



**PhD in Environmental  
Studies  
Handbook 2023-2024**

environmental &  
urban change

YORK 

## Land Acknowledgement

We recognize that many Indigenous nations have longstanding relationships with the territories upon which York University campuses are located that precede the establishment of York University. York University acknowledges its presence on the traditional territory of many Indigenous Nations. The area known as Tkaronto has been care taken by the Anishinabek Nation, the Haudenosaunee Confederacy, the Wendat, and the Métis. It is now home to many Indigenous Peoples. We acknowledge the current treaty holders and the Mississaugas of the Credit First Nation. This territory is subject of the Dish with One Spoon Wampum Belt Covenant, an agreement to peaceably share and care for the Great Lakes region.

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## PhD Communications and Submission of Administrative Forms

For questions related to administrative issues (e.g., registration, petitions, funding, etc.) or guidance through the formal requirements of the program, please contact Ouma Jaipaul-Gill ([oumajai@yorku.ca](mailto:oumajai@yorku.ca)). For academic advice or concerns with progress in the program, please contact and the ES PhD Program Coordinator and ES Graduate Program Director (GPD).

**All administrative forms** should be submitted with all relevant documentation and signatures to Ouma Jaipaul-Gill ([oumajai@yorku.ca](mailto:oumajai@yorku.ca) who will obtain the ES GPD's signature when needed). Please do not submit documents elsewhere to avoid confusion and delays. Please allow at least 48 hours for an email reply.

As students progress through the program, **Academic Work** (Program Plan, Comprehensives, Dissertation Proposal) must be uploaded to the ES Graduate Dossier for the requirement to be completed. Instructions are provided in this handbook.

Through this handbook, underlined text is hyperlinked.

York University is a fragrance-free environment.  
Please refrain from wearing scented products on campus.

# Environmental Studies PhD Handbook

## Table of Contents

Welcome .....	1
PhD Program Structure and Requirements.....	2
Program Plan Stage (Terms 1 and 2) .....	3
Comprehensive Examination Stage (Terms 3 to 6).....	4
Dissertation Proposal Stage (Terms 7 to 9).....	7
Dissertation Stage (Terms 10 to 12) .....	9
PhD Student Progress Flow-Chart .....	11
PhD Progress Report.....	12
Supervision and Supervisory Committees .....	13
Registration Requirements .....	16
Continuous Registration.....	16
Program Time Limit .....	17
Academic Petitions .....	17
Leave of Absence.....	17
Financial Block.....	18
Course Enrolment and Grading.....	18
Mandatory Courses.....	18
Course Enrolment .....	18
Official Pass/Unsatisfactory Grading System.....	19
Unofficial Overall Letter Grade Assessment .....	19
PhD Student Records .....	20
External Communication.....	20
Academic Honesty .....	20
Accommodation for Students with Disabilities .....	21
Academic Accommodation .....	21
Workplace Accommodation .....	21
Financial and Workplace Information.....	22
Guaranteed Funding .....	22
Teaching Assistantships (TAs) (CUPE 3903 - Unit 1) .....	22
Graduate Assistantships (GAs) (CUPE 3903 - Unit 3).....	23
Research Assistantships (RAs) .....	23
Canadian Union of Public Employees (CUPE) 3903.....	23
Teaching Commons .....	23
Scholarships and Bursaries .....	24
Internal Scholarships.....	24
External Scholarships.....	25
Dissertation Scholarships .....	26
Student Representation .....	26
Faculty Governance .....	26
Research in EUC.....	27
EUC Research Updates.....	28
UnderCurrents: Journal of Critical Environmental Studies .....	28
York University's Research Centres.....	28

EUC Student Resources.....	29
Campus Student Resources .....	30
Appendix 1: Graduate Academic Important Dates .....	34
Appendix 2: PhD Degree-Level Expectations and Learning Outcomes.....	36
Appendix 3: Full-Time ES Faculty Members .....	39
Appendix 4: Ethics Protocols Scenarios for PhD Dissertation Research .....	42
Appendix 5: ENVS Graduate Courses Schedule 2023-2024 .....	44
Appendix 6: PhD Program Summary Table .....	46

## Welcome

On behalf of our faculty and staff, we welcome you to the **PhD Program in Environmental Studies**. We hope your experience in the **Faculty of Environmental and Urban Change** and at York University will be enriching, rewarding, and transformative. The PhD Program in Environmental Studies is housed in the Faculty of Environmental and Urban Change, which also houses the PhD Program in Geography, Masters programs in both Environmental Studies and Geography, and several Bachelor's programs. Although these programs share common elements and resources, each has a different logic, structure, orientation, and set of requirements.

The ES PhD Program is built on an interdisciplinary approach to Environmental Studies in which the social sciences, humanities, arts, and natural sciences meet and inform each other. Students design, individually and iteratively, in consultation with their Supervisor and Supervisory Committee, the best possible degree program to support the work they want to do. The Program encourages the use of diverse theoretical approaches to explore environmental issues in their historical and comparative contexts, considering social, ecological, political, economic, and artistic constraints and possibilities. The ES PhD Program also encourages the inclusion of community and personal knowledges as important and valid sources of environmental understanding. We support exploration of theoretical and practical intersection, as well as inquiry into how reflexive, rigorous, critical, and creative thinking can inform interpretations, policies, practices, and possibilities.

Since the ES PhD Program was established in 1991, doctoral students have engaged with an extensive array of environmental concerns and approaches related to natural, built, social, cultural, political, economic, organizational, spiritual, philosophical, literary, artistic, and virtual environments.

This Handbook introduces the requirements and opportunities of the ES PhD Program. It offers answers to frequent academic and administrative queries and should be a reference throughout your program. It should also be read alongside the [Faculty of Graduate Studies \(FGS\) guidelines and policies](#). Incoming students are invited to consult the [FGS "You've Been Admitted"](#) webpage for useful information.

Should you require additional information, please do not hesitate to contact us.

Sincerely,

Dr. Liette Gilbert  
ES Graduate Program Director  
esgpd@yorku.ca

Dr. Cate Sandilands  
ES PhD Program Coordinator  
esphd@yorku.ca

## PhD Program Structure and Requirements

There are four academic stages to the ES PhD program:

1. Program Plan (and coursework)
2. Comprehensive Examinations
3. Dissertation Proposal
4. Dissertation

The **Program Plan** and **Comprehensive Examinations stages** are primarily regulated by the Faculty of Environmental and Urban Change, while the Dissertation Proposal and Dissertation are primarily regulated by the Faculty of Graduate Studies. Each stage is subject to review by the ES PhD Program Coordinator and ES Graduate Program Director; the **Dissertation Proposal** and **Dissertation stages** are also subject to review by the Faculty of Graduate Studies. **Graduate Academic Calendar of Important Dates** for 2023-2024 is presented in **Appendix 1**.

The Environmental Studies PhD Program is a four-year (12-term) full-time program. Students are required to maintain continuous full-time registration throughout their course of study. All requirements for the degree must be fulfilled within 18 terms of registration as a full-time or part-time doctoral student in accordance with the Faculty of Graduate Studies registration policies, including the requirement of continuous registration. Leave of absence terms are not included in the program time limit.

**Doctoral degree-level expectations and program-specific learning outcomes** are presented in **Appendix 2**. The structure and requirements of the doctoral program are intended to support the achievement of these expectations and outcomes.

There are two mandatory courses in the PhD program, **ENVS 8102 PhD Research Seminar** for incoming PhD candidates in the first term of their program and **ENVS 8103 PhD Research Design Workshop** in term 5. **ENVS 8102 PhD Research Seminar** offers an introduction to select interdisciplinary themes in Environmental Studies. Critical exploration of interdisciplinary research problems assists with the preparation of the Program Plan and addresses questions emerging from the students' Comprehensive research fields. The course also provides opportunities to explore the various facets of academic life, including teaching, research, writing and professional development. The course **ENVS 8103 PhD Research Design Workshop**, normally in term 5, is designed to assist PhD students in developing their Dissertation Proposals through a critical and interdisciplinary exploration of research design, epistemology, methodology, and ethics as relevant to students' proposals.

Grading in the program is Pass/Unsatisfactory. An "unsatisfactory" grade will result in automatic withdrawal from the program.

Students are admitted in the ES PhD Program with an assigned Supervisor. Students are expected to work closely with their Supervisor from the outset – and, as soon as possible, with their Supervisory Committee – to design an individual program of study that will best support their research and other goals. Although the Supervisor may change over the course of the degree (a change can happen at the request of either the student or the faculty member, or for other reasons), the Student-Supervisor relationship is exceptionally important in such an individually-designed degree program, and regular consultation between student and Supervisor is crucial to student success throughout the ES PhD Program, starting at the Program Plan stage.

As part of their responsibilities, Supervisors are expected to meet with each student no less than once per term, and to submit to the [ES Graduate Dossier](#) a report (PhD Action Sheet) no less than once per academic year for the approval of the ES PhD coordinator, whether or not the student has completed an academic stage.

The Supervisor and Supervisory Committee have responsibility for guiding the student through the approval of all program stages. The Supervisor is the chair of the Supervisory Committee and should hold a primary appointment in Environmental Studies. The Supervisory Committee normally consists of three faculty members, of which at least two are appointed to the ES graduate program; the third member must be appointed or appointable to the Faculty of Graduate Studies (or exceptionally a member outside York). The list of **full-time ES faculty members appointed to FGS** eligible to serve on your Supervisory Committee is provided in **Appendix 3**.

Note: Although members of the Supervisory Committee ideally serve throughout the program's stages, we specifically refer below to the Comprehensive Supervisory Committee and the Dissertation Supervisory Committee to distinguish between phases and to emphasize that committee composition can change to better support students interests and progress.

### **Program Plan Stage (Terms 1 and 2)**

The Program Plan is the guide to the student's individual ES PhD program. Building on the provisional statement of interest students provided in their application materials, in this stage students work to develop a refined draft of their Program Plan in Term 1, guided primarily by the ENV5 8102 PhD Research Seminar course director, with the additional support of their Supervisor. Successful submission of a preliminary Program Plan is a course requirement for ENV5 8102.

The Program Plan describes the overall research focus and details Comprehensive areas and bibliographies for each area.

The final Program Plan includes:

- a title and up to ten keywords;
- a description, approximately two pages, of the student's research focus and interests, including key terms and definitions, as well as tensions, debates in the field, and questions related to these interests. This description is generally, but is not necessarily, an expanded and revised version of the statement submitted for admission to the PhD program;
- a description, approximately one page, of the student's personal/intellectual context for the research focus (motivation, background, experience, overall goals);
- a one-page description of each Comprehensive area including for each a preliminary indication of the format for examination (see Comprehensives formats below);
- a tentative bibliography for each Comprehensive area, with the understanding that the bibliography for the first Comprehensive area will be more specific and detailed than the one(s) for subsequent areas; and
- a tentative timeline for the overall degree, including proposed dates for the completion of each Comprehensive, the Dissertation Proposal, field research plans, and the Dissertation examination.

Examples of past PhD Program Plans are available on the [ES PhD Works eClass](#) site through Passport York.

### **Approval of the Program Plan**

Students must submit their draft Program Plan to their Supervisor for review and revision by the end of Term 1. By the end of Term 2, students should submit their final program to their Supervisor and Comprehensive Supervisory Committee. The Comprehensive Supervisory Committee will meet to discuss and approve the PhD Program Plan, normally **no later than the end of Term 2**. Except under extraordinary circumstances, if the student does not have an approved Program Plan by the end of Term 3, the student will be required to withdraw from the ES PhD program.

Upon approval, the student must upload their Program Plan in the ES Graduate Dossier, and the Supervisor should submit a report (PhD Action Sheet) in the ES Graduate Dossier for approval of the ES PhD Program Coordinator. The student enters the PhD Comprehensive examination stage upon approval of the PhD Program Plan.

### **Comprehensive Examination Stage (Terms 3 TO 6)**

The ES PhD Comprehensive examination stage provides students with an opportunity to gain a comprehensive knowledge of relevant fields, debates, practices, and theories, along with their respective epistemologies and methodologies, in preparation for their doctoral dissertation research. Comprehensives usually involve a synthetic, analytical, and critical literature review of a topic or field but can also consist of an expository or argumentative essay or other work that deals with a specific problem in the literature (or in the world), a particular methodological approach, or a particular body of theory. Each Comprehensive should be broad enough to encompass a range of theoretical or methodological approaches but focused enough to achieve coherence and synthesis.

The precise definition of a Comprehensive is determined by the student and their Supervisor and Comprehensive Supervisory Committee members. Students are required to complete at least **two Comprehensive examinations** (as determined in their approved Program Plan), with the understanding that readings related to methodology, project-specific locality, or other additional materials will be addressed at the Dissertation Proposal stage.

Each Comprehensive consists of: examination of written submissions (supported by any other materials if relevant) and an oral examination. Each Comprehensive area is typically examined separately but they may also be presented and examined together as agreed to with the Comprehensive Supervisory Committee.

Students and their Supervisor and Comprehensive Supervisory Committee are expected to discuss the topics, timeframes, frequency of meetings and other details to suit them.

### **Scope and Formats**

Over the course of their Comprehensives, students are expected to read and engage significantly with approximately 75 major texts (i.e., books, where five peer-reviewed journal articles are understood as equivalent to one academic book). In approving reading lists, Comprehensive Supervisory Committees are fully empowered to take into consideration, in this overall count, questions of discipline, medium, genre, and primary/secondary material priority, as appropriate to the student's individual program of study.

Each Comprehensive is typically examined on the basis of a thorough literature review organized around the exploration of a problem, debate, theme, classificatory scheme, argument, trajectory, or position within a(n) (inter)disciplinary field.

Comprehensive work may take any of the following or other forms defined and agreed upon with their committee:

- Integrated paper (25-30 double-spaced pages plus bibliography) that exhaustively elaborates a particular aspect of the comprehensive area;
- Review paper (30-40 double-spaced pages plus bibliography) that systematically, synthetically, and critically reviews a particular field;
- Course syllabus (for an upper-level undergraduate course) including course rationale, readings, lecture topics, evaluation criteria, and assignments. This Comprehensive option usually also includes a reflection on the course design and two sets of lecture notes corresponding to two weeks of the class;
- Take-home examination paper(s) based on questions developed by the student and the Comprehensive Supervisory Committee, with a clear deadline (usually two weeks);
- "In-situ" day exam based on questions handed out the same day or a few days ahead of time (materials and notes allowed);
- Portfolio (2-3 pieces of work) such as a refereed publication, exemplary course paper, book chapter, book reviews and/or conference paper; or
- Oral, visual or other type of original creative work (e.g., film, video, sculpture, dance, performance, multi-media, installation, etc.) supported by a written account that conceptualizes related intellectual debates and issues.

### Timing and Scheduling

The topic, format and bibliographies of the Comprehensives are approved in the Program Plan by the end of Term 2, although some uncertainty about the precise shape of the Comprehensive 2 bibliography is acceptable (see below). Students normally start working on their Comprehensives in Term 3 and engage in Comprehensives work throughout the second year of the program (Terms 4 to 6).

Students are expected to complete their **first Comprehensive in terms 3 and 4**. The first Comprehensive should be submitted to the supervisory committee for examination by the end of Term 4. The Supervisor and Comprehensive Supervisory Committee should consult with the student to select a mutually convenient time for examination, normally providing at least 20 business days' notice prior to any scheduled examination.

While the supervisory committee reviews the first Comprehensive, the student will prepare an update of the second Comprehensive topic, format and bibliographies to also be discussed at the examination of the first Comprehensive or very shortly thereafter.

With the approval of the first Comprehensive, the student will proceed to their **second Comprehensive during Terms 5 and 6**. The second Comprehensive should be submitted by the end of Term 6. Examination of the second Comprehensive will also be scheduled at a mutually convenient time for the student and Supervisor and Comprehensive Supervisory Committee, normally providing at least 20 business days' notice prior to any scheduled examination.

If an examination must be rescheduled, Student and Comprehensive Supervisory Committee members must be informed normally no later than 5 days prior to the new examination date.

Students ideally complete their Comprehensives in Term 6 but we recognize, in some cases – especially when one of the Comprehensive fields is relatively new to the student – that an additional term may be required for completion.

In the exceptional case of a student not completing the Comprehensive phase by Term 8, the student may be asked to complete a take-home examination consisting of two essay answers (per Comprehensive) to questions determined by the Supervisory Committee. The take-home examination allows the student to demonstrate their knowledge on specified questions central to their fields in a time-limited period. The student will be given two weeks (per Comprehensive) to develop and submit their essay responses to the assigned questions. An oral examination will be scheduled within two weeks of the complete submission.

Except in extraordinary circumstances, if the student does not successfully complete the Comprehensive phase by the end of Term 8, the student will be required to withdraw from the ES PhD program.

The oral examination normally takes two hours. In the oral examination, the student might be asked to leave the room at the beginning and/or at the end of the meeting so the committee can discuss the written work, organize the questioning, and/or deliberate on the outcome.

### **Accommodation**

Following [Senate Policy on Academic Accommodation for Students with Disabilities](#), students needing accommodation should consult with the Office for Students Accessibility Service for recommendations of appropriate accommodation, and discuss possible changes to the comprehensive examination process with their committee. Accommodations will be made in consultation with the student and must follow applicable policies related to access to information and privacy.

### **Assessment Criteria and Feedback**

The Comprehensive Supervisory Committee reviews and examines each Comprehensive to evaluate the adequacy of the student's knowledge in the substantive areas of research and the student's capability of embarking on dissertation research.

The evaluation of a PhD Comprehensive is based on the student's demonstration that they have:

- a) acquired an in-depth knowledge of a given academic literature or field (enabling them to teach an introductory undergraduate course on the topic);
- b) critically and rigorously engaged with the core readings of a field's theoretical, methodological, and/or substantive debates; and
- c) assembled the core theoretical and substantive components necessary to the completion of a dissertation and to larger contributions to academic debates.

The outcome of the Comprehensive Examination is based on both the written submission and performance during the oral exam. The Supervisory Committee shall determine the outcome of the Comprehensive Examination to be one of the following: a) acceptable; b) acceptable pending specified revisions; or c) unsatisfactory (leading to automatic withdrawal).

An acceptable outcome means that the student has demonstrated a solid, thoughtful, and critical understanding of the major concepts and debates of a chosen field, to the extent that the student could

conceivably teach an undergraduate course in the area circumscribed by the Comprehensive reading list. The Supervisor will report this outcome in writing in the ES Graduate Dossier (PhD Program Action Sheet) within five days following the examination. Minor corrections can be requested by the Supervisory Committee and made by the student before the student uploads the final version to the Dossier.

An acceptable pending specific revisions outcome means that the student has demonstrated a reasonable understanding of the major concepts and debates of a chosen field but some limitations in their written materials require the student to revise/re-write part of the submission for clarity, accuracy, or comprehensiveness. Specified revisions will be discussed and agreed upon by the Supervisory Committee during the examination and the student will be asked to complete the suggested revisions within an agreed-upon deadline within a maximum of three months after the initial examination. The outcome of this examination (and specified revisions) will be reported in writing by the Supervisor to the student in the ES Graduate Dossier (PhD Program Action Sheet) within five days following the examination. The report will also include the agreed-upon deadline for revisions, as well as the date and mode of re-evaluation (e-approval or in-person reconvening). Upon re-evaluation of the submitted revisions, if the Supervisory Committee considers that the student has still failed to demonstrate a reasonable understanding of the material and major concepts of the given field, and/or failed to satisfactorily address the requested revisions, the student will be withdrawn from the program.

An unsatisfactory outcome means that the student has failed to demonstrate an adequate understanding of the material and major concepts of the chosen field, and that such shortcomings cannot be overcome with specified revisions. An unsatisfactory outcome means that the student will be required to withdraw from the program. On behalf of the Supervisory Committee, the Supervisor will report this outcome in writing in the ES Graduate Dossier (PhD Program Action Sheet) within five days following the examination. The supervisor will also immediately communicate this outcome directly to the Graduate Program Director and ES PhD Program Coordinator.

Upon approval of a Comprehensive examination, the student should upload their approved Comprehensive in the ES Graduate Dossier, and the Supervisor should submit a report (PhD Action Sheet) in the ES Graduate Dossier for approval of the ES PhD Program Coordinator.

Upon the successful completion of the Comprehensive examination stage, the student enters the PhD Dissertation Proposal stage.

### **Appeal**

Where a student, Supervisor or member of the Supervisory Committee feels that the processes described in these guidelines have been contravened at any stage in the process, they should voice their concerns initially to each other and attempt to find a mutually-agreeable resolution. Where this is insufficient or not possible, the PhD Program Coordinator and/or Graduate Program Director can be contacted in order to find a resolution if it is determined that the guidelines followed were not academically or procedurally sound. The PhD Coordinator or Graduate Program Director may choose to take the matter to the EUC Associate Dean responsible for graduate studies.

### **Dissertation Proposal Stage (Terms 7 to 9)**

The Dissertation Proposal aims to describe the overarching argument and research design of a student's research project. Before developing their proposal, the student must review the Faculty of Graduate Studies' general doctoral requirements.

The dissertation can take a variety of forms, including monograph, manuscript-based, complex digital, or multimodal, in line with Faculty of Graduate Studies Regulations.

**The recommended length of a Dissertation Proposal is 3,500 words.** The Dissertation Proposal, developed in consultation with the Supervisor and Dissertation Supervisory Committee, normally includes:

- the working title of the dissertation;
- the names of the Supervisor and members of the Dissertation Supervisory Committee;
- a statement of the proposed topic of the Dissertation;
- a clear argument or research question;
- the theoretical framework framing your investigation;
- a detailed research design (and methodology);
- a detailed timeline of research and writing activities;
- a detailed outline of the Dissertation; and
- a bibliography

Examples of past PhD Dissertation Proposals are available on the [ES PhD Works eClass](#) site through Passport York.

### **Approval of the Dissertation Proposal**

The Dissertation Supervisory Committee evaluates the quality of the Dissertation Proposal and the appropriateness of the proposed research schedule. Normally in the course of a committee meeting (proposal defense), the committee will determine the outcome to be one of the following: a) acceptable; b) acceptable pending specified revisions; or c) unsatisfactory (leading to withdrawal). In the case that specified revisions are required, the student must complete the suggested revisions within an agreed upon deadline for a re-examination within a maximum of three months of the first. Failure to pass a second exam will result in withdrawal from the program.

Upon approval by the committee, the Supervisor should submit a report (PhD Action Sheet) in the [ES Graduate Dossier](#).

**Dissertation Proposal package is uploaded in the [ES Graduate Dossier](#) for review by the ES Graduate Program Director and recommendation to the Faculty of Graduate Studies and the Office of Research Ethics.** The Dissertation Proposal package includes the [TD1: Thesis/Dissertation Research Proposal form](#) (approving the proposal by the Supervisor and Dissertation Supervisory Committee) and **the Dissertation Proposal**, and if applicable the [TD2: Research Ethics Protocol](#), informed consent and other relevant documents, and [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans \(TCPS2\) certificate](#).

The student enters the PhD Dissertation stage upon successful approval of the Dissertation Proposal by the Faculty of Graduate Studies.

### **Ethics Review**

All dissertation research projects involving human participants are subject to review by the [Office of Research Ethics](#) (ORE) per the [Faculty of Graduate Studies' guidelines](#). Such review and approval can take up to two months. Students must review ORE guidelines carefully to identify which forms are required for their specific projects.

Most frequently applied scenarios of **Ethics Protocols Scenarios for ES PhD Dissertation Research** are summarized in **Appendix 4**.

**For research that is unfunded, with less than minimal risk, and with non-Indigenous human participants**, students are required to submit the TD2: Research Ethics Protocol, informed consent and other relevant documents, and the certificate demonstrating that the student has successfully completed the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2) tutorial. **The student also emails the same TD1, the Dissertation Proposal, and relevant ethics package to the ES Graduate Program Director** (via [oumajai@yorku.ca](mailto:oumajai@yorku.ca)) for review and recommendation to the Faculty of Graduate Studies and the Office of Research Ethics.

Certain research contexts require additional ethics review processes and approvals – for example, research on or about Indigenous Peoples, research involving minor age participants or research with people who are homeless. Students must consult ORE guidelines on human participants outlining additional ethics review requirements in these cases.

Students undertaking research involving human participants are required to obtain ethics approval before conducting research activities. Any change or extension to the approved ethics protocol must receive additional approval from Office of Research Ethics. **Students must maintain active registration status while conducting research with human participants.**

### **Risk Assessment**

The Graduate Student Risk Assessment Guidelines of the Faculty of Graduate Studies (FGS) serve to assist graduate students in identifying appropriate health and safety considerations and preventative efforts prior to departing for field activities. The full risk assessment and planning process is required for all research in which the **probability and magnitude of possible harms to the researcher are greater than those encountered by the researcher in their everyday life**. Graduate students should review these guidelines and discuss them with their supervisor.

If your research poses risks to yourself as the researcher, complete the Graduate Student Risk Assessment Form and the Graduate Student Risk Assessment Undertaking, Release and Checklist, using the FGS Risk Assessment Portal (MoveOn Database hosted by York International). Once completed and signed, please download and attach the assessment (pdf) to your Dissertation Proposal package and submit in the ES Graduate Dossier.

### **Dissertation Stage (Terms 10 to 12)**

The PhD Dissertation stage emphasizes research and the writing of the dissertation. The doctoral Dissertation must embody original work conducted while in the program and must constitute a significant contribution to knowledge. It should contain evidence of critical understanding of the relevant literature. The material embodied in the Dissertation should merit publication. This stage normally lasts no longer than two years.

English is the language of instruction at York University but approval may be given to a written request from a student for a dissertation to be written in French or in the language of any Indigenous/First Nations people in North America, subject to confirmation from the ES Graduate Program Director that relevant supervision and sufficient support for the completion of such written work can be provided.

A student preparing their Dissertation must refer to the Faculty of Graduate Studies' dissertation guidelines. The requirements of the Dissertation, including but not limited to cover page, prefatory material, format of the document, organization, technical requirements, and copyright are governed by specifications prescribed by the Faculty of Graduate Studies.

The Supervisor and Dissertation Supervisory Committee are responsible for guiding the student in the conduct of the research and preparation of the Dissertation. When the student has submitted the final draft of the Dissertation, the Dissertation Supervisory Committee shall examine the Dissertation to determine whether it needs additional work or is suitable for oral examination.

### **Approval of the Dissertation**

When the Dissertation Supervisory Committee determines that the Dissertation is suitable for examination, the Supervisor shall submit a Recommendation of Oral Examination to the ES Graduate Program Director in accordance with the Faculty of Graduate Studies' regulations. This recommendation must include potential examiners and a tentative examination date/time, to be approved by the ES Graduate Program Director. The Supervisor is responsible for arranging the time and date of the oral examination, and for correspondence with members of the oral examination committee (students should not correspond with examiners directly).

Per the requirements of the Faculty of Graduate Studies, the oral examination shall be attended by the student and an oral examination committee consisting of at least five voting members, including:

- a) one external examiner from outside York University, at arm's length from the dissertation;
- b) one York graduate faculty member from outside the program, at arm's length from the dissertation;
- c) a representation of the Dean of the Faculty of Environmental and Urban Change or the Dean of the Faculty of Graduate Studies who shall be at arm's length from the Dissertation and who will serve as chair of the examination committee; and
- d) at least two members of the Dissertation Supervisory Committee.

The composition of the oral examination committee as well as the time and place of examination shall be confirmed by the Faculty of Graduate Studies. The examination shall normally be held no less than four weeks from the date on which copies of the completed dissertation are sent electronically by the ES Graduate Program Director (or representative) to all members of the oral examination committee. The examination may be held less than four weeks from the time copies are sent to the oral examination committee provided all parties agree.

The oral examination will be conducted following the Faculty of Graduate Studies' regulations. The Dissertation Oral Examination requirement is met:

- a) if the examination committee accepts the Dissertation with no revisions; or,
- b) if the examination committee accepts the Dissertation with specified revisions. If the Dissertation is accepted subject to specified revisions, it is the responsibility of the Supervisor and the Chair/Dean's representative to ensure that these revisions are made.

In the case of major revisions, the oral examination committee shall agree upon one of the following procedures before the examination is adjourned in order to finalize the oral results:

- a) the examination committee will reconvene within twelve months to continue the oral examination; or,

- b) the revised Dissertation will be circulated within twelve months to all members, who will inform the Chair/Dean’s representative whether they feel the stipulated requirements have been met.

A Dissertation is failed if there are three or more votes for failure.

The decision of the oral examination committee will be immediately communicated by the Chair of the committee, in writing, to the ES Graduate Program Director and the Faculty of Graduate Studies. Students who have met the oral examination requirement will be recommended by ES Graduate Program Director for award of the PhD degree provided all other requirements for the degree have been met by the student.

Following a successful oral examination (including confirmed approval of any specified revisions by the Supervisor and Chair), the student must submit their Dissertation electronically to York University’s electronic thesis and dissertation (ETD) platform as the final requirement for graduation and convocation per the Faculty of Graduate Studies’ final submission guidelines.

### PhD Student Progress Flow-Chart

This following chart summarizes the academic stages and depicts student progress through the program. This trajectory is anticipated to be the most common one; however, a more intensive timeframe will allow for earlier completion. Some students might require an additional term to complete each stage for accommodation purposes, depending on registration with Student Accessibility Services.

Year	Term	Progress
PHD 1	1	Enroll in ENV5 8102 PhD Research Seminar (mandatory) (and other elective courses) Prepare draft Program Plan (with Supervisor) Establish Comprehensive Supervisory Committee
	2	(elective courses) Nomination of Supervisor to FGS Approval of Program Plan Comprehensive 1
	3	Comprehensive 1
PHD 2	4	Comprehensive examination 1
	5	Comprehensive 2 ENV5 8103 PhD Research Design Workshop (mandatory for 2023 cohort otherwise highly recommended) Nomination of Dissertation Supervisory Committee to FGS
	6	Comprehensive examination 2
PHD 3	7	Dissertation Proposal
	8	Dissertation Proposal
	9	Dissertation Proposal completion (including ethics protocols and risk assessment) Dissertation Proposal examination (and TD1)
PHD 4	10	Dissertation research
	11	Dissertation research
	12	Dissertation research, completion and oral examination

**Note on PhD 5 and 6**

The ES PhD Program is officially a 4-year program. However, CUPE 3903 collective agreement's provision (12.03.1) of "priority pool" "entitles a qualified full-time PhD student to a maximum of one full teaching assistantship (subject to availability) in each of up to six years while a full-time PhD student, provided that the student is successful in obtaining an initial teaching assistantship."

This provision allows student to extend their Dissertation research and writing into Year 5, and if needed into Year 6. Please note that students are eligible to the **York Fellowship in Year 5 but NOT in Year 6.**

**PhD Progress Report**

The PhD Annual Progress Reports provide students with the opportunity to reflect/report on their progress in moving through the degree requirements; elaborate their goals for the following year; enhance communication between the student and supervisor/supervisory committee, PhD Program Coordinator, and Graduate Program Director; discuss obstacles/challenges that may impede progress; and develop actions to be adopted. Per FGS regulations, PhD students must maintain continuous and satisfactory progress toward completion of their degree to remain in good standing. The Annual Progress Report is used for advising purposes to ensure the student is on track in their program. Students who fail to submit their annual reports might be blocked from registering the following term.

PhD students are responsible for submitting a complete Annual Progress Report to their supervisor (through the ES Graduate Dossier) once a year by **April 30**, detailing their progress in the past year (since the last report), as well as their plans and objectives for the following year. Students are expected to assess their progress in, as relevant, coursework, program plan and comprehensives, dissertation proposal (and ethics), and dissertation as well as their teaching and professional development (conferences, publications, etc.) and financial support.

The supervisor is required to schedule a meeting with the student within the two weeks following the submission of the Annual Progress Report. The Annual Progress Report will be used during this face-to-face meeting. This meeting might include supervisory committee members if deemed appropriate by the student or supervisor, and might be combined with a stage completion meeting (e.g., comp meeting or exam). The PhD Program Coordinator and/or the Graduate Program Director may attend the annual meeting if a third point of view is necessary or useful to both parties. In the event the student's progress is deemed unsatisfactory by the supervisor, a new set of objectives, strategies and timelines for the student's imminent progress should be developed and agreed upon at the meeting. After the meeting, the supervisor will comment and sign off on the Annual Progress Report. The student will then comment and sign off on it. A student disagreeing with the expectations/objectives and/or assessment presented at the meeting should explain the nature of the disagreement and suggest new progress actions that will be reviewed and discussed with the PhD Program Coordinator and/or Graduate Program Director.

In cases where the student misses the Progress Report deadline and has not responded within two weeks of being reminded, the report may be completed by the supervisor in the student's absence, and progress may be judged unsatisfactory. In the cases where the student submits their Annual Program Report and the supervisor has not scheduled the face-to-face meeting within two weeks, the matter should be brought to the attention of the PhD Program Coordinator and Graduate Program Director.

Students and supervisors are encouraged to share their PhD Annual Progress Reports with committee members and to refer to it in meetings and consultations.

The PhD Progress Report form will be distributed by OSAS at the end of the Winter term (usually the beginning of April). Once completed by both the student and supervisor, the PhD Progress Report should be sent to Ouma Jaipaul Gill ([oumajai@yorku.ca](mailto:oumajai@yorku.ca)).

#### **Note on Expected Progress:**

The recommended progress (in Flow-Chart above) falls within the requirements of the Faculty of Graduate Studies. The **Faculty of Graduate Studies** expects full-time doctoral students to have completed their coursework, graduate milestone examinations, and dissertation proposal **by the end of term 9**. Failure to do so will result in an advising block placed on the student's account. The block will necessitate a meeting with the supervisor and Graduate Program Director to enact a plan for a program-approved dissertation proposal by the end of Term 10. In most circumstances, students will be required to withdraw from the graduate program and registration in the Faculty of Graduate Studies will be terminated absent a program-approved dissertation proposal received by the end of Term 10. This milestone ensures that students arrive at the dissertation research and writing stage of their degree while they still having time left in their funding packages to materially support their work.

## **Supervision and Supervisory Committees**

Student-Supervisor working relationships are crucial to student success. Before extending an offer of admission to a prospective student, the ES PhD Program Coordinator and ES Graduate Program Director will confirm that an appropriate ES faculty member is willing to serve as the student's Supervisor. The Supervisor will follow the Faculty of Graduate Studies' Supervision Policy, which outlines the roles of Supervisors and students.

#### **Nomination of Supervisor and Dissertation Supervisory Committee**

Per the Faculty of Graduate Studies' regulations, the student must officially nominate their Supervisor using the Supervisor and Supervisory Committee Approval form by the end of Term 2. Using the same form, the full Dissertation Supervisory Committee must be officially nominated by the end of Term 5. External faculty members can be considered for an appointment to the Faculty of Graduate Studies by the ES Graduate Program Director upon submission of a current curriculum vitae. The form and Supervisor and/or committee members' signatures (or email approvals) must be submitted to the ES Graduate Program Director (via [oumajai@yorku.ca](mailto:oumajai@yorku.ca)) for approval and recommendation to the Faculty of Graduate Studies.

Changes of Supervisor and Dissertation Supervisory Committee members shall be discussed with the ES PhD Program Coordinator and approved by the ES Graduate Program Director (using the Supervisor and Supervisory Committee Approval form), with confirmations from both outgoing and incoming members.

#### **Guidelines for Supervisors**

PhD Supervisors familiarize students with the ES PhD program and doctoral work in general; they act as mentors and advisors on PhD research areas and professional development. The Supervisor's principal task is to help students realize their scholarly potential. This goal is accomplished in a relationship that offers experience, stimulation, guidance, and support. The Supervisor provides substantive and procedural assistance with designing, planning, and conduct of feasible research

projects; applying for external funding including meeting appropriate deadlines; and engaging in scholarly and professional development (e.g., facilitating conference presentations and publications). If possible, they provide recommendations for students' grant and job applications.<sup>1</sup> They are encouraged to collaborate with their students on research projects.<sup>2</sup> The student has a right to expect expertise, accessibility, and support from the Supervisor. Supervising expectations (e.g., meeting frequency, submission requirements, timelines and meeting schedule, etc.) should be discussed early on with the Supervisor and other committee members.

It is the responsibility of the Supervisor to:

- be reasonably accessible to the student for consultation and discussion of the student's academic progress and research problems. The frequency of such meetings will vary according to the stage and nature of the student's work, but normally occur **once a month**, and **never less than once each term**;
- support the student in all aspects of the development of the Program Plan, Comprehensive Examinations, Dissertation Proposal and Dissertation, convene committee examinations by required deadlines, and give timely response to submitted written work, with constructive and concrete suggestions for improvements. Timely response normally means within three weeks or as agreed upon between Supervisor and student but, again, will vary according to the stage and nature of the student's work;
- report on the student's progress at every stage by submitting the PhD Action Sheet in the ES Graduate Dossier every time the committee meets with the student, every time a substantive decision is made about the student's program and, if neither applies in a given academic year, at least once to update the ES PhD Program Coordinator and ES Graduate Program Director about the student's progress;
- once the student has completed an examinable Dissertation, ensure that all members of the committee agree that the Dissertation is ready to proceed to an oral defense and recommend an oral examination committee (i.e., outside examiner, external examiner, and chair) and an examination date, as per Faculty of Graduate Studies' guidelines. The Supervisor submits the Recommendation for Oral Examination: Doctoral Dissertation form to the ES Graduate Program Director for review and recommendation to the Faculty of Graduate Studies;
- make satisfactory arrangements in advance with the approval of the ES Graduate Program Director for the supervision of the student when on leave or sabbatical, or on other extended absence from the University;
- appropriately acknowledge the contributions of their students in any publications or presentations, including consideration of joint authorship. Supervisors should also clarify expectations regarding the responsibility for utilization of data and publication credit for work

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<sup>1</sup> Faculty members are often asked to write letters of recommendation and should be honest about whether they can write a strong supporting letter. If the referee (generally the Supervisor or another member of the committee) agrees to write such a letter, the student must provide them with enough time and documentation to enable them to prepare a detailed and persuasive letter. A strong letter provides precise and pointed comments on the merits of the student's research and potential as a future scholar. Students are advised to give faculty members as much notice as possible to write a letter of reference, and not less than 2-3 weeks depending on particular faculty members' requests.

<sup>2</sup> Many faculty members have developed research projects that incorporate the research interests of their students. Such collaboration offers opportunities for research training, co-presenting, and co-publishing. Doctoral students may also be employed as research assistants.

initiated, designed and researched by the student, but supported financially or otherwise by the Supervisor; and

- conform to basic principles of academic integrity (although each student has final responsibility for their own academic honesty) and professionalism (in the event of an unsatisfactory supervisory relationship or in situations where a change of Supervisor might be needed) while recognizing that there is an inherent power imbalance in the supervisory relationship.

### **Guidelines for Students**

By entering into a graduate program, the student has made a commitment to devoting the time and energy necessary to develop their Program Plan and Comprehensives and to engage in dissertation research that constitutes a substantial and original contribution to knowledge in a field. The Faculty of Graduate Studies has developed additional [guidelines for graduate students](#).

It is the responsibility of the student to:

- maintain continuous registration and pay fees in accordance with [Faculty of Graduate Studies](#) and [York University policies, procedures, regulations](#), and deadlines. By the act of registration, a student becomes bound by the policies and regulations of York University, including the requirements and procedures of the Faculty of Environmental and Urban Change and the Faculty of Graduate Studies for completion of the graduate degree;
- meet regularly with the Supervisor to review progress (and discuss recommended academic accommodations and possible impact, if any, on the program). It is incumbent on the student to keep their Supervisor and Supervisory Committee informed of progress and challenges. The frequency of meetings varies according to the stage and nature of the student's work, but should **normally occur once a month, and not less than once each term**. Students are also required to interact with other members of the Supervisory Committee as appropriate;
- submit work by the established deadlines for review and examinations by the Supervisor and Supervisory Committee;
- give serious consideration to and respond to the advice and feedback received from the Supervisor and the Supervisory Committee. The Supervisor has a right to expect ability, initiative and receptivity to feedback from the student;
- upload their approved Program Plan, Comprehensive examinations, and the complete doctoral Dissertation Proposal package (including ethics protocols) in the [ES Graduate Dossier](#) at the appropriate program stage. Dissertations are uploaded on the [Faculty of Graduate Studies' ETD platform](#);
- conform to basic principles of academic integrity of their research (per [Senate Policy on Academic Honesty](#)) and professionalism (in the event of an unsatisfactory supervisory relationship or in situations where a change of Supervisor might be needed).

Students are also strongly encouraged to share their Program Plans, Comprehensive materials, and Dissertation Proposal with their peers and future students on the [ES PhD Works eClass](#) site through Passport York.

When difficulties arise, it is often best to try to deal directly with them and seek a resolution and, in many cases, just clarifying expectations and assumptions will resolve disagreements and miscommunications. If the student's attempt to deal with the situation is unsuccessful or the issue seems impossible to address, the student's next recourse is the ES PhD Program Coordinator and ES Graduate Program Director, who will help evaluate and facilitate solutions. In the most difficult

situations, the ES Graduate Program Director might seek assistance from the Associate Deans (of the Faculty of Environmental and Urban Change and/or Faculty of Graduate Studies) to arrive at a mutually agreeable resolution or change of Supervisor.

### **Roles and Responsibilities of the ES PhD Program Coordinator**

The ES PhD Program Coordinator chairs and coordinates the ES PhD Program Subcommittee (part of the ES Executive Committee). The Coordinator provides liaison between the ES Graduate Program Director, the Office of Student and Academic Services (OSAS), the PhD Environmental Studies Students Association (PhESSA), ENVS 8102 course directors, faculty Supervisors, and students. The Coordinator keeps track of student progress, checks and approves committee decisions, and relays information to Supervisors, students, or the PhD Program Subcommittee when necessary and appropriate. In consultation with PhESSA, the Coordinator also organizes an annual series of learning and professional development events, supports student-generated activities (e.g., orientation activities, scholarship writing support, PhD Research Day), and oversees the maintenance of the [ES PhD Works eClass](#) site through Passport York. The Coordinator is first contact for both student and Supervisor if challenges arise on matters related to the Program Plan, Comprehensives, Dissertation Proposal, or Dissertation.

### **Roles and Responsibilities of the ES Graduate Program Director**

The ES Graduate Program Director (GPD) is responsible for aspects of the administration of the graduate program, including but not limited to enrolment and advising, scholarships, student progression and status, and program and curricular changes. The GPD recommends petitions to the Faculty of Graduate Studies and addresses conflict between graduate students and faculty members (in consultation with the Faculty of Graduate Studies when appropriate). The ES Graduate Program Director works closely with the ES PhD Program Coordinator and the Office of Student and Academic Services. The ES Graduate Program Director is also available for consultation and advice.

## **Registration Requirements**

### **Continuous Registration**

Continuous registration is required in all graduate programs at York. This means that every term, students must register/accept fees in [York University's Registration and Enrolment module \(REM\)](#). By accepting tuition fees, a student is considered registered and active for the term. In most cases, fees will be covered by the fellowship and/or applicable scholarships and awards. It is recommended that, before paying fees, students wait until fellowship and/or applicable scholarships and awards are applied to their student account at the beginning of each term. Information regarding fee waivers for York University employees or dependents, senior citizens, and fees paid by a third party/external agency is available on the [Student Financial Services website](#).

**Registration deadlines are August 20 (for the Fall 2022 term), December 20 (for the Winter 2023 term) and April 20 (tbc -- for the Summer 2023 term).** It is the responsibility of the student to register/accept fees in REM prior to the registration deadline to avoid a \$200 late registration fee. Late registration might impact funding disbursement.

Students who fail to maintain continuous registration will lose their status as full-time or part-time graduate students and will be withdrawn from their program of study. Students who have been withdrawn as a result of failure to observe registration requirements may petition for reinstatement.

### **Program Time Limit**

All requirements for a PhD degree must be fulfilled within 18 terms (six years) of registration as a full-time or part-time doctoral student in accordance with [Faculty of Graduate Studies' registration policies](#). Students are expected to remain registered full-time unless a change of status is requested and approved by the ES Graduate Program Director and the Faculty of Graduate Studies.

A CUPE 3903 **extension of program time limit** is, as specified in [CUPE 3903 Collective Agreement](#), applies for CUPE 3903 service, disability/illness, or ground protected under the Ontario Human Rights Code. Non-CUPE 3903 petitions for program extension are considered for part-time status only (no funding). Petitions for extension of program time limit are submitted to the [FGS petition portal](#), along with required forms/documents (including personal statement, detailed timeline to completion, support document from the Supervisor confirming completion timeline).

### **Academic Petitions**

Following the [Faculty of Graduate Studies' regulations](#), a student may apply for a leave of absence, an extension of program time limit (CUPE 3903 or non-CUPE 3903) or reinstatement to continue their program or defend their Dissertation by submitting a petition and required forms/documents through the [FGS petition portal](#) (prior to the start of the term in which the leave will take place).

### **Leave of Absence**

Students are required to maintain continuous registration through their program but a student may need to be absent from their studies from time to time. In such case, a student can petition for a **general leave of absence** (maximum 3 terms over the course of a program). A student with significant caregiving responsibilities of a family member should petition for a **family care leave of absence** (maximum 5 terms over the course of a program). Family care leave include pregnancy, birth or adoption of a child, providing care for an ill child, spouse, parent, grandparent or other family member.

Students on any type of leave are registered as inactive; they do not pay tuition fees or receive funding (teaching assistantship, research assistantship, graduate assistantship contract, CUPE 3903 minimum guarantee) or awards (external or internal scholarship or bursary). However, a leave means that your program time is paused and funding and awards may be resumed (in most cases) when returning to your studies. Students with particular awards or scholarships should verify the implications of their leaves with award granting agencies.

While on leave, students are expected to be away from academic activities (e.g., attending class, completing incomplete work, research work, access to the university's facilities and resources).

Students should not expect to receive supervisory feedback during their leaves.

Students petition for a leave of absence through the [FGS petition portal](#). After creating the actual petition, mandatory forms, personal statement, and supporting documentation for the need for a leave should be uploaded.

### **Withdrawal**

To withdraw in good standing from the program, a student must submit a [Program Withdrawal](#) form to the ES Graduate Program Director (via [oumajai@yorku.ca](mailto:oumajai@yorku.ca)). Students who are beyond the applicable maximum time limits or who have not maintained continuous registration can be withdrawn by the ES Graduate Program Director unless the student petitions for a program extension.

## Reinstatement

A student withdrawn in good standing may petition for **reinstatement to continue** within three terms (12 months) following a withdrawal. After that time, students normally apply for readmission. Reinstatement to continue in a program does not guarantee that funding will continue as outlined in the student's original offer letter.

A student withdrawn in good standing may petition for **reinstatement to defend** a Dissertation at any time following a withdrawal on the condition that the Dissertation is ready to proceed to examination. A petition for reinstatement to defend in the [FGS petition portal](#) also requires a personal statement, as well as the recommendation for oral examination (signed by the Supervisor and Supervisory Committee members, and approved by the ES GPD) as supporting documents.

For information on academic petitions or for assistance in your petition process, please contact Ouma Jaipaul-Gill (oumajai@yorku.ca). To help you navigate the graduate petition portal, please see [FGS step-by-step instruction guide](#) (pdf) and the [petition submission diagram](#) for a quick overview of the process.

## Financial Block

Overdue balances are subject to interest charges if payment is not received by the due date on your student account statement. For students with outstanding debts of \$1,500 or more for domestic students and \$3500 or more for international students to the University, a registration block will be placed by the Faculty of Graduate Studies on their student account. In order to remove the financial block, students must make a payment to reduce the account balance to the threshold. The block will be automatically lifted the day after the payment appears on the student account. If students are not able to reduce the overdue balance, they should consider a [Debt Repayment Agreement](#) in order to enable them to continue their academic studies. York University Senate policy stipulates that graduation privileges, transcript requests, etc. be withheld until all outstanding financial liabilities to the University are settled.

## Course Enrolment and Grading

### Mandatory Courses

ENVS 8102 PhD Research Seminar is mandatory in the first term of the program (enrolment in this course is limited to student entering the ES PhD Program). ENVS 8103 PhD Research Design Workshop is mandatory in term 5 and assists PhD candidates in developing their Dissertation Proposal. Students are also encouraged to enroll in graduate courses in the Faculty of Environmental and Urban Change and in other graduate programs at York in their first year. A student can [request to take a course in another graduate program at York](#) by securing the permission of the course director and forwarding both form and permission to the ES Graduate Program Director (via kris521@yorku.ca).

### Course Enrolment

To enroll in courses, students add the course 1) to [REM](#), and 2) in the [ES Graduate Dossier](#). The REM system will show add/drop courses once fees have been accepted for the term. Students must enter a course catalogue # for each course (available via the [York Courses Web Site](#)). Students also need to list the same course(s) on the PhD Course Advising/Enrolment form in the [ES Graduate Dossier](#). Enrolment in REM and ES Graduate Dossier must match perfectly (and must be updated accordingly if any change). A PhD Course Advising/Enrolment form will be issued in the [ES Graduate Dossier](#) by OSAS in the first year of the program. Students taking courses in subsequent years will need to contact Kristal

Ramsay (kris521@yorku.ca) to request an Advising/Enrolment form or for any other ES Graduate Dossier questions (note that a Step-by-Step Dossier Guide to Course Enrolment (Advising/Enrolment Form) is available in the ES Graduate Dossier under Resources).

Official descriptions of ENVS graduate courses (see ENVS Detailed Course Descriptions) are available on the program website but note that not all graduate courses are offered every year. A list of ENVS graduate courses offered in 2023-2024 is provided in Appendix 5 but updated versions are posted in the ES Graduate Dossier (under the Resources tab).

### **Official Pass/Unsatisfactory Grading System**

The ES PhD degree is a not-for-credit degree. The official grading system of the PhD Program is Pass (P) or Unsatisfactory (U). A grade and written evaluation of the student performance in the course is submitted by the course director in the ES Graduate Dossier.

If work is unfinished in one term, a student may request a short extension (maximum two months) from the course director and will then receive a temporary grade of "Incomplete" for the course. The student must complete the work by the last day of the term or as agreed with the course director otherwise the "I" will automatically change into a "U".

A student may, with sufficient academic grounds, request that a final grade in a specific course be reappraised (with the possible result that the original grade be maintained or changed). A student is expected to first contact the course director to discuss the matter. In the event that the student is still not satisfied with the final grade or the course director is not available, the student may submit a written request for grade reappraisal to the ES Graduate Program Director per the Faculty of Graduate Studies' grade reappraisal regulations.

### **Unofficial Overall Letter Grade Assessment**

For the purpose of program or external funding applications, a PhD student (in Term 2 or later in the program) can request an unofficial overall letter grade assessment of their dossier by contacting [kris521@yorku.ca](mailto:kris521@yorku.ca). Assessors review all student's evaluations and assign a single overall letter grade for their work throughout the program based on all evaluations and progress reports. Such assessment is then submitted along their official transcript (issued by York University's Registrar Office).

The assessment might take up to 2 weeks to process so please submit your request ahead of time accordingly to your deadline. Once completed, OSAS will send the overall letter grade assessment (pdf) to the student by email.

**An overall grade assessment is not an official transcript, neither is the Student History in the ES Graduate Dossier.** Official transcripts are directly ordered from the York University's Registrar Office. Also note that a grade assessment can be completed only after your first term's grades have been submitted. If needed, a new grade assessment should also be requested if new grades have been submitted since the last one.

NOTE: Due to administrative, academic and archiving changes to the Graduate Program in Environmental Studies over time and the shift to electronic student dossiers management in 2013, we are not able to provide an overall letter grade assessment for students who studied and/or completed their program before September 2013. Official transcripts showing Pass/Unsatisfactory grades can be ordered from York University's Registrar's Office.

## PhD Student Records

Information regarding each PhD student is kept by the Faculty of Environmental and Urban Change in the online [ES Graduate Dossier](#) containing a student history of the individual academic program showing courses taken and the grades awarded; and the written evaluations of the student's performance in each course as submitted by the instructors of the courses. The ES Graduate Dossier also serves as the repository of Program Plans, Comprehensive Exams, and Dissertation Research Proposals, in addition to regular reports from the Supervisor documenting progress in the program (PhD Action Sheets). The student dossier is available to the student, and can be accessible to appropriate faculty members and University officials.

A student must maintain current and up-to-date permanent and mailing address information on the records of the University to receive pertinent mailings. Students are also responsible for maintaining up-to-date email addresses (yorku.ca and preferred) on the records of the University through [My Online Services website](#).

Any **request to change a name**, by means of alteration or deletion, substitution or addition, must be accompanied by appropriate supporting documentation. Upon making application for graduation a student may be asked to provide proof of their name. Students may verify their official name on record through [My Online Services website](#).

### External Communication

Communications and contacts made by any member of the Faculty, to other parts of the university and outside the university, may indicate the facts of the originator's position in the Faculty, but should not give the impression that the originator is acting on behalf of the Faculty unless authorized in writing by the Dean. Every written communication on behalf of the Faculty, addressed to persons or institutions outside the University, shall be signed by a faculty member or an authorized member of the support staff. The York University logotype and the letterhead of the Faculty shall be used only for official university purposes.

## Academic Honesty

Students are expected to conform to strict standards of academic honesty as specified in the [York's Senate Policy on Academic Honesty](#). A lack of familiarity with the Senate Policy on Academic Honesty on the part of a student does not constitute a defense against their application to them. Any breach of academic honesty is a serious offence to both the University community and the academic enterprise. Any suspected breach of academic honesty, no matter how small it may appear, requires investigation.

The [Faculty of Graduate Studies Academic Integrity Module](#) is designed to provide the graduate community with information and resources on the expectations of academic integrity at York University. Community members have an obligation to maintain the highest standards of academic honesty throughout their studies in accordance with the Senate Policy on Academic Honesty. Upon completion of this module, students will have a better understanding of what constitutes a scholastic offence, as well as their responsibilities in relation to a variety of academic principles.

The York University Libraries [Graduate Student Library Guide](#) also provides a number of useful resources, including links to the guides for the most popularly used citation styles, access to RefWorks (which is a web-based bibliographic management/citation manager tool), and links to research and writing guides. The York University Libraries also offers a [Guide for International Students](#) which is intended to help international and exchange students find information about resources and services available at the Libraries.

The Faculty of Graduate Studies has established procedures specific to the investigation and resolution of alleged violations of the [Senate Policy on Academic Honesty](#) for students. At all stages, a student has a right to a representative of their choosing. Students may contact the [York University Graduate Students' Association](#) (YUGSA) regarding representation.

## Accommodation for Students with Disabilities

York University is committed to provide an accessible campus and learning environment for students with visible and invisible disabilities. [York University's Senate Policy on Academic Accommodation for Students with Disabilities](#) stipulates that reasonable and appropriate accommodations and adaptations must be made in order to promote the ability of students with disabilities to fulfill the academic requirements of their programs. Academic accommodations are developed in accordance with the [Ontario Human Rights Commission](#).

### Academic Accommodation

York University [Student Accessibility Services](#) provides academic accommodation and support to new and continuing students with disabilities (including registration, counselling, letter of accommodation and activating accommodation). Students are advised to register with Student Accessibility Services prior to the start of their academic studies.

The nature and extent of accommodations shall be consistent with and supportive of the integrity of the curriculum and of the academic standards of programs and courses. Provided that students have documented and given sufficient notice about their accommodation needs, Supervisors and Supervisory Committees shall take reasonable steps to accommodate these needs in a manner consistent with the guidelines established. All accommodations must be made in consultation with the student and must follow applicable policies related to access to information and privacy.

[Graduate Student Wellness Services](#) is another source of support, at any point in your studies, to discuss concerns about mental health, personal wellness and goal setting, difficulty coping with stress, anxiety, self-doubt, overwhelm, or isolation. Another helpful service for online and phone support for students is [Good2talk](#), 24/7/365 free, professional, and anonymous support for students in Ontario. Phone 1-866-925-5454, or you can connect through dialing 211.

### Workplace Accommodation

In addition to academic accommodations, a graduate student holding or expecting to hold CUPE 3903 work assignments as part of their funding package might also require workplace accommodations. Students with disabilities may need modifications to their Teaching Assistantship (Unit 1) or Graduate Assistantship (Unit 3) assignments. Students should contact CUPE 3903 and Employee Well-being in Human Resources at least two months before the start of the term to coordinate an [Accommodation Plan](#). Students should refer to the [Faculty of Graduate Studies' Accommodations for Graduate Students](#) webpage.

## Financial and Workplace Information

### Guaranteed Funding

All incoming ES PhD students are guaranteed a minimum funding package for the first four years. Funding for Years 5 and 6 is assured through membership in CUPE 3903, if eligible. Funding is usually in the form of a Teaching Assistantship (Years 1 to 6) and doctoral fellowship (Years 1 to 5). Some students will be offered an entrance scholarship (for Year 1 only). Additional funding in the form of a Research Assistantship or Graduate Assistantship might be possible (but is not guaranteed) throughout the program.

Funding is contingent on continuous registration as a full-time student, continuing satisfactory academic performance, and fulfillment of any funding-related employment obligations. It is the student's responsibility to register as active in each term to remain eligible to their funding.

Teaching Assistantship remuneration is paid through payroll (last week of each month, by direct deposit once set up) and the doctoral fellowship and other awards are deposited directly in the student account (disbursed in equal installments at the beginning of each term). Questions about funding should be addressed to Ouma Jaipaul-Gill at [oumajai@yorku.ca](mailto:oumajai@yorku.ca).

Students should also refer to the [Faculty of Graduate Studies' Graduate Funding webpage](#) for information regarding their funding or to schedule an appointment with a FGS Funding Advisor.

### Teaching Assistantships (TAs) (CUPE 3903 - Unit 1)

PhD students perform a central pedagogical role in the many undergraduate programs offered by the Faculty of Environmental and Urban Change and in other programs at York, serving as teaching assistants and course directors. PhD students also support undergraduate programs, even beyond official teaching assistant or course director positions, as guest lecturers and mentors. The priority is for students, even though they are also employees, to progress academically in each stage of their program and ensure all degree requirements are met. Any employment opportunity is an additional responsibility to fulfill while maintaining academic excellence.

Full-time PhD students are normally offered a full-year (1.0) position as a Teaching Assistant (TA) for an undergraduate course at York University, unless their funding offer specifically prohibits such appointment. TAs are normally tutorial leaders but can also be occasional lecturers or marker/graders. PhD students having completed their Comprehensive exams can also be eligible to direct an undergraduate course (see ticketed course directorships below).

Per [CUPE 2303 Members Manual](#), "[a]ll full-time graduate students who have a full teaching assistantship (TA) are obligated to work **no more than an average of 10 hours per week**, up to a maximum of 270 hours for the duration of the Fall/Winter contract (i.e. from September 1 to April 30). If you have less than a full TA your maximum hours are pro-rated accordingly; for example, if you have a half-TA, you are obligated to work no more than 135 hours. If you find yourself doing more, that's not acceptable. It is very important to fill out a **workload form with your Course Director (CD) at the start of your contract and keep a record of your hours**, as it helps keep track of the amount of work you do, and provides proof of overwork when it occurs." For detailed information, please refer to [CUPE 3903 Members Manual](#).

Applications for a Teaching Assistantship are generally made in January each year, both for Summer TAs and for Fall/Winter TAs of the ensuing academic year. Applications for Teaching Assistantships must be submitted to the student's graduate program and other potential hiring departments or programs by January 31 of each year, for positions commencing the following academic year; this application is usually referred to as the Blanket Application for Teaching Assistantship and also serves to indicate if a student wants to be considered for a course directorship. Please visit the CUPE jobs website and review applicable (CUPE 1) postings under each Faculty.

Following the CUPE Collective Agreement, the Faculty of Environmental and Urban Change might be able to offer PhD students "ticketed" course directorships. PhD students wishing to be considered to hold a ticketed course directorship will do so by January 31 using the standard Blanket Application for Teaching Assistantship positions. Information about ticketed courses open for applications and application details will be communicated later in the Winter term. Among other criteria, priority will be given to PhD students who have completed all required courses and Comprehensive examinations and demonstrated significant and timely progress in the program, and who have not yet directed a course. Supervisors should provide a letter of support in students' applications.

### **Graduate Assistantships (GAs) (CUPE 3903 - Unit 3)**

Graduate assistantships are positions (helping with research, administration, etc.) that do not contribute to the student's program of study (per CUPE 3903 Unit 3 collective agreement). Positions are available and posted on the CUPE 3903 jobs website. Students must complete a Graduate Assistantship Workload form and submit it to [osainfo@yorku.ca](mailto:osainfo@yorku.ca).

### **Research Assistantships (RAs)**

Research assistantships may be available to full-time graduate students in support of research activities related to that student's academic program. Specific duties are negotiated between the faculty member and the student. These research assistantships are most often paid out of a research grant held by a faculty member. RAs are not part of CUPE 3903 but can be held in addition to TAship.

### **Canadian Union of Public Employees (CUPE) 3903**

CUPE 3903 represents teaching assistants (including tutors and marker/graders), contract faculty, and graduate assistants at York University. PhD students who hold one of these positions are part of the Canadian Union of Public Employees (CUPE) Local 3903, which negotiates collective agreements on their behalf with the York administration. CUPE 3903 also administers a number of benefits and funds that are available to PhD students.

PhD students serving as Environmental Studies union stewards are available at [es.steward.team@gmail.com](mailto:es.steward.team@gmail.com) to address any questions or concerns related to employment at York (pay, workload, working conditions, etc.).

### **Teaching Commons**

To develop and support teaching, York University Teaching Commons provides a variety of resources for faculty members, course directors and teaching assistants. The Teaching Commons organizes an orientation for incoming Teaching Assistants in early September and attendance is highly recommended. Teaching Commons provides a range of teaching development opportunities for PhD students interested in enhancing their teaching skills (including certificates and accredited courses) and connecting with others who teach at York.

## Scholarships and Bursaries

### Internal Scholarships

PhD students are strongly encouraged to apply for internal and external research scholarships and grants. Students should read instructions and eligibility criteria carefully.

There are internal research-specific funds that can be used to defray fieldwork and other program-related expenses or to subsidize travel to present doctoral research:

- [Academic Excellence Fund](#) – Active (part-time and full-time) students may request up to \$2000 for expenses directly related to their own research and scholarship activities per academic year.
- [Adrienne and Donna Pocock Memorial Award](#)
- [Research Cost Fund](#)

The [Faculty of Environmental and Urban Change](#) also offers many [internal graduate awards](#) open to doctoral students:

- [Alectra Inc. Graduate Award in Sustainable Energy](#)
- [The dian marino award](#)
- [EUC Graduate Research Award](#)
- [Howard Daugherty International Graduate Award in Neotropical Conservation](#)
- [The John A. Livingston Ecological Conscience and Nature Advocacy Award](#)
- [Lambert Family Graduate Award in Neotropical Research and Conservation](#)
- [Stantec Bursary in Planning](#)
- [Unilever Canada Graduate Award \(sustainability\)](#)
- [Wilkinson Family Graduate Award in Environmental Studies](#)

For more information, please contact [eucawards@yorku.ca](mailto:eucawards@yorku.ca)

The [Faculty of Graduate Studies](#) also provides [scholarships](#), [internal awards](#) and [bursaries](#), that doctoral students may apply to. [Pan-university awards](#) include, among others:

- [Abella Scholarship for Studies in Equity](#)
- [Ambassador Gary Smith Award](#) (for research in international studies)
- [Armand and Denise LaBarge Graduate Scholarship in Multiculturalism](#)
- [Barbara Godard Prize for the Best Dissertation on the Study of Canada](#)
- [CCCJ- John Lockwood Memorial Award](#) (for research related to cultural diversity)
- [David Hunter Jorgensen Memorial Award](#) (for students with a physical disability)
- [Diana Massiah Caribbean Canadian Scholarship](#) (for research on the history of Caribbean or Canadian-Caribbean communities)
- [Enbridge Graduate Student Awards](#) (for research on sustainability and the environment)
- [Grace and David Taylor Graduate Scholarship in Caribbean Studies](#)
- [Greater Toronto Airport Authority \(GTAA\) Bursary](#) (for research in urban development and planning, fine arts or environmental studies)
- [HSBC Exchange Award](#)
- [Jaclyn and Michelle Marcus Award](#) (in recognition of student voluntarism)

- [LaMarsh – Child/Youth Violence Research Award](#)
- [Mamdouh and Susan Shoukri Graduate Award](#) (for extracurricular activities and leadership)
- [Manulife Graduate Scholarships](#) (for research on international health policy and epidemics)
- [Martin Cohnstaedt Graduate Research Award for Studies in Non-Violence](#)
- [The Paavo & Aino Lukkari Award](#) (for research on Latin American & the Caribbean)
- [Penelope Jane Glasser Graduate Scholarship](#) (for mature students)
- [St. George's Society of Toronto Endowment for Graduate Student Award](#) (for research on British culture or health sciences)
- [Wilhelm Cohnstaedt Social Justice Award](#)
- [York University Retirees' Association Graduate Award](#)

The Faculty of Graduate Studies provides some scholarships and awards specifically for current international students:

- [Armand and Denise LaBarge Graduate Scholarship in Multiculturalism](#)
- [Howard Daugherty International Graduate Award in Neotropical Conservation](#)
- [Manulife Graduate Scholarships](#) (for research on international health policy and epidemics)

Incoming students may be considered for entrance awards through the admissions process:

- [Charles Caccia Graduate Award in Sustainable Development](#)
- [Elia Scholars Program](#)
- [Graduate Fellowship of Academic Distinction](#)
- [PowerStream Graduate Award in Sustainable Energy](#)
- [The George & Helen Vari Foundation Award](#)

The Faculty of Graduate Studies also offers a [guide for developing successful grant proposals](#).

### **External Scholarships**

Students are also strongly encouraged to apply for [Tri-Council, provincial and other external scholarships](#) including Social Sciences and Humanities Research Council (SSHRC), Natural Sciences and Engineering Research Council (NSERC), and Canadian Institutes of Health Research (CIHR) scholarships; Vanier Canada Graduate Scholarships; Pierre Elliott Trudeau Foundation Doctoral Scholarships; and Ontario Graduate Scholarships (OGS).

The Faculty of Graduate Studies provides helpful [guidelines for developing successful grant proposals](#). Students wishing to apply for these scholarships are encouraged to start early because applications are time-consuming and require multiple references. Students should request all reference letters early, as faculty members frequently have numerous requests from students, and therefore need as much notice as possible. Students should also order transcripts at least five weeks prior to deadlines. Students with transcripts from non-Canadian universities should submit a signed, sealed transcript (signed and sealed by the student's home University). Please note that copies submitted for Admissions purposes are held by Admissions and cannot be used for scholarship purposes. It is the student's responsibility to ensure all documents have arrived, as the program office does not track down missing documents. Incomplete applications will not be accepted and will not go forward to the committee.

The Faculty of Graduate Studies organizes [Tri-Council and OGS Application Workshops](#) for prospective applicants. The PhD Environmental Studies Students Association (PhESSA) also normally organizes

funding information and peer review workshops (dates to be confirmed in September). Students applying for Tri-Council funding are strongly encouraged to participate in these workshops.

External scholarships include:

- [SSHRC Fellowships and Canada Graduate Scholarships Doctoral Awards \(CGSD\)](#)
- [CIHR Doctoral Research Awards and CGS Doctoral Awards \(CGSD\)](#)
- [NSERC Postgraduate Scholarships and CGS Doctoral Awards \(PGSD/CGSD\)](#)
- [Vanier Canada Graduate Scholarships \(Vanier CGS\)](#)
- [Ontario Graduate Scholarships \(OGS\)](#)
- [Pierre Elliott Trudeau Foundation Doctoral Scholarships](#)
- [Mitacs Awards](#)

### **Dissertation Scholarships**

The Faculty of Graduate Studies offers Dissertation scholarships to encourage and assist outstanding (international and domestic) students in the final year of doctoral study to concentrate exclusively on their dissertations: the [Provost Dissertation Scholarship](#) and the [Susan Mann Dissertation Scholarship](#).

Students needing funds to complete their program might also want to consider the [CUPE 3903 Ph.D. Completion Fund](#).

## **Student Representation**

### **[PhD Environmental Studies Students' Association \(PhESSA\)](#)**

PhESSA is a student organization mandated to advocate for the rights and interests of students in the ES PhD Program. PhESSA uses a consensus-based decision-making process, with two co-chairs elected each year to liaise between students, faculty, and staff. PhESSA organizes bimonthly general meetings, sponsors regular social events, operates a dedicated listserv, and runs annual Tri-Council application workshops. To help support doctoral research and career development, PhESSA organizes an annual Research Day showcasing doctoral students' innovative research and offers financial assistance through the Research and Travel Fund (RTF). PhESSA also coordinates with other student associations across Environmental Studies and Geography on issues affecting the wider EUC community. PhESSA co-chairs can be contacted at [thisisphessa@gmail.com](mailto:thisisphessa@gmail.com).

### **[York University Graduate Students' Association \(YUGSA\)](#)**

PhD candidates are also represented through YUGSA. YUGSA is organized around principles of accessibility, social justice, and equity as it works to improve the learning, teaching, and working environments of all graduate students at York University. YUGSA provides support with issues such as health care coverage, as well as advocacy on tuition and university governance issues. YUGSA also offers a variety of funding and support options for graduate student members. These funds are not meant to be a primary source of graduate student funding but serve as a small additional aid ([info@yugsa.ca](mailto:info@yugsa.ca), 416 736 5865).

### **Faculty Governance**

Through student representation on governance committees of the Faculty of Environmental and Urban Change, PhESSA ensures doctoral students have a strong voice in decision-making processes. PhESSA nominates representatives on Faculty and University committees each September. The following committees require PhD student representation:

**EUC Faculty Council** (1 ES PhD representative) establishes policy in all matters relating to the Faculty through its standing committees. All other ES PhD students are non-voting members of EUC Faculty Council.

**EUC Executive and Planning Committee** (1 PhD representative elected from PhD programs in Geography and ES) prepares agendas for EUC Faculty Council meetings and carries out any business as delegated by Faculty Council;

**Graduate Pedagogy, Academic Standards and Awards Committee** (2 representatives from ES graduate program) is responsible for matters relating to graduate curriculum and academic policy and planning;

**ES Graduate Council** (2 ES PhD representatives, normally one pre-dissertation, one ABD, both of whom also sit on ES Graduate Executive. All other ES PhD students are non-voting members). Council is responsible for matters related to ES graduate curriculum, academic policy, and planning.

**ES PhD Program Committee** (2 ES PhD representatives) is responsible for all matters related to the ES PhD Program, including curriculum recommendations, admissions and awards;

**Undergraduate Pedagogy, Academic Standards and Awards Committee** (1 PhD representative elected from PhD programs in Geography and ES) is responsible for matters relating to undergraduate curriculum and academic policy and planning;

**Tenure and Promotions Committee** (1 graduate student representative from all EUC graduate programs) adjudicates all applications for tenure and promotion within the Faculty;

**Equity Committee** (1 PhD representative elected from PhD programs in Geography and ES) identifies and raises equity issues to ensure that all members of the Faculty fulfill their commitment to equity;

**Research Committee** (2 graduate student representatives from all EUC graduate programs) is responsible for enhancing, promoting and supporting research in the Faculty; and

Outside of the Faculty, ES PhD representation is sought for the [Faculty of Graduate Studies Council](#) (1 ES PhD representative) and [York University Senate](#) (1 EUC graduate representative), the senior academic policy-making body of York University.

## Research in EUC

The Faculty of Environmental and Urban Change proudly claims a leading position in Environmental Studies scholarship. Students benefit from faculty members' innovative and creative research projects, just as the involvement of graduate and undergraduate students is a vital, enriching part of faculty research. PhD students are invited to review the [Faculty of Environmental and Urban Change's Research](#) website for researchers' profiles and research news, projects, updates and resources.

### **EUC Research Updates**

Monthly research updates feature the latest research publications, reports, presentations and events through which research reaches a broad audience. PhD students can request monthly research news by contacting [eucresea@yorku.ca](mailto:eucresea@yorku.ca).

### **UnderCurrents: Journal of Critical Environmental Studies**

UnderCurrents is produced by Environmental Studies students in the Faculty of Environmental and Urban Change. UnderCurrents publishes creative and critical writing and artwork that explores the relationships between nature, society, and self. It also provides space for work that challenges the conventional boundaries and assumptions of academic and environmental debate. UnderCurrents is produced annually by an editorial collective, which maintains non-hierarchical principles and a collaborative editing and publishing process.

Doctoral students are also encouraged to present their research at conferences to enrich their own approaches and to network within the larger academic community. Conferences, such as the [Congress of Humanities and Social Sciences](#), are a good way to meet with peers and to share research and ideas. Current doctoral students have presented their work in numerous graduate seminars, national and international conferences in various interdisciplinary and disciplinary fields.

### **York University's Research Centres**

Research Centres, also known as organized research units or ORUs, constitute dynamic interdisciplinary hubs for collaborative research that offer opportunities to engage in research activities, conferences and events, to apply for research funding, to develop mentorship and professional development opportunities, and to build relationships and networks useful to their research and future careers. We recommend that students familiarize themselves with the research centres close to their academic interests, sign up for their listservs to learn about upcoming events and opportunities, and register with their diploma programs where appropriate. Many of these research centres also offers scholarships and prizes.

The following [York Research Centres](#) have worked closely with ES faculty and graduate students:

[Bee Ecology, Education and Conservation \(BEEc\)](#)

[Centre for Feminist Research](#)

[Centre for Indigenous Knowledges and Languages](#)

[Centre for Refugee Studies](#)

[Centre for Research on Latin America and the Caribbean](#)

[Dahdaleh Institute for Global Health Research](#)

[Global Labour Research Centre](#)

[Institute for Research on Digital Literacies](#)

[Institute for Social Research](#)

[Jack and Mae Nathanson Centre of Transnational Human Rights, Crime and Security](#)

[Robarts Centre for Canadian Studies](#)

[Sensorium: Centre for Digital Arts and Technology](#)

[The City Institute at York University](#)

[The Harriet Tubman Institute for Research on Africa and Its Diasporas](#),

[York Centre for Asian Research](#)

[York Emergency Mitigation, Engagement, Response and Governance Institute](#)

## EUC Student Resources

PhD students have access to a network of academic and other resources in the Faculty of Environmental and Urban Change and in the Faculty of Graduate Studies.

**The PhD Student Lounge** is located in HNE 265B. It is managed by PhESSA and includes storage lockers, study carrels, computers, a kitchen, and a phone. A door entry code is needed to access the lounge. PhD students can obtain the code by contacting one of the PhESSA representatives or the Administrative Assistant to the Dean & Facilities Coordinator, Barb Wells (wellsb@yorku.ca).

**Doctoral mailboxes** are located in OSAS (HNE 137).

Official notices to PhD students are posted to es\_phd@yorku.ca. All registered students are automatically subscribed to this listserv. Students should make sure to receive or forward official notices to their preferred email. Students should also pay attention to the monthly newsletter FGS News sent by the Office of the Dean, Faculty of Graduate Studies.

**The Office of Student and Academic Services (OSAS)** (HNE 137) provides information and resources related to registration, enrolment, funding, scholarships, TA contracts, and student dossiers. OSAS is open for student inquiries Monday to Friday from 8:30am to 3:30pm. For more information, please contact:

**Dr. Deena Kara Shaffer**, OSAS Director (shafferd@yorku.ca, 416 736 2100 x66453)

**Ouma Jaipaul-Gill**, Graduate Program Coordinator and Advisor (oumajai@yorku.ca, 416 736 2100 x33254)

**Kristal Ramsay**, Graduate Program Assistant (kris521@yorku.ca, 416 736 2100 x22602)

**Sharrieffa Sattaur**, Undergraduate Administrative & Records Assistant, (ssattaur@yorku.ca, 416 736 2100 x30397)

EUC Computing Services (eucomp@yorku.ca) operates three computer labs on the second floor of the HNE Building that are available for use by PhD students (in addition to the computers in the PhD lounge). York University Information Technology (UIT) offers services to students to set up Passport York, email and printing accounts, internet access throughout the York campus, software, among others.

**Graduate Writing Centre** (HNE 286) is to help graduate students develop their own writing skills, and a writing process that works for them. The Centre offers support, advice, strategies, and troubleshooting on specific writing projects. The Centre can also provide students with a variety of text, internet, and in-person resources that can improve their writing. Open workshops are offered during the fall term; thirty-minute individual and small group sessions are available throughout most of the year and must be booked in advance by emailing Ray Bennett at rbennett@yorku.ca.

Named in memory of dian marino: artist, activist, educator and former ES faculty member, the Wild Garden Media Centre (HNE 266) is a resource for all members of the EUC community who wish to use media arts as part of their course work, research or learning practices. The Centre also organizes the annual Eco-Art and Media Festival, a showcase of multidisciplinary creative work.

**The Crossroads Space** (HNE 283) and **Zig-Zag Gallery** (HNE 137) are creative resource for all members of the Faculty. They are a rehearsal, performance and exhibition space, but can be booked by others for similar activities.

The **Maloca Community Garden** is a space for all members of the University community to experience growing their own food, holding special outdoor events, or enjoying a great setting for sustainable teaching. The garden also supports individuals who lack access to land, are hoping to build skills and knowledge in gardening, or want to raise awareness of food security or simply develop community connections. The **HNE Native Species Garden** is a roof garden located right in front of the HNE building. It hosts a rich collection of native trees, shrubs and perennials planted by ES Professor Emerita Gerda Wekerle and maintained with the volunteer labour of faculty, students and staff.

**Las Nubes** is a project of the Faculty of Environmental and Urban Change and supported by the Fisher Fund for Neotropical Conservation. Las Nubes Project supports the protection of the biological, ecological and social values of the Las Nubes Biological Reserve and adjacent area in southern Costa Rica. (lasnubes@yorku.ca).

The **Sustainable Energy Initiative** was established to build and strengthen the teaching, research and partnerships needed to create new green energy economic in Canada and around the world.

The **Ecological Footprint Initiative** is a team of scholars, students, research and collaborating organizations working together to advance the measurement of Ecological Footprint and Biocapacity and the application of these measures around the world.

The **Office of Sustainability** is working to foster a culture of collaborative behaviour that harmonizes the efforts of the York community to pursue widely understood sustainability objectives. York's holistic understanding of sustainability includes human well-being and social dimensions, and recognizes the social, economic and environmental roles of York University in and with our local neighbourhoods.

**Regenesi** is a community environmental organization dedicated to empowering students to address today's environmental and social concerns through advocacy and local service.

The **York Alternative Campus Tour** is based on the idea of thinking critically about different sites and aspects of the campus, to encourage students to study their immediate everyday surroundings, and to see the campus as a microcosm of the world. The objective of the tour is to challenge common assumptions about the campus and to record alternative stories and narratives.

**EcoSchools Canada** works to nurture environmental leaders, reduce the ecological impact of schools, and build sustainable school communities.

## Campus Student Resources

**YU-Card** is your university photo I.D. Students are required to know their student number and show one piece of valid government-issued photo identification when arranging for their YU-Card. Students are also using the card to access meal plans, sport and recreation facilities and at various other vendors on campus. After course enrolment, York Cards are available from the York Card Office located in room 119, William Small Centre.

**University Information Technology (UIT)** supports a wide range of student services: Passport York, internet access, email, printing, software, and in-class technology among many others (askit@yorku.ca, Phone 416 736 5800).

**York University Libraries** provide access to a wide range of materials to support curriculum and research in environmental studies and related fields. The Libraries host extensive collections of books, print journals (many available online), theses, archival material, maps, films and music CDs. Access to a wide range of scholarly research tools is also available, including major research tools and research databases. The Libraries also provide a wide range of services and facilities for graduate students, notably academic integrity support, online tutorials, workshops, "how to" videos and more. Students also have access the Graduate Reading Room, a comfortable and quiet place to study located on the fourth floor of Scott Library. Research consultations provide assistance with navigating and effectively using the wide range of resources and databases available to you, and the Libraries play an increasing role in supporting publication of scholarly articles in open access journals.

Located on York University's Keele campus, **The Archives of Ontario** is the largest provincial archives in Canada, and the premier source of information about the history of the land we now call Ontario and its people. As Information, Privacy and Archives division in the Ministry of Government and Consumer Services, The Archives also provide leadership in recordkeeping, access, and privacy to the Ontario Public Service, provincial agencies, and the broader public sector (reference@ontario.ca).

The **YUGSA Health Plan and Dental Plan** is mandatory for all full-time graduate students without alternate coverage and is optional for part time students. All full-time students will be automatically enrolled in the plan and the GSA Healthcare charge will appear in their student accounts. Part time students can join the plan by opting into it.

**CUPE 9303 Extended Health and Benefits Fund** is to support members with health care costs that would cause an undue financial burden and that are not covered by the Sun Life Insurance plan provided by the collective bargaining agreement.

**University Health Insurance Plan (UHIP)** is a mandatory basic coverage plan that helps cover medical services in Ontario, including physician fees and emergency visits at a hospital. International students with a valid study permit (registered as active) and their dependent(s), spouse and/or children must be covered under UHIP.

**Student Counselling, Health and Well-being** services support students in realizing, developing and fulfilling their personal potential in order to maximally benefit from their university experience and manage the challenges of university life. All counsellors are registered clinicians who have experience working with a diverse student population (phone 416 736 5297).

York University's **Well-being Strategy** aims to mobilize resources to provide an inclusive and supportive environment that promotes positive well-being among members of the York community and across all York campuses.

**Career Education & Development** is a team of professionals who work with students and alumni (up to two years after graduation) in the development of career self-management skills (phone 416 736 5354).

**Centre for Human Rights, Equity and Inclusion (REI)** promotes and builds a respectful, equitable, diverse and inclusive university community. They provide accessible, impartial, non-adversarial, and confidential programs and services that uphold human rights, facilitate equitable access to opportunities, and champion diversity and inclusion. REI provides free services to current York students, faculty and staff ([rights@yorku.ca](mailto:rights@yorku.ca), phone 416 736 5682).

As part of the **Centre for Human Rights, Equity and Inclusion, York University's Sexual Violence Policy** affirms a commitment to foster a culture where attitudes and behaviors that perpetuate sexual violence are rejected, survivors are supported, and those who commit incidents of sexual violence are held accountable. Both the Ontario Human Rights Code and York University policy are explicit that sexual harassment includes harassment based on gender, gender identity, gender expression and sexual orientation. This policy applies to York University community members including but not limited to students, staff, administrators, faculty, librarians, members of the Board of Governors and Senate, adjunct and visiting faculty, postdoctoral fellows, volunteers, contractors, and invited guests.

**Community and Legal Aid Services Program (CLASP)** provides free legal advice and representation to members of the community and to York students. The Program is funded by The Law Foundation of Ontario, Legal Aid Ontario, York students, and Osgoode Law Hall School. Students work in our clinic under the supervision of experienced lawyers (phone 416 736 5029).

**Student Housing Services** offer on-campus living options for graduate students, students with families and mature undergraduate students – at walking distance to classes and all campus amenities. York Apartments offer both furnished and unfurnished apartments, and include bachelor, one-bedroom and two-bedroom units. There are also adapted units for students who require wheelchair access or visual alarm. Laundry machines are located in every residence building and operate on a debit card system. Cards can be purchased from the Graduate Housing Office in 340 Assiniboine Road room 105.

**Transportation Services** encourage commuting to the University and supports community members in taking public transit, carpooling, biking and walking. Transportation Services provide information and links to public transportation ([Toronto Transit Commission \(TTC\)](#), [Brampton Transit](#), [GO Transit](#), [York Region Transit](#)), transit passes ([TTC Metropass](#), [GO Student Identification Card](#), [Presto](#)), shuttle services ([Glendon-Keele Shuttle](#), [Village Shuttle](#), [VanGO Shuttle](#)), and smart commute ([car share](#), [cycling](#)) ([transit@yorku.ca](mailto:transit@yorku.ca), phone 416 736 2100 x22546)

York University offers an on-campus scheduled mobility service to help persons with disabilities get from one on-campus location to another. The **VanGO Mobility Service** is available year-round, Monday to Friday, to assist students, faculty and staff with their mobility needs between 8am to 10pm daily. Service is provided to and from on-campus building entrances via an accessible van, fully accessible low-floor bus and golf cart depending on daily service demand and the needs of the patron being transported (phone 416 736 2100 x22456).

**Student Security Escort Service (goSAFE program)** provides safer movement after dark for campus students and employees. Student Security Offices will meet you at campus bus stops, parking lots, buildings and residences, and escort you to your campus destination. [GoSAFE](#) staff are easily identifiable by their official clothing, identification badges and walkie-talkies. All requests will be accommodated either by foot, bicycle and/or van. It is a complimentary service provided by Security, Parking and Transportation Services. The Escort Services operates daily during the academic year

(September to April) from 6pm to 2 am, and during the summer months from 8pm to 2 am (phone 416 736 5454).

### **Parking Services**

All faculty, staff and students who park on University property are required to purchase an annual or sessional parking permit or to pay the daily parking fee and abide by the parking and traffic regulations of the University. [Applications for permits](#) and [accessible permits](#) are available (222 William Small Centre, [parking@yorku.ca](mailto:parking@yorku.ca), phone 416 736 5335).

Interactive **Campus Maps** are available to guide you through campuses.

## Appendix 1: Graduate Academic Important Dates

### FALL 2023

<b>August</b>	31	<b>Orientation for Incoming ENVS Graduate Students</b>
<b>September</b>	4	Holiday – Labour Day (University closed)
	5	Grad@York Orientation for Incoming Grad Students (12:00 to 1:30) zoom
	7	<b>Fall term begins</b>
	10	Deadline to pay Fall fees
	TBC	FGS Tri-Council Applications Workshop
	30	100% tuition refund deadline for Fall term
<b>October</b>	7-13	Fall Reading Week (no classes, University open)
	9	Holiday - Thanksgiving (University closed)
	11-13	Fall 2023 Convocation
	15	80% tuition refund deadline for Fall term
	TBC	<b>Tri-Council/OGS (Doctoral) Deadline</b>
	20	Online registration for Fall term ends. Manual registration required.
	21	<b>\$200 Late registration fee for Fall applies</b>
	31	40% tuition refund deadline for Fall term
<b>November</b>	1	Deadline for students to submit Research Proposals for Ethics to OSAS for approval to commence in January
	8	Deadline for OSAS to submit Research Proposals for Ethics to FGS
	10	FGS deadline for recommendation of doctoral oral examinations for February Convocation
	15	Recommended deadline to submit Academic Petition (e.g., leave of absence, change of status, extension of program time limits, reinstatement) for Winter term
	30	Deadline to apply to graduate in February 2024
<b>December</b>	5	<b>Fall term classes end (deadline to submit Fall coursework)</b>
	8	FGS deadline to hold Oral Examinations in Fall term.
	15	Withdrawal for failure to maintain continuous registration in Fall
	20	Deadline to register for Winter term
	21	<b>\$200 Late registration fee for Winter applies</b>
	22	Winter break starts (University closed)
	31	Deadline to submit Academic Petition (e.g., leave of absence, change of status, extension of program time limits, reinstatement) for Winter term
	31	FGS deadline to upload electronic dissertation for Fall completion
<b>WINTER 2024</b>		
<b>January</b>	2	University Open
	8	<b>Winter term classes begins</b>
	10	Deadline for payment of fees for Winter term
	27	Online registration ends for Winter term
	31	100% tuition refund deadline for Winter term fees

	31	Deadline to submit Teaching Assistantships 'blanket' application
	TBA	FGS deadline to upload electronic dissertation for February Convocation (Winter registration required)
<b>February</b>	15	80% tuition refund deadline for Winter fees
	17-23	Winter Reading Week (no classes, University open)
	19	Family Day (University closed)
	28	40% tuition refund deadline for Winter fees
	TBA	Deadline to apply to graduate for Spring Convocation
<b>March</b>	11	Deadline to drop a course <b>without</b> receiving a "W" grade
	12	FGS deadline for recommendation of Oral Examinations for June Convocation
	TBA	Deadline for students to submit Research Proposals for Ethics to OSAS for approval to commence in May
	TBA	Deadline for OSAS to submit Research Proposals for Ethics to FGS
	15	Recommended deadline to submit Academic Petition (e.g., leave of absence, change of status, extension of program time limits, reinstatement) for Summer term
	TBA	Summer term registration and enrolment online access begins
	29	Holiday - Good Friday (University closed)
<b>April</b>	8	<b>Winter term classes end (deadline to submit Winter coursework)</b>
	9	Deadline to hold Oral Examinations in Winter term for June Convocation
	15	Program withdrawal for failure to maintain continuous registration in Winter
	30	FGS Deadline to upload electronic dissertation for June Convocation
	30	Deadline to complete all degree requirements and to apply for June 2024 Convocation
	30	Deadline to submit Academic Petition (e.g., leave of absence, change of status, extension of program time limits, reinstatement) for Summer term
	TBA	Deadline to register for Summer term
	TBA	<b>\$200 Late registration fee for Summer term applies</b>
	30	Deadline to submit PhD Annual Progress Report to Supervisors
<b>SUMMER 2024 – (more dates TBA)</b>		
<b>May</b>	6	<b>Summer term begins</b>
	20	Holiday – Victoria Day (University closed)
	31	100% tuition refund deadline for Summer fees Deadline to submit PhD Annual Progress Report to Ouma Jaipaul-Gill.
<b>June</b>	15	80% tuition refund deadline for Summer fees
	30	40% tuition refund deadline for Summer fees
<b>July</b>	1	Holiday- Canada Day (University closed)
<b>August</b>	5	Holiday- Civic Day (university closed)
	31	<b>Last day of Summer term</b>

## Appendix 2: PhD Degree-Level Expectations and Learning Outcomes

	Graduate Degree Level Expectations	Program Learning Outcomes	Degree Requirement + Assessment
<b>1. Depth and Breadth of Knowledge</b>	A thorough understanding of a substantial body of knowledge that is at the forefront of their academic discipline or area of professional practice including, where appropriate, relevant knowledge outside the field and/or discipline.	Demonstrate a thorough, critical and interdisciplinary understanding of key theoretical frameworks and current debates in environmental studies;  Contribute original and interdisciplinary environmental knowledge in academic research and development;	Mandatory ENVS 8102 PhD Research Seminar (Term 1) and ENVS 8103 PhD Research Design Workshop (Term 5);  Development of an individualized Program Plan, Comprehensives, and Research Proposal/Dissertation outlining original contribution to the interdisciplinary field of environmental studies;
<b>2. Research and Scholarship</b>	a) The ability to conceptualize, design, and implement research for the generation of new knowledge, applications, or understanding at the forefront of the discipline, and to adjust the research design or methodology in the light of unforeseen problems;  b) The ability to make informed judgments on complex issues in specialist fields, sometimes requiring new methods; and  c) The ability to produce original research, or other advanced scholarship, of a quality to satisfy peer review, and to merit publication.	Conceptualize and investigate key research questions and problems related to environmental issues using theories and methodologies underlying research and scholarship in environmental studies;  Conceptualize, design and implement new interdisciplinary research that interprets and combines research critical orientations, techniques and principles in fields related to environmental studies;	Mandatory ENVS 8102 PhD Research Seminar (Term 1) and ENVS 8103 PhD Research Design Workshop (Term 5);  Development of an individualized Program Plan, Comprehensives, and Research Proposal/Dissertation outlining original contribution to the interdisciplinary field of environmental studies;
<b>3. Application of Knowledge</b>	The capacity to undertake pure and/or applied research at an advanced level; and contribute to the development of academic or professional skills, techniques, tools, practices, ideas, theories, approaches, and/or materials.	Initiate and undertake critical evaluation of arguments, assumptions and information in environmental research in order to contribute to the development of academic and professional skills, ideas, approaches and teaching materials;	Mandatory ENVS 8102 PhD Research Seminar (Term 1) and ENVS 8103 PhD Research Design Workshop (Term 5);  Development of an individualized Program Plan, Comprehensives,

		Apply interdisciplinary skills and scholarly and/or creative knowledge associated with research, writing, and teaching;	and Research Proposal/Dissertation outlining original contribution to the interdisciplinary field of environmental studies;
<b>4. Professional Capacity/Autonomy</b>	<p>a) The qualities and transferable skills necessary for employment requiring the exercise of initiative and of personal responsibility and largely autonomous initiative in complex situations;</p> <p>b) The intellectual independence to be academically and professionally engaged and current;</p> <p>c) The ethical behavior consistent with academic integrity and the use of appropriate guidelines and procedures for responsible conduct of research; and</p> <p>d) The ability to evaluate the broader implications of applying knowledge to particular contexts.</p>	<p>Work effectively and professionally with peers, by integrating and combining knowledge and skills to the critical inquiry of environmental problems;</p> <p>Demonstrate independence, responsibility and accountability in the production of new knowledge by applying research theories and methods, and institutional research ethics protocols;</p> <p>Demonstrate the ability to acknowledge and respect different ways of knowing and to recognize and negotiate power dynamics in group settings and classrooms;</p>	<p>Mandatory ENVS 8102 PhD Research Seminar (Term 1) and ENVS 8103 PhD Research Design Workshop (Term 5);</p> <p>Development of an individualized Program Plan, Comprehensives, and Research Proposal/Dissertation outlining original contribution to the interdisciplinary field of environmental studies;</p>
<b>5. Scholarly Communication Skills</b>	The ability to communicate complex and/or ambiguous ideas, issues and conclusions clearly and effectively.	<p>Communicate complex interdisciplinary knowledge and research results in various discursive, performative or technical formats;</p> <p>Engage with academic and non-academic and/or professional audiences around particular environmental debates and issues;</p>	Development of an individualized Program Plan, Comprehensives, and Research Proposal/Dissertation outlining original contribution to the interdisciplinary field of environmental studies;
<b>6. Awareness of Limits of Knowledge</b>	An appreciation of the limitations of one's own work and discipline, of the complexity of knowledge,	Demonstrate a general awareness of the complexity and gaps of	Mandatory ENVS 8102 PhD Research Seminar (Term 1) and ENVS 8103

	<p>and of the potential contributions of other interpretations, methods and disciplines.</p>	<p>knowledge, modes of analysis and of the limitations of their own interpretations of environmental knowledge;</p> <p>Demonstrate a general awareness of the social, cultural and historical contingency of the processes of knowledge construction, use and exchange in environmental research;</p>	<p>PhD Research Design Workshop (Term 5);</p> <p>Development of an individualized Program Plan, Comprehensives, and Research Proposal/Dissertation outlining original contribution to the interdisciplinary field of environmental studies;</p>
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Source: Degree level expectations adapted from Council of Ontario Universities, Quality Assurance Framework (2010)

## Appendix 3: Full-Time ES Faculty Members

**Abbruzzese, Teresa** (Assistant Professor) [teresa@yorku.ca](mailto:teresa@yorku.ca)

urban infrastructure, (sub)urban development, smart cities, digital urbanism and innovation, climate justice, equity and care

**Ali, Muna-Udbi** (Assistant Professor) [muali@yorku.ca](mailto:muali@yorku.ca)

Black Studies, Diaspora and Transnational Migration Studies, Critical Race Theory, Environmental Justice, Urban Studies, Critical Public Policy

**Brand Correa, Lina** (Assistant Professor, B+E Diploma Coordinator) [brand@yorku.ca](mailto:brand@yorku.ca)

Social Aspects of Energy Use, Energy and Development, Human Well-being, Participatory Methods, Exergy, Energy Return on Energy Invested (EROI), energy poverty

**Bunch, Martin** (Professor) [bunchmj@yorku.ca](mailto:bunchmj@yorku.ca)

Ecohealth and Ecosystem Approaches; Adaptive Management; Watershed Management; Complex Systems; Systems Approaches to Problem Solving; GIS; Ecological Footprint; Sustainability.

**Colla, Sheila** (Associate Professor and York Research Chair) [srcolla@yorku.ca](mailto:srcolla@yorku.ca)

Pollinator Conservation; Endangered Species; Community Science; Environmental Policy; Bumblebees.

**Etcheverry, José** (Associate Professor) [rejose@yorku.ca](mailto:rejose@yorku.ca)

Climate Change Mitigation; International and National Renewable Energy Policies; Rural Electrification; Educational and Capacity Development Networks; New Media and Communications.

**Fawcett, Leesa** (Associate Professor) [lfawcett@yorku.ca](mailto:lfawcett@yorku.ca)

Animal Studies; Environmental Education and Philosophy; Biological Conservation and Natural History; Political Ecology; Experiential Education and Indigenous Knowledges; Feminist Science and Technology Studies; Food Sovereignty and Sustainability.

**Flicker, Sarah** (Professor and York Research Chair) [flicker@yorku.ca](mailto:flicker@yorku.ca)

Adolescent Sexual and Reproductive Health; Community-Based Participatory Research; HIV/AIDS; And Community Development.

**Foster, Jennifer** (Associate Professor) [jfoster@yorku.ca](mailto:jfoster@yorku.ca)

Urban Environmental Justice; Habitat Creation and Novel Ecologies; Post-Industrial Urban Space; Political Ecology and Cultural Politics of Representation; Urban Environmental Aesthetics; Contemporary Arts and Planning Discourse.

**Fraser, Gail S.** (Professor) [gsfraser@yorku.ca](mailto:gsfraser@yorku.ca)

Waterbird Ecology; Wildlife Management; Protected Area Management; Environmental Management of Offshore Oil and Gas.

**Gebresselassie, Mahtot** (Assistant Professor) [mahtote@yorku.ca](mailto:mahtote@yorku.ca)

Smart Mobility and Equity, Urban Transportation, Disabilities, Seniors, Low-Income Earners, Participation, Public Policy, Extreme Weather, Universal Design, Human-Computer Interaction, Qualitative and Quantitative Methods.

**Gilbert, Liette** (Professor, ES Graduate Program Director) [gilbertl@yorku.ca](mailto:gilbertl@yorku.ca), [esgpd@yorku.ca](mailto:esgpd@yorku.ca)

Cities; Migrations; Citizenships; Sub/Urbanism; Equity Planning; Social Justice; Border Politics; Informality.

**Gosine, Andil** (Professor) [andil@yorku.ca](mailto:andil@yorku.ca)

Environmental Arts; Environmental Justice; Caribbean Sexualities.

**Haritaworn, Jin** (Associate Professor) haritawo@yorku.ca  
Sociology and Cultural Studies; Urban Justice; Educational Inequalities; Transnational Race, Gender and Sexuality Studies; Feminist/Queer/Trans of Colour Theories and Activisms; Biopolitics and Necropolitics; Violence and Anti-Violence; Queer Space; Criminalization and Pathologization; Affect; Temporality.

**Hovorka, Alice J.** (Dean and Professor) eucdean@yorku.ca  
Human-Environment Geographies; Animal Geographies; Gender and Environment; Urban Geography; Southern Africa.

**Kapoor, Ilan** (Professor) ikapoor@yorku.ca  
Critical Development Studies; Postcolonial Theory/Politics; Psychoanalytic Theory/ Politics/Marxism; Ideology Critique (Drawing on S. Zizek); Participation/Democracy; Celebrity Humanitarianism; Western and Non-Western Political Theory.

**Keil, Roger** (Professor) rkeil@yorku.ca  
Global Suburbanisms; Infectious Disease and Cities; Urban Political Ecology; Urban Infrastructures; Urban Governance and Planning.

**Kipfer, Stefan A.** (Professor) kipfer@yorku.ca  
Urbanization; Urban Politics and Planning; Social and Political Theory; Comparative Urban Politics and Planning; Theories of Space, Politics and Society.

**Kusno, Abidin** (Professor, Undergraduate Program Director) akusno15@yorku.ca  
Indonesia; Architecture; Cultural Studies; History; Politics; Urban Studies.

**Lehrer, Ute A.** (Professor) lehrer@yorku.ca  
Global Suburbanism; Cities and Globalization; Image Production in Cities; Economic Restructuring and Urban Form; Political Economy of the Built Environment; Theory and History of Planning; Urban Design and Architecture; Built Environment, Ethnicity and Immigration to Urban Areas.

**McAllister, Carlota** (Associate Professor) carlota@yorku.ca  
Anthropology, Latin American and Caribbean Studies, Religion, Revolution, Political Ecology, Political Theology

**McGregor, Deborah** (Professor and Canada Research Chair, joint appointed to Osgoode Hall Law School) dmcgregor@osgoode.yorku.ca  
Indigenous Environmental Justice; Indigenous Governance; Sustainability; Water Governance; Indigenous Intellectual Traditions

**Montoya-Greenheck, Felipe** (Professor, Director Las Nubes Project) fmontoya@yorku.ca  
Environmental Anthropology; Peasant Livelihoods; Socio-Ecological Well-Being; Biocultural Diversity; Ethnographic and Art-Based Methodologies.

**Mulvihill, Peter** (Professor) prm@yorku.ca  
Environmental Management; Environmental Assessment; Environmental Disasters; Environmental Studies; Environmentalism.

**Myers, Lisa** (Associate Professor and York Research Chair) lismyers@yorku.ca  
Visual Art, Community Art, Socially Engaged Art and Participatory Art Practices; Indigenous Art; Curatorial Practice, Art Theory and Criticism; Food Studies Related to Art, Value and Land.

**Perkins, Ellie** (Professor) esperk@yorku.ca  
Climate Justice; Commons Governance; Participatory Watershed Management; Feminist Ecological Economics; Metal Markets, Trade and Environment; Community Economic Development.

**Podur, Justin J.** (Associate Dean Teaching and Learning, Associate Professor) jpodur@uorku.ca  
Geopolitics and the Interface of Media Narrative; Western Intervention and Local Dynamics in Current and Ongoing Wars; Application of Quantitative Methods and Geographic Information Systems; Landscape Ecology.

**Rotz, Sarah** (Assistant Professor) rotzs@yorku.ca  
Political Ecology, Land and Food Justice, Settler Colonial Studies, Critical Data Studies, Critical Theory and Methods

**Sandberg, L. Anders** (Professor) sandberg@yorku.ca  
Politics of Science and Planning; Gentrification of Conservation; Pedagogies of Space and Place; Political Economies and Ecologies of Natural Resources; Climate/Environmental Justice; Sustainability and Social Democracy; Forest, Environmental and Conservation History.

**Sandilands, Catriona** (Professor, ES PhD Program Coordinator) essandi@yorku.ca  
Environmental Humanities; Queer, Multispecies and Feminist Ecologies; Critical Plant Studies; Public Humanities and Cultures; Environmental Literature, Ecocriticism, and Writing; Biopolitics and/of Posthumanisms.

**Scott, Dayna N.** (Associate Professor and York Research Chair, joint appointed to Osgoode Hall Law School) dscott@osgoode.yorku.ca  
Environmental Justice; Gender and Environmental Health; Feminist Theory of the Body; Critical Sociology of Risk; Trends in Regulation and Governance.

**Sotomayor, Luisa** (Associate Professor) sotomay@yorku.ca  
Equity Planning; Urban Policy and Governance Housing; Community Planning; Informality; Urban Politics; Latin America.

**Stiegman, Martha** (Associate Professor) stiegman@yorku.ca  
Indigenous Knowledge, Rights and Food Sovereignty; Indigenous/Settler Alliances; Food Justice Movements; Visual Arts-Based Participatory Research Methodologies; Documentary and Video Activism.

**Taylor, Laura** (Associate Professor, MES/Planning Coordinator) taylorl9@yorku.ca  
Urban and Regional Planning; Political Ecology of Exurbia; Exurban and Peri-Urban Planning; Nature and Environmental Politics; Climate Adaptation and Mitigation and Land-Use Planning; Rural Planning; Planning and Growth Management: Greenbelt Planning; Settlement and Planning Histories in and around Toronto.

**Thiemann, Gregory** (Associate Professor) thiemann@yorku.ca  
Arctic Ecosystems; Food Web Ecology; Wildlife Conservation; Resource Management; Animal Physiology.

**Timmerman, Peter** (Associate Professor, ESE Diploma Coordinator) ptimmer@yorku.ca  
Environmental Ethics; Environmental Conflict; Coastal City Management.

**Warkentin, Traci** (Assistant Professor, Teaching Stream) traciw@yorku.ca  
Environmental Education; Feminist Environmental Ethics and Philosophy; Animal Studies; Novel Urban Ecologies; Embodied Epistemologies and Ontologies.

**Winfield, Mark** (Professor, MES Program Coordinator, MES/JD Joint Program Coordinator) marksw@yorku.ca  
Sustainable Energy; Climate Change; Environmental Policy; Environmental Law.

**Zalik, Anna** (Associate Professor) azalik@yorku.ca  
Global Political Ecology; Extraction; Agrarian Studies; Anti/Post-Colonialism; Oil and Financialization.

## Appendix 4: Ethics Protocols Scenarios for PhD Dissertation Research

For more information, please see [FGS Research Ethics](#), [Office of Research Ethics \(ORE\)](#), and Research Documents and Forms under Academic Resources/Research available through [York intranet YuLink](#).

### Doctoral Research with No Human Participation

Submit Dissertation Research Proposal and **TD1 form** for Dissertation Supervisory Committee's approval.



Once approved, upload signed TD1 and Dissertation Proposal (as single pdf) in the **ES Graduate Dossier** under 'Dissertation Proposal' \*and\* send signed TD1 and Dissertation Proposal (as single pdf) to ES GPD (via [oumajai@yorku.ca](mailto:oumajai@yorku.ca)) for review and recommendation to FGS.



FGS will confirm the approval of your Dissertation Proposal.

### Doctoral Research Involving Non-Indigenous Participants, Less than Minimal Risk and Unfunded research

Submit Dissertation Research Proposal, **TD1**, **TD2**, **informed consent form** and **TCPS certificate** for Dissertation Supervisory Committee's approval.



Once approved, upload signed TD1, Dissertation Proposal, signed TD2, consent form and TCPS certificate (as single pdf) in the **ES Graduate Dossier** under 'Dissertation Proposal' \*and\* send signed TD1, Dissertation Proposal, signed TD2, consent form and TCPS certificate (as single pdf) to ES GPD (via [oumajai@yorku.ca](mailto:oumajai@yorku.ca)) for review and recommendation to FGS.



Wait for confirmation of approval from FGS/ORE before starting human participation to your research.

Research must be conducted within the period of approval. Any extension requires ORE approval.

### Doctoral Research Involving Indigenous Participants

Submit Dissertation Research Proposal, **TD1**, **HPRC form**, **Research Involving Indigenous People Checklist**,\* **informed consent form** and **TCPS certificate** for Dissertation Supervisory Committee's approval



Once approved, upload signed TD1, Dissertation Proposal, signed HPRC form, signed Research Involving Indigenous People Checklist, consent form and TCPS certificate (as single pdf) in the **ES Graduate Dossier** under 'Dissertation Proposal' \*and\* send signed TD1, Dissertation Proposal, signed HPRC form, signed Research Involving Indigenous People Checklist, consent form and TCPS certificate (as single pdf) to ES GPD (via [oumajai@yorku.ca](mailto:oumajai@yorku.ca)) for review and recommendation to FGS.



Wait for confirmation of approval from FGS/ORE before starting human participation to your research.

Research must be conducted within the period of approval. Any extension requires ORE approval.

\*available in [ES Graduate Dossier](#) and via YULink

### Dissertation Research with More than Minimal Risk\*

\*defined as research in which the probability and magnitude of possible harms implied by participation in the research is no greater than those encounter by participants in those aspects of their everyday life that relate to the research

Submit Dissertation Research Proposal, **TD1**, **TD2**, **informed consent form** and **TCPS certificate** for Dissertation Supervisory Committee's approval



Once approved, upload signed TD1, Dissertation Proposal, signed TD2, consent form and TCPS certificate (as single pdf) in the **ES Graduate Dossier** under 'Dissertation Proposal'  
\*and\*  
send signed TD1, Dissertation Proposal, signed TD2, consent form and TCPS certificate (as single pdf) to ES GPD (via [oumajai@yorku.ca](mailto:oumajai@yorku.ca)) for review and recommendation to FGS.



Wait for confirmation of approval from FGS/ORE before starting human participation to your research.

Research must be conducted within the period of approval. Any extension requires ORE approval.

### Dissertation Research Funded/ As Part of a Faculty Member's Approved Research Project

Submit Dissertation Research Proposal, **TD1**, **TD4**, and **TCPS certificate** for Dissertation Supervisory Committee's approval.



Once approved, upload signed TD1, Dissertation Proposal, signed TD4, **HPRC Approval Certificate for faculty's research project**, and TCPS certificate (as single pdf) in the **ES Graduate Dossier** under 'Dissertation Proposal'  
\*and\*  
send signed TD1, Dissertation Proposal, signed TD4, HPRC Approval Certificate for faculty's research project, and TCPS certificate (as single pdf) to ES GPD (via [oumajai@yorku.ca](mailto:oumajai@yorku.ca)) for review and recommendation to FGS.



Wait for confirmation of approval from FGS/ORE before starting human participation to your research.

Research must be conducted within the period of approval. Any extension requires ORE approval.

## Appendix 5: ENVS Graduate Courses Schedule 2023-2024

(Updated July 31, 2023. **SUBJECT TO CHANGE:** Updated schedule(s) will be posted in the ES Graduate Dossier)

FALL 2023 (subject to change)					
Day	Time	Course ID and Title	Room	Catalogue	Director
<b>MON</b>	9:30-12:20	ENVS 5115 Ecological Economics	HNE 141	F88P01	Miller
	4:30-7:20	ENVS 6331 Planning in Toronto Workshop	HNE 142	U23J01	Furtado
<b>TUE</b>	9:30-12:30	ENVS 5100 Interdisciplinary Research in Environmental Studies	HNE 140	N99K01	Perkins
		ENVS 8102 PhD Research Seminar	HNE 142	G01N01	Sandilands
	2:30-5:20	ENVS 6184 Participatory Research Methods	HNE 140	Q82G01	S. Taylor
<b>WED</b>	9:30-12:20	ENVS 6128 Transportation Policy and Planning	HNE 142	V48B01	Gebresselassie
		ENVS 6599A Ecological Footprint Applications	HNE 141	Z28C01	Miller
	11:30-2:20	ENVS 6186 Environmental Assessment	HNE 102	M54E01	Mulvihill
	2:00-4:50	ENVS 6401/DEMS 5020 Disasters: Concepts and Causes	online	V09Z01	Ali
	2:30-5:20	ENVS 5112 Ecology in Environmental Studies	HNE 142	F72V01	Thiemann
		ENVS 5121 Perspectives in Planning	HNE 141	K58H01	Taylor
<b>THU</b>	8:30-11:20	ENVS 5050/ENVS 4400 Fundamentals in Renewable Energy	BC 322	H46T01	Laszlo
	9:30-12:20	ENVS 5023/ GEOG 5580 Global Cities	HNE 142	H17E01	Keil
		ENVS 5178 Environmental Policy	HNE 141	U52B01	Winfield
	2:30-5:20	ENVS 6131 Environmental Planning	HNE 141	C60K01	Sandberg
<b>FRI</b>	11:30-2:30	ENVS 6132 Urban Environmental Design	HNE 142	R11V01	Foster
WINTER 2024 (subject to change)					
<b>MON</b>	5:30-8:20	ENVS 6330 Environmental Planning Workshop	HNE 142	D76B01	Kilbourn
<b>TUE</b>	9:30-12:20	ENVS 6599B Ecological Footprint Informatics	HNE 141	B22U01	Miller
		ENVS 8103 PhD Research Design Workshop	HNE 142	Y16Z01	Gilbert
		ENVS 6124 Urban-Regional Planning	HNE 140	T94R01	Hameed
	11:30-2:20	ENVS 5475/GEOG 5375 Capital, Labor and Space	FC 105	E99X01	Das
		ENVS 6401/DEMS 5020 Disasters: Concepts and Causes		Z56A01	Ali
	2:30-5:20	ENVS 6126 Community Planning and Housing	HNE 141	E05Q01	Sotomayor
ENVS 5191 Environmental Ethics, Rights and the Spiritual Dimension		HNE 142	K29P01	Timmerman	
<b>WED</b>	8:30-11:20	ENVS 5070/ENVS 4310 Extraction and its Discontents	MC 112	A93F01	Sandberg
	2:30-5:20	ENVS 6599O/ENVS 4351 Peasants Studies in the Global South	Las Nubes	R69F01	Montoya
	6:00-8:50	ENVS 6165 Land Use Planning Law	HNE 401	C89C01	Tamir
<b>THU</b>	9:30-12:20	ENVS 6173 Politics and Planning	HNE 142	T07S01	Keil
		ENVS 6599A (6178) Environmental Policy Research Methods	HNE 141	H75Y01	Winfield
	2:30-5:20	ENVS 6134/POLS 6404 Critical Urban Theory	R 801 S	M63E01	Hae
		ENVS 6182 Environmental Analytics	HNE 253	N70S01	Brand Correa
5:30-8:20	ENVS 5135/ EDUC 5935 Understanding Youth Homelessness	MC 050B	T39T01	Gaetz	
<b>FRI</b>	10:00-12:50	ENVS6152 Indigenous Research, Ethics and Methods	HNE 140	N41D01	Yanchapaxi Travez

**SUMMER 2024** (subject to change)

tba	ENVS 5106/GFWS 6804 Critical Perspectives in Race, Gender, Sexuality and Environment			Haritaworn
tba	ENVS 6121 Community, Energy and Planning			Brand-Correa
tba	ENVS 6183 Qualitative Research Methods			Perkins
tba	ENVS 6140 Environmental Education			tba
tba	ENVS 6275/POLS 6282, GEOG 5395 International Political Economy and Ecology Summer School (by application)			tba
tba	ENVS 6349 Cultural Production Workshop: Image (by application)			Gosine
tba	ENVS 5055/4350 Climate Justice			Perkins

\*LAS NUBES COURSES TO BE ADDED WHEN AVAILABLE Students interested in courses in Las Nubes, Costa Rica, should contact contact Ana Maria Martinez, lasnubes@yorku.ca. If given permission, please submit the 6599 description in the dossier using the 4xxx syllabus as description and specifying the extra graduate work.

**Geography Electives of Interest (with course director's permission)**

GEOG 5326 Critical Political Ecologies (Zalik) Fall, Wed 14:30, VH 1022  
 GEOG 5370 Space, Power and the City (Basu) Fall, Tues 11:30, HNE 141

**Schulich courses/Business and Environment Diploma (with permission, Oumajai@yorku.ca)**

SUST 6250 Integrating Sustainability Across Functions Watts) Fall, Thu 7:00-9:50, SSB W133  
 SUST 6350 Orchestrating Sustainability Initiatives (Viegas Da Ponte) Fall, Wed 11:30-2:20, MB G105  
 SUST 6450 Sustainability Reporting & Disclosure (tba) Winter, Wed 7:00-9:50, MB G105

## Appendix 6: PhD Program Summary Table

stages	Program Plan (ES regulations)	Comprehensive Stage (ES regulations)	Dissertation Stage (ES and FGS regulations)		
			Dissertation Proposal	Dissertation	Dissertation Examination
terms	Term 1: Draft Program Plan Term 2: Program Plan Approval	Terms 3-6	Term 7-9	Terms 10 to 12	
supervision	<b>Comprehensive committee</b> normally 2 ES (incl. Supervisor) + 1 ES or external	<b>Comprehensive Supervisory Committee</b>	<b>Dissertation Supervisory Committee</b> normally 2 ES (incl. Supervisor) + 1 ES or external (requires FGS approval)		<b>Examination committee</b> Supervisory Committee + York External, Internal and Chair/Dean's Rep.
Registration /Enrolment	Continuous Registration (accept fees) Mandatory Courses: EU/ENVS 8102 PhD Research Seminar in Term 1 and ENVS 8103 PhD Research Design Workshop in Term 5				
Content/ process	<b>Program Plan</b> developed with/approved by Supervisor and members of the Comprehensive Supervisory Committee	<b>Comprehensives</b> approved by Comprehensive Supervisory Committee	<b>Dissertation Proposal</b> developed with and approved by Dissertation Supervisory Committee	<b>Research Fieldwork</b> <b>Dissertation Writing</b>	<b>Dissertation examination</b>
Submission	To Supervisor and Comprehensive Supervisory Committee members;  Approved Program Plan uploaded in ES Graduate Dossier.	To Supervisor and Comprehensive Supervisory Committee members;  Approved Comprehensive(s) uploaded in ES Graduate Dossier.	Dissertation Proposal, Ethics Protocols and Risk Assessment (if applicable) to Supervisor and Dissertation Supervisory Committee members;  Approved Dissertation Proposal package uploaded in ES Graduate Dossier for ES GPD review and FGS/ORE approval.	Draft to Supervisor and members of Dissertation Supervisory Committee until examinable	Copies of examinable dissertation to Oral Examination Committee members (submitted to OSAS for distribution);  Post-defense revised Dissertation to be uploaded in FGS ETD platform.