliquée.	2 years	Program-Specific Information

Faculty of Education and Health			
Program	Description	Expected Duration (Full-time)	Link
Health Administration (MHA)	Develop expertise in health administration through an exclusively online format.	2 years	Program-Specific Information
Human Kinetics (MHK)	Discover the science of sport, physical exercise, and how it applies to human health.	16-24 months	Program-Specific Information
Human Kinetics (PhD)	Train as a progressive thinker and leader to innovate and expand knowledge in human kinetics.	4 years	Program-Specific Information
Indigenous Relations (MIR)	Work more effectively with Indigenous people by learning	2 years	Program-Specific Information

	about Indigenous research, worldviews, traditional teachings, theories, and practices.		
Interdisciplinary Health (MA or M.Sc.)	Gain multidisciplinary knowledge from various health fields.	2 years	Program-Specific Information
Nurse Practitioner (M.Sc.N./G.Dip)	Provide advanced care within the healthcare system.	2 years	Program-Specific Information
Rural and Northern Health (PhD)	Conduct research focused on rural and northern health issues.	4 years	Program-Specific Information
Science in Nursing (MScN)	Enhance nursing knowledge and transform clinical practice.	2 years	Program-Specific Information
Social Work (MSW)	Engage in initiatives promoting personal and community change.	1-3 years	Program-Specific Information
Administration de la santé (MAS)	<i>French program:</i> Développez connaissances et expertise dans le domaine de l'administration et de la santé.	2 years	Program-Specific Information
Infirmières et infirmiers praticiens en soins de santé primaire (M.Sc.N./G.Dip)	<i>French program:</i> Offrez du confort et des soins dans le système de santé.	2-3 years	Program-Specific Information
Kinésie humaine (MKH)	<i>French program:</i> Découvrez les sciences du mouvement du corps humain.	2 years	Program-Specific Information
Orthophonie (M.Sc.S.)	<i>French program:</i> Devenez des cliniciennes et cliniciens capables de faire des analyses poussées des troubles du langage et de la communication.	2 years	Program-Specific Information
Sciences infirmières (M.Sc.Inf.)	<i>French program:</i> Acquérisez des connaissances et des techniques de soins avancées.	2 years	Program-Specific Information

Service Social (M.S.S.)	<i>French program:</i> Favorisez le changement social afin d'apporter des améliorations dans les collectivités.	2 years	Program-Specific Information
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Faculty of Management			
Program	Description	Expected Duration (Full-time)	Link
Business Administration (MBA)	Develop leadership skills in management, finance, and entrepreneurship. Available online and in-person.	1-2 years	Program-Specific Information

Faculty of Science, Engineering and Architecture			
Program	Description	Expected Duration (Full-time)	Link
Architecture (MArch)	Engage in a unique architectural program in Canada.	2 years	Program-Specific Information
Biology (MSc)	Delve into the science of life through advanced research.	2 years	Program-Specific Information
Biomolecular Sciences (PhD)	Create significant impacts by studying at the molecular level.	4 years	Program-Specific Information
Boreal Ecology (PhD)	Address global ecological challenges with specialized knowledge.	4 years	Program-Specific Information
Chemical Sciences (MSc)	Explore the fundamental aspects of chemistry.	2 years	Program-Specific Information
Computational	Study advanced applications in	2 years	Program-Specific

Sciences (MSc)	computer science.		Information
Engineering Science (MAsc, MEng)	Enhance your engineering career with advanced studies, potentially completing the MEng in one year.	MAsc: 2 years; MEng: 1-2 years	Program-Specific Information
Engineering Science (PhD)	Use creativity and technological tools to design sustainable processes for resource management at Canada's Mining University.	4 years	Program-Specific Information
Forensic Sciences (MFS)	Conduct world-class research with the benefit of a new state-of-the-art forensic teaching laboratory, and crime scene apartment.	1-2 years	Program-Specific Information
Geology (MSc)	Expand and specialize your geoscience expertise through research and coursework.	1-2 years	Program-Specific Information
Materials Science (PhD)	Investigate the properties and applications of advanced materials and their role in modern technology.	4 years	Program-Specific Information
Mineral Deposits and Precambrian Geology (PhD)	Advance research in mineral deposits, ore-forming processes, and the geology of Precambrian terrains.	4 years	Program-Specific Information
Science Communication (MScCom, GDip)	Build the theoretical foundations and practical experiences needed for a meaningful career in science communication.	1 year	Program-Specific Information

6. Financial & Funding Information

6.1 How to Pay Your Fees

All financial matters for graduate students, including tuition, ancillary fees, payment deadlines, accepted payment methods, and information on financing your studies, are administered by the [Student Awards and Fees Office](#). Please visit our website for a guide on [payment options](#).

6.2 Tuition Fee Waivers & Refund Schedule

- **Graduate refund schedule** - All students must register and pay fees in full at the time of registration, including all incidental fees. Refunds apply only to the tuition portion, while all other incidental fees are non-refundable as per the [Graduate Refund Schedule](#). The Faculty of Graduate Studies will notify the Student Fees Office once a complete thesis package has been received from the Thesis Supervisor.
- **Tuition only fee waiver** - Should the thesis package and defence date be received/decided in one term but the defence will take place in another term, the supervisor may send an email request to Graduate Studies to ask for tuition only fee waiver for that term. The student must be registered in that term of defence in order to be eligible for this waiver.

6.3 Graduate Teaching Assistantship (GTA) Information

Graduate Teaching Assistantships (GTAs) are available to qualified full-time International or Domestic **thesis based** students who meet the minimum average for automatically receiving a GTA, which is set at 75%. The awards are designated partially as employment and partially as a Fellowship.

Note: GTA positions are subject to availability and eligibility, which is determined by each program. If you are interested in a GTA position, contact your [Graduate Program Coordinator](#) for specific information.

The current value of the GTA (2026)

Level	Masters Student	Ph.D. Student
Salary	Masters students are paid \$10,034 (\$4,901 is the salary portion paid on a bi-weekly basis).	Ph.D. students are paid \$14,547 (\$7,270 is the salary portion paid on a bi-weekly basis).
Fellowship	The graduate fellowship of \$5,133 is payable in one installment into the students Laurentian University account.	The graduate fellowship of \$7,277 is payable in one installment into the students Laurentian University account.

If appointed, students are required to work up to ten hours a week in some form of teaching assistance. GTAs are only available to new students registered full-time in a **thesis program** in

the first two years of studies in Laurentian's graduate Masters program and four years for PhD programs. Should an offer of admission letter indicate eligibility for GTA, it means the student has met the above listed qualifications. The next step is to register for courses in both the Fall and Winter terms of the academic year they are admitted to.

The Graduate coordinators of each department/program will send a list of eligible students to the Faculty of Graduate Studies and if the year's budget allows it then GTA contracts will be sent out to all eligible students.

*The value of the GTA is reviewed when there is a new CUPE collective agreement.

6.4 CUPE Local 5011 (Union for GTAs)

The Canadian Union of Public Employees (CUPE), Section 5011 represents Graduate Teaching Assistants (GTAs) at Laurentian University. Your work, your concerns and your future are important. Please contact CUPE if you have any questions or concerns about your employment or if you are looking to get involved, as positions within the executive are currently available. Further details can be found in the [CUPE Agreement](#).

To contact CUPE about any issue contact them by email at cupe5011@gmail.com.

6.5 Scholarships & Bursaries

For a complete list of available scholarships and application details, visit the [Scholarships and Bursaries section](#) on the Faculty of Graduate Studies webpage.

Financial need bursaries: Please contact the financial aid office at financialaid@laurentian.ca.

Merit-Based Scholarships: Please visit scholarship [application deadlines](#).

6.6 Grants from Supervisors

Each program varies - discuss opportunities with your supervisor.

6.7 Summer Fellowship

Summer Fellowship Program is to assist graduate new students registered full-time in a thesis-based or major paper graduate program who have received a GTA in the academic year prior to the Spring/summer term. While receiving this Summer Fellowship, students must also be registered full-time and expected to be working on their research.

Policy:

- The Fellowship amounts to a maximum of \$1,000 for four months and will be prorated for lesser periods.
- A student may receive a Summer Fellowship once only.
- Full-time students who are enrolled in programs that require a thesis or major research paper, who have received a GTA in the past year, and who have completed two terms of study are eligible for a Summer Fellowship. In some circumstances students who were admitted in January may be considered after just one term of study.

Procedure:

- Coordinators will submit lists of eligible students - these will be reviewed by the Faculty of Graduate Studies.
- Prior to receiving a Fellowship, students must submit a detailed work plan which has been approved by the supervisor/graduate coordinator.

6.8 Travel Grants

A travel grant is a **one time** amount approved that a Masters (\$600) and PhD (\$1200) students can apply for to offset the cost of travel, accommodations, or online conference where the student is the first or second author of the paper and must present the paper at the conference.

*The availability of travel funds is subject to budgetary limitations.

Procedure:

- Return the completed [Travel Grant Application Form](#) to the Faculty of Graduate Studies **at least one month** prior to the conference.
- Once the application is accepted/approved, the student can attend the conference.
- To receive reimbursement the student must follow the instructions on their travel grant approval letter.

6.8.1 Business ID

Graduate students interested in obtaining official Laurentian University business cards, which can be useful for professional networking in conferences, may refer to the process outlined in the infographic below.

Please note:

- Obtaining business cards is an optional service.
- Students are responsible for covering the full cost of their business cards.
- The application for business cards is separate from travel grant applications.



7. Student Support & Resources

7.1 Faculty of Graduate Studies (Contact & General Help)

For inquiries related to graduate programs, funding, regulations, and academic support, visit the [Faculty of Graduate Studies website](#) or contact them via email at graduatestudies@laurentian.ca.

7.2 Graduate Student Association (GSA) & Student Services

All full-time and part-time graduate students are members of the Graduate Students' Association (GSA) at Laurentian University. The GSA Joint Council represents graduate students and usually consists of an executive and representatives from each department elected by the general membership. When questions relevant to graduate students arise, the University Administration consults the GSA as the body representing graduate students.

As a member of the Graduate Students' Association (GSA), you are a part of our family here at Laurentian, not to mention a part of over 600,000 student members of the Canadian Federation of Students (CFS) across the country. They are here to advocate for you at the University and beyond, so please feel free to share your concerns and ideas with them. Your GSA runs on the voluntary work of graduate students and there are plenty of ways for you to get involved. You are encouraged to become a Program Representative on the GSA's Joint Council, or represent students' interests on University Committees.

In conjunction with the CFS, they offer Studentsaver and International Student Identity Cards (ISIC) to all members for free. They also administer a student health plan with **Green Shield Canada** and the **Universal Bus Pass (U-PASS)**.

Please contact gsa@laurentian.ca and visit the [Graduate Students' Association \(GSA\)](http://www.gsa-laurentian.ca) website for more information on services provided.

7.3 Laurentian International Office

As the hub for international student services and programs, Laurentian International's staff will answer questions, make recommendations, and help students to navigate the processes and protocols required for international study in Canada. They can also fill you in on the numerous opportunities for Laurentian students to study abroad and gain valuable international experience while earning credits.

Please contact international@laurentian.ca for more information.

7.4 Office of Research Services

The Office of Research Services (ORS) supports researchers. They provide assistance to researchers through a variety of activities, including every step of the pre and post research grant funding process, grant funding administration, knowledge mobilization, human participants research ethics, animal use protocols, and intellectual property management and technology transfer.

Please contact research@laurentian.ca.

7.5 Wellness Hub (Health & Mental Well-being)

At Laurentian, we care about your well-being. Our Health and Wellness Services serve as your on-campus medical clinic to look after your health-care needs.

Registered nurses and nurse practitioners are on staff during regular office hours, part time physicians are available by appointment and urgent cases are also accepted. The services are delivered on campus in the single student residence complex room G-23, easily accessible to students.

To Make An Appointment

In Person: Single Student Residence - Room G-23

Phone: (705) 673-6546, or 675-1151 extension 1067

Email: healthservices@laurentian.ca

For additional information, visit the Laurentian University [Health and Wellness Services](#) webpage.

7.6 Equity, Diversity & Human Rights Office (EDHRO)

The Equity, Diversity and Human Rights Office (EDHRO) is a resource for all members of the Laurentian University community, including students, staff, and faculty. They assist with matters of discrimination, harassment, sexual harassment, sexual violence, and bullying. They do not advocate for either party in a dispute, but take an impartial and objective approach towards resolving matters between parties.

They will work with you to decide on an approach to a resolution of your concern that works for you, often making use of alternative dispute resolution techniques that allow the parties to rebuild their relationship in a more positive, respectful way.

They keep all personal information received private and confidential as per applicable laws. Contact with EDHRO is a **confidential service**.

For more information, visit the Laurentian University [Equity, Diversity and Human Rights](#) webpage.

7.7 Student Success Centre (Academic Support)

The Student Success Centre offers a variety of academic supports to help students transition to university and succeed during their studies.

Few services offered are as follows:

- Orientation & Transition

- Student Success Advising: academicadvising@laurentian.ca
- Student Success Centre - Peer Academic Program
- Student Success Tutoring
- Student Success Career Hub
- Contact Details: success@laurentian.ca

7.8 Hub - General Registration/Admission Inquiries

The myLaurentian Hub is simply a group of knowledgeable and courteous staff with a special focus on information sharing and quality service. They are there to help you find answers to your questions quickly so that you can go back to concentrating on your studies!

Your [myLaurentian](#) Portal has the answers to your questions! Simply type your keyword in the top bar to find the information that you require.

They can be reached either in-person, by email, over the telephone or through your myLaurentian Student Portal.

For more information visit [myLaurentianHub](#) webpage.
Contact email : hub@laurentian.ca.

7.9 Accessibility Services

The Accessibility Services Office offers support for students with many types of disabilities so they can participate in all aspects of their academic experience at Laurentian University.

If you have or suspect that you may have a disability, please do not hesitate to contact them by phone at 705-675-1151, ext. 3324 or by email at accessibilityservicesinfo@laurentian.ca.

For more information visit the Laurentian University [Accessibility Services](#) webpage.

7.10 Career & Employment Center

Work-Study

The Centre provides career and employment (permanent/summer/part-time) support services for undergraduate, graduate students, and alumni from all disciplines. The Center helps students develop lifelong career management skills through a comprehensive range of accessible services to support and empower students in making informed decisions about their

career and employment goals. The Centre also assists employers in recruiting students from the university.

Services include:

- Job Postings
- On-Campus Jobs
- Internships opportunities
- Career Fairs
- Employment Counseling
- Resume, Cover Letter and Interview Workshops
- Resume Critiques and more.

Employment opportunities are posted on campus bulletin boards as well as on the Laurentian University [Career Hub](#) webpage.