

Schulich School of Education

PhD Handbook

Graduate Studies in Education



NIPISSING
UNIVERSITY

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This handbook is for general information purposes. For official university policies, procedures, and program regulations, please consult the current university Academic Calendar.

Overview

Grounded in the context of a post-modern society, and recognizing the importance of multiple perspectives, our PhD in Education (Educational Sustainability) will prepare students from a variety of fields including education, health, social work, business, social justice, and administration for sustainable educational practices in the 21st century.

Educational Sustainability means that within the program, students and faculty members will be asking questions that take into account the social context in which we live, and consider the ways in which the world is interrelated.

The program includes two summer residencies followed by online courses so that students can continue full-time or part-time employment throughout the degree. The degree is designed for educators and other professionals who want to deepen their critical thinking and bring a richer understanding to their professional roles.

Faculty research interests include: Indigenous education, adult learning, holistic education, narrative inquiry, arts-informed research, policy analysis, student and family engagement, technology, servant leadership, special education, multi-literacy education, social justice and cultural studies, and experiential learning.

Program of Study

The PhD in Education (Educational Sustainability) is a rigorous program of study. Students must complete the following requirements within four years of initial registration:

1. Three core courses during a summer residency program over two years (four weeks each July) at the Nipissing University campus in North Bay.
2. Three elective courses from the current MEd/PhD course listing (courses are available online).
3. A comprehensive examination (two qualifying papers).
4. A doctoral dissertation.

Admission Requirements and How To Apply

Please visit "Supplemental Forms" at www.nipissingu.ca/registrarforms for the PhD admission requirements and how to apply.

PhD in Education (Educational Sustainability) Learning Outcomes

Graduate degree level Expectations	Doctoral Degree Outcomes This degree extends the skills associated with the Master's degree and is awarded to students who have demonstrated the following:
Depth and breadth of knowledge	A thorough understanding of a substantial body of knowledge that is at the forefront of their academic discipline or area of professional practice including, where appropriate, relevant knowledge outside the field and/or discipline.
Research and scholarship	a) The ability to conceptualize, design, and implement research for the generation of new knowledge, applications, or understanding at the forefront of the discipline, and to adjust the research design or methodology in the light of unforeseen problems; b) The ability to make informed judgments on complex issues in specialist fields, sometimes requiring new methods; and c) The ability to produce original research, or other advanced scholarship, of a quality to satisfy peer review, and to merit publication.
Level of application of knowledge	The capacity to: a) undertake pure and/or applied research at an advanced level; and b) contribute to the development of academic or professional skills, techniques, tools, practices, ideas, theories, approaches, and/or materials.
Professional capacity/ autonomy	a) The qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex situations; b) The intellectual independence to be academically and professionally engaged and current; c) The ethical behaviour consistent with academic integrity and the use of appropriate guidelines and procedures for responsible conduct of research; and d) The ability to evaluate the broader implications of applying knowledge to particular contexts.
Level of communication skills	The ability to communicate complex and/or ambiguous ideas, issues, and conclusions clearly and effectively.
Awareness of limits of knowledge	An appreciation of the limitations of one's own work and discipline, of the complexity of knowledge, and of the potential contributions of other interpretations, methods, and disciplines.

Faculty Advisor

To assist PhD students as they progress through their program of study, you will be assigned a Faculty Advisor. We encourage students to keep in touch regularly with their Faculty Advisor. With the advice of their Faculty Advisor, and based on the available information regarding faculty expertise and availability, students will eventually select a faculty member to approach to consider being their Dissertation Supervisor (note that this may be the assigned Faculty Advisor, but not necessarily). Once this person has accepted the role of Dissertation Supervisor, the Supervisor and student will establish a PhD Supervisory Committee. The Supervisory Committee is comprised of the Dissertation Supervisor and two additional committee members who will provide guidance for the comprehensive exam, research proposal, Nipissing University Research Ethics Board application, research implementation and writing, and the final defence process.

A list of Education graduate faculty members eligible to be advisors and supervisors is available at: <https://www.nipissingu.ca/academics/school-graduate-studies/phd-education/research-supervisor>

Degree Requirements and Time to Completion

Students must complete [30 credits](#) with a minimum of 70% in each course, as follows:

1. There are three mandatory 3 credit courses:
 1. EDUC 6116 Critical Conversations in Educational Research;
 2. EDUC 6117 Critical Conversations in Educational Theory;
 3. EDUC 6126 Doctoral Seminar;
2. Participate in a summer institute residency program over two years (4 weeks each July) for required core courses (EDUC 6116 & EDUC 6117 in Year 1; EDUC 6126 in Year 2) held at the Nipissing University campus in North Bay;
3. Successfully complete three 3-credit elective PhD or MEd/PhD courses from the current course listings as per availability throughout the calendar year;
4. Successfully complete EDUC 6127 Comprehensive Exam (2 qualifying papers) (no credit value);
5. Successfully complete EDUC 6999 Dissertation (12 credits) to the University's standard;
6. Successfully meet the degree requirements within four years of first registration.

Once students have completed their first summer residency, they may commence with completion of three 3-credit graduate level electives. Generally, students will select courses from the current [Graduate Studies in Education course offerings](#).

Note: All scheduled graduate courses will be available to you, with the exception of the following:

- EDUC 5196 Understanding Education
- EDUC 5157 Survey of Research Methods
- EDUC 5186 Research Project and Seminar

Students must complete the PhD in Education (Educational Sustainability) program within 12 consecutive terms (four years). Students who have not completed the program after 12 consecutive terms may apply for a Degree Extension, and if granted, will be charged the extension fee per term plus ancillary fees.

Grades

Graduate Grading System:

With the exception of the Comprehensive Exam and the Dissertation, the standardized grading system for graduate courses at Nipissing University is:

A+	90-100%
A	85-<90%
A-	80-<85%
B+	76-<80%
B	70-<76%
F	<70%

Graduate students must obtain a minimal grade of B in each course. Graduate students who receive an F on a course may apply to the Graduate Advisor / Graduate Chair for permission to re-take the course using an [application for continuance](#) form.

Appeals

Appeals are normally heard regarding possible inequities in the process used in the grading. Should a student not be satisfied with an awarded grade, s/he may appeal. The first level of appeal is to the course instructor. If this does not bring satisfactory results, the student may appeal to the Dean of Education and Professional Studies. If not satisfied by the Dean's response, the student may appeal to the Admissions, Appeals and Petitions Committee of Senate. For the complete University appeal process please refer to the Academic Calendar.

The MEd/PhD Independent Study Course (EDUC 5486)

As an alternative to completing one of the 3-credit courses PhD students may apply to complete EDUC 5486 Independent Study. The Independent Study course may not replace a course that is already part of the MEd/PhD program. Therefore, the Independent Study topic must be very specific and not covered in depth in any of the existing MEd/PhD courses. While the Independent Study course should be relevant to the student's research area, the final product should not represent a chapter of the final thesis/dissertation. A student may only complete one Independent Study course over the duration of their degree.

The faculty advisor may assist the student in finding a graduate faculty member with whom to work on the Independent Study.

Once the graduate faculty member has agreed to supervise, the student must apply for the Independent Study course through WebAdvisor. The Application can be found in the Student Menu under Registration. The application is subject to approval from the Chair of Graduate Studies in Education and the Dean of Education and Professional Studies. The student will receive an email indicating if the request was approved or rejected. If approved, the student will register in the course through WebAdvisor.

Students are not permitted to register for an individualized study course unless this process has been followed and approved at all levels.

The Independent Study course must be completed within the selected term/session start and end dates.

The Comprehensive Examination

Students may begin their comprehensive examination after successful completion of the two summer residencies and course work has been completed. The comprehensive examination consists of two written qualifying papers. In the papers, students are expected to bring a variety of theoretical perspectives and research methodologies to their intended area of research, consistent with the commitment to the program's interdisciplinary approach to education studies. The papers allow students the opportunity to situate their chosen area of research in the broad educational context.

Students must apply to take the comprehensive exams at four weeks prior to the intended completion date. Before submitting the preferred date for the examination, students must have defined their research area and identified their intended Dissertation Supervisor. The Dissertation Supervisor will serve as a reader for both qualifying papers and a second reader will be selected from the core faculty for each of the theoretical and the methodological papers. The Graduate Chair will approve the submission date after consulting with the readers.

Procedures for the PhD comprehensive examination may be found at:

<https://www.nipissingu.ca/sites/default/files/2018-05/PhD%20Comp%20Policy%20-%20May%207%2C%202014%20%282%29.pdf>

Course Registration

Through the “My Nipissing” portal students will register online for their courses as outlined in the PhD in Education (Educational Sustainability degree requirements).

Process to register:

1. Access Nipissing University’s Home Page at <https://www.nipissingu.ca/> and click on My Nipissing.
2. Enter your username (the first letter of your surname in lower case followed by your seven digit student ID number), and password (6 to 9 characters in length including both numbers and letters) and click on Sign In.
3. Click on the WebAdvisor tab. Click on Launch WebAdvisor.
4. Click on Students. Click on Search & Register for Classes in order to register for a course.
5. Choose the term (i.e., GR19FW- Grad Studies 19FW) and a course subject (i.e., EDUC). Click Submit.
6. Click on the box beside the course(s) in which you wish to register. Click Submit.
7. On the following screen (Preferred Selections), select an action for each course you have selected.

In the Action box, you have three options: Register, Remove from List, or Waitlist.

If the course is open, select Register to enroll in the course. If the course is full and allows a waiting list, select Waitlist to be added to the waiting list.

If you neither want to register nor want to go on the waiting list, you can choose Remove from List to remove that course selection from your Preferred Sections.

8. You will then receive a message indicating your status in the chosen course(s). Your status should appear as “Registered for this section” to indicate that you have registered successfully in the course. Scroll to the bottom of page and click OK.
9. Return to the Student Menu, click on Search & Register for Classes and repeat steps 6 through 9.
10. ALWAYS verify your course selection or withdrawal by clicking on My Class Schedule on the Student menu. This should be done after adding or dropping courses. You may want to print it for your records.
11. Be certain that your mailing address is correct. To update it, select Confirm/Change Mailing Address on the Student menu.

Waiting Lists

Please review the Nipissing University [policy on course waiting lists](#).

If you are on a waiting list for a course(s), WebAdvisor will contact you via your Nipissing University e-mail account if a position in the course(s) becomes available and you are next on the waitlist. From this point, you will have 72 hours to enroll in the course. If you do not enroll in the course within the specified time, without further notice, WebAdvisor will remove your name from the waitlist and offer the position to the next student on the waitlist. No student will be offered a vacant position who is not on the waitlist.

PLEASE NOTE: You may place your name on more than one waitlist. You may be enrolled in a course and place your name on one or more waitlists.

Continuous Enrolment

All graduate students are required to maintain continuous enrolment each term. The terms are Fall, Winter and Spring/Summer. PhD students are responsible for registering themselves in their courses. In addition to your courses, PhD students will automatically be registered in GSCF 0600: Program Continuation each term, unless there are financial restrictions preventing registration.

If you fail to maintain continuous enrolment, you will be withdrawn from the program.

Progress Report

Each term, every registered student is required to submit a [progress report](#). The report details the courses that have been completed, and the academic goals of the student. It is recommended that students contact their Faculty Advisor/Supervisor to discuss their academic goals and direction, prior to the completion of the report.

Incomplete Standing

In exceptional circumstances, a student may request consideration for an incomplete grade (INC). Such request must be submitted through the Instructor to the Dean, together with the reasons for the request.

Any student assigned an Incomplete grade must normally complete all course requirements within 30 days after the end of the examination period or the last day of the course if there is no final examination for that course. If after that period the course is not completed, a grade of zero will be assigned to those components not completed.

Transfer Credits

Once students are registered in the program, they may enroll in a maximum of two 3-credit or one 6-credit graduate level course; these cannot include the core courses. If students have received advanced standing for courses imported into their PhD program of study, these will reduce the number of courses students may take at another university, while in the program. To receive permission to take a graduate level course at another university, students are required to submit a brief description of each course they wish to take and the credit hours allocated to it. If the course is located in an Ontario university, students must complete the Ontario Visiting Graduate Student application form. If the course is accepted into the student's program, the request will be approved and forwarded to the host university.

Tuition Fees

Current tuition fees and charges are available on the Student Finance website:

www.nipissingu.ca/finance/

Students are required to pay a term fee plus ancillary fees, in each of the Fall, Winter, and Spring/Summer terms for 12 consecutive terms. Please review your financial account in WebAdvisor regularly as late payments will be subject to a late fee and a financial restriction on your account will prevent you from registering in courses. Please direct your questions regarding fees and payment deadlines to our Finance Office via e-mail at finance@nipissingu.ca or visit the Finance Office in room F216.

Scholarships

There are several scholarship opportunities available to PhD students. Please visit the Graduate Funding website at www.nipissingu.ca/gradfunding/

Scholarships are paid against tuition fees through the Financial Aid office. Students are responsible for paying any fees that are not covered by their scholarship(s) by the posted deadlines. Students who have questions about scholarships they've been awarded may contact the Financial Aid Office at finaid@nipissingu.ca or (705) 474-3450 ext. 4311. Our Financial Aid office is located at F216. You may also contact the School of Graduate Studies, sgs@nipissingu.ca or (705) 474-3450 ext. 4292.

Graduate Student Office Space

Nipissing University offers myriad physical spaces that are conducive to productive research and sense of community. Graduate students study in state-of-the-art classrooms, seminar rooms, and research

labs. The graduate student office (R229) provides a dedicated office space where students may complete their work.

Library

The Harris Learning Library provides 56 000 square feet of study space and the modern design features expanded print collections, a learning commons, adaptive technology and collaborative workspaces. Nipissing users are able to search for books, journal articles, kits, and other material online by visiting eclibrary.ca and choosing [Nipissing Search](#) (have your My Nipissing log-in credentials ready).

For assistance with library services, please contact the Info Desk:

<https://www.eclibrary.ca/library/ask-us>.

Contact Information

Amber McCarthy
School of Graduate Studies
Phone: 705-474-3450 ext. 4292
Email: sgs@nipissingu.ca
www.nipissingu.ca/graduatestudies

Dr. Douglas Gosse
Chair, Graduate Programs in Education
Email: GradEd@nipissingu.ca
www.nipissingu.ca/phd

Admissions – Office of the Registrar
Nipissing University
PO Box 5002, 100 College Drive
North Bay, ON P1B 8L7
Phone: 705-474-3450 ext. 4761
Email: admissions@nipissingu.ca

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NIPISSING
UNIVERSITY

Schulich
SCHOOL OF EDUCATION

Graduate Studies in Education, 100 College Drive, Box 5002, North Bay, ON P1B 8L7

tel: (705) 474-3450 ext. 4292 • fax: (705) 476-8037 • tty: (877) 688-5507

sgs@nipissingu.ca • www.nipissingu.ca /graduatestudies