



UNIVERSITY
of Prince Edward
ISLAND

Faculty of
GRADUATE STUDIES

Graduate Student Handbook 2026–2027

University of Prince Edward Island - Faculty of Graduate Studies

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1. Introduction to Graduate Studies at UPEI

1.1 About the Faculty of Graduate Studies

The Faculty of Graduate Studies (FGS) is the central academic and administrative body overseeing graduate education at the University of Prince Edward Island. It develops and maintains graduate policies and regulations, supports new program development, promotes research and scholarly activity, and ensures program quality and integrity.

The faculty works closely with departments, coordinators, and supervisors to support students throughout their studies and serves as a key resource for guidance on academic regulations and policies.

FGS also hosts centralized professional development and community building activities, including Graduate Student Orientation and [UPEI's Three Minute Thesis](#) competition. Watch the [Graduate Studies Events](#) page for details of upcoming activities hosted by FGS.

Location

Kelley Memorial Building, Suite 101–109

University of Prince Edward Island

Office hours are Monday to Friday, 8:30am–4:00pm.

Contact Information

Phone: (902) 620-5120

Email: cgallant@upei.ca

Website: <https://www.upei.ca/graduate-studies>

1.2 Types of Graduate Programs

Graduate programs at UPEI generally fall into two categories:

Research-Based Programs

Students work closely with a supervisor and supervisory committee to conduct original research. The majority of the program focuses on thesis/dissertation development, research activities, and scholarly dissemination. Knowledge, skill, and expertise development is supported through both the mentorship of the students' research supervisor and supervisory committee, as well as graduate level classes and weekly seminars.

Course-Based Programs

Students complete structured coursework and may also complete a capstone project, internship, or major paper depending on program requirements.

1.3 Requirements for All Graduate Programs

Regardless of program type, all graduate students must:

- Maintain continuous registration in courses from beginning their program through to the semester of their graduation (inclusive);
- Follow academic regulations outlined in the [UPEI Academic Calendar](#) for all Graduate programs via the [Graduate Academic Regulations](#);
- Meet program-specific requirements, these can be found for each individual program in the [UPEI Academic Calendar](#) under the ‘Graduate Programs and Courses’
- Adhere to academic integrity standards.

If you are unsure about program expectations, begin by contacting your supervisor (research-based) or program coordinator (course-based).

1.4 Getting Help: Who to Contact

If you have a question, concern or problem it is recommended to start with the person closest to your program:

Research-Based Programs

1. Supervisor and/or Supervisory Committee Members
2. Department/Faculty/Program Administrative Assistant &/or Lab Manager (as applicable)
3. Chair of Department (Arts, Science & Vet)
4. Grad Studies Coordinator or Associate Dean of Grad Studies
5. Dean of your Faculty
6. Graduate Programs Officer, Faculty of Graduate Studies
7. Dean of Faculty of Graduate Studies

Course-Based Programs

1. Course Instructor or Supervisor
2. Department/Faculty/Program Administrative Assistant or Program Manager
3. Grad Studies Coordinator or Associate Dean of Grad Studies
4. Dean of Faculty
5. Graduate Programs Officer, Faculty of Graduate Studies
6. Dean of Faculty of Graduate Studies

To help you, the [UPEI Staff and Faculty Directory](#) can be searched by name, department or both and includes email, telephone, job title and department information.

2. Getting Started at UPEI

2.1 Your UPEI Accounts and Systems

Upon beginning your graduate program, you will receive access to several essential university systems. These platforms are central to your UPEI experience and should be activated and reviewed early in your first semester.

Your [myUPEI](#) account serves as the primary student portal. Through myUPEI, you can register for courses, review your student account, access your academic record, monitor degree progress, and complete required administrative forms.

[Moodle](#) is the University's learning management system and is used by most instructors to share course materials, post announcements, collect assignments, and communicate with students. Graduate students are encouraged to log in regularly and review course pages for updates. New to Moodle? The [Student Moodle Support](#) page will show you how to access your courses, participate in discussion forums and attempt quizzes by guiding you step by step.

Students are required to set up **multi-factor authentication (MFA)** to securely access UPEI systems. Verifying your identity using a second factor (like your phone or other mobile device) prevents others from accessing your accounts, even if they know your password. [Visit the ITSS Multi-Factor Authentication page](#) to learn more and set up your MFA.

Questions regarding login access, printing services, wireless connectivity, or technical support can be directed to **IT Shared Services (ITSS)**. Students may submit a support request online through the [ticketing system](#), visit the ITSS desk located in the Robertson Library Learning Commons. For current information about hours and locations visit the [IT Systems and Services](#) page.

2.2 UPEI Campus ID Card

Information regarding where & when to get a Campus Card as well as other Frequently Asked Campus Card questions are available on the [UPEI Campus Card website](#).

Graduate students are encouraged to obtain their [UPEI Campus ID Card](#) during the first week of their initial semester. The Campus Card serves as your official student identification and provides access to a variety of university services and facilities.

Your Campus Card doubles as your bus pass to access the T3 transit system, is required to borrow materials from the Robertson Library, access the Chi-Wan Young Sports Centre, use printing services, and access certain campus buildings and services. It may also be required for examination verification and other university processes.

Students should bring government-issued photo identification when requesting their card.

There is a replacement fee for lost or damaged cards.

However, if you are updating your chosen name in myUPEI, a new card reflecting this change can be issued at no charge. Students should ensure their chosen name is updated in their myUPEI profile by contacting the Interim UPEI Registrar, Andrea Trowbridge (email: atrowbridge@upei.ca) prior to requesting a replacement card.

2.3 Campus Safety Essentials

security@upei.ca | 902-566-0384 | [UPEI SAFE app](#)

Security Services operates 24 hours a day and should be contacted to report emergencies, suspicious activity, or personal safety concerns. If you feel your safety is at risk, a security officer will be immediately dispatched to your location. Security can be reached through the [UPEI SAFE app](#) or by calling (902) 566-0384, and in urgent situations, students should also contact local emergency services by dialing 911.

Students are strongly encouraged to download the UPEI SAFE app, which provides real-time alerts for campus closures, weather advisories, and emergencies. The app also includes a “Mobile Blue Light” feature that allows users to quickly and discreetly request assistance from Security Services. Additional emergency contact options across campus include Blue Emergency Poles, which provide direct voice access to Security, as well as pay phones and elevator phones that allow no-cost dialing to HELP.

For added safety, students on campus after hours can request a Safe Walk escort through Security Services. Being aware of and using these resources helps ensure students can confidently and safely access campus facilities at any time

3: Your Academic Journey

3.1 Academic Integrity

Academic integrity is central to graduate education at UPEI. Students are expected to uphold high standards of honesty, responsibility, and professionalism in all academic and research activities.

Expectations are outlined in [Academic Regulation 6](#) of the UPEI Academic Calendar, which defines academic misconduct and related sanctions. Misconduct may include, but is not limited to, plagiarism, unauthorized collaboration, data fabrication or falsification, cheating, and other breaches of scholarly conduct.

Students may be required to complete an Academic Integrity Badge or related training and should be familiar with citation practices, research ethics, and disciplinary standards. Supervisors, instructors, and Graduate Studies Coordinators can provide program-specific

guidance. More guidance on Academic Integrity can be found in the [UPEI Academic Integrity Portal](#).

A growing topic of conversation for academic integrity is the role of Artificial Intelligence (AI), especially Generative AI. Academic Regulation 6 does note an example of plagiarism from the use of uncited AI. Further guidance for students can be found on the UPEI [Guidance on Gen AI](#) site in the ‘Provisional Guidelines for Students,’ and on the [Student AI Hub](#).

Upholding academic integrity protects the credibility of your work, your degree, and the academic community.

3.2 Registration Requirements

Maintain Continuous Registration

Graduate students must remain continuously registered each term (Fall, Winter, and Summer) until all degree requirements are complete. This *includes* research-focused students who have entered Maintenance of Status (see section 8.2 Maintenance of Status).

Students unable to continue should contact their supervisor or program coordinator promptly to discuss options, including a [Leave of Absence](#). Not registering or having an approved Leave of Absence may result in withdrawal from the program.

Academic Advising and Planning Courses

For registration advising and course selection, students should contact their research supervisor (Thesis-based) or the Graduate Coordinator/Program Coordinator (Course-based) for their program.

Unsure who to contact? Visit the [Academic Advising](#) webpage and select [Graduate student advising](#) for the current list of advising contacts for all graduate programs.

Registering for Courses

Course registration is completed through the [myUPEI](#) student portal. For guidance on using the myUPEI system to process your course registration visit: [How to Register for Courses](#).

Be sure that you have completed the registration process in full. Look for the green checkmark and ‘Registered’ under the course name on your Course Plan page to be sure that you have processed your registration.

Not seeing the green checkmark? Common registration errors to check:

- Courses only planned: planning courses but missing the final step of clicking ‘Register Now’ to process the registration into the course.
- No section selected: you miss selecting a course section when planning the course, which will show ‘No Section Selected’ on your planning page. Re-search the course & select a

section to add to your course plan, finish by selecting the course(s) and clicking the Register Now button.

Students are responsible for confirming their registration each term and meeting all deadlines.

Back Registration

In the exceptional circumstance that a graduate student requires registration into one or more courses after the deadline to register for courses has passed a back registration is required for each impacted course. Such exceptional registration requires:

- by email to the Registration & Scheduling Coordinator (at: kamcdonnell@upei.ca):
 - a request for back registration identifying the course(s)
 - documented permission of:
 - the course instructor(s)
 - the Dean for the student's home faculty, and
 - the Dean of Graduate Studies
- credit on the student's UPEI Student Account for the full amount of the course/program fees to be charged for the course(s).

Because the back registration will be processed after the deadline to pay fees a credit for the full amount of any course/program fees to be incurred for the course registration must already be deposited on the student's UPEI Student Account before the back registration will be processed. UPEI Student Accounts (studentaccounts@upei.ca | 902-566-6000) can provide information on amount of the course/program fee charges and the amount of student account credit required.

3.3 Leave of Absence

Graduate students may request a [Leave of Absence](#) for a period normally of one, two, or up to three semesters. A leave of absence is a temporary pause in studies, during which a graduate student does not undertake any formal academic or research work related to the program for which they have taken the leave of absence. During a leave of absence students are not registered nor charged fees for this period. Access to UPEI's facilities and resources, including faculty supervision and student supports (for example Health & Wellness Centre & Counselling), may be limited or unavailable, and financial support (fellowship/stipend, scholarships, awards, etc.) paused or discontinued.

Students seeking a leave of absence, as context allows, are encouraged to discuss and develop a return to studies plan with their supervisor/graduate program coordinator. Key topics should include but not be limited to:

- return to studies course schedule planning
- reintegrating into courses,
- availability of research supervision &/or research work (as applicable) upon return

- status of fellowship/stipend funds or other financial supports at the time of return to studies.

To request a leave of absence, graduate students must secure support from their Graduate program *and* submit the digital [Leave of Absence Application](#) (found in the student portal of myUPEI under UPEI Forms). International graduate students should consult with an [International Student Advisor](#) to understand their immigration responsibilities.

To begin the process of requesting a Leave of Absence contact your Supervisor or Graduate Program Coordinator/Associate Dean, Graduate Studies.

3.4 Required Training

All Graduate Students: Preventing Sexualized Violence at UPEI

All graduate students admitted in or after Fall 2023 must complete the “Preventing Sexualized Violence at UPEI” course as a graduation requirement. This mandatory, non-credit, free training promotes consent awareness and a safe campus environment. The course consists of five modules: Consent, Consent at Work, Recognizing Sexualized Violence, Interrupting Harm, and How to Respond to a Disclosure at UPEI. It also includes a module that guides participants in grounding techniques that can be used when the content is difficult and triggering as well as information about supports that are available in the community.

Students are encouraged to complete the course early in their first semester at UPEI.

Students register through their myUPEI Student Planning page. There is a unique course code for students completing their graduate degree at the Atlantic Veterinary College/AVC.

- All graduate students *except* for those at AVC: **UPEI-SVPRGR**
- AVC based graduate students only: **UPEI-SVAVCGR**
(E.g. MVSc, MSc Vet, PhD Vet)

The course will then be available in Moodle. It takes approximately 1–2 hours to complete and may be done in multiple sittings.

Survivors of sexualized violence, harassment, and discrimination could find the content of this course overwhelming or even activating. If you are struggling and/or unable to complete the course, please reach out to the SVPRO Manager. They can go over options for completing the course and offer referrals to more supports if you want them. Assistance from the SVPRO will be confidential.

Any questions or requests for support can be directed to Candice Perry, Sexual Violence Prevention and Response Manager, at 902-620-5090 or sv-pro@upei.ca.

Research Students:

Working in CL2 Labs or otherwise handling Risk Group 2 Biohazardous Materials: Basic Biosafety & Biosecurity Training

Basic biosafety training is required for all personnel working with Risk Group (RG) 2 Biohazardous Materials (BHM); those working with RG1 BHM are also encouraged to attend. This includes completion of [several asynchronous online PHAC modules](#) and participation in one two-hour in-person session. Information on in-person sessions will be published in Campus Notices or biosafety@upei.ca can be contacted for more information on upcoming training dates.

For those working with human blood, in person bloodborne pathogen training, offered 1-2 times per year, is also required. Please contact the UPEI Biosafety Officer (biosafety@upei.ca) for more information.

Working with human research participants, human data, and/or human materials (primary or secondary)

All researchers, including graduate student researchers, conducting research involving human participants, data, or materials are required to complete the online [Tri-Council Policy Statement 2 Course on Research Ethics \(TCPS2: CORE-2022\)](#). The certificate of completion must be attached to the relevant Research Ethics Board (REB) file(s).

Working with animals, animal data, and/or materials/samples (primary or secondary)

Any students who will be working with animals, animal data and/or animal materials/samples (primary or secondary) are required to complete online Animal User Training. Please contact jbknight@upei.ca for more information. Please note that DVM students (only) are NOT required to complete Animal User Training as this is covered in their program.

3.5 Applying to Graduate

To complete your program Graduate students in their final semester must apply to graduate through the myUPEI student portal. Students are able to graduate and receive their degree parchment at the conclusion of each semester once they have completed all program requirements.

Convocation ceremonies are held once per year and include all graduates from the previous academic year (May through April).

[The Graduation Process webpage](#) provides detailed information on deadlines, the Graduation Application, and Convocation processes.

3.6 Requesting a Transcript

Graduate students may need a transcript when applying for scholarships, awards, bursaries, or further academic study. Be sure to confirm for your intended purpose whether an official or unofficial transcript is required.

An unofficial transcript can be downloaded at any time as a PDF through the myUPEI portal using the '[Unofficial Transcript Request](#)' in the Student Toolbox. Unofficial transcripts, as long as your Student Account is in good standing, are available instantaneously.

An official transcript is a formal document requested through a Transcript [Request Form](#) via Student Planning in the myUPEI Student Toolbox and is sent directly to the designated recipient. Students should carefully review the information entered into the request form as it is applied in the preparation of the official transcript. Allow up to one week for an official transcript to be produced.

Further details are available on the [Requesting Transcripts page](#).

4. Academic and Research Support

4.1. Research Supervisor Roles and Expectations (Research-Based Programs)

Supervisors play a central role in the academic and professional development of research-based graduate students. They serve as the primary mentor, providing research direction, constructive feedback, and guidance on timelines, program requirements, and academic policies.

Supervisors are expected to maintain regular communication and be reasonably accessible for consultation. Students share responsibility by engaging actively in their work, meeting deadlines, preparing for meetings, and communicating openly about progress or challenges.

Early conversations with your supervisor help set the foundation for a productive working relationship. Visit the [Grad Supervision Hub – Graduate Students](#) for resources on topics to discuss, and documenting shared expectations.

Concerns or conflicts that cannot be resolved directly with your supervisor should follow the order of 'Getting Help: Who to Contact' in section 1.6.

4.2 Research Supervisory Committees (Research-Based Programs)

In research-based programs, students are also supported by a supervisory committee composed of faculty members with relevant expertise. The committee provides additional academic oversight and broader scholarly perspectives.

Committee members may review research proposals, monitor progress, provide feedback on major milestones, and participate in proposal defenses or final examinations, depending on program requirements.

Learn more about the role of Supervisory Committees on the [Grad Supervision Hub – Graduate Committees](#) page.

Students should meet with their committee as their program requires, complete any required Annual Progress Reporting, and maintain open channels of communication. Unresolved concerns should follow the order of ‘Getting Help: Who to Contact’ in section 1.6.

4.3 Robertson Library

[Ask Us online chat](#) | (902) 566-0583

Each graduate program has a [subject librarian](#) who can assist with research support, database searching, developing research strategies, and identifying appropriate sources. Library services are free for students and include access to research databases and [electronic journals](#), borrowing books and equipment, [interlibrary loans](#), [course reserves](#), [research data management support](#), and assistance with [systematic or scoping reviews](#).

The library also offers study rooms, silent and group [workspaces](#), and instructional support for teaching-related research assignments. Graduate students can access personalized help through subject librarians, the [Ask Us online chat](#), or the UPEI Service Desk.

[Student printing services](#) are located in the library and managed by ITSS. Printing is charged per page and can be paid through a Campus Card account, with funds added at the library desk, online, or at the Residence Services Office.

Library hours vary by time of year, with extended hours during exams and reduced hours between May and August. Please refer to the [Robertson Library website](#) for current hours and additional information about graduate services and FAQs.

4.4 Writing Centre

jschneider@upe.ca | 902-628-4320

The Writing Centre is a free writing support service. Appointments are up to 45 minutes long, and students work one-on-one with either a Writing Centre tutor or the Writing Centre Coordinator. Because it is very easy to lose perspective and objectivity when writing, students--regardless of their skill level, can benefit from sharing their work with another reader and writer. Writing is a key communication skill that you will use in many aspects of your life even after you graduate from UPEI, so you are encouraged to use this service.

For more information, please visit the [UPEI Writing center website](#). To see availability and to book an appointment up to two weeks in advance, please register for an account at upei.mywconline.com.

4.5 Professional and Academic Development Resources

Graduate students are encouraged to self-enrol in the “[UPEI Graduate Student Professional & Academic Development Resources](#)” Moodle page. This resource hub shares information about workshops, training, and development opportunities relevant to graduate studies.

Topics may include research skills, academic communication, grant writing, conference presentations, and career preparation. Engaging in these activities supports both academic progress and career readiness.

4.6 ACENET – Digital Research Support

support@ace-net.ca

ACENET provides researchers with access, expertise, support, and training in digital research tools. All services are free for academic researchers, including graduate students. ACENET is an Atlantic Canadian not-for-profit organization and regional partner of the Digital Research Alliance of Canada.

For more information access their [ACENET website](#).

5. Student Support

Graduate students at UPEI are part of a diverse and vibrant campus community. A range of student services and offices are available to provide academic, personal, cultural, and professional support throughout your program. Students are encouraged to access these resources as needed and to engage with the broader campus community during their graduate studies.

5.1 Accessibility Services

accessibility@upei.ca | 902-566-0668

Accessibility Services facilitates classroom, exam, residence, and workplace accommodations for students with documented disabilities. Graduate students experiencing barriers related to disability or neurodivergence may be eligible for accommodations related to coursework, thesis work, or workplace responsibilities.

Confidential consultations are available. Read more about these services on the [UPEI Accessibility Service website](#).

5.2 Experiential Education and Career Services

experientialed@upei.ca | 902-566-0336

Experiential Education focuses on career services, work-integrated learning, and cooperative education. Graduate students can access the Career Studio for one-on-one support with résumés, cover letters, interview preparation, career exploration, and job search strategies.

Workshops and programming are offered throughout the academic year to support career readiness for both academic and non-academic pathways.

UPEI's Career Counsellor provides one-on-one meetings with students seeking career exploration and mapping supports, and applying &/or interviewing for further graduate study, professional programs, or other formal education opportunities.

Learn more on the [Experiential Education & Career Services website](#).

5.3 Registrar's Office and Student Accounts

registrar@upei.ca | 902-566-0439

The [Registrar's Office](#) supports students with course registration, transcripts, enrolment verification, scholarships and awards processing, and tuition and fee inquiries.

Graduate students may access many services through the [myUPEI](#) portal or visit the office at Dalton Hall in person for assistance. Students are encouraged to monitor their student account regularly to ensure registration and financial information is accurate.

5.4 International Student Office (ISO)

irostu@upei.ca | 902-566-0576

The [International Student Office](#) provides a range of services to support international students throughout their time at UPEI. These include assistance with study permits, immigration-related guidance, support during the transition to UPEI, and opportunities to engage in cultural and social activities. The office also offers a buddy program to help students connect and build community.

The International Student Office maintains a folder of information and resources for incoming and current international students on life in Canada, PEI, and at UPEI, visit the [2026 Fall folder](#).

For more information visit the [UPEI International Student Office website](#)

5.5 Mawi'omi Indigenous Student Centre

mawiomi@upei.ca | 902-620-5125

The [Mawi’omi Indigenous Student Centre](#) is a welcoming space dedicated to supporting Indigenous students throughout their time at UPEI. Rooted in community and cultural connection, “Mawi’omi,” meaning “gathering” in Mi’kmaq, offers a place where students can feel at home on campus.

Students can access support services, connect with peers, and participate in cultural programming and community activities such as craft sessions, Elder visits, and sharing circles. The Centre also provides space for studying, gathering, and building connections within a supportive and inclusive environment.

More information, including events and programming, is available on the [Mawi’omi Centre and Community Events page](#).

5.6 Office of Student Culture and Community Standards

Student Engagement

Coordinating student engagement activities and campus life programming throughout the academic year, including [Welcome Week](#), [Grad Week/Convocation Countdown](#), and the [Campus Life Program](#). Activities and events are open to all students, including graduate students. Students are encouraged to watch Student Affairs platforms ([Facebook](#) and [Instagram](#)) for updates on upcoming events.

Community Standards

The office also oversees community standards and administers student conduct processes for non-academic misconduct. The [Student Code of Conduct](#) outlines the standards of conduct for students to promote a respectful and inclusive campus environment. The [UPEI Fair Treatment Policy](#) applies to everyone who works, studies or visits UPEI campus, prohibits harassment and discrimination, and affirms that all members of the University community have the right to participate in activities at the University without fear of discrimination or harassment. Students seeking to learn more about the Student Code of Conduct or Fair Treatment Policy, or about submitting or responding to complaints under them may contact Manager, Office of Student Culture and Community Standards Jonathan Hewitt at jonhewitt@upei.ca or 902-620-5451.

5.7 Catherine Callbeck Centre for Entrepreneurship (CCCE)

The CCCE supports students in exploring entrepreneurship, across the range of those passionate about starting their own business, exploring innovative projects, to those simply curious about entrepreneurship. CCCE offers educational programming and events open to graduate students.

CCCE hosted [programs](#) include *Talking Points* (public speaking), *Speaker Series* (guest speakers on entrepreneurial topics), *Pitch Battles* (business pitch training and competition), skill-building workshops, and Ecosystem Tours (sector focused site visit tours). CCCE hosts the [Harry W.](#)

[MacLauchlan Entrepreneurship Program](#), which awarded \$75 000 in prize funding in 2026 via the MacLauchlan Panther Pitch. They also host the Campus2Market [Discover](#) and [Validate](#) programs.

Learn more about CCCE and upcoming programs on the [website](#) or their [Instagram](#) page.

6. Getting and Staying Connected at UPEI

6.1 Graduate Student Association (GSA)

The Graduate Student Association (GSA) represents the interests of graduate students at UPEI and promotes scholarly excellence, advocacy, and community engagement.

The GSA organizes social events, academic initiatives, and networking opportunities specifically for graduate students. Students are encouraged to participate in GSA activities and connect with their graduate student representatives.

Information about upcoming events can be found on the GSA's social media platforms, including [UPEI GSA Facebook](#), and the [GSA WhatsApp group](#).

6.2 UPEI Student Union

reception@upeisu.ca | 902-566-0530

The UPEI Student Union is a not-for-profit organization that advocates for students at both the institutional and governmental levels on matters such as tuition, programming, and student wellness. The UPEI Student Union serves both graduate and undergraduate students and has 2 Student Council roles reserved for graduate students: Graduate Representative & Graduate Senate Representative. Visit the [UPEI SU Our Team](#) page for a directory of current representatives.

The Union provides services including [health and dental insurance](#), the [U-Pass](#) transit program, safe ride services ([Panther Patrol](#)), and various [co-op or borrowing programs](#). It also supports student clubs and societies, offering opportunities for involvement and leadership. More information about available supports can be found on the [Student Union's website](#).

6.3 UPEI Communications: Campus Notices, Campus Connector & Events Calendar

To stay connected with UPEI activities, you may wish to subscribe to the UPEI newsletters: Campus Connector (weekly) and Campus Notices (daily, Monday-Friday). Connector features a summary of news stories and updates from the prior week, and Notices features upcoming events or information about campus initiatives, programs, & updates. To sign up for Campus Connector and/or Notices, visit the [Campus Communications](#) webpage.

The University offers a range of academic, professional development, and community events throughout the year, including workshops, research presentations, and networking opportunities. Graduate students are encouraged to regularly check the University Events Calendar for upcoming events, deadlines, and important academic dates. Visit [UPEI Campus Events](#).

7. Health and Wellness

7.1 Health and Wellness Centre

healthcentre@upei.ca | 902-566-0616

The [UPEI Health and Wellness Centre](#) provides primary health care services to all full-time students under a Nurse Practitioner-led model. Services include physical and mental health care, illness management, preventive care, and support for ongoing medical conditions.

The clinic team includes Licensed Practical Nurses, Registered Nurses, Nurse Practitioners, Family Physicians, and Specialist Providers, working together to provide collaborative, whole-person care.

A list of services offered is available at: [UPEI Health & Wellness Centre – Services Offered](#).

To access the centre's services students [book appointments](#) in advance by email or calling.

7.2 Counselling Services

studentserv@upei.ca | (902) 566-0488

Confidential, short-term counselling is available to all UPEI students to support personal, relationship, academic, and mental health concerns. Graduate students can access support for stress, anxiety, academic pressure, life transitions, and overall well-being. Learn more about supports provided by UPEI Counselling Services on their [Counselling – Types of Concerns](#) page.

[Counselling Services](#) follows a strengths-based, solution-focused approach, with up to eight sessions available per academic year, and referrals provided when longer-term or specialized support is needed. All services are private and confidential.

No referral is required, students can access counselling by booking an appointment by calling (902) 566-0488 or emailing studentserv@upei.ca.

Appointments are typically offered Monday to Friday between 8:30am to 4:00pm. Counselling Services is located on the fifth floor of Dalton Hall.

7.3 Extended Health and Dental Benefit Plan (via UPEISU)

admin@upeisu.ca | 902-566-0530

Extended Health and Dental Benefit Plan – All Graduate Students

All full-time UPEI students, including graduate students, are automatically enrolled into the [UPEI Student Union Health & Dental](#) coverages *while they meet eligibility criteria*. See page 3 of the current edition of the UPEISU Health & Dental Booklet on their website for information. The plan benefits cover the costs of eligible medical and dental care, services, and supplies. See page 5 – Health Benefits and page 14 – Dental Benefits of the UPEISU Health & Dental Booklet for an overview of the coverages provided. The coverage period runs September 1 to August 31.

In order to opt out of this plan students must be enrolled in another extended health and/or dental plan, and proof of coverage is required before being eligible to opt out. See the [UPEI Student Union Health & Dental](#) page for deadlines & forms.

The spouses &/or dependant children of students enrolled in the coverage may be able to be added to one or both of their coverages at an additional cost. See page 3 of the UPEISU booklet for details of eligibility for spouse & dependants. In order to add a spouse &/or dependant children a request must be completed by the deadline each Fall semester by the primary insured (student). See the [UPEI Student Union Health & Dental](#) page for deadlines & forms.

International Students Medical Plan

The International Medical Policy acts in place of provincial health coverage. All international students, both graduate and undergraduate, at UPEI are required to be enrolled unless otherwise covered by active provincial health coverage. The current edition of the International Medical Booklet provides information on the coverages, limitations and restrictions of the insurance.

7.4 Student Wellness Benefit (via UPEISU) on Balancy App

Graduate students have access to confidential virtual counselling through the UPEISU benefit [Student Wellness](#) program. Support is available for stress management, goal setting, anger management, relationships, unhealthy habits, and personal development. Services are offered online, by telephone, or via chat, in multiple languages.

To review the services available and download the Balancy app visit the [UPEISU Student Wellness](#) page for links and current access codes.

7.5 Sexual Violence Prevention and Response Office (SVPRO)

sv-pro@upei.ca | 902-620-5090

The [Sexual Violence Prevention and Response](#) Office (SV-PRO) provides confidential, trauma-informed support to students, staff, and faculty who have experienced sexual or gender-based

violence, harassment, or harm. Support is available regardless of when, where, or how an incident occurred. SV-PRO offers a safe space to explore options, access services, and receive guidance on reporting processes and academic accommodations where needed. The office also works to promote education and awareness across campus to foster a culture of consent.

Students can access SV-PRO support by contacting them by email (at sv-pro@upei.ca), telephone (at 902-620-5090), or in-person at their office in Kelley Memorial Building, Room 115–118.

For immediate emergency responses, call 911 or contact UPEI Security Services at 902-566-0384.

7.6 Campus Food Bank

foodbank@upei.ca | (902) 620-5493

The Campus Food Bank supports students experiencing food insecurity. Graduate students are welcome to access the service once every two weeks if they need assistance supplementing their essential groceries.

To access the supports of the Campus Food Bank visit their [Facebook page](#) to find current available hours, and complete the pre-registration form.

7.7 Chaplaincy Centre

sukidd@upei.ca | 902-894-2876

The Chaplaincy Centre is a welcoming space for prayer, reflection, and community gathering. Students of all faith backgrounds are invited to attend religious services, participate in programming, or drop in to socialize.

The Centre hosts monthly initiatives such as *Soup for the Soul* and other food and faith events. Students are encouraged to watch Campus Notices and [social media](#) for updates.

7.8 Chi-Wan Young Sports Centre

panthercentral@upei.ca | 902-566-0368

Access to the Chi-Wan Young Sports Centre is included in full-time student fees and provides year-round access to indoor and outdoor facilities. Full-time students may join fitness classes at no additional cost, and September to April access the Bell Aliant Centre pool free of charge. UPEI intramurals and regular season Panther home games are also free for students. Hours and services vary throughout the year. Students are encouraged to check the [Sports Center Offering website](#) or contact the Centre for current information.

The [Panther Recreation App](#) makes it easy to register for fitness and wellness classes, book facilities, and get tickets for varsity games.

8. Living in Charlottetown – Housing & Transportation

Students are encouraged to begin their housing search early & have accommodations secured before traveling from their home country or province to Charlottetown.

8.1 On-Campus Residence

UPEI offers four on-campus residences with a variety of accommodation styles, including apartment-style units (single and double occupancy), traditional shared bedrooms, and shared or private suites. Residence fees cover , meaning all units are furnished with a minimum of bed, desk, and dresser and includes .

Living on campus provides convenient access to academic buildings, recreation facilities, and campus services. Furthermore, Residence Life programming

More information about [residence options](#), [applications](#), [costs](#), and policies is available on the [Residence page](#). To understand the commitment of Residence living, review the [Residence Life Contract](#).

8.2 Off-Campus Housing

Finding Off-Campus Housing

Start your housing search with a read through the UPEI ISO [Housing Handbook](#) and the Off-Campus Housing Office's resources, including cautions about [avoiding fraudulent listings & rental scams](#) with more things to watch out for & tips available on this [rental scams](#) overview page.

Students seeking off-campus housing can find [rental listings](#) for students and information on the UPEI [Off-Campus Housing](#) page. The UPEI Student Union has partnered with [Places4Students.com](#) for a database of student rental listings.

The Off Campus Housing webpage and the Housing Handbook on page 11 includes links to the websites of local property management companies where you can directly view their available listings.

Students have also found housing listings through Facebook Marketplace listings and Kijiji – Real Estate.

Exercise a strong degree of caution when searching for off-campus housing as the frequency of fraudulent rental listings is on the rise.

Students are strongly encouraged to make use of the resources provided by the Off-Campus Housing Office, such as information about [tenant rights and responsibilities](#) and [key questions to ask a prospective landlord](#).

Understanding Residential Tenant Rights and Responsibilities & Disputes

The “[Guide for Tenants: Renting on PEI](#)” resource from the Community Legal Information organization is a plain language resource for current and future tenants. Available in multiple languages it explains important terminology, and the rights and responsibilities of tenants of residential properties including apartments, condominiums, and houses.

This guide is a good resource to consult if you find yourself in a situation of informal dispute with your residential landlord/property owner.

You may also access supports through the Community Legal Information’s [Renting PEI](#) service if you need help navigating a formal dispute process as a residential tenant.

8.3 Homestay

homestay@upei.ca | 902-894-2850

Homestay is an accommodation option for students who prefer a “family-like” living arrangement. For the homestay fee host families provide a private bedroom in the family’s home, 3 meals per day, access to shared spaces within the home, and inclusion in general family life.

8.4 On-Campus Food Services

Several dining and café options are available on campus throughout the academic year, with hours varying by semester and season.

Locations include Tim Hortons (Murphy Student Centre), Samuel’s Café (Robertson Library), the Micromarkets (Faculty of Sustainable Design Engineering Building & Faculty of Medicine and Health Sciences Centre), AVC Café, Wanda Wyatt Dining Hall, [Fox & Crow](#) (Student Centre), and Subway (Bell Aliant Centre).

For updated hours and location details, visit the [Dana Hospitality website](#).

8.5 Parking

parking@upei.ca | 902-566-0384

Students who plan to drive to campus must purchase a valid part-time or full-time parking permit to park in General Parking Lots A, B (lower lot), D, and E. Parking permits and additional details are available on the [Parking Services website](#).

8.6 Transportation

Aside from a personal vehicle, there are a number of transportation options:

Graduate students have access to the public transit [U-Pass](#) program through the Student Union. This benefit provides access to public transit routes serving Charlottetown and surrounding communities. For complete transit schedules, visit the [T3 Transit](#) website.

The UPEISU [Panther Patrol](#) is a Safe Ride Program providing transportation for all UPEI students from campus to their homes, and on Fridays provides rides from campus to Walmart and back.

The rideshare company [Kari](#) operates within Charlottetown, and has been expanding to an increasing number of surrounding communities. A number of taxi cab businesses operate within Charlottetown, visit the [Taxi Yellow Page listings](#) for contact information.

9. Money Matters

Students may find the information on the UPEI [Financing Graduate Studies](#) a helpful resource with information about budgeting and present cost of living estimates for Charlottetown.

9.1 Understanding Tuition and Fees

Graduate tuition may be structured as either a program fee with installments charged over a defined period (typically 2–4 years) or as a per-course fee, depending on the program. Students should review the [Tuition and Fees Selector page](#) to determine how tuition is assessed for their specific program. International students are also required to pay an International Student Fee.

In addition to tuition, all graduate students are required to pay mandatory student fees. These fees support providing services such as health and dental insurance, library resources, technology, recreation facilities, student wellness programming, and transit access.

Detailed tuition and fee information is available on the [Tuition and Fees](#) page and through the Tuition and Fees Selector.

9.2 Maintenance of Status

Once students in graduate programs with tuition structured as a program fee have paid their full amount of program fee via the installments they transition to Maintenance of Status. The Maintenance of Status fee is charged in lieu of a tuition program fee installment each semester until the student completes all of their requirements and graduates. All applicable full-time fees (e.g., Student Union, Fitness and Recreation, Library Resource, etc.) will continue to be charged each semester.

Graduate students in Maintenance of Status must still maintain their continuous enrollment, registering into at minimum their Thesis/Dissertation course each semester until graduation.

Students in Maintenance of Status may have reduced access to graduate awards.

9.3 Payment of Tuition and Fees

studentaccounts@upei.ca | 902-566-6000

Tuition and fees may be paid by online banking, wire transfer, credit card, cheque, or money order. Details about payment methods are available on the [Payment Options page](#).

Students are required to pay tuition or request to pay late within the first month of each semester. Failure to meet published deadlines may result in late fees and deregistration from courses.

It is the responsibility of each student to ensure tuition and fees are paid on time. Students experiencing financial difficulty are encouraged to contact the Registrar's Office to discuss available options.

More information can be found on the [Tuition and Fees page](#).

9.4 Scholarships, Awards, and Funding Opportunities

Scholarships & Awards

scholarships@upei.ca | 902-628-4382 or 902-566-0358 or 902-620-5187

UPEI offers several scholarship and award opportunities for graduate students, published in the [Scholarships and Awards Directory](#). Each listing outlines eligibility criteria, application deadlines, award amounts, and whether the opportunity is open to domestic and/or international students.

Canada Research Training Awards Suite

Research-based students may be eligible to apply for Canadian Graduate Research Scholarships (CGRS) at the [master's](#) and [doctoral](#) levels through the federal funding agencies, the Canadian Institutes of Health Research (CIHR), Natural Sciences and Engineering Research Council (NSERC), & Social Sciences and Humanities Research Council (SSHRC).

UPEI typically hosts information sessions for interested award applicants about the CGRS awards early in the Fall semester.

Additional information on research funding can be found on the [Funding Opportunities and Deadlines page](#) and the [Internal Funding page](#).

Research Conference Travel Funding

Students may also apply for travel grants in support of conference travel, including: for students presenting at a conference the [Student Research Travel Grant Program](#) (up to \$500 for eligible expenses) & UPEI Student Union's [Student Academic Enrichment Funding](#) (up to \$250 to attend &/or present at a conference).

9.5 On Campus Employment

UPEI's Human Resources web-page hosts databases of on-campus employment opportunities. You can subscribe to receive new opportunities by email on the [UPEI HR Employment Opportunities webpage](#).

[Student Positions](#) may be posted specifically for Graduate students or may be open to any level of UPEI student. The rate of pay for a role is set based on the level of education required to successfully perform the duties of the role, rather than the education level of the student hired.

It is important to note that Graduate Research Assistant, Graduate Tutorial Assistant, and Graduate Lab Instructor positions are unionized roles, covered through the [Public Service Alliance of Canada Local 86000 Collective Agreement](#).

[Sessional Positions](#) may be of interest to graduate students, depending on their level of education completed, and their area of expertise.

10. Directory of UPEI Offices & Service Units

Office / Service	Location	Email	Phone / Notes
Accessibility Services	Presently: 1 st Floor Dalton Hall (Building #7), relocating February 2026 to Robertson Library (Building #15)	accessibility@upei.ca	902-566-0668
ACENET (Digital Research Support)	Virtual	support@ace-net.ca	
Campus Food Bank	W.A. Murphy Student Centre (Building #4)	foodbank@upei.ca	—
Catherine Callbeck Centre for Entrepreneurship (CCCE)	Robertson Library (Building #15)	entrepreneurship@upei.ca	—
Chaplaincy Centre	Building #14	sukidd@upei.ca	902-894-2876
Chi-Wan Young Sports Centre / Panther Central	Building #1	panthercentral@upei.ca	902-566-0368

Office / Service	Location	Email	Phone / Notes
Counselling Services	Dalton Hall, 5th Floor (Building #7)	studentserv@upei.ca	902-566-0488
Experiential Education	Dalton Hall, 4th Floor (Building #7)	experientialed@upei.ca	902-566-0336
Faculty of Graduate Studies	Kelley Memorial Building, Room 101 (Building #11)	cgallant@upei.ca	902-620-5120
Health and Wellness Centre	W.A. Murphy Student Centre, 2nd Floor (Building #4)	healthcentre@upei.ca	902-566-0616
Homestay Coordinator		homestay@upei.ca	902-894-2850
Human Resources	Kelley Memorial Building (Building #11)	hrgeneral@upei.ca	--
International Student Office (ISO)	Dalton Hall, 4th Floor (Building #7)	irostu@upei.ca	902-566-0576
IT Systems & Services (ITSS)	Robertson Library Learning Commons (Building #15)	helpdesk@upei.ca	
Mawi'omi Indigenous Student Centre	Dalton Hall, 5th Floor (Building #7)	mawiomi@upei.ca	902-620-5125
Office Campus Housing	--	offcampushousing@upei.ca	902-894-2850
Office of Student Culture & Community Standards	Dalton Hall, 3rd Floor (Building #7)	campuslife@upei.ca	—
Parking Services	Central Utility Building (Building #2)	parking@upei.ca	902-566-0384

Office / Service	Location	Email	Phone / Notes
Registrar's Office / Student Accounts	Dalton Hall, 2nd Floor (Building #7)	registrar@upei.ca	902-566-0439
Residence Life	Performing Arts Centre, Rm 108N (Building# 21)	residence@upei.ca	902-566-0330
Robertson Library	Building #15	reference@upei.ca or circdesk@upei.ca	902-566-0583
Security Services (24/7 Dispatch)	Central Utility Building (Building #2)	security@upei.ca	902-566-0384
Sexual Violence Prevention & Response Office (SV-PRO)	W.A. Murphy Student Centre, 2nd Floor - North End (Building #4)	sv-pro@upei.ca	902-620-5090
Student Union	W.A. Murphy Student Centre, 2nd Floor – South End ((Building #4)	reception@upeisu.ca	902-566-0530
Transcripts (Official Requests)	—	transcripts@upei.ca	—
Writing Centre	Robertson Library 274 (Building #15)	jschneider@upei.ca	902-628-4320

For a full list of individual contacts, the [UPEI Staff and Faculty Directory](#) can be searched by name, department or both and includes email, telephone, job title and department information.

11. Support Service UPEI Campus Map



12. Handbook Edits, Corrections, or Additions

This first edition of the Graduate Student Handbook is presented as a working draft. Feedback on the contents is invited to the Graduate Programs Officer Kendra Mellish at kmellish@upei.ca.

Examples of welcomed feedback include, but are not limited to: errors in need of correction, clarifying information that is needed or would be helpful, hyperlinks that are no longer working or are incorrect, recommendations of additional sections to be added.