University of Prince Edward Island

Master of Arts in Island Studies

Graduate Student Handbook

August 2025

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Glossary of Terms

1. Master of Arts in Island Studies (MAIS): Degree granted for successful completion of the requirements for the Master of Arts in Island Studies Degree as listed in the Regulations.
2. MAIS Steering Committee: A standing committee of the Faculty of Arts that serves as an advisory committee to the coordinator. Two students may sit on this committee, one from 1st year, and one from 2nd year.
3. Coordinator of MAIS: Has administrative responsibility for the coordination of the MAIS program and is Chair of the MAIS Steering Committee.
4. Supervisor: A member of the University responsible for the supervision of a student's research. Normally, the committee for each student consists of two members of the Faculty of Arts, one of whom serves as the student's supervisor.
5. For the purpose of these regulations, the term "semester" includes, in addition to first and second semester as defined in the Calendar, the period from May to August in each year as a third semester.
6. Graduate Student: An applicant who has met the admission requirements and is enrolled in the MAIS program.

General University Information

Robertson Library

Phone: (902) 566-0583

http://library.upei.ca

The Robertson Library provides numerous resources and services for graduate students, including:

- Research assistance through liaison librarians to get orientated with the library services and information resources and to receive assistance with search strategies and using specific databases.
- Extensive library collections, including the library catalogue, article databases, journals, theses, government information, and the Data Liberation Initiative (original data from Statistics Canada).
- Off-campus access to search licensed databases and electronic journals through the UPEI network login.
- Additional services, including borrowing library materials, photocopying, interlibrary loans, and scanned articles from the library's print journal collection.

Library Hours:

For up-to-date hours, visit https://library.upei.ca/hours

Information Desk:

You can visit the information desk in person, by telephone (902) 566-0583, or email reference@upei.ca for more information.

Safety Services

Security Services

The role of the Security Services Division is to protect and provide for the ongoing safety of the people, property, and information resources of the university community and to provide students, faculty, staff, and visitors with a secure environment in which to live, work, study, and play 24 hours a day, 365 days a year.

Phone: (902) 566-0384
(902) 628-4357 (emergency only)

www.upei.ca/security

Email: security@upei.ca

UPEI Safe

https://www.upei.ca/upei-safe

UPEI SAFE is the University's safety app and mass notification system which helps UPEI advise the campus community about university/storm closures and any safety concerns. All members of the UPEI community—students, faculty, staff, family, and friends—are encouraged to download the app. Standard message and data rates may apply.

Lost and Found

If you have lost or misplaced an item on campus, please contact Security by email at security@upei.ca or drop by the Central Utility Building between 8:00am and 4:00pm. You can also call (902) 566-0384 to report a lost item. Items may be turned in to the Security Services Division office in the Central Utility Building and are held for a period of time before they are removed from inventory.

UPEI Emergency Contact Line:

(902) 628-4357 or (902) 628-HELP

In the event that you feel your safety is in jeopardy, call the Security Dispatch and an Officer will immediately be dispatched to your location. To contact Security Services Dispatch from on campus telephones, dial 0384.

Safe Walk:

(902) 566-0384 or 566-0373

Individuals, upon request to the Security Services Division, can obtain an escort to points between buildings and parking lots and be given approved access to buildings on campus 24 hours a day.

We encourage individuals to take advantage of the campus Safe Walk program. Security Services staff provide a point-to-point escort anywhere on campus.

Potential users of this service are reminded that the availability of Officers to respond to a call for this service is based on dispatch priorities at the time the request is made. Some delay in responding to an escort request may be inevitable.

Campus Alone:

"Campus Alone" is a UPEI program initiated and provided by Security Services. It is available to all members of the campus community who work

or study on campus outside of normal working hours (i.e., evenings, nights, and weekends).

Individuals concerned with their personal safety while working/studying on campus at night may telephone Security Services at (902) 566-0384 and provide the following information:

- Your name.
- Exact location where you are working in a building.
- A contact phone number.
- Your estimated time of departure.

A member of Security will make every effort to visit you when you are working alone. However, due to unforeseen demands, Security Officers may be involved with emergency situations and be unable to visit you.

In the event that you feel your safety is in jeopardy, call the Security Dispatch and an Officer will immediately be dispatched to your location.

To report an emergency or suspicious activity, immediately contact Security Services dispatch at (902) 566-0384 or through one of the following options:

Blue Emergency Poles:

There are five blue poles located on Campus. They provide direct voice access to the Security Services Office in the Central Utility Building.

Pay Phones and Elevator Phones:

Pay phones and elevator phones provide no-cost dialing to 4357 or HELP.

University Closures

In the event of a non-scheduled closure of the UPEI campus, details will also be provided through the following:

- **UPEI SAFE App** (https://www.upei.ca/upei-safe).
- **UPEI Website**: An Urgent Notice, in red, will be posted at the top of the News and Events bar of the UPEI website (www.upei.ca).
- **UPEI Emergency Alert**: an email via our mass notification system will be sent to all students via your upei.ca email address. Learn more about UPEI Emergency Alerts and how to sign up to receive text alerts here: https://www.upei.ca/communications/news/2018/11/upei-emergencyalert-sign-receive-text-notifications-storm-closures
- **UPEI Campus Closure and Alert Phone Line**: (902) 894-2882. A recorded message will be made available, if possible, by 7am.
- **Tweets from UPEI's Twitter account**: follow @UPEI.

- **Media Outlets**: Announcements will be made on local radio stations by 7am, if possible. TV and print news websites are informed and encouraged to share our status.

Health and Wellness Centre

Phone: (902) 566-0616

Email: healtcentre@upei.ca

https://www.upei.ca/health-centre

The mission of the UPEI Health and Wellness Centre is to provide access to high quality, safe health care delivery to students. Only current UPEI students are eligible. To accomplish these ends, the Health and Wellness Centre is committed to partnering with interdisciplinary and collaborative teams to deliver health promotion, optimal health care and ongoing education.

To learn more, you can visit their website or in person at the W.A. Murphy Student Centre, Second Floor. Hours of Operation: 8:30am to 4:30pm (closed from 12:00-1:00pm for lunch).

Sexual Violence Prevention and Response Office

Kelley Memorial Building, Room 117A

Phone: (902) 620-5090

Email: sv-pro@upei.ca

https://www.upei.ca/svpro

UPEI's Sexual Violence Prevention and Response Office (SV-PRO) is a safe and confidential space for students, staff, and faculty who have experienced sexual violence to obtain support.

No matter when, where, or what form the sexual violence took, let us connect you with services that are trauma-informed and suited to your individual needs.

The SV-PRO is committed to fostering a culture of consent on campus by supporting survivors and providing the University Community with education and awareness around issues of sexual and gender-based violence. We all share the responsibility of ending sexual violence.

As of 2023 Fall semester all new UPEI students are required to complete the "Preventing Sexual Violence at UPEI" course as a requirement to graduate. The non-credit course centers around sexual violence awareness and

prevention. Mandatory for students who started their program in the Fall of 2023 onward, but all UPEI students are encouraged to complete it on a voluntary basis.

Campus Policies

For access to all UPEI Policies & Procedures, visit https://www.upei.ca/about-upei/policy

Chi-Wan Young Sports Centre

(902) 566-0368

www.upei.ca/ar/athletic-facilities/chi-wan-young-sports-centre

Email: panthercentral@upei.ca

The Fitness Centre fee that you pay as part of your full-time student fees provides access to the Chi-Wan Young Sports Centre, as well as free admittance to membership fitness classes, the Bell Aliant Centre pool (September - April), UPEI Student Rec Time, and Panther Sport regular season home games from September to April.   Access to the Sports Centre will continue throughout the Spring/Summer as long as you are a full-time student in the winter semester preceding the Spring/Summer.   To view your access, log into recreation.upei.ca (or the Panther Recreation app), click on your profile and then click on membership. It will show you the dates you have access. Note every September, January and May the system updates for the next semester.

All students are encouraged to download the Panther Recreation app. https://www.upei.ca/ar/fitness-centre/student-rec-time

Hours of operation

For up-to-date hours, visit https://www.upei.ca/ar/athletic-facilities/chi-wan-young-sports-centre/hours

Residence/Housing

This website has information about on-campus housing. Please visit the website below for information on accommodation and special rates that may be available.
https://www.upei.ca/residence

For those looking for off-campus housing, please visit https://www.upei.ca/off-campus-housing

For those looking for homestay options, please visit https://www.upei.ca/english-language-centre/homestay

The Webster Centre for Student Success

www.upei.ca/student-affairs/webster-centre

The Webster Centre for Student Success is located within Student Affairs in Dalton Hall at UPEI and provides a central place for resources and people committed to the academic success of students. They can provide assistance with writing, English as an additional language, time management, and study skills. The mandate of the Webster Centre for Student Success is to create a dynamic hub of integrated academic support services by partnering with other campus groups and departments to maximize student learning success.

The UPEI Writing Centre

Coordinator: Johanna (Jo) Schneider

Email: jschneider@upei.ca

Phone: (902) 628-4320

https://www.upei.ca/writing-centre

The Writing Centre is a FREE writing support service offered to all UPEI students. Upper-level and graduate students can work with the Writing Centre Coordinator, Jarmo Puiras. All writers, regardless of their skill level, can benefit from sharing their work with another reader and writer; it is very easy to lose your perspective and objectivity when immersed in your own work. Writing is also a key communication skill that you will use long after you graduate from UPEI, and in many aspects of your life.

The Writing Centre is located in the Robertson Library, Room 274. Appointments are up to 45 minutes long. For more information, please visit the website. To see current available appointments and to book an appointment up to two weeks in advance, please register for an account at upei.mywconline.com.

Visa/Permit Requirements for On-Campus International Students

Specialists can help with visa requirements and study permits renewal, and with post-graduate work-related questions. Contact:

Richelle Greathouse (rgreathouse@upei.ca)

Erica Stanely (estanely@upei.ca)

UPEI International Student Guide can be found here:
http://files.upei.ca/studyabroad/international_student_guide.pdf

The International Student Office at UPEI provides a folder of resources for Graduate Student use. Please visit: https://drive.google.com/drive/folders/1453PWFnppy4gcjyNDbe-vsrB48eFsSoR

Faculty of Graduate Studies and Research

https://www.upei.ca/graduate-studies

The Faculty of Graduate Studies serves as a central location and source of information for all graduate students and graduate faculty at UPEI. The faculty refines and develops graduate studies policies, supports new program development, promotes graduate student research and scholarly work, and provides guidance and support to graduate students in their programs.

Faculty of Graduate Studies and Research

Kelley Memorial Building, Room 101

Monday-Friday, 8:30am-4:00pm

Phone: (902) 620-5120

cgallant@upei.ca (Colleen Gallant, Administrative Assistant)

MAIS Fees and Registration

Tuition

*As of July 29, 2025

Master of Arts in Island Studies Tuition - $14,420 per program

> *Course Based Stream - $1,442 per course for 10 courses.*

> *Theses Based Stream - $1,442 per course for 6 courses and $1,805 per course for 3 thesis courses.*

*International students pay **$904 per course** in addition to full-time course tuition.*

Maintenance of status fee: **$500 per term**

Other Related Fees

For a complete breakdown as a student in the Master of Arts in Island Studies Program, including Student Union fees, visit https://www.upei.ca/fees

Registration

Applicants must receive formal notification from the Office of the Registrar that they have been accepted into the program before registering as a graduate student. Each student must contact the program coordinator to discuss required courses and receive approval to register

Student ID cards (identification cards), which are used for library purposes, are obtained upon initial registration, and are validated at the beginning of each semester. Loss or theft of an ID card must be reported.

The registration procedure must be completed as outlined in the UPEI calendar.

Want to learn more about registering for your courses? http://www.upei.ca/studentlife/enrolment/register-for-courses

Registration Fees

Please note: Registration is not complete until all fees have been paid **or** students have received a "Permission to Pay Later" Form, which can be found in the *UPEI Forms* section of MyUPEI. By extending the amount of time available to pay registration fees, students are required to pay interest on the balance.

Registration Changes

Changes in registration (deletion or addition of courses) must be approved by the MAIS Coordinator. A proposal to add a course must bear the signature of the instructor concerned. Except where credits are granted for courses taken at other universities, credits will be given only for courses listed on the registration form or those authorized through an official change of registration.

Credits taken from other Institutions or UPEI programs may not provide progress toward completion of MAIS degree.

Continuity of Registration

Graduate students must be registered for each semester, unless on an approved leave of absence.

Please note: After the first six semesters in the program, continuity of registration is still required during the maintenance of status period.

Once admitted to the program, each student is required to register for, and complete, at least one course in each of the three semesters of the academic year. A student who does not register as required will be considered to have withdrawn from the MAIS program and will be required to reapply for admission.

A student who has not completed all the requirements for the degree by the due date for either the course work or the thesis submission in a particular semester must re-register. Candidates must be registered in the semester in which they qualify for the degree. It is encouraged that students complete the degree within five years of first registering in the program.

Withdraw or Take a Leave

A student who wishes to withdraw (due to illness or any other reason) or take a leave from the program is expected to consult with the coordinator prior to submitting the request. More information can be found here: https://calendar.upei.ca/current/chapter/graduate-academic-regulations/#chapter-130-section-15

In the case of international students, a Leave of Absence must additionally be supported by their immigration program. Students should speak with an International Student Advisor when filing for a Leave of Absence.

Course discontinuation, leave of absence, and withdrawal forms are all available on MyUPEI or from the Office of the Registrar.

In the event that a student fails to obtain satisfactory standings, or to make satisfactory progress either in course work or in research, the Dean, on the advice of the MAIS Steering Committee, may require the student to withdraw. Registration will be cancelled as of a date set by the Committee and any appropriate refund of fees made.

A student who withdraws from the University must return all outstanding loans from the Robertson Library prior to withdrawal, regardless of the due date. Any items not returned will be declared 'lost' and will be charged to the student's account. This procedure is a required practice even though in a new capacity as an outside borrower the ex-student may wish to borrow the same or other books.

MAIS Degree Requirements

Course-Based Stream

Master of Arts in Island Studies course-based students are required to achieve 30 credits (10 courses) in order to graduate. These courses are broken down to 5 core courses, 3 compulsory courses (dependent on a student's chosen specialization), and 2 elective courses.

1. **5 Core Courses (15 credits total)**
   - IST-6010: Themes and Perspectives in Island Studies (3 credits)
   - IST-6040: Island Studies Research Methods and Design (3 credits)
   - IST-6210: Theory & Practice in Island Research I (3 credits)
   - IST-6220: Theory & Practice in Island Research II (3 credits)
   - IST-6200: Communication Management & Island Issues (3 credits)

*IST-6210 and IST-6220 are offered during the summer semester (May – June & July – August, respectively)., and will include in-person classes, as well as a practicum/internship with a partnered institution, organization, or government. Placements will be decided upon at the beginning of each semester, from a list provided by the course instructor.

*IST-6200 is a 2-week "capstone course", typically offered at the end of June, in between IST-6210 & IST-6220.

2. **3 Compulsory Courses (9 credits total)**
   Students in the course-based stream must choose one of the following three areas of specialization. The 3 compulsory courses will depend on what specialization is chosen.

   International Relations and Island Public Policy

   - IST-6120: Small Island International Relations (3 credits)
   - IST-6150: Public Policy in Small Islands (3 credits)
   - IST-6270: Subnational Island Jurisdictions (3 credits)

   Island Tourism

   - IST-6110: Small Island Economic Development Strategies (3 credits)
   - IST-6230: Islands and Tourism (3 credits)
   - IST-6240: Approaches to the Management of Island Tourism (3 credits)

Sustainable Island Communities

- o   IST-6260: Blue/Green Development Strategies on Small Islands (3 credits)
- o   IST-6130: Small Island Political Ecology (3 credits)
- o   IST-6250: Sustainability for Small Islands (3 credits)

3. 2 Elective Courses (6 credits total)

-   Students may choose electives from the following courses.
    - o   IST-6090: Migration Among Small Islands (3 credits)
    - o   IST-6110: Small Island Economic Development Strategies (3 credits)
    - o   IST-6120: Small Island International Relations (3 credits)
    - o   IST-6130: Small Island Political Ecology (3 credits)
    - o   IST-6140: Islandness: Culture, Identity (3 credits)
    - o   IST-6150: Public Policy in Small Islands (3 credits)
    - o   IST-6160: Directed Studies (3 credits)
    - o   IST-6170: Special Topics (3 credits)
    - o   IST-6180: Intro Colonial, Postcolonial (3 credits)
    - o   IST-6190: Environmental Governance (3 credits)
    - o   IST-6200: Communications Management & Island Issues (3 credits)
    - o   IST-6230: Islands and Tourism (3 credits)
    - o   IST-6240: Approach Management & Island Issues (3 credits)
    - o   IST-6250: Sustainability for Small Islands (3 credits)
    - o   IST-6260: Blue Green Development Strategies for Small Islands (3 credits)
    - o   IST-6270: Subnational Island Jurisdictions (3 credits)

4. Non-Course Credit: Preventing Sexual Violence at UPEI

-   <u>As of 2023 Fall semester all new UPEI students are required to complete the "Preventing Sexual Violence at UPEI" course as a requirement to graduate.</u> The non-credit course centers around sexual violence awareness and prevention. Mandatory for students who started their program in the Fall of 2023 onward, but all UPEI students are encouraged to complete it on a voluntary basis.
-   Students will find the "Preventing Sexual Violence at UPEI" course listed on their Progress page in myUPEI and can register for it at no cost by adding it to their course plan at any time during the year. Once a student has registered, [the course itself can be found in Moodle](#).

MAIS Timeline (Course – Based)						
Stream	**Term 1 – Fall**	**Term 2 – Winter**	**Term 3 – Summer**	**Term 4 – Fall**	**Term 5 – Winter**	**Term 6 – Summer**
Island Tourism	• **IST 6010** – *Themes & Perspectives* • **IST 6230** – *Islands and Tourism*	• **IST 6240** – *Approaches to the Management of Island Tourism* • **IST 6040** – *Research Methods & Design*	• **IST 6210** – *Theory and Practice of Island Research I (May – June)*	• **IST 6110** – *Strategies for Economic Development for Small Islands* • **Elective(s)**	• **Elective(s)**	• **IST 6200** – *Communications Management and Island Issues (June)* • **IST 6220** *– Theory and Practice of Island Research II (July – August)* • **Apply to Graduate**
Sustainable Island Communities	• **IST 6010** – *Themes & Perspectives* • **IST 6250** – *Sustainability for Small Islands*	• **IST 6130** – *Political Ecology of Small Islands* • **IST 6040** – *Research Methods & Design*	• **IST 6210** – *Theory and Practice of Island Research I (May – June*	• **Elective(s)**	• **Elective(s)** • **IST 6260** – *Blue/Green Development Strategies for Small Islands*	• **IST 6200** – *Communications management and Island Issues (June)* • **IST 6220** *– Theory and Practice of Island Research II (July – August)* • **Apply to Graduate**
International Relations and Island Public Policy	• **IST 6010** – *Themes & Perspectives* • **IST 6150** – *Public Policy in Small Islands*	• **IST 6120** – *International Relations and Island States* • **IST 6040** – *Research Methods & Design*	• **IST 6210** – *Theory and Practice of Island Research I (May – June)*	• **Elective(s)**	• **Elective(s)** • **IST 6270** – *Subnational Island Jurisdictions*	• **IST 6200** – *Communications Management and Island Issues (June)* • **IST 6220** *– Theory and Practice of Island Research II (July – August)* • **Apply to Graduate**

Thesis Stream

Master of Arts in Island Studies thesis students are required to achieve 30 credits in order to graduate. This includes 6 courses (3 credits each), and the completion of a thesis (12 credits).

1. **2 core courses (6 credits total)**
    -   IST-6010: Themes and Perspectives in Island Studies (3 credits)
    -   IST-6040: Island Studies Research Methods and Design (3 credits)
    -   **Students must complete the two required courses before registering for the thesis course. **
2. **4 elective courses (12 credits total)**
    -   Students may choose electives from the following courses:
        o   IST-6090: Migration Among Small Islands (3 credits)
        o   IST-6110: Small Island Economic Development Strategies (3 credits)
        o   IST-6120: Small Island International Relations (3 credits)
        o   IST-6130: Small Island Political Ecology (3 credits)
        o   IST-6140: Islandness: Culture, Identity (3 credits)
        o   IST-6150: Public Policy in Small Islands (3 credits)
        o   IST-6160: Directed Studies (3 credits)
        o   IST-6170: Special Topics (3 credits)
        o   IST-6180: Intro Colonial, Postcolonial (3 credits)
        o   IST-6190: Environmental Governance (3 credits)
        o   IST-6200: Communications Management & Island Issues (3 credits)
        o   IST-6230: Islands and Tourism (3 credits)
        o   IST-6240: Approach Management & Island Issues (3 credits)
        o   IST-6250: Sustainability for Small Islands (3 credits)
        o   IST-6260: Blue Green Development Strategies for Small Islands (3 credits)
        o   IST-6270: Subnational Island Jurisdictions (3 credits)

3. **Completion of thesis (12 credits total)**
    -   **Traditional Thesis:** Includes an Introduction and Literature Review chapter(s), which are followed by chapters pertaining to Methods, Results, Discussion, and Works Cited. These chapters are comprehensive and interdependent.
    -   **Publication Based Thesis:** Includes an Introduction and Literature Review chapter(s), followed by independent chapters, typically published as a report, peer reviewed journal, or book chapter. Each of these chapters contains its own Abstract, Introduction, Methods, Results, Discussion and Works Cited sections. Master's level theses

typically require 2-3 original publications. These chapters are then followed by a comprehensive Conclusion chapter.
  - **Creative Thesis:** May take a variety of forms, including but not limited to a performance, an exhibition, writing (poetry, fiction, script, or other), musical composition, design, film, video, e-portfolio or website, multimedia, or other innovative creative works. The creative work should be accompanied by a critical component, which analyses your work in comparison to the seminal texts and works that have inspired it.
4. **Non-Course Credit: Preventing Sexual Violence at UPEI**
  - <u>As of 2023 Fall semester all new UPEI students are required to complete the "Preventing Sexual Violence at UPEI" course as a requirement to graduate.</u> The non-credit course centers around sexual violence awareness and prevention. Mandatory for students who started their program in the Fall of 2023 onward, but all UPEI students are encouraged to complete it on a voluntary basis.
  - Students will find the "Preventing Sexual Violence at UPEI" course listed on their Progress page in myUPEI and can register for it at no cost by adding it to their course plan at any time during the year. Once a student has registered, [the course itself can be found in Moodle](#).

*Every candidate for a graduate degree is responsible for applying to the Registrar's Office for graduation. For graduation in May, this date is the end of December; for graduation in August, this date is early July: and for graduation in December, this date is early September. To apply, go to "Student Planning" in your "Student Toolbox" and click on "Graduation Overview. Please visit the UPEI Academic Calendar for current due dates: *https://www.upei.ca/registrar/academic-calendar*

MAIS Thesis Timeline – Fall Start

Year	Timeframe	Tasks
Year 1 Coursework & Preliminary Thesis Work	September (Fall – Term 1)	• Register: o IST 6010: Themes & Perspective in Island Studies o IST 6040: Research Methods and Design for Island Studies o Elective
	October – November	• Identify &/or finalize thesis supervisor • Choose MA topic - submit Thesis Proposal to Supervisor & Supervisory Committee & MAIS Coordinator • Funding applications (SSHRC CGS)
	January (Winter – Term 2)	• Register: o Elective o Elective o Elective
	February – April	• Begin foundational research work • REB applications, if applicable • Funding applications, if applicable
	May - August	• Register:

	(Spring/Summer – Term 3)	○ IST 6990-1 • Refine & finalize selection of research topic • Begin research data collection (pending REB approval) • Coordinate with supervisory committee to hold progress meeting, completion of Annual Progress Report
Year 2 Thesis work	September (Fall – Term 4)	• Register: ○ IST 6990-2 • Continue research • Begin to write thesis • Ensure submission of Annual Progress Report by September 30th (See Appendix B)
	October - December	• Apply to Graduate by deadline • Complete first draft of Thesis

	January - April
	(Winter – Term 5)
		• Register:
		  ○ IST 6990-3
		• Submit first draft of Thesis to Supervisor & Supervisory Committee
		• Submit final draft of Thesis to Committee by the end of February.
		• Complete & submit to MAIS Coordinator by March 1st:
		  ○ Abstract

		○ Brainstorm list of suggested External Examiners • Provide a final draft of Thesis to MAIS Coordinator by the first week of March (or 3 weeks prior to target defense) • Prepare 20-minute defense presentation • Attend to Reader's Report prior to defense • Complete Thesis Defense (Certification of Thesis Form signed by all stakeholders) • Incorporate all edits & submit final version with edits to Supervisor within one week following defense • Complete Exclusive License & Ensure Supervisor submits final version of Thesis to MAIS Coordinator by mid to late April • Inform MAIS Coordinator re: # of copies of Thesis to print (1 free for personal use)
	May (Spring Summer – Term 6)	• Graduate & Convocate

MAIS Thesis Timeline – Winter Start

Year	Timeframe	Tasks
Year 1 Coursework & Prelim. Thesis	January (Winter – Term 1)	- Register: - IST 6010: Themes & Perspectives in Island Studies - IST 6040: Research Methods and Design for Island Studies - Elective
	February – March	- Identify &/or finalize supervisor - Choose MA topic - submit Thesis Proposal to Supervisor & Supervisory Committee & MAIS Coordinator - Funding applications (SSHRC CGS)
	May (Spring/Summer – Term 2)	- Register: - IST 6990-1 - Elective - Begin foundational research work - REB applications, if applicable - Funding applications, if applicable
	June – July	- Refine & finalize selection of research topic - Begin research data collection (pending REB approval)

		Coordinate with supervisory committee to hold progress meeting, completion of Annual Progress Report
	September (Fall – Term 3)	- Register: - IST 6990-2 - Elective - Continue research - Begin to write thesis - Ensure submission of Annual Progress Report by December 30th (See Appendix B)
Year 2 Thesis work	January (Winter - Term 4)	- Register: - IST 6990-3 - Elective
	May (Term 5)	- Register: - IST 6990-4 - Complete first draft of Thesis
	September (Term 6)	- Register: - IST 6990-4 - Apply to Graduate by deadline - Submit first draft of Thesis to Supervisor & Supervisory Committee - Apply to Graduate by deadline - Submit final draft of Thesis to Committee by the end of February.

		- Complete & submit to MAIS Coordinator by March 1st: - Abstract - Brainstorm list of suggested External Examiners - Provide a final draft of Thesis to MAIS Coordinator by the first week of March (or 3 weeks prior to target defense) - Prepare 20-minute defense presentation - Attend to Reader's Report prior to defense - Complete Thesis Defense (Certification of Thesis Form signed by all stakeholders) - Incorporate all edits & submit final version with edits to Supervisor within one week following defense - Complete Exclusive License & Ensure Supervisor submits final version of Thesis to MAIS Coordinator by mid to late April - Inform MAIS Coordinator re: # of copies of Thesis to print (1 free for personal use)
	December	Graduate & Convocate

Funding Opportunities

Full-Time Students – Graduate students are eligible to apply for a student loan under the Canada Student Loans Program. All graduate students are considered to be full-time students.

Approximately one-quarter to one-third of all students accepted into the thesis and course-based programs will receive scholarships that will partially offset their costs. For more information on this innovative program or the thesis-based program and opportunities for admission, please contact the Program Coordinator at mais@upei.ca. Students applying by March 31 will receive first consideration for scholarships.

Research Scholarships or Fellowships

Research scholarships or fellowships, including those from the Tri-Council Research funding agencies, may be available according to your particular field of research. Ensure to look carefully at application eligibility requirements when applying for any scholarship or fellowship.

The Office of Graduate Studies on campus may be able to assist you in reviewing availability and your eligibility for these research funds. Contact Colleen Gallant at 620-5120 or cgallant@upei.ca and/or consult the Graduate Studies website at https://www.upei.ca/graduatestudies.

Research Assistants

Research Assistant positions become available when additional help is required. If you are interested in applying for a RA position, please advise the MAIS Coordinator or Dean of Arts. Remuneration is based on the PSAC Collective Agreement.

UPEI Bursaries and Scholarships

The scholarship opportunities currently specifically available to Island Studies graduate students are:

- Entrance Scholarships
- Future Prosperity of PEI Scholarships (for thesis students)
- Bill and Denise Andrew Scholarships (Gold and Silver)
- Erwin and Joyce Andrew Memorial Scholarship Award (Canadian and International)
- Dr. Peter and Donna Meincke Graduate Scholarship in Island Studies
- The Carnegie Foundation Graduate Scholarship in Island Studies

More information on these and other awards is available at: https://www.upei.ca/programs/island-studies/scholarships and/or the Office of Graduate Studies at https://www.upei.ca/graduate-studies

Please note: Timelines for various scholarships vary. Therefore, it is advisable to check deadlines.

When submitting an application to an external funding agency, please ensure that you follow the internal review and signature process for grant applications. (Appendix B)

Although efforts are made to confirm the accuracy of deadlines, please ensure that you visit the agency's website to confirm dates and funding availability.

Bursaries and Scholarships are available during both the Fall and Winter award cycle.

MAIS Thesis Step-by-Step Guide

1. ***Determine an area of thesis research.***
    As soon as possible after beginning the MAIS program, decide the general area in which you wish to conduct research for your thesis and begin narrowing down your topic. If you already have a supervisor chosen, or one in mind, connect with them to begin narrowing down your topic. Use your course work and assignments when appropriate to begin:
    - Reviewing the literature in your area.
    - Learning research methodologies.
    - Writing your proposal.
2. ***Establish your thesis supervisor.***
    If you do not already have one, a request for a thesis supervisor should be made to the MAIS coordinator. You may have a particular professor in mind, or you may wish to cite your research interest and let the MAIS Steering Committee, or the MAIS Executive Subcommittee decide or suggest who would have similar research background/interests.
3. ***Finalize your thesis proposal.***
    Complete your thesis proposal in consultation with your supervisor who will approve or make recommendations for changes. Once it has been accepted by the Supervisor and supervisory committee, you will determine whether or not you need to submit an Ethics application.
4. ***Research Ethics Board.***
    If you are planning to do research involving human subject interviews, then you must submit an Ethics application through the Researcher Portal administered by the Office of Research Services. Information on UPEI's Researcher Guidelines can be found here:
    https://www.upei.ca/research-services/research-certifications

    The following links provide step by step instructions for several processes in the Researcher Portal:
    1. How to log into the UPEI Researcher Portal (ROMEO): https://files.upei.ca/research/upei_romeo_portal_instructions.pdf
    2. How to complete and submit application forms: https://files.upei.ca/research/how_to_submit_application_forms.pdf
    3. UPEI Researcher Portal Frequently Asked Questions (FAQ): https://files.upei.ca/research/upei_researcher_portal_faq.pdf

Other research-related forms can be found within the UPEI Romeo Research Portal
https://upei.researchservicesoffice.com/Romeo.Researcher/

5. ***Register in IST-6990 – Thesis***
   After two semesters – even if you have only completed one course per semester – you are required to register in IST-6990-1. The second and third times you register for the thesis course, you will register in IST-6990-2 and IST-6990-3, respectively. When you have reached Maintenance Status (after completing 9 courses in total), you will register in IST-6990-4.

6. ***Conduct Research and Write Thesis***
   Your research will follow the methodology outlined in your proposal. Your Thesis Supervisor will outline check points in the process where you should meet and discuss the procedure. It is also a good idea to share your progress with fellow classmates. There are always good ideas to be shared and information to gather.

Thesis Supervision

Thesis Supervisor

The thesis supervisor is normally a full-time UPEI graduate faculty member or professor emeritus who holds a doctoral degree or equivalent qualification.

In the event of the supervisor being from an institution other than UPEI, then a co-supervisor from UPEI is also appointed.

Both supervisor and/or co-supervisor are affirmed by the MAIS Coordinator, with the agreement of the student concerned and the Dean of Arts. In the event that the relationship between the student and the advisor is not productive, the student will consult with the MAIS coordinator to work towards a satisfactory solution.

If you do not already have one, a request for a Thesis Supervisor should be made to the MAIS Coordinator. You may have a particular professor in mind, or you may wish to cite your research interest and let the MAIS Steering Committee, or the MAIS Executive Subcommittee decide or suggest who would have similar research background/interests.

Roles and Responsibilities of the Supervisor / Co-Supervisor(s)

The primary role of the supervisor or co-supervisor(s) is to promote conditions conducive to a student's research training and intellectual growth. Specific responsibilities of the supervisor/co-supervisor include:

1. To inform the MAIS Coordinator of the composition of the supervisory committee no later than 60 days after the start of the student's program. The composition of this committee must comply with the regulations listed in the University Calendar.
2. To provide guidance about the nature and planning of the research program, the relevant literature, the research techniques/tools (including arranging for instruction, if necessary), and the training on academic integrity.
3. To meet regularly with the student and set aside appropriate time to discuss progress and future work.
4. To contribute to the student's funding if available and to the student's professional development through advice and letters of reference.
5. To sign off on one Progress Report per year by September 15; typically, but not necessarily, these reports will be the result of an actual meeting between the student and the supervisory committee. These reports must be submitted to the MAIS Coordinator for review and signature.
6. If relevant, sign the Research Ethics Board submission for the student's thesis research.
7. To encourage and assist the student to present his/her work at regional, national, and international conferences and to publish in peer-reviewed journals or other appropriate venues.
8. To inform the student in a timely manner of inadequate progress or substandard work.
9. To request and review written work (thesis drafts, etc.) and to advise the student on quality, style, and grammar, providing constructive criticism.
10. To discuss with a student who is considering requesting a Leave of Absence the reasons and potential implications for his/her research program of such a leave. To acknowledge and/or provide explicit support for such request in the letter accompanying the leave form.
11. To schedule the thesis defense meeting.
12. To approve the thesis after the examining committee members have signed the thesis approval form and after required revisions have been completed satisfactorily.
13. To notify the MAIS Coordinator and the Dean of the outcome of the thesis defense.

The Supervisory Committee

As per the University Calendar, the supervisory committee is composed of the supervisor, and at least two other graduate faculty members familiar with the academic discipline(s) of study. All members of the supervisory committee must be able to participate actively during the program. In the case of co-supervision, one of the co-supervisors must be a graduate faculty member at UPEI.

Roles and Responsibilities of the Supervisory Committee

The specific responsibilities of the supervisory committee include:

1. To collaborate with the supervisor and approve a program of study appropriate for the student's degree. Such a program should include mandatory and elective courses as required by the University Calendar.
2. To meet with the student and collaborate closely with the supervisor on the development and monitoring of the student program and make him/herself available for periodic meetings (signed Progress Report forms are due once per year on September 15).
3. To review and approve the copy of the thesis that is distributed to the members of the Examination Committee before this is submitted to the external reviewer and a subsequent defense takes place.
4. To participate in the Thesis defense and provide an assessment of the student performance according to the criteria established in the Thesis Assessment Form.

Potential MAIS Thesis Supervisors

A list of all potential thesis supervisors, along with contact information and research interests, can be found on Island Scholar: https://islandscholar.ca/

Dr. Laurie Brinklow
Email: brinklow@upei.ca
Department: Island Studies
Research Interests: Islandness; the power of place and story; identity.

Dr. Nick Mercer
Email: nmmercer@upei.ca
Department: Island Studies; Environmental Studies
Research Interests: Renewable energy; Community sustainability; Participatory planning; Social acceptance; Energy policy; Equitable, participatory and diverse energy transitions

Dr. H. Carolyn Peach Brown
Email: hcpbrown@upei.ca
Department: Biology; Environmental Studies
Research Interests: International development; Biodiversity conservation; Climate Change; Knowledge systems; Community resilience; Environmental governance; Community-based resource management.

Dr. Nino Antadze
Email: nantadze@upei.ca
Department: Environmental Studies
Research Interests: Moral dimensions of environmental issues; Environmental justice; large-scale environmental change; Climate justice; Sustainability transitions; and social innovations.

Dr. Udo Krautwurst
Email: ukrautwurst@upei.ca
Department: Sociology and Anthropology
Research Interests: Africa; Kindship and family; Social organization; Visual anthropology; Knowledge and culture; Colonialism and post-colonialism; post-structural theory; Science and technology studies.

Dr. Jean Mitchell
Email: mjmitchell@upei.ca
Department: Sociology and Anthropology
Research Interests: Women; Melanesia; Urbanization; Colonialism.

Dr. Ann Braithwaite
Email: abraithwaite@upei.ca
Department: Diversity and Social Justice
Research Interests: History of and current debates in Women's Studies; Theories of disciplines/(inter)disciplinarity; Feminist theorizing – esp. third wave; post; feminism; Popular culture and representations of bodies and identities.

Dr. Andrew Jennings
Email: andrew.jennings@uhi.ac.uk
Department: Institute for Northern Studies, University of Highlands and Islands
Research Interests: Early medieval history of the Scottish Islands; Island studies (focus on North Atlantic and Baltic); History of the North Atlantic (500-1200); Norse Mythology; Folklore of the Northern Isles; Gaelic culture; and the history of Shetland.

Dr. Godfrey Baldacchino
Email: godfrey.baldacchino@um.edu.mt
Department: Sociology, University of Malta
Research Interests: Small states; Island studies; Sociology; Labour relations; Trade unions and industrial relations; Political geography; Quality assurance.

Dr. Ryan Gibson
Email: gibsonr@uoguelph.ca
Department: Rural Planning & Development, University of Guelph
Research Interests: Rural planning and development; Rural studies.

Dr. Pamela Courtenay-Hall
Email: pcourtenay@upei.ca
Department: Philosophy
Research Interests: Ethics of climate change; Eco realism and cultural-economic imperialism in global environmental negotiations; Sustainable agriculture; Critical thinking; Environmental education and decolonization; Human-nature alienation and reconnection; Ethical and metaphysical issues in parenting; Popular culture; social media and sexual liberation.

Dr. Marina Silva-Opps
Email: msilva@upei.ca
Department: Biology
Research Interests: Spatial scale and habitat fragmentation on the patterns of abundance and diversity of mammal populations; Macroecology and conservation biology.

Dr. Michael R Van Den Heuvel
Email: mheuvel@upei.ca
Department: Biology
Research Interests: Environmental toxicology including endocrine responses of fishes to pollutants; Fish immunotoxicology; Fish population health.

Dr. Adam Fenech
Email: afenech@upei.ca
Department: Climate Change and Adaptation

Dr. Don Desserud
Email: ddesserud@upei.ca
Department: Political Science

Dr. Peter McKenna
Email: plmckenna@upei.ca
Department: Political Science
Research Interests: Canada's role in the OAS; Canadian-Latin American relations; Canadian-Cuban relations; Canadian-Mexican relations; Canada-US relations; Human rights issues; Gaming in Canada

Dr. Yuliya Rashchupkina
Email: yrashchupkina@upei.ca
Department: Political Science; Climate Change and Adaptation
Research Interests: Dr Rashchupkina's primary research interests involve International Political Economy of decarbonization; more specifically; the role of international organizations and norms in shaping national climate change policies; climate change mainstreaming; politics of fossil fuels subsidies and global environmental governance.

Dr. Sara Sadri
Email: ssadri@upei.ca
Department: Climate Change and Adaptation; Sustainable Design Engineering
Research Interests: Water; food; and energy security under climate change and on a regional and global scale; Novel approaches in data science; AI; Stochastic analysis of big data; Applied remote sensing; Programming.

Dr. Joshua MacFadyen
Email: jdmacfadyen@upei.ca
Department: Applied Communication; Leadership and Culture

Dr. Irené Novaczek
Independent Scholar

Dr. Mellisa James
Email: mjames@upei.ca
Department: Business
Research Interests: International marketing; Higher education; internationalization; Public policy and marketing; Tourism marketing.

Dr. Susan Graham
Email: scgraham@upei.ca
Department: Business

Dr. George Jia
Email: yjia@upei.ca
Department: Economics
Research Interests: Entrepreneurship; Entrepreneurial financing; Macroeconomics

Dr. Richard Lemm
Email: rlemm@upei.ca
Department: English

Dr. John McIntyre
Email: jmcintyre@upei.ca
Department: English
Research Interests: Twentieth century literature; Anglo-American modernism; Cultural studies; Theories of place; Commemoration and public memory.

Dr. Annabel Cohen
Email: acohen@upei.ca
Department: Psychology
Research Interests: Auditory perception; Music cognition; Audiovisual integration (film-music); Multimedia perception; Educational technology; Cross-cultural cognition

Dr. Raquel Hoersting
Email: rhoersting@upei.ca
Department: Psychology\
International students, migration, belonging,

Dr. Michael Arfken
Email: marfken@upei.ca
Department: Psychology
Research Interests: Environmentalism; Gender/Sexuality; Phenomenological psychology; Critical social theory; Political psychology; Cognitive science; Social justice; Cultural psychology; Qualitative research methods; Cognition.

Dr. Jessica Strong
Email: jvstrong@upei.ca
Department: Psychology
Research Interests: Aging and cognition; Program evaluation of late life interventions for mental health and well-being; Factors influencing students' likelihood of pursuing a career working with older adults.

Dr. Colleen MacQuarrie
Email: cmacquarrie@upei.ca
Department: Psychology
Research Interests: Multifaceted nature of health and wellness across the lifespan and within diverse community settings; Transitions in the prevention of chronic illnesses; How environments support health choices.

Dr. Lisa Chilton
Email: lchilton@upei.ca
Department: History and Classics
Research Interests: International migrations; History of British imperialism; Pre-World War II Canada

Dr. James Moran
Email: jmoran@upei.ca
Department: History and Classics

Dr. Sharon Meyers
Email: shmeyers@upei.ca
Department: Faculty of Arts
Research Interests: History of women and work; Family history (deviance; etc.); Child welfare.

Dr. Dorely Coll
Email: dcoll@upei.ca
Department: Modern Languages
Research Interests: Santa Teresa de Avila; Clarice Lispector; Women's studies; Latin American studies.

Dr. David Groman
Email: groman@upei.ca
Department: Diagnostic Services, Atlantic Veterinary College
Research Interests: Applied aspects of infectious and non-infectious diseases of fin-fish; Clinical chemistry and hematology; Morphologic fish pathology; Fish disease diagnostic testing; Fish health management; Fin-fish and shellfish aquaculture

Dr. Helen Kristmanson
Email: hkristmanson@lnuey.ca
Department: Senior Archaeologist, L'nuey
Research Interests: Archeology; Aboriginal and treaty rights in Canada; Ceramics; Acadian Archeology; Indigenous data sovereignty; Cultural heritage.

Dr. Godfrey Baldacchino
Email: godfrey.baldacchino@um.edu.mt
Department: Sociology, University of Malta
Research Interests: Small states; Island studies; Sociology; Labour relations; Trade unions and industrial relations; Political geography; Quality assurance.

Dr. C Tyler DesRoches
Email: tylerdesroches@asu.edu
Department: School of Sustainability/Department of Philosophy, Arizona State University
Research Interests: Sustainability and environment; History and philosophy of economics; Well-being and consumption; Environmental philosophy; Environmental decision-making; Interdisciplinary science.

Dr. Rachell Dodds
Email: r2dodds@torontomu.ca
Department: Hospitality and Tourism Management, Toronto Metropolitan University
Research Interests: Sustainable tourism development; overtourism; environmental management; marketing and consumer motivations; Corporate social responsibility; Islands and tourism policy.

Dr. Ryan Gibson
Email: gibsonr@uoguelph.ca
Department: Rural Planning & Development, University of Guelph
Research Interests: Rural planning and development; Rural studies.

Dr. Lynda Harling Stalker
Email: lharling@stfx.ca
Department: Sociology, St. Francis Xavier University
Research Interests: Culture; Island Studies; Narrative research; Atlantic Canada; Work; Crafts; Creative and cultural industries; Traditions.

Dr. Matthew Hatvany
Email: Matthew.Hatvany@ggr.ulaval.ca
Department: Geography; Laval University
Research Interests: Historical geography of North America; Western Europe;

and the South Pacific; Environmental changes in the Anthropocene epoch; Wetlands – exploitation; conservation and denaturalization; Coastal geomorphology (natural and cultural processes).

Dr. Mark Lapping
Department: Muskie School of Public Service, University of Southern Maine
Research Interests: Community and rural planning and development; Regional and local economic development; Natural resources policy and economics; Social capital; Democratization; Food systems planning and policy.

Dr. Alan MacEachern
Email: amaceach@uwo.ca
Department: History, Western University
Research Interests: Canadian history; Environmental and climate history.

Dr. Palanisamy Nagarajan
Emeritus Professor
Department: Economics

MAIS Thesis Proposal Template

Proposed title:

Student name:

Purpose

The purpose of this study will be to … [1-2 paragraphs]

Background and Research Questions

[Background: 1-2 paragraphs]

This study will address the following research question and sub-questions:

[1-2 main questions, with 1-2 sub-questions]

Methodology

[1-2 paragraphs]

Literature review.

The literature review will include scholarly articles on … [3-4 specific key-word searches], as well as grey literature [media? government policy documents? other??].

Qualitative data collection and analysis.

[1-2 paragraphs on your case study research – how do you propose to do your research? Participant-observer? Surveys? Focus groups? Interviews? Auto-ethnography?]

Outcomes and Contribution to the Field

[1-2 paragraphs on the contribution you see this research will make]

Draft timeline

- **Literature review**:

- **Ethics approval** (For any surveys or interviews you may be conducting)

- **Interviews**

- **Writing:** [please note in order to finish by spring of any given year, you should have your first draft completed before December of the previous year, to allow your committee to read and comment on it, before it goes to the external reader, usually mid-March to allow time for revisions, the defense, and final revisions.}

- **Oral defence:** Aiming to be completed by…

Motivations to switch to the thesis program.

[1-2 paragraphs]

References

[Approximately 6-10 preliminary references should suffice]

MAIS Thesis Template

Begins on next page...

UNIVERSITY OF PRINCE EDWARD ISLAND

[TITLE OF THESIS (title case, double spaced, no more than 240 characters)]

by

[STUDENT FULL NAME]

A THESIS

SUBMITTED TO THE FACULTY OF ARTS,

IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE

DEGREE OF MASTERS OF ARTS IN ISLAND STUDIES

CHARLOTTETOWN, PRINCE EDWARD ISLAND

[MONTH, YEAR]

UNIVERSITY OF PRINCE EDWARD ISLAND

FACULTY OF ARTS

The undersigned certify that they have read, and recommend to the Faculty of Arts acceptance, a thesis entitled "[TITLE OF THESIS]" submitted by [STUDENT NAME] in partial fulfilment of the requirements of the degree of MASTER OF ARTS IN ISLAND STUDIES.

_____

Supervisor, [FULL NAME AND DEPARTMENT]

_____

[FULL NAME AND DEPARTMENT]

_____

[FULL NAME AND DEPARTMENT]

_____

Date

Abstract

This page is required for all graduate theses. An abstract is a short paragraph explaining the major points and conclusions of your thesis. For master's theses, the abstract should be no more than 150 words long.

Preface

The preface is an optional preliminary statement to introduce your thesis that explains its

scope, intention, or background.

Acknowledgements

The acknowledgement page is an optional part of the front matter where you can acknowledge other individuals' contributions to your thesis.

Dedication

The dedication page is an optional section where you can dedicate the thesis to an important person.

Table of Contents

(Right click on the Table of Contents and choose "Update Field". All text formatted with

the styles "Heading 1", "Heading 2", "Heading 3", "Heading 4", "Appendix Heading 1",

"Appendix Heading 2", "Appendix Heading 3", "Front matter Heading style", or

"Reference List Heading style" will be included)

List of Tables

List of Figures and Illustrations

List of Plates

List of Symbols, Abbreviations and Nomenclature

If you do not have any symbols, abbreviations, or specific nomenclature in your thesis, you do not need to fill out this table. To add another row to the table, with your cursor in the bottom right cell, press the TAB key (beside the letter Q on your keyboard).

Symbol	Definition

Epigraph

The epigraph is an optional section, where you can include a motto or quotation that sets forth a theme.

[Chapter text begins here. Use the **Insert → Object → Text from file** command to bring in each chapter file.]

References

Traditional Thesis Chapter Text Outline

Introduction

1. Why have you chosen this topic? Why does this topic interest you?
2. What kind of research approach/academic discipline did you utilise?
3. What is the theoretical/conceptual framework for your thesis? (Develop a comprehensive and thorough review of the literature in each of the areas.)
4. What are your research questions or problems? How do they connect to your framework?
5. What methodology did you use (in brief)?

Literature Review

1. What do we already know about the topic?
2. What do you have to say critically about what is already known?
3. Has anyone else ever done exactly the same?
4. Has anyone else done anything that is related?
5. Where does your work fit in with what has come before?
6. Why is your research worth doing in the light of what has already been done?

Methodology

1. How did you go about your research?
2. What overall strategy did you adopt, and why?
3. What design and techniques did you use? Why these and not others?
4. How did you approach your data analysis?
5. Reflexivity in the analysis: what did you bring? What did you take away?
6. Could someone follow in your footsteps to repeat what you've done?

Data Chapters

1. Introduction.
   a. Scene-setting
   b. Gap in knowledge this chapter addresses
   c. How this chapter fills this gap
   d. A brief overview of the chapter
2. Main section: Discussion
   a. Make one point at a time.
   b. Top and tail each data extract (contextualise)
   c. Show you understand the limitations of the data and analysis.
   d. Always number extracts.

e. Convince the reader.
f. Compile data tables, if helpful to get your points across, then explain them
3. Conclusion
a. Explain what the chapter has done.
b. Describe the new questions the chapter identified.
c. Explain where these questions will be addressed.

Concluding Chapter

1. Explain the relationship between the work done, the original research questions, previous work in the literature review and any new work since data was collected.
2. Is there anything you would do differently?
3. Are there implications for policy and practice?
4. Is there potential for further research?
5. What are the limitations of your own study?

Appendices (all supporting material that is not part of the narrative)

Master of Arts (Island Studies) Oral Defense Procedure

- The Chair of the Examination Committee (in most cases the Coordinator of the Program) welcomes everyone and outlines the procedure.
- In most cases, examinations are scheduled for a maximum of two hours.
- The examination will start with a brief (20-minute maximum) presentation by the student on the thesis. This may include a PowerPoint presentation. If there is a PowerPoint presentation, it is the responsibility of the student to provide a copy of this in advance to any examiner who may be participating from a distance.
- No questions from the audience will be entertained until after the Examination Committee has completed asking questions.
- There will an opportunity for two rounds of questions from the Committee, in the following order:
  1. External Examiner
  2. Internal Examiner – if applicable
  3. Other internal members of Committee
  4. Supervisor or co-Supervisors.
     - Committee members are welcome to ask more than one question per round.
     - If the External Examiner is not present but has provided questions in advance, the Chair of the Examination Committee will ask those questions on behalf of the External Examiner.
- After two rounds of questions, the Chair will ask the Examination Committee members if they have any final questions.
- The Chair will then ask if there are any questions or comments for the candidate from the audience.
- Following all questions, the Chair will ask the audience and the candidate to leave the room so that the Examination Committee can deliberate in camera on the outcome of the examination. The candidate is asked to stay close to the room.
- The Examination Committee will attempt to achieve a consensus on the outcome using the following categories: "Accepted as is," "Accepted after minor revision," "Accepted after substantial revision," "Unacceptable." The Chair of the Examination Committee would normally not be a voting member unless he/she has been a member of the student's Supervisory Committee and has provided his/her own questions during the examination. If consensus cannot be reached the Chair will call for a vote of the Committee. As specified in the Handbook, the examination is passed, and the thesis approved if there is not more than one negative vote. An abstention is considered to be a negative vote.
- The Chair will also seek consensus on what changes, if necessary, are required to allow the thesis to be passed and an estimate of the time it

would take to complete these changes. If the revisions are considered minor and/or editorial in nature, members of the Examination Committee will be asked if they are comfortable signing the Certification of Thesis Work sheet at this point with the understanding that the supervisor or co-supervisors will withhold his/her signature(s) until the revisions requested by the other members have been completed.

- One original copy of the Certification of Thesis Work sheet will be available for signature by the Examination Committee. The Program Coordinator will provide it at the meeting or via email afterward.
- If the result is "Accepted after substantial revision," the student may be given the opportunity by the Examining Committee to revise the thesis with or without defending again. If the student is not required to defend the thesis again, normally all members who have requested substantial revisions would withhold their signatures until they have seen a revised version of the thesis.
- If the result is "Unacceptable," the student may be given the opportunity by the Examination Committee to revise the thesis and to defend it again.
- The candidate will be invited back into the room and informed of the outcome.

March 27, 2013; Revised November 6, 2015; Revised November 9, 2020.

References:

https://files.upei.ca/science/graduatestudies/science_thesis_guidelines.pdf

https://gradresearch.unimelb.edu.au/preparing-my-thesis/thesis-with-creative-works

https://www.amherst.edu/system/files/TYPES%2520OF%2520THESES.pdf

https://files.upei.ca/research/how_to-login_to_researcher_portal.pdf

Appendix

Appendix A: Student Progress Report

UPEI UNIVERSITY *of Prince Edward* ISLAND

Master of Arts in Island Studies Annual Student Progress Report

Due September 30th

Student name: _____
UPEI Student ID #: _____
Date of enrolment: _____
Date of committee _____

Report #	Date

Courses completed / in progress / proposed.

Course name / number	Term / year	Grade
Additional requirements (add a page if needed)		

Research completed / in progress.

Research component	Percentage completed
Development of Proposal or Research Structure:	
Literature Review:	
Data Acquisition and/or Analysis:	
Writing:	

Timeline and comments

Expected date for thesis defence:
Supervisory Committee comments (add a page if needed):

Signatures and Dates

	Date
Supervisor (or Co-Supervisors)	
Committee member	
Committee member	

Student comments:	
	Date:
Student Signature:	
MAIS Coordinator (to be added after submission of form)	

Form revised July 2024. Thanks to the Faculty of Science for providing an earlier version.

Appendix B: Research Services Signature and Deadline Process for External Researcher-Led Grant Applications (i.e., non-institutional research funding applications)

All applications to external funding agencies must follow UPEI's review and approval process before being submitted to the funding agency. It is important that Research Services is provided with sufficient time to review your application to help ensure that it meets the agency's guidelines and is in line with institutional policies. Please note that the internal review and approval process is mandatory for all applications, regardless of whether the funding agency requests an institutional signature on the application.

The process below applies to researcher-led grant applications. Applications on which the institution is considered the applicant (e.g., Canada Foundation for Innovation, Canada Research Chairs, Atlantic Canada Opportunities Agency) will have different requirements.

Standard Review and Approval Process

Research Grant applications must be submitted for review and approval in the Romeo

Researcher Portal at least ONE WEEK (5 working days) before the funding agency's deadline. This will enable sufficient time for the Chair, Dean, Dean of Faculty and Graduate Studies, and the Vice-President, Academic and Research to approve the application. The application must be approved by the Principal Investigator's Dean at least 3 working days in advance of the agency's deadline. It is the responsibility of the PI to monitor the approvals and to ensure that the application reaches Research Services in sufficient time. Some applications require additional processing time; please see below for more information.

Notes:

- Applications that are subject to institutional quotas (e.g., NSERC CREATE) will have an internal pre-submission process that may take place several weeks or months ahead of the agency deadline. This process will be communicated via email notices from Research Services.
- If a letter of support is required for an application, Research Services must be notified at least one week in advance. Research Services staff

can assist with crafting this letter and obtaining the institutional signature.

- Applicants requesting a waived or reduced overhead rate must seek approval from their Dean and the Vice-President, Academic and Research. There is no guarantee that UPEI will approve a budget that deviates from UPEI policy regarding overhead costs.

Applications Requiring Institutional Submission

Grant applications requiring online approval/submission by Research Services (e.g., most tricouncil applications) must be submitted by noon two working days before the deadline date. This will provide Research Services with sufficient time to access and submit applications. An earlier deadline may be set if a high number of applications is expected on a particular date (this will be communicated via email notice from Research Services). Applications received after this deadline will not be processed and therefore will not be submitted to the funding agency.

Applications Requiring Additional Processing Time

Certain applications have complex requirements and/or involve multiple departments in the review process. Therefore, applications with the following characteristics require additional processing time and must be submitted for review at least 10 working days ahead of the funding agency's deadline:

Industry-partnered applications: Synapse staff will participate in the review of applications and may follow up with the applicant and/or industry partner as required regarding funding contributions, issues related to intellectual property, etc.

Grants requiring matching funding as a condition of application: Research Services must confirm the supports available and ensure that the application meets matching ratio requirements.

Applications to non-Canadian funding agencies: Research Services will need to review agency guidelines and confirm that UPEI can meet these requirements. Often, institutional registration in novel application platforms is required, and thus sufficient time must be provided for UPEI to register for these platforms. There is no guarantee that UPEI will be able to meet the conditions of an international funding agency, therefore, it is recommended to reach out to Research Services *before* preparing an application.

Exceptions/Other considerations

When a rapid call for funding is issued, there may not be sufficient time to meet the standard requirements. In this circumstance, please contact Research Services to alert staff to your impending application.

When a UPEI investigator is asked to participate on an application that is led by another institution, the standard review and approval process must be followed, but we recognize that there may be delays in receiving information from the host institution. In this circumstance, please contact Research Services as soon as possible to explain the details of your involvement (e.g., UPEI commitments, funding expected to flow to UPEI, etc.).

Grant registrations or notifications of interest to apply (e.g., the NSERC DG NOI) do not need to follow the UPEI approval process, but a copy should be provided to Research Services for notification and planning purposes. However, any expressions/letters of interest that require confirmation of UPEI support and/or institutional approval/submission must follow the standard review and approval process.

Following these timelines will ensure that Research Services can best assist you in the grant application process and to identify potential issues or omissions, thus helping to improve your chance of success for obtaining funding.

For optimal assistance, contact Research Services during the planning and preparation of your application and we can provide supports such as those listed below. Please reach out at least two weeks in advance of the deadline (although we will offer these supports as time permits when approaching the deadline).

- Advice regarding the fit with the agency/program
- Liaising with funding agency program officers
- Liaising with external partner organizations (via Synapse)
- Information regarding resources available for particular funding opportunities
- Review to ensure that your application contains the required components
- Feedback regarding the clarity of your application and consistency among sections

- Assistance with budget development, including financial requirements for graduate and undergraduate students
- Assistance with preparation of institutional letters of support
- Review of compliance with agency guidelines and university policies
- Assistance with electronic forms and the online submission process