



UNIVERSITY
of Prince Edward
ISLAND

**University of Prince Edward Island
Master of Arts in Island Studies**

Graduate Student Handbook

April 2021

Table of Contents

MISSION STATEMENT OF UNIVERSITY OF PRINCE EDWARD ISLAND.....	3
GENERAL UNIVERSITY INFORMATION.....	4
PROGRAM MISSION	10
STREAMS.....	10
Thesis Stream	10
Course/work-study stream	11
REGISTRATION.....	15
Registration Fees.....	15
Registration Changes.....	15
Continuity of Registration	16
Withdraw or Take a Leave.....	16
MAIS COURSE REQUIREMENTS.....	19
MAIS COURSE DESCRIPTIONS	20
THE THESIS	25
Thesis Guidelines.....	25
Progress Reports	25
Presentation of Thesis Research	25
Thesis Registration & Fees	25
Thesis Supervision	26
Roles and Responsibilities of the Supervisor / Co-Supervisor(s)	26
The Supervisory Committee.....	27
Roles and Responsibilities of the Supervisory Committee	28
A Guide to the MAIS Thesis Research Process: From Registration to Graduation....	28
Thesis Format	29
Guidelines for Thesis Preparation and Defenses	30
External Examiner.....	32
EXPECTATIONS	33
FROM GRADUATE STUDENT	33
FROM RESEARCH SUPERVISOR.....	33
FROM SUPERVISORY COMMITTEE	33
MAIS ADMINISTRATIVE STRUCTURE.....	34
MAIS Coordinator	34
MAIS Graduate and Adjunct Faculty.....	34
GRADUATION REQUIREMENTS.....	37

TRANSCRIPTS OF RECORDS..... 38
ACADEMIC INTEGRITY..... 39
APPEALS..... 40
APPENDIX A: GLOSSARY OF TERMS..... 41
APPENDIX B: COMMITTEE TERMS OF REFERENCE 42
 MAIS Steering Committee and Executive Subcommittee 42
 Island Studies Teaching Fellows..... 44

MISSION STATEMENT OF UNIVERSITY OF PRINCE EDWARD ISLAND

The University of Prince Edward Island, founded on the tradition of liberal education, exists to encourage and assist people to acquire the skills, knowledge, and understanding necessary for critical and creative thinking, and thus prepare them to contribute to their own betterment and that of society through the development of their full potential. To accomplish these ends the University is a community of scholars whose primary tasks are to teach and to learn, to engage in scholarship and research, and to offer service for the benefit of our Island and beyond.

GENERAL UNIVERSITY INFORMATION

ROBERTSON LIBRARY: (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:

January 4 - April 10, 2021 and

April 22 - April 30, 2021

Monday - Friday: 8:00am-6:00pm

Saturday - Sunday: 12:00pm-5:00pm

April 11 - April 21, 2021 - Extended Hours/Exams

Monday - Friday: 8:00am-8:00pm

Saturday - Sunday: 12:00pm-8:00pm

For up-to-date hours, see

<https://library.upei.ca/hours>

Please check the library website for information on updated COVID-19 procedures, services available, holiday hours, closures, and more.

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

Simon Lloyd is the University Librarian who provides support to the Master of Arts in Island Studies program. He can be reached at sllloyd@upei.ca or (902)566-0536.

CAMPUS SECURITY: (902) 566-0384

www.upei.ca/office-vice-president-administration-and-finance/security | 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.

Safety Services:

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 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:
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-emergency-alert-sign-recv-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: (902) 566-0616
<https://www.upei.ca/health-centre> | healthcentre@upei.ca

The mission of the UPEI Health and Wellness Centre is to provide access to high quality, safe health care delivery to students, staff, faculty, and families. 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

<https://www.upei.ca/svpro>

UPEI established the Cross-Campus Sexual Violence Prevention and Response Task Force in 2017 to build on previous protocols and develop a formal, stand-alone policy on sexual violence prevention and response. The Sexual Violence Policy is now in place and UPEI has its first Sexual Violence Prevention and Response Office (SVPRO). Eileen Conboy, the SVPRO Coordinator, has an MEd in Counselling from the University of Ottawa and is committed to providing trauma-sensitive services to

survivors of sexual violence on campus and to bring the University's new Sexual Violence Policy to practice.

The SVPRO is located on the 3rd floor of the Kelley Memorial Building, Room 304. Additional information can be found on the SVPRO website. If you have questions or are in need of assistance/support, please contact (902) 620-5090, econboy@upei.ca or sv-pro@upei.ca

CAMPUS POLICIES

Tobacco use policy: In accordance with UPEI provincial legislation, no person shall smoke on campus or any other University owned or leased property, including all outdoor, indoor, or other enclosed space.

Scent-Free Initiative: UPEI is committed to creating scent-free indoor work, study, and play environments. Scent-free includes the smells or odors from cosmetics (perfumes, shampoos, deodorants, make-up, etc.) or from other products such as air fresheners, cleaning products, etc.

CHI-WAN YOUNG SPORTS CENTRE: (902) 566-0368

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

Please note: hours and services available may be reduced due to COVID-19. Please check the website for updated information and hours, or contact them via email or phone.

Students not residing in Prince Edward Island can submit a request to opt out of the Fitness and Administration Fee by completing the "Fitness and Admin Opt Out" form located under UPEI Forms on the MyUPEI student portal. Please note the deadline to opt out of this fee is usually in September.

The Fitness Centre fee that you pay as part of your full-time student fees provides access to both the indoor and outdoor facilities at the Chi-Wan Young Sports Centre, as well as free admittance to some of the fitness classes, Bell Aliant Centre pool, Intramurals, and Panther Sport regular season home games from September to April. You can purchase a Summer Student membership for the months of May to August.

Hours of operation

Monday to Thursday: 6:00 am–10:00pm

Friday: 6:00 am–8:00 pm

Saturday: 9:00 am–5:00 pm

Sunday: 1:00 pm–9:00 pm

For summer and holiday hours, see

<https://www.upei.ca/ar/athletic-facilities/chi-wan-young-sports-centre/hours>

RESIDENCE/HOUSING

<https://www.upei.ca/residence>

This website has information about campus housing. For those travelling from off-Island who require accommodations, please visit the website above for information on accommodation and special rates that may be available.

For those looking for off-campus housing, please visit

<https://www.upei.ca/off-campus-housing>

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: (902) 628-4320

<https://www.upei.ca/writing-centre> | jjpuiras@upei.ca

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)

Nouhad Mourad (nmourad@upei.ca)

UPEI International Student Guide can be found here:

http://files.upei.ca/studyabroad/international_student_guide.pdf

FACULTY OF GRADUATE STUDIES AND RESEARCH

<https://www.upei.ca/graduate-studies> | cgallant@upei.ca

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 Building, Room 201

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

Phone: (902) 620-5120

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

OVERVIEW AND MISSION STATEMENT OF THE MASTER OF ARTS IN ISLAND STUDIES PROGRAM

PROGRAM MISSION

The Master of Arts in Island Studies (MAIS) program is designed to engage students, faculty, and worldwide partners in the study and the creation, dissemination, and application of knowledge regarding the characteristics of small islands.

The key features of the Master of Arts in Island Studies are as follows:

- that it be interdisciplinary, at the course level as well as the program level, to deal with a broad range of issues, including economic, socio-cultural, political, ecological, and of interest to public administration or the environmental sciences;
- that it be international, inasmuch as it will seek partnerships with scholars and institutions worldwide with an interest in small islands;
- that it is framed in a regional and comparative 'island studies' context, with students then focusing on an issue or issues as it impacts on one particular island; two or more islands; OR the relationship between island and mainland.

STREAMS

The MAIS program has two streams, the thesis stream and the course/work-study stream.

Thesis Stream

This is an interdisciplinary program that accepts students from all disciplinary backgrounds. All we ask is that you have a passion for islands. Thesis stream students may adopt a comparative approach to study islands or explore a topic or issue that is crucial to one island. Either way, the program will prepare students with the practical research skills and knowledge they need to succeed in a world increasingly defined by interconnections and interactions among peoples and regions.

Students will:

- study in small classes at the world's top island studies university, hosting an Institute of Island Studies, a UNESCO Chair in Island Studies and Sustainability, and Island Studies Press—all located in one of North America's most picturesque island jurisdictions;
- benefit from grants and research assistantships made available to students by faculty;
- be considered for many scholarships and awards, including entrance scholarships and donor-based awards;

- participate in a challenging scholarly and interdisciplinary environment, with expert professors based at UPEI or visiting from other parts of the world.

The thesis version of the program involves six courses (three hours per week for twelve weeks) taken in the first year and a thesis researched and written under the supervision of faculty mentors at UPEI and abroad (spread over subsequent years).

Course/work-study stream

We are also pleased to offer a course/work-study Master of Arts in Island Studies program, specializing in three streams:

- Island Tourism (IT)
- Sustainable Island Communities (SIC)
- International Relations (Island Studies) & Island Public Policy

Course-based stream students will participate in hybrid-model-delivery courses, combining online, video-based, and face-to-face instruction. All of these specializations combine practice with theory.

See UPEI's online orientation module for more information:

<https://moodle31.upei.ca/course/view.php?id=6105>

Course-based focus areas

Combined with the work of the Institute of Island Studies and the UNESCO Chair in Island Studies and Sustainability, the MAIS course/work-study stream provides even more opportunities for students around the world to access the leading Island Studies postgraduate program in the world today.

International Relations (Island Studies) & Island Public Policy

Accepting students in the Fall (September) and Winter (January) semesters

The MA Island Studies program at UPEI has an established strength in policy and international relations aspects of island studies. Islands, including small island states and subnational island jurisdictions, are often at the forefront of domestic, marine and international policy discussions, ranging from resource development, environmental regulation and strategic and territorial claims. Island studies teaching and research is proving to be significant and original in relation to diplomacy and coalition-building. Non-sovereign islands especially are using the spaces in domestic and international politics to bring about change. Graduates from this focus area will be able to provide leadership in addressing the complex issues facing modern governments and policy-making organizations. Students will gain the skills and knowledge to start or advance a career within local, provincial/state, federal and international governments or non-profit agencies that interact with government. Private companies that have extensive interactions with island

governments will also benefit from the graduates' skills and understanding of island policy issues.

Island Tourism

Accepting students in the Fall (September) and Winter (January) semesters

Tourism on many islands is one of the largest employers and fastest-growing sectors. This focus area is designed to meet the needs of current and future island-based tourism industry managers, executives, and other professional and public-sector researchers. Graduates will develop their analytical, research, and management skills to a standard that will allow them to excel in this growing sector. Graduates will develop a firm understanding of the specific challenges and opportunities associated with tourism in both warm- and cold-weather island tourist destinations. The practical experiences associated with this program will allow students to work with professionals in the tourism sector to gain knowledge in the industry that complements the knowledge gained in the classroom. Employment opportunities for graduates include positions in travel agency and tour operating companies, the heritage sector, official tourist organizations, branding and marketing companies, and local or national government and other (including regional and international) organizations where knowledge of the tourism sector is important.

Sustainable Island Communities

Accepting students in the Fall (September) and Winter (January) semesters

Islands are special environments that are both resilient and vulnerable to changes in climate, economy, and culture. A specialization in Sustainable Island Communities combines concepts of community development with practices of sustainability on islands to create a cutting-edge post-graduate degree. This focus area is ideal for students interested in the interdependence of physical, ecological, economic, political, cultural, and social issues and who want to strengthen their abilities to become effective agents of community change. Students learn to take concepts, skills, solutions, and strategies learnt in the classroom and test them against real-world situations on islands throughout the world. Almost all public and private organizations are now incorporating some aspects of sustainability planning – including climate change mitigation and adaptation strategies – into their practices.

Employment opportunities for graduates of this specialization include community economic development, natural resources management, sustainable agriculture, rural and land-use planning, renewable and alternative energy management, environmental consulting, sustainability director positions, and posts with international organizations such as the United Nations, World Bank, Asian Development Bank, World Watch, Greenpeace, and the World Wildlife Fund. Local, regional, and federal government departments of sustainability and environmental management on islands would be natural employers for graduates from this focus area. Students will benefit from opportunities accorded them from UPEI's Institute

of Island Studies and the UNESCO Chair in Island Studies and Sustainability based at UPEI.

If you want additional information on any of these specializations or on the thesis program, don't hesitate to contact the Program Coordinator at mais@upei.ca for more details. You can also view testimonials by current students and graduates at the "What Our Students Say" links.

Program structure

September–December 2021

- All new students will take Themes and Perspectives in Island Studies (IST-6010) and Research Methods and Design for Island Studies (IST-6040). These foundational courses will allow you to learn about the field of Island Studies while getting to know your instructors, your classmates, and your new university. Island Tourism students will also take the core Islands and Tourism (IST-6230) course, while the Sustainable Island Communities students will take Sustainability for Small Islands (IST-6250) and International Relations & Island Public Policy students will take Public Policy in Small Islands (IST-6150).

January–April 2022

- Island Tourism students will take Strategies for Economic Development for Small Islands (IST-6110) and Approaches to the Management of Island Tourism (IST-6240).
- Sustainable Island Communities students will take Political Ecology of Small Islands (IST-6130) and Blue/Green Development Strategies for Small Islands (IST-6260).
- International Relations and Island Public Policy students will take International Relations and Island States (IST-6120) and Subnational Island Jurisdictions (IST-6270).

May–June 2022

- The Theory and Practice of Island Research I (IST 6210) is the first of two work-study experiences for all course/work-study students. These experiential courses consist of 35-40 contact hours with island organizations linked to your specialization and supplemental online instruction. These project-specific experiences might be at your home location, on PEI or at other sites around the world.

September 2022–April 2023

- Over the next eight months, you will register in another two to three courses, each delivered using a combination of face-to-face, online, and video technology.

May–June 2023

- The second work-study experience course, Theory and Practice of Island Research II (IST-6220), can be undertaken at the same or a different organization as the first work-study experience.

July 2023

- Students will complete the final course in the program; Communications Management and Island Issues (IST-6200). After your successful completion of this course, you will join the proud alumni of UPEI's Master of Arts, Island Studies program.

Course descriptions, regulations, deadline, fees, and University policies can be found in the [Academic Calendar](#).

FEES AND REGISTRATION

TUITION FEES

Master of Arts in Island Studies Tuition - **\$12,040 per program**

(**Course-based study** - \$1,204 per course for 10 courses)

(**Thesis-based study** - \$1,204 per course for 6 courses and \$1,605 per course for 3 thesis courses)

International students pay **\$747 per course** in addition to full-time course tuition.

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. Before the beginning of the semester, each student shall file an Academic Registration setting out the courses of study for that semester. This form can be signed by the administrative liaison, the MAIS coordinator, or your advisor.

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 picked up at the Accounting Office.

An up-to-date Fee Schedule can be found at <https://www.upei.ca/programs/island-studies#section21229>

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.

Continuity of Registration

Graduate students must be registered for each semester in which they are actively engaged in either their course work or their thesis.

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.

In the case of conjoint graduate programs with other universities, arrangements will be made to ensure that the students involved are not placed at a disadvantage in respect to continuity of registration.

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.

Course discontinuation forms are available 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 required practice even though in his or her new capacity as an outside borrower the ex-student may wish to borrow the same or other books.

FUNDING OPPORTUNITIES FOR GRADUATE STUDENTS

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. 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/graduate-studies>

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 for an RA varies depending on each position.

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>

Heather Keoughan (hkeoughan@upei.ca), Coordinator Scholarships and Awards, and/ or Colleen Gallant (cgallant@upei.ca), Administrative Assistant, Office of

Graduate Studies, will have the latest dates and deadlines for application to these awards.

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

MAIS COURSE REQUIREMENTS

REQUIRED FOR ALL MAIS STUDENTS

IST-6010-Island Studies: Themes and Perspectives

IST-6040-Research Methods and Design

Island Tourism

IST-6240-Tourism Management

IST-6110-Small Island Economic Development Strategies

IST-6230-Islands and Tourism

Sustainable Island Communities

IST-6130-Political Ecology of Small Islands

IST-6250-Sustainability for small islands

IST-6260-Blue/Green Development Strategies

International Relations and Island Public Policy

IST-6120-International Relations of Small Island States

IST-6150-Public Policy in Small Islands

IST-6270-Subnational Island Jurisdictions

Work study

IST-6210-Theory&Practice I

IST-6220-Theory&Practice II

IST-6200-Communications Management

Electives

IST-6140-Islandness: Culture, Change, and Identity

IST-6190-Environmental Governance

IST-6070-Special topics (e.g., Literature of Atlantic Canada [ENG-3310]; Literature of Newer Nations [ENG-3050])

IST-6090-Migration Among Small Islands

IST-6160-Directed Studies

IST-6180-Colonial and Postcolonial

Thesis

IST-6990-Thesis

Please note: Not all electives are offered every year.

MAIS COURSE DESCRIPTIONS

IST-6010 — Themes and Perspectives in Island Studies (Required)

This course introduces students to the emerging interdisciplinary and comparative study of small islands and archipelagos and analyzes the growing literature on these and related questions. It examines the cultures, geography, economies, historical development, environmental concerns, and systems of governance of islands, ranging across the spectrum from fully sovereign jurisdictions such as Iceland and Malta, to islands with lesser degrees of autonomy.

IST-6040 — Research Methods in Island Studies (Required)

This course introduces the concepts and skills surrounding the rigour of ‘doing’ inter-disciplinary research in the humanities and social sciences, with particular reference to island studies. It aims to enhance an appreciation of epistemology (theories of knowledge), a critical familiarization with a variety of research techniques, and to foster a critical appreciation of the strengths and weaknesses of each of these; to manage specific research problems in a competent, reliable and valid manner, to consider different sources and status of ‘data’; and to provide advice on and some collegiality to, the process governing writing a long essay.

IST-6090 — Migration and Movement among Small Islands (Elective)

This course examines the diverse issues arising from migration and movement among and within small islands. Topics will include the creation of small island societies through successive and often competing waves of colonization by migrants, adventurers, and/or conquerors, as well as the complex two-way traffic that generally characterizes the subsequent development of island societies. Case studies of specific small islands as well as comparative assessment of different small island cases provide opportunities to investigate the themes discussed in a concrete and practical manner.

IST-6110 — Small Island Economic Development Strategies (IT)

This course introduces students to the comparative study of some strategies of economic development applicable to small-scale economies in the context of global markets. The course will offer a general consideration of the characteristics of small island economies with case studies that apply development theories and strategies to various levels of sovereign and non-sovereign states.

IST-6120 — International Relations of Small Island States (IR&IPP)

Small island states share a wide range of issues that are either exclusive to small islands or of particular salience for these island states, such as the conservation and management of marine resources; the policing of Exclusive Economic Zones; the challenges of meeting non-conventional security threats such as drug running, money laundering, and the illegal trafficking of refugees; and the growing crisis of global warming which in some cases threatens the very existence of the island society. This course seeks to explore in depth the international agenda for small

island states, the channels and resources they exploit in their international relations, and the attention and commitment of metropolitan states and international organizations.

IST-6130 — The Political Ecology of Islands (SIC)

This course examines the intersections among politics, policy, and island environments. It deals with the impact of external economic pressures and of countervailing trans-jurisdictional environmental protection mechanisms, with particular emphasis upon regimes set up to deal with global warming, maintenance of fishing stocks and loss of biodiversity. The course also explores psycho-political factors that encourage a mind-set favourable to development in development-environmental protection conflicts, as well as the politics and policy-shaping impacts of different electoral systems.

IST-6140 — Islandness: Culture, Change, and Identity on Small Islands (Elective)

This course addresses the role played in small island societies by intangible yet critical factors such as culture, ethnicity, identity, and self-confidence. It investigates ways in which the populations of islands are affected by their experience of insularity by examining themes endemic to island life, such as precision of identity, isolation, separateness, particularity of language, inclusiveness/exclusiveness, feelings of inferiority/superiority, and considers how these contribute to the shaping of islanders' identity and spirit, to their economic and political choices, and to their sense of place in the world. The course is interdisciplinary in scope, drawing upon history, folklore, art, literature, anthropology, economics, and political theory for insights.

IST-6150 — Public Policy in Small Islands (IR&IPP)

This course examines the determines or causes of public policy in small island jurisdictions. Students familiarize themselves with various models for understanding the causes of public policy and with selected frameworks for comparing policy across jurisdictions.

IST-6160 — Directed Studies (elective)

Under the supervision of a faculty member, a graduate student independently pursues an area of interest in depth. The topic must be comparative in nature. The course includes a thorough literature review of the topic, directed research on the topic, and discussion with the instructor. The student may be required to present a written report and/or present a seminar in the area. Topics must not be related directly to the student's thesis research, although they may be in the same discipline(s). Course outlines must be approved by the supervisory committee and the Dean of Arts.

Please note: Students are permitted to take no more than two Directed Studies courses towards the MA in Island Studies.

IST-6170 — Special Topics (elective)

Special Topics courses are not offered on a regular basis but may be scheduled based on the availability of qualified local and international instructors. Examples include *The Literature of Atlantic Canada* (cross listed with ENG-3310) and *Literature of Newer Nations* cross listed with ENG-3050).

IST-6180 — Intro Colonial, Postcolonial (elective)

Students will be introduced to the basic elements of colonial and postcolonial discourse analysis, an interdisciplinary field of study. Some of the prominent practitioners and debates in the field will be considered, as well as some of the cultural, historical, and political reasons for its emergence. A particular emphasis will be placed on colonialism and postcolonialism in island contexts (cross listed with Soc/Anth).

IST-6190 — Environmental Governance (elective)

This course focuses on developing an understanding of principles, practices and emerging issues relating to environmental governance. An emphasis is placed on exploring the roles of governments, markets and collective action in environmental policy and management. Examples of governance arrangements are drawn from different parts of the world and different ecological contexts, including the uniqueness of island contexts (cross listed with Env-4110).

IST-6200 — Communications Management & Island Issues (required for course/work-study stream)

This course examines the concepts, principles and application of interpersonal and small group communications, public relations, strategic planning, law, leadership and ethics and applies them to island organizations and governments.

IST-6210 — Theory & Practice Island Research I (required for course/work-study stream)

This course provides students with an opportunity to develop, integrate and apply their knowledge of island issues and theory in a specific focus area. Students will be involved in practical experiences with private, public or non-governmental organizations that deal with island issues. In-class discussions and discussion forums among students will assist students in developing an interdisciplinary and integrated approach to analysing these experiences.

IST-6220 — Theory & Practice Island Research II (required for course/work-study stream)

This course provides students with an opportunity to develop, integrate and apply their knowledge of island issues and theory in a specific focus area that is developed collaboratively with private, public or non-governmental organizations. In-class discussions and discussion forums build on the knowledge gained earlier in the program, including in the introductory practical experience course (IST 6210).

IST-6230 — Islands and Tourism (IT)

This course provides students with an interdisciplinary analysis of the nature of island tourism. It covers the motivations and marketing of island tourism, the development opportunities, impacts and challenges, mass tourism versus niche tourism and the application to different island contexts, including warm-water versus cold-water locations.

IST-6240 — Approach Management Island Tourism (IT)

This course explores the relationship between theory and practice in island tourism operations and tourism destinations. It will also examine the various ways that tourism impacts island communities throughout the world. The primary focus is on policies, designs, and strategies to mitigate the negative impacts and help tourism to become a sustainable and positive aspect of community development.

Environmental, economic, cultural and social aspects of tourism will be considered.

IST-6250 — Sustainability for Small Islands (SIC)

This course explores the concept of sustainability as it has been applied to small islands of the world. It will show how the concepts of vulnerability and resilience have been applied to better understand development and underdevelopment taking place on islands from a holistic perspective. It also examines island sustainability from an indigenous and islander perspective versus an 'outsider' perspective.

IST-6260 — Blue/Green Development Strategies for Small Island (SIC)

Blue/green development is an approach that emphasizes the integration of marine and land-based resources and sectors, sustainable production and consumption, indigenous perspectives, diversification, clean technology, renewable energy and island entrepreneurship. This course examines and critiques this framework as a viable development path for small islands.

IST-6270 — Subnational Island Jurisdictions (IR&IPP)

Subnational island jurisdictions (or SNIJs) are political island entities that are in a semi-autonomous relationship with other jurisdictions. It includes provinces, states, and overseas territories. This course describes the nature and evolution of SNIJs and explains their resilience in a post-colonial world.

IST-6990 — Thesis

Prerequisite: Successful completion of IST-6010, IST-6040, and one other graduate level 3-credit-hour course that is part of their program of studies.

These topics will ordinarily require framing in a regional and comparative island studies context, with students then focusing on an issue or issues as it impacts on one particular island; two or more islands; OR the relationship between island and mainland.

Students will be required to present a thesis proposal and their thesis results in a seminar format prior to their oral examination.

GRADING

- All MAIS courses are graded out of 100 with 60 being a pass.
- A student who fails to complete all components of a course such as assignments, presentations or examinations due to circumstances beyond his/her control (i.e., illness) may, with the permission of the instructor and the Dean, be granted an amount of time deemed reasonable for the completion of said components. A grade "INC" will be recorded.

If a student does not complete all the components of a course by the agreed-upon date, normally a grade of "F" shall replace "INC" on the transcript. Nevertheless, in cases where the component left incomplete is not a requirement for passing the course and where the student already has earned a passing grade without completing the component, the passing grade shall be submitted and shall replace "INC" on the transcript.

AUD: an "audited" course (additional courses only)

DISC: discontinued with permission

Format for Papers

The format for submitting papers during the course work as well as the thesis should be determined by the course instructor or thesis supervisor respectively. The format should be appropriate to the research approach or type of inquiry.

Useful Research Process References

- *Scientific Papers and Presentations*, by Martha Davis, Academic Press, 1997.
- *The Research Process: A Complete Guide and Reference for Writers*, by Martin Maner, Second Edition, Mayfield Publishing Company, 2000 (includes a CD-ROM).
- *Getting What You Came For: The Smart Student's Guide to Earning a Master's or Ph.D.*, by Robert L. Peters, Farrar, Straus and Giroux, 1997
- *Completing your Dissertation or Master's Thesis in Two Semesters or Less*, by Evelyn Hunt Ogden, Technomic Publishing Company, 2007

THE THESIS

Thesis Guidelines

For those students registered in the thesis stream, each candidate for the degree of Master of Arts in Island Studies is required to submit a thesis based upon critical research in small islands conducted under the direction of a qualified supervisor. The thesis must demonstrate the student's capacity for original and independent research and should extend the knowledge base in the field of Island Studies.

The student should consult frequently with the supervisor while preparing the thesis proposal. The student must inform the MAIS Coordinator of the topic and register in IST-6990-1: Thesis, generally in the summer semester following two semesters of course work.

Progress Reports

Progress reports must be submitted in writing to the MAIS Coordinator during the course of the preparation of the thesis. The first report is due September 1 after work on the thesis has begun, and submitted annually on September 1 until completion of the thesis.

Presentation of Thesis Research

After the final draft has been read and approved by the supervisor and/or the supervisory committee, a PDF copy must be submitted to the MAIS Coordinator for distribution to members of the Thesis Examining Committee. This must be submitted no later than four weeks prior to the student's oral defense.

As part of the requirements for IST-6990, all students are required to present their research results in a seminar format prior to their oral examination as part of the thesis defense.

Thesis Registration & Fees

IST-6990 is a 12-semester-hour credit requirement of the MAIS program. Three semesters (indicated by section: i.e., IST-6990-1, IST-6990-2, IST-6990-3) is the expected minimum for completion of the thesis, and under no circumstances should the thesis be completed in fewer than two semesters. If the thesis is completed and accepted earlier than expected according to this schedule, the remaining registration fee must be paid in full in the semester (Fall, Winter, or Summer) in which all thesis requirements have been met.

Requests for an alternative payment schedule should be addressed to the Accounting Office.

Maintenance of Registration Status: Graduate students continuing with their thesis and/or research work after six semesters in the program are still required to register on a continuous basis and pay a maintenance of status fee. They will register in IST-6990-4. This fee will not be levied once the student has completed the Final Oral Examination prior to the next registration date. If, however, the examination has not been held, the student will be subject to the maintenance of status fee. For current fees, consult: <https://www.upei.ca/programs/island-studies#section21229>.

Please Note: Regardless of the payment schedule selected, registration continuity must be maintained for the duration of the thesis, in order to remain in the program. If a student has completed course work, is not registered in the thesis course, and has not been granted a Leave of Absence, the student is deemed to have withdrawn from the program and must formally reapply.

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.

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

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 who is a graduate faculty member from UPEI must also be 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. 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 1; 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, to 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 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 1).
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.

[A Guide to the MAIS Thesis Research Process: From Registration to Graduation](#)

Area of Thesis Research

As soon as possible after beginning the MAIS program, and in conjunction with your faculty mentor or supervisor, decide the general area in which you wish to conduct research for your thesis and begin narrowing down your topic. Use your course work and assignments when appropriate to begin:

- reviewing the literature in your area;
- learning the research methodologies; and
- writing your proposal.

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.

Finalize 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.

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 a number of processes in the Researcher Portal:

1. [How to log into the UPEI Researcher Portal](#)
2. [How to complete and submit application forms](#)
3. [How to complete and submit event forms](#) - (rev. December 2020)
4. [Instructions for Department Chairs and Faculty Deans for the review and approval of documents](#)
5. [UPEI Researcher Portal Frequently Asked Questions \(FAQ\)](#)

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 in 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.

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 Format

The format for the thesis should be determined by the thesis supervisor. The format should be appropriate to the research approach or type of inquiry. A thesis template can be found here: https://files.upei.ca/arts/mais/mais_thesis_template.pdf

The lists of items included in a traditionally formatted thesis are presented below in their order of appearance within the thesis:

- Title page
- Signed committee approval page with all committee signatures (the Coordinator retains these for insertion in your final thesis)
- Permission to Use Form

Dedication (if any)
Abstract (the abstract should be no more than 500 words)
Preface (if any)
Acknowledgment (if any)
Table of contents (listing chapter, headings, sub-headings, bibliography, and appendices)
List of tables (if any)
List of figures (if any)
Body of text (consistency of form and style should be observed throughout the thesis)
Format and style will be determined in consultation with the supervisor
Footnotes/Endnotes
Bibliography/References
Appendices (if any)

Thesis Technical Requirements

The body of the thesis must be formatted to fit these specific requirements:

- Paper must be of good-quality bond (21.5 cm by 28 cm or 8.5" by 11").
- Print must be of high quality, i.e., laser printer quality.
- Text must be double-spaced on single-sided pages.
- Left-hand margin must measure 4 cm or 1.5".
- Right, top, and bottom margins must measure 2.5 cm or 1".

A copy of the full thesis, in both electronic format (PDF and MS Word) must be submitted to the UPEI Robertson Library.

Submit Thesis to Thesis Examining Committee and Supervisory Committee

Upon submission of your final draft to your Supervisor, a PDF of the thesis must be submitted to the MAIS Coordinator at least four weeks prior to your oral defense. A copy will be sent to an External Reviewer during this time frame. A list of potential External Reviewers will be provided by your supervisor to the Coordinator. (External Reviewers come from another educational institution and have expertise in your field of research.)

Guidelines for Thesis Preparation and Defenses

Defense Procedures

- 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 be 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 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.

External Examiner

An External Examiner must be at “arm’s length” from the candidate, the dissertation Supervisor, and Supervisory Committee. Arm’s length means not being a close friend, a current collaborator, a former supervisor or a former colleague. It also means not being in a conflict-of-interest with the Candidate, Supervisor and Supervisory Committee, and not having a vested interest in the outcome of the oral defense. The External Examiner must **not** have joint authorship of academic or professional publications, artistic works or presentations, or community engaged collaboration or other joint scholarly activities.

Adjunct Professors, Professional Affiliates and Associate Members shall not ever serve as External Examiners in those academic units with which they are associated. They may serve as External Examiners in other academic units, subject to the normal approval process.

The Supervisor in consultation with the Supervisory Committee will come up with a list of **3** potential External Examiners. The list of names with brief CVs, along with justification is then sent to the GS Coordinator for approval, and then to the Associate Vice President Research & Dean of FGS. The selection of the External Examiner rests with the Associate Vice President Research & Dean of FGS who shall communicate the decision to the GS Coordinator. The GS Coordinator will then contact the External Examiner and proceed with the defense process.

Submission of Final Copies

When your thesis has been approved by your Examination Committee, you are required to submit a final PDF of the thesis to the MAIS Coordinator. When accepted by the MAIS Coordinator, the thesis will be sent for printing and binding. Two copies are given free of charge to the student; one copy is given to the supervisor, and one copy is kept in the office. The Robertson Library will host the electronic copy in its digital collection.

EXPECTATIONS

FROM GRADUATE STUDENT

- Familiarity with regulations and obligations throughout the program
- Early registration in each semester
- Academic integrity and honesty
- Consistency in work habits
- Research Ethics/standards
- Follow safety protocols (WHIMIS, lab safety, work alone policy etc.)
- Professional behaviour
- Ensure continuous registration
- Leaves of Absence need to be approved
- EDI training (and other beneficial training)

FROM RESEARCH SUPERVISOR

- Should have Graduate Faculty status
- Maintain a high level of mentorship for students, especially for those who are struggling and who need help!
- Treat students with respect
- Fair treatment for all students
- Constant communication with students (regular meetings with students)
- Recognize diversity of student background
- Ensure continuous registration of graduate students
- Leaves of Absence for graduate students need to be approved and documented
- EDI training, and other beneficial professional training, e.g. HR training sessions

FROM SUPERVISORY COMMITTEE

- All members should have Graduate Faculty Status
- All members should undergo EDI training, and other beneficial professional training, e.g., HR training sessions
- Provide support on academic and non-academic matters for graduate students

MAIS ADMINISTRATIVE STRUCTURE

MAIS Coordinator

The Coordinator of the MAIS program is responsible for all aspects of the MAIS program, from program planning and recruitment of students and instructors to chairing thesis defenses and teaching in the program.

The Coordinator of the MAIS program reports to the Dean of Arts and to the Associate Vice President Research & Dean of the Faculty of Graduate Studies.

Graduate and Adjunct Faculty are appointed by the Vice-President Academic and Research for three- or five-year terms. Graduate Faculty can serve as thesis supervisors, co-supervisors, and committee members; while Adjunct Faculty (from other institutions) can serve as co-supervisors with UPEI Graduate Faculty members and as committee members.

MAIS Graduate and Adjunct Faculty

- Dr. Nino Antadze, Environmental Studies Program, UPEI
nantadze@upei.ca
- Dr. Michael Arfken, Psychology Department, UPEI
nantadze@upei.ca
- Dr. Godfrey Baldacchino, Island Studies Teaching Fellow, UPEI, and University of Malta
godfrey.baldacchino@um.edu.mt
- Dr. Nand C. Bardouille, University of the West Indies, St. Augustine Campus
Nand.Bardouille@sta.uwi.edu
- Dr. Kate Bevan-Baker, School of Irish Studies, Concordia University
bevanbaker@gmail.com
- Dr. Ann Braithwaite, Diversity and Social Justice Studies, UPEI
abraithwaite@upei.ca
- Dr. Laurie Brinklow, Interim Co-ordinator, Master of Arts in Island Studies, UPEI
brinklow@upei.ca
- Dr. Lisa Chilton, History Department, UPEI
Lchilton@upei.ca
- Dr. Doreley Coll, Modern Languages Department, UPEI
dcoll@upei.ca

- Dr. Jeff Collins, Trade and Economics Policy Advisor, Province of PEI
jecollins@upei.ca
- Dr. Don Desserud, Political Science Department, UPEI
dDesserud@upei.ca
- Dr. Rachel Dodds, Department of Hospitality and Tourism Management,
Ryerson University
r2dodds@ryerson.ca
- Dr. Adam Fenech, Director, UPEI Climate Lab
afenech@upei.ca
- Dr. Michael Fox, Geography and Environment Department, Mount Allison
University
mfox@mta.ca
- Dr. Ryan Gibson, Associate Professor (Libro Professor in Regional Economic
Development), University of Guelph
gibsonr@uoguelph.ca
- Ms. Susan Graham, School of Business
scgraham@upei.ca
- Dr. Dave Groman, Pathology and Microbiology, AVC, UPEI
Groman@upei.ca
- Dr. Matthew Hall, School of Sustainable Design Engineering, UPEI
mthall@upei.ca
- Dr. Lynda Harling Stalker, Sociology Department, St. Francis
Xavier University
lharling@stfx.ca
- Dr. Andrew Jennings, Institute for Northern Studies, University of the
Highlands and Islands, Scotland
andrew.jennings@uhi.ac.uk
- Dr. George Jia, Economics Department, UPEI
yjia@upei.ca
- Dr. Udo Krautwurst, Sociology & Anthropology Department, UPEI
ukrautwurst@upei.ca
- Dr. Helen Kristmanson, Director, Aboriginal Affairs and Archaeology, PEI
helen.kristmanson@gmail.com
- Dr. Mark Lapping, Planning and Public Policy, University of Southern Maine
mlapping@maine.edu
- Dr. Richard Lemm, Department of English, UPEI
rlemm@upei.ca
- Dr. Carlo Lavoie, Modern Languages Department, UPEI
clavoie@upei.ca

- Dr. Ed MacDonald, Department of History, UPEI
gemaconnald@upei.ca
- Dr. Colleen MacQuarrie, Psychology Department, UPEI
cmacquarrie@upei.ca
- Dr. Jean Mitchell, Department of Sociology & Anthropology, UPEI
mjmitchell@upei.ca
- Dr. Palanisamy Nagarajan, Emeritus Professor, Economics Department, UPEI
nagarajan@upei.ca
- Dr. Irene Novaczek, Department of Fisheries and Oceans, Prince Edward Island
inovaczek@upei.ca
- Dr. William O'Grady, Linguistics Department, University of Hawai'i at Manoa
ogrady@hawaii.edu
- Dr. Carolyn Peach-Brown, Director, Environmental Studies Program, UPEI
hcpbrown@upei.ca
- Dr. James Randall, Island Studies Program, UPEI
jarandall@upei.ca
- Dr. Marina Silva-Opps, Biology Department, UPEI
msilva@upei.ca
- Dr. Kelly Vodden, AVP Research and Graduate Studies, Memorial University of Newfoundland, Grenfell Campus
kvodden@grenfell.mun.ca
- Dr. Michael van den Heuvel, Canada Research Chair in Watershed Ecological Integrity, Department of Biology, UPEI
MHeuvel@upei.ca

GRADUATION REQUIREMENTS

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."

In order to graduate, MAIS Course/work-study students will have successfully completed their 10 courses (8 required courses and 2 electives.)

Thesis students are eligible to graduate when they have successfully completed 6 courses (2 required courses and 4 electives), and a final copy of the successfully defended thesis has been submitted to the MAIS Coordinator, with all requested revisions completed and approved by the Coordinator.

TRANSCRIPTS OF RECORDS

Students can request official copies of transcripts for mailing to other institutions, and unofficial copies for personal use only.

Student transcripts will be provided to the student or directly to an external party (employer, educational institution, etc.) upon a written request submitted by the student in person, by fax, or by e-mail (sent from a verified UPEI account) to transcripts@upei.ca.

Official transcripts will not be released in sealed envelopes to students, but will be issued directly to the third party, unless documentation from that third party so instructs the Office. This official transcript remains official as long as the seal is not broken before it reaches the receiving institution. Requests from students with fees owing to the University will not be processed.

The Registrar's Office provides regular mail and fax service for transcripts free of charge. Courier fees are an additional \$10.00 within the Maritimes, \$20.00 for other Canadian destinations, and \$30.00 for the United States. Courier requests must include a street address and a phone number, including the area code. You can pay by VISA, MasterCard, or cheque. You can fax or phone in your credit card number, or send it by e-mail to transcripts@upei.ca.

Any request needed immediately (same-day service) is subject to a \$15.00 rush fee in addition to the costs of the particular request.

ACADEMIC INTEGRITY

As a community of scholars, the University of Prince Edward Island is committed to the principle of academic integrity among all its participants. Academic dishonesty as defined in this Regulation will not be tolerated and, within the constraints of this regulation and Academic Regulation 9, the University supports instructors and in their efforts to deal effectively with cases as they may arise from time to time.

a. Actions which constitute academic dishonesty are considered an offence within the University and include:

- plagiarism, which occurs when: a student submits or presents work of another person in such a manner as to lead the reader to believe that it is the student's original work; self-plagiarism is the submission of work previously submitted for academic credit without prior approval of the professor;
- cheating on tests or examinations, including giving false reasons for absence;
- falsifying records or submitting false documents, including falsifying academic records, transcripts or other University documents, or misrepresenting one's credentials;
- other academic misconduct such as the unauthorized use of recording devices or the unauthorized acquisition of computer software or other copyright material.

b. When there is reasonable evidence to support an allegation of academic dishonesty, the matter shall be discussed with the student at the earliest opportunity. A written record of the incident and the response of the university will be sent to the student and to the appropriate Chairperson and Dean, and will be placed by the Dean on the student's file in the Office of the Registrar.

c. One or more of the following sanctions may be imposed, depending on the seriousness of the offence:

1. the instructor, within his/her authority for assignment of course grades, may impose:

- a reprimand;
- assignment of a mark of zero or a failure for the piece(s) of work under review;
- assignment of a grade of "F" in the course in which the offence was committed;
- suspension of privileges in cases where the offenses have involved misuse and/or abuse of the library, computer or other university Resources;

2. the Dean, in consultation with the Department where appropriate, may recommend to the President suspension or expulsion from the University;
 3. the President may impose suspension or expulsion from the University;
 4. the Senate may withhold or revoke a degree.
- d. the student has the right to appeal through the provisions of Academic regulation 9.

APPEALS

- a. Notice of appeal on any matter must be made in writing within one week of the date on which the decision is handed down unless the decision-making body has internal regulations allowing later appeals. In every case, it is the appellant's responsibility to ascertain the time allowed for filing notice of appeal.
- b. Any appeal on an academic matter shall normally be made to the department chair concerned who should consult within the department before arriving at decision.
- c. The Department Chair's decision may be further appealed, in writing, within two weeks of the decision being rendered, to the Dean of the Faculty who shall name a committee to consider the appeal.
- d. Decisions on final course grades may be further appealed, in writing, within one month of being rendered, through the Registrar to the Senate Committee on Student Academic Appeals. Appeals of decisions on academic matters other than grades are to be directed to this Committee through the Registrar. All decisions of this Committee shall be final unless appeal is made to the Board of Governors in keeping with the terms of the University Act.

APPENDIX A: 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 calendar.
2. **MAIS Steering Committee:** A standing committee of the University that serves as an advisory committee to the Coordinator. Two students may sit on this committee, one from 1st year, and one from 2nd or subsequent year.
3. **Coordinator of MAIS:** Has academic responsibility for the coordination of the MAIS program and is Chair of the MAIS Steering Committee and Executive Subcommittee.
4. **Supervisor:** A graduate faculty member of the University responsible for the supervision of a student's research. Normally, the supervisory committee for each student consists of at least two UPEI faculty members, one of whom serves as the student's supervisor. At the time of the thesis defense, this supervisory committee converts to an Examination Committee with the addition of an external examiner who is selected prior to the thesis defense.
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 been accepted is registered in the MAIS program.
7. **Full-time Student:** Graduate students are normally considered full time students. A full-time student remains as full time during the maintenance of fee status. **MAIS STUDENTS DO HAVE AN OPTION TO TAKE THE PROGRAM PART-TIME. FOR MORE INFORMATION ON THE OPTIONS, CONSULT THE COORDINATOR.**
8. **Special or Unclassified Student:** A student who has an undergraduate degree and who is not enrolled in the MAIS Program but is registered for one or two courses with the permission of the Dean, the MAIS Coordinator, and the instructor.

APPENDIX B: COMMITTEE TERMS OF REFERENCE

MAIS Steering Committee and Executive Subcommittee

Steering Committee

- 1 – Coordinator of the MAIS Program (ex officio)
- 1 – Arts Graduate Studies Coordinator (ex officio)
- 1 – Co-ordinator of the Institute of Island Studies (ex officio)
- 3 - Faculty of Arts faculty members who have been appointed as Graduate Faculty, and as appointed by the Dean
- 3 – One faculty member from each of the Faculty of Education, Faculty of Science, and School of Business, as appointed by the Deans of the respective Faculties or Schools and who have been appointed as Graduate Faculty
- 1 – At-large faculty member from one of the six (6) Faculties & Schools at UPEI who have been appointed as Graduate Faculty, and as appointed by the Steering Committee
- 2 – MAIS Student representatives from the current students, as selected annually by the MAIS students (preferably one from among 1st year students and one from other years)
- 1 – Graduate from the MAIS program as appointed by the Steering Committee
- 1 – Island Studies Student Coordinator

In making the appointment of faculty members to the Steering Committee preference will be given to those individuals who are actively engaged in student supervisory committees.

Quorum = the Coordinator plus 6 committee members

Mandate of the Steering Committee

- To establish and periodically review the goals and objectives of the MAIS program.
- To guide and assist the Coordinator during formal program reviews, as required by the UPEI Quality Assurance Policy.
- To review applications from prospective graduate students and recommend acceptance, rejection or deferral
- To recommend MAIS student candidates for awards, scholarships and/or bursaries.
- To make recommendations for the effective supervision of graduate students.
- To make recommendations to the Dean of Arts concerning the creation, deletion or modification of the MAIS program and courses.
- To encourage, and where possible support, the participation of graduate students in suitable island studies conferences and programs locally and abroad.

- To review academic records and the overall academic progress of graduate students and recommend to the Dean the award of a degree or courses of action in the event of substandard performance.
- To prepare the Graduate Studies Academic Calendar and student handbook.
- To evaluate, and recommend to the Dean, the faculty to serve as members of the graduate faculty.
- To promote the Island Studies program internally and abroad
- To confirm appointments of the at-large faculty member and the graduate member of the Steering Committee
- Where possible, to participate in the mentoring of students, including serving as supervisors and on supervisory committees.

NOTE (1): The Steering Committee may delegate responsibility for some of these activities to subcommittees.

NOTE (2): The Steering Committee will meet at least three times per academic year.

Executive Subcommittee

1 – Coordinator of the MAIS Program (*ex officio*)

1 - Faculty of Arts faculty member, as appointed by and from the Steering Committee

1 – One other UPEI faculty member, as appointed by and from the Steering Committee

MAIS Executive Subcommittee Members (2021-22)

Laurie Brinklow (brinklow@upei.ca)

Edward MacDonald (gemaconnald@upei.ca)

Mandate of the Executive Subcommittee

To take action at the direction of the Steering Committee and/or other Subcommittees (e.g., Admissions, Scholarships & Awards, Curriculum) and report back to the Steering Committee.

To bring to the attention of the Steering Committee or other Subcommittees issues of importance to the operation and future of the program

Term of Steering and Executive Subcommittee members

Except for students and ex officio members, all other members are appointed for two-year terms, with the possibility of renewal for a second term. Members who are on sabbatical in the middle of a term may choose to return to the Committee to serve the remainder of their appointment.

Current Terms: 2020-2021

Laurie Brinklow (Chair) – until term up as Interim Coordinator of MAIS
Doreley Coll – Arts Graduate Studies Coordinator, Modern Languages
Vacant – Coordinator of the Institute of Island Studies (ex officio)
Ed MacDonald – Faculty of Arts member, History
Jean Mitchell – Faculty of Arts member, Sociology & Anthropology
Palanisamy Nagarajan – Faculty of Arts member, Economics
Tess Miller – Faculty of Education member
Susan Graham – Faculty of Business member
Marina Silva – Faculty of Science member
Vacant – Graduate Faculty Member-at-large
Louise Campbell – Alumni member
Michael Adebayo – Student member
Clay Appell – Student member
Vacant – Island Studies Student Coordinator

Island Studies Teaching Fellows

From time to time the Steering Committee may recommend to the Dean the appointment of individuals as Island Studies Teaching Fellows (ISTFs). Island Studies Teaching Fellows are recognized for their long-term contributions to the MA Island Studies program, particularly in teaching and mentorship of Island Studies graduate students. Although this is considered to be an honorific title, Teaching Fellows are entitled to attend and contribute to Steering Committee meetings in a non-voting capacity.

Island Studies Teaching Fellows

Dr. Barry Bartmann and Dr. Palanisamy Nagarajan (2013)

Dr. Brent MacLaine (2017)

Dr. Godfrey Baldacchino (2018)