

Graduate Student Handbook

Faculty of Education

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INTRODUCTION

Welcome to Graduate Studies in the Faculty of Education at the University of New Brunswick. This handbook contains detailed information to help you choose your specific program of study and fulfill all the requirements for successful completion. Please read it carefully and keep it for future reference.

The guide is organized into three parts:

- **Action items** you'll likely refer to repeatedly, like contact information, financial information, and how to register for and withdraw from courses.
- **Resources** available to students. You'll want to read through this at the start of your program, so you know what's available.
- **Program details** about how the MEd and PhD programs are structured and procedures to follow in special circumstances.

You may find it helpful to consult the **Graduate Student Checklists** at the end of this guide to remind you of important actions you need to take throughout your program.

Your most important guide during your studies is your **faculty advisor**, identified in your Welcome email. Please contact your advisor early in your program and whenever you need help choosing your courses.

ACTION ITEMS

1. WHEN YOU HAVE QUESTIONS

This handbook contains much of the information you will need to navigate your program successfully, but you'll certainly have questions and need some help along the way- that's where graduate program assistants come in! You may also choose to email them at edgrad@unb.ca or phone them at 506-453-4600. This is a shared inbox and line, wherein the team actions items based on availability and expertise. The staff are present Monday-Friday, 8am-4pm AST, and can be found in room 226 in Marshall d'Avray Hall. They can answer your questions about regulations and help you process documents related to your studies.

Please note: you should contact your faculty advisor regarding course selection.

1.1 Graduate Office staff

Room 226 Marshall d'Avray Hall

Person/email	
	<p>Krysta Kinney Graduate Program Assistant PhD & Critical Studies programs krysta.Kinney@unb.ca</p>
	<p>Kelly Simpson Graduate Program Assistant Counselling & Exceptional Learners programs kelly.simpson@unb.ca</p>
	<p>Janet Noiles Graduate Program Assistant A&L, Critical Studies and Curriculum programs jmnoiles@unb.ca</p>

1.2 Extraordinary issues

If you have concerns about something in a course or in your interactions with your advisor or supervisor, it is your responsibility to try to resolve those issues with the instructor or your advisor/supervisor. If you cannot resolve the issue with the relevant person, you can contact our Associate Dean (Graduate Programs):

Matt Rogers	Associate Dean Education Graduate Programs mrogers2@unb.ca	Office: 203 Marshall D'Avray 506-447-3138
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2. UNB EMAIL

Your UNB email account is your lifeline to critical information throughout your graduate program. Graduate Office staff will regularly send you important updates and reminders, but only to your UNB email and not to any other account. You must **check your UNB email regularly** to avoid missing deadlines and opportunities.



2.1 Getting started

To gain access to your UNB email, the first step is to **activate your IT Services** with UNB. Here's how:

1. Go to UNB IT Services: <https://www.unb.ca/its/>
2. Input your full name including initials, date of birth, home phone number, home address, student number and login ID. Look back at the Welcome email you received from the Graduate Office to find your student number and login ID.
3. If you have been a UNB student in the past, you may experience some problems in activating your IT Services again. You may have to reset your password. Try first to activate your account. If you are unable to gain access, choose the "Forgot your password" option. If you are still unable to complete the process, contact the IT Service Desk through email at itservicedesk@unb.ca or by phone (506) 457-2222.

Activating your IT Services gives you access to the **Desire to Learn (D2L)** online course platform, **MyUNB Intranet**, your **library** account, and your **financial statement**.

Providing your **emergency contact information** is strongly recommended for all students. Here's how:

1. Visit the [MyUNB](#) site and use the dropdown menu titled "I am..." at the top of the page to indicate that they are a student
2. Next, scroll almost to the bottom of the page to the centre column marked "Personal Information" and select the "Add/Update Emergency Contact Information" option
3. Complete the fillable form and submit

2.2 Checking your UNB email

It's easy to access your UNB email online using the link from the myUNB Intranet site (<https://unbcloud.sharepoint.com/sites/MyUNB/>)

NOTE: Checking your UNB email regularly is especially important when you are on the **waitlist for a desired/required course**. If a seat becomes available, you will receive an email with an invitation to register. This will expire the following day at 11:59pm (even on weekends). If you do not register, the system automatically removes you from the waitlist. You will need to add yourself back to the waitlist if you still wish to take the course.

2.3 Forwarding your UNB email

To make it easier to keep tabs on your email from UNB, you may choose to **forward your UNB email to your regular email account**. This requires a few steps:

1. Go to myUNB Intranet (<https://unbcloud.sharepoint.com/sites/MyUNB/>)
2. Sign in to your email account
3. Go to *Settings* (the cog icon in the upper right-hand corner of the screen)
4. Click on *Search all settings* and type "Forward email"
5. Select *Forwarding* from the search results
6. Select *Start forwarding*
7. Enter the email address to which you would like your UNB email forwarded
8. Click *Save* above the word *Forwarding*

If you run into difficulties forwarding your email, or have any questions about your UNB email account, please contact Information Technology Services (ITS) at (506) 457-2222 OR itservicesdesk@unb.ca.

If you decide to forward your UNB email to your regular email account, we still recommend that you check your UNB email regularly to make sure you haven't missed something important. This is easy to do using the link from the myUNB Intranet (<https://unbcloud.sharepoint.com/sites/MyUNB/>) You should also clean out your inbox regularly. Otherwise, it will eventually reach its maximum capacity and new emails will be rejected (and won't get forwarded) and bounce back to the sender.

3. FINANCIAL INFORMATION (Program Tuition)

3.1 Tuition amounts

If you are a **course-based MEd student** (taking 10 courses to fulfill your degree requirements), you will pay on a course-by-course basis.

If you are a **research-based MEd student** (completing a thesis or project/report), you will pay a set fee for each term regardless of the number of courses you take.

Research-based students pay more than course-based students. If you are thinking about switching from a course-based degree to a research-based degree, you will want to check first with Financial Services (gradfees@unb.ca) to see what the change in tuition will be.

Check here for tuition rates (select your program to see details):

https://www.unb.ca/financialservices/students/Masters_and_PhD_Tuition_and_Fees/index.html

3.2 Supplemental fees

There is a non-refundable **supplemental fee of \$100.00 for each online course** to subsidize special technology and infrastructure support costs to administer the course.

3.3 Financial questions

You can **ask Financial Services** for information on student fees, fee regulations and residence fees, tuition tax receipts, financial aid, and fee payment options. Email them at gradfees@unb.ca. Their website is a good place to start:

<https://www.unb.ca/gradstudies/current/financial/>



Check your UNB email regularly for reminders of tuition payment deadlines. Late fees will apply if you miss deadlines.

3.4. Paying tuition

To **pay your tuition**, log in to myUNB Intranet ((<https://unbcloud.sharepoint.com/sites/MyUNB/>)). Scroll down to view the “TUITION AND FEES” header, then select *Tuition & Fee Statement*.

Here’s information about various **ways to pay** your tuition:

<http://www.unb.ca/financialservices/students/paymentoptions/index.html>

4. REGISTERING FOR COURSES

4.1 Course-based program

If you are a **course-based MEd student**, you must register for at least one course within the three-term cycle (Fall, Winter, and Summer) in order to maintain program registration. See Section 16 for general degree requirements and Section 17.1 for course-route requirements.

4.2 Research-based program

If you are a **research-based MEd student**, you must maintain continuous registration from the date of initial enrolment through to final completion of all degree requirements, regardless of whether you are taking courses. See Section 16 for general degree requirements and Section 16.2 for project/report-route or Section 17.3 for thesis-route requirements.

NOTE: If you are a **research-based MEd student**, for every term in which you are not actually taking any courses you must register in ED6996 (if you're doing a project/report) or in ED6997 (if you're doing a thesis). Note that there is no course attendance associated with ED6996 and ED6997.

4.3 When to register

Registration for summer term courses opens at midnight Atlantic time on **March 1**. Registration for fall and winter term courses opens in **mid-March**. The graduate office will notify you of the date in advance. Courses fill up quickly, so you are advised to plan your term well in advance.

4.4 List of courses

Here is the **list of education courses**:

<https://www.unb.ca/academics/calendar/graduate/current/courses-/fredericton-courses/education-courses/index.html>

To find out which courses are being offered (and whether they're online or face-to-face) in any given term, consult the **course catalogue**:

<https://colleagues.unb.ca/Student/Courses>

4.5 How to register

You'll register for your courses online. Check the **important academic dates** link to find out the last day for adding courses without paying a late fee:

<https://www.unb.ca/gradstudies/current/resources/important-dates.html>

You'll find complete information about **how to register for courses** at the following links:

<http://www.unb.ca/academics/registration/>

https://www.unb.ca/fredericton/registrar/_resources/pdf/policies/howtosregistration1.pdf

Note that, if a course shows as "Planned" in your schedule, you are not actually registered in the course, and a seat is not being held for you. **You must finalize your registration by clicking the blue "Register" button** for your planned courses. If a course is already full, you will see instead a blue "Waitlist" button. You must click this button to be placed on the waitlist.

NOTE: If your acceptance from the School of Graduate studies was conditional (e.g., on submission of official transcripts), you will have to meet the conditions specified in your letter of acceptance before being able to register for courses.

4.6 Waitlists

When you put your name on the waitlist for a course that is full, you are telling us you want to take the course. If a spot becomes available, you will receive a system email to your **UNB email**. You then have until **11:59 pm the following day to login and register** (weekends included). If you do not login and register for the course within the timeframe given, the system will automatically remove you from the waitlist and we will move on to the next person. If you are no longer interested in taking the course, please remove your name from the waitlist before the course begins.



4.7 Maximum course loads

If you are a **full-time student**, you can take **three or four courses** during each of the three academic terms (Fall, Winter, and Summer), for a maximum of **12 courses per year**.

If you are a **part-time student**, you can take **one or two courses** during each of the three academic terms (Fall, Winter, and Summer), for a maximum of **six courses per year**.

NOTE: Any part-time student who carries more than the number of courses specified above will be considered a full-time student and will be charged full-time student fees. If you are a full-time student in Fall or Winter, you will be charged for services negotiated by the Graduate Student Association, such as bus pass and medical plan (see Section 14 in this handbook).

4.8 Changing your status

If you are a course-based Canadian student, your status (full-time or part-time) will change automatically, according to the number of courses you are taking in a term. If you are taking one or two courses, your status will be part-time; if you are taking three or four courses, your status will be full-time.

If you are a research-based or international student, then to **change your status** from part-time to full-time or vice versa, you need to complete a Request for Change of Status form and submit it to our Graduate Office. The form is available at:
http://www.unb.ca/gradstudies/assets/pdfs/change_student_status_2016.pdf

4.9 Maximum time to complete your degree

MEd: If you are a part-time student, you must complete your MEd degree within five years of your first registration as a student. If you are a full-time student, you must complete your MEd within four years of your first registration as a student.

PhD: If you are a PhD student, the regulations of the School of Graduate Studies (SGS) state that you will normally have a maximum of seven years to complete the degree from the date of first

registration. You may be able to negotiate an extension with your supervisor, our Associate Dean (Graduate Programs), and the Dean of the SGS.

4.10 Professional designations

If you have questions about how your course selection will affect your position on a salary scale or your eligibility for professional positions, you will have to contact the relevant organizations. For example, in New Brunswick, for information on requirements for a Principal's Certificate or salary level designations you could look at <http://laws.gnb.ca/en/ShowTdm/cr/2004-8//>

4.11 Confirmation of Enrolment letters

A confirmation of enrollment letter is a self-serve, free letter that you can obtain online follow these steps:

Login to <https://unbcloud.sharepoint.com/sites/MyUNB>

At the top of the page there is a menu bar, and you'll see a drop-down menu "I am..." from here, select Student.

Scroll down to the heading "Academics"

The first option is "Confirmation of Enrolment" and from selecting that link you will be taken to a new page with instructions on how to obtain your letters. You'll need to download a separate one for each term.

5. ACCESSING DESIRE2LEARN BRIGHTSPACE (D2L)

Most online courses are delivered via Desire2Learn Brightspace (D2L). Even if a course is face-to-face, it's likely that the course syllabus and other resources will be available through D2L. You can access D2L through myUNB Intranet (<https://unbcloud.sharepoint.com/sites/MyUNB/>) by selecting D2L Brightspace from the Launch menu. You can also access D2L directly by going to <https://lms.unb.ca>. A variety of useful video tutorials and PDF guides to D2L are available at:

<https://www.unb.ca/fredericton/cetl/tls/educational/d2l/student-resources.html>

6. WITHDRAWING FROM COURSES

There are a variety of reasons why you may register for a course and then decide not to complete it. You need to make certain you have properly withdrawn from a course if you don't want to be charged the fees and receive a grade of F. Simply ceasing to attend a class or notifying the instructor **is not enough** to indicate withdrawal from a course.

Here's how to withdraw from a course:

- <https://www.unb.ca/gradstudies/current/resources/regulations-and-guidelines/fee-regulations.html>
- To confirm, check on your course enrollments through the myUNB intranet tab, entitled "my personal class schedule" (you should wait 24 hours for the withdrawal to be processed).

- If you're not sure that the withdrawal was successfully processed, contact the Graduate Office (edgrad@unb.ca).

Check the important academic dates link to find out the last day for dropping courses without paying a late fee: <https://www.unb.ca/gradstudies/current/resources/important-dates.html>



Watch your UNB email for reminders about deadlines to register for or withdraw from courses.

NOTE: If you do not follow the above instructions to **officially withdraw from a course**, you may end up having to pay the full tuition and receive an F. It isn't enough just to stop coming to class or send your instructor an email. You must withdraw through the myUNB Intranet or by emailing gradschl@unb.ca for assistance. If you are worried about whether your withdrawal request has gone through, please contact the Graduate Office staff (edgrad@unb.ca) and ask them to check for you.

6.1 Leave of Absence

You are permitted to take a leave of absence for one term without submitting a request to do so. Ensure you withdraw from any registered courses, otherwise tuition fees will be charged.

If you require a longer leave than one term, please fill out an [Application for Leave of Absence Form](#) (complete both spots for student signature) and forward to our office at edgrad@unb.ca for review. A leave of absence does not count towards your maximum time to complete your degree.

7. TRANSFER CREDITS

You can receive transfer credit for a maximum of two courses (6 credit hours) that you have completed elsewhere, but only when the course is relevant to facilitate completion of your program. If you didn't request transfer credits on your application form when you applied to the MEd program, you can still do so by contacting the Graduate Office, but **only until the end of the first term** of your program. Requests submitted after that time will not be reviewed.

8. TRANSFER OF PROGRAM (INTERNAL)

You cannot automatically transfer from one option in the MEd program to another (e.g., from the course-route option to the thesis-route option). Similarly, you cannot automatically transfer from one area of study to another (e.g., from Critical Studies to Educational Administration and Leadership). You need to apply for such a transfer in consultation with your advisor/supervisor. Your request will be referred to our Associate Dean (Graduate Programs) and subsequently approved by the Dean of

the School of Graduate Studies. You may be required to take additional courses if the transfer is approved. The Student Financial Services Office of the University may assess additional fees following such a transfer.

9. ANNUAL PROGRESS REPORT

If you are a research-based MEd or PhD student, the School of Graduate Studies requires you to submit a progress report every year. You should submit your progress report to the Graduate Office by early November (so we can send it to SGS in December). You will complete the form in conjunction with your supervisor, so completing the progress report can be a good opportunity for you and your supervisor to discuss timelines and deadlines. If you do not submit a completed progress report, you may be withdrawn from the MEd program. The Graduate Office will email the form to you each year of your program, with a deadline for completing it. You can find the form on the SGS website here:

https://www.unb.ca/gradstudies/assets/documents/student_annual_progress_report.pdf

RESOURCES

10. SCHOOL OF GRADUATE STUDIES REGULATIONS, STANDARDS, AND PROCEDURES

During your graduate studies at UNB, you will mainly communicate with the staff in the Graduate Office in the Education building (room 226, Marshall d'Avray Hall or edgrad@unb.ca). Technically, however, all graduate students at the University of New Brunswick are designated as students in the School of Graduate Studies (SGS). Your program is run by the Graduate Academic Unit (GAU) of Education. The director of our GAU is our Associate Dean (contact information in Section 1.2).

More detailed information about School of Graduate Studies rules and regulations is available at: <http://www.unb.ca/gradstudies/current/resources/regulations-and-guidelines/index.html>

11. FUNDING

11.1 Assistantships

To help offset the cost of your education, the Faculty of Education provides some **financial support** for some, but not all, full-time research-based students.

Full-time research-based MEd students are eligible for one year of Graduate Student Teaching Assistantship (GSTA) funding. Full-time PhD students are eligible for two years of GSTA funding and two years of Graduate Student Research Assistantship (GSRA) funding. GSTA and GSRA amounts will vary from year to year.

If you are offered GSTA work, it is usually done with your supervisor; if your supervisor cannot use you as a teaching assistant, you will be assigned another faculty member to work with. Master's-level graduate teaching assistants will provide a maximum of five hours per week of GSTA work; doctoral-level graduate teaching assistants will provide a maximum of 10 hours per week of GSTA work.

Payment for assistantships is organized by the **People and Culture** department. Here's more information on how this happens:

<https://www.unb.ca/gradstudies/current/financial/assistantships.html>

11.2 Scholarships

You should check the School of Graduate Studies (SGS) website for information on **scholarships** offered through UNB and external agencies:

<https://www.unb.ca/gradstudies/current/financial/scholarships/index.html>



The Graduate Office will email you a form to fill out where you can indicate which of the scholarships specifically for Education students you would like to apply for. Funding opportunities include:

- Paul Martin Scholarship for Master of Education Students
- Jean E. Brown Memorial Scholarship
- G. Forbes Elliot Scholarship for Educational Leadership
- Helen MacFarlane Graduate Fellowship
- Joe & Deb Owens Bursary
- Ditze-Turner Bursary in Graduate Education
- Audrey Stevenson Memorial Graduate Scholarship
- Sherman Fellowship in Early Education
- Tammy Strong Impact Award for Feminism, Gender & Sexuality

In addition, PhD students are expected to apply for external funding through an agency such as the Social Sciences and Humanities Research Council (SSHRC).

If you receive a scholarship, it is administered through **Financial Services**. You have choices about how to use the award to offset your tuition and fees. At the end of your program, be sure to contact Financial Services to ask them to refund you any unused funds. More information available here:

<https://www.unb.ca/financialservices/students/paymentoptions/scholarships.html>

11.3 Funding for conference travel

If you want to travel to a conference to **present a research paper** or as an attendee, you may be able to receive money from the Faculty of Education, the Graduate Education Society, and the School of Graduate Studies. Contact the Graduate Office (edgrad@unb.ca) for forms and further information.

12. FACULTY OF EDUCATION RESOURCES

12.1 Lounge

You are welcome to use the Graduate Student Lounge located in room 103A Marshall d'Avray Hall; it is there for you to enjoy. The lounge offers a fridge, microwave, toaster, coffee pot, kettle, couches, table, etc.

12.2 Computer labs

Computer labs are located in rooms 116 (Windows) and 234 (Macintosh) of d'Avray Hall. You can print black & white documents at no charge in room 330, you must supply your own paper. You can print colour documents and posters (both for a fee) in the Media Lab in room 234.

12.3 Media equipment

If you need to borrow equipment such as laptops, microphones, projectors, or video recorders, you can book through Media Services, located in room 133 of d'Avray Hall. Information on Equipment Services is available at:

<http://www.unb.ca/fredericton/cetl/cts/equipment/>

12.4 Office space

Space in d'Avray Hall is limited, so we are unable to provide every student with an individual office. However, we are usually able to provide shared workplaces for PhD students. Research-based MEd students who require office space should make their request to the Graduate Office.

13. UNB RESOURCES

13.1 Software

All UNB students can download the Microsoft Office suite for free use during their studies at UNB. The Information Technology Services (ITS) web page has links to download the software as well as other IT supports for students:

<https://unbcloud.sharepoint.com/sites/ITSSelfServe>

13.2 Writing skills

UNB's Writing and Study Skills Program offers all UNB students free tutoring in a wide range of academic skills, including report and essay writing, time management, and examination preparation. During Fall and Winter sessions, weekly workshops will be offered on study strategies vital to success at university. For the current schedule or to book an appointment, see:

<http://www.unb.ca/fredericton/studentservices/academics/writing-centre/>

(UNB also offers several courses on academic writing; for example, AESL 6021 and AESL 6022 are classes in English as a second language for non-Anglophone students.)

13.3 Online learning in D2L

UNB's Centre for the Enhancement of Teaching and Learning (CETL), located in d'Avray Hall, offers online training resources as well as periodic sessions on Desire2Learn (D2L). For more information, see:

<https://www.unb.ca/fredericton/cetl/tls/educational/d2l/student-resources.html>

13.4 Bookstore

The UNB Bookstore stocks required textbooks and course packs for Education courses. If you are a distance student, you can phone 506-453-4664 and ask for the textbook counter (books can be couriered for a small fee) or order on the website:

<http://www.unb.ca/fredericton/bookstore/>

14. GRADUATE STUDENT ASSOCIATION SERVICES

The university's Graduate Student Association (GSA) was founded by students to provide representation for all graduate students attending UNB. The GSA currently represents over 1600 full- and part-time graduate students studying at both UNB campuses. The GSA's offices are located in the Alden Nowlan House, 676 Windsor Street, and the website is:

<http://www.unbgsa.ca/>



Check your UNB email regularly for updates on GSA events and opportunities.

14.1 Health and dental plan

Through the GSA, all registered full-time graduate students are automatically enrolled in the Graduate Student Association's Health and Dental Plan. The dental plan is optional; however, you need to provide proof of equivalent coverage to opt out of the health plan. Both plans have a policy year of September 1 through to August 31. Both plans offer spousal/family coverage for an additional fee. You can find information on the plans, including "How to Opt-Out" at:

<https://wespeakstudent.com/home/81-unb-graduate-students->

14.2 Universal bus pass

If you are a full-time graduate student registered at the UNB Fredericton campus you will be charged a U-Pass fee for the Fall and Winter terms. This fee covers the cost of a universal bus pass that allows you to use the municipal transit system. Find more information on the bus pass, and how to opt out, at:

<http://www.unbgsa.ca/services/universal-bus-pass/>

14.3 Graduate student conference

Each year, the GSA sponsors the Graduate Research Conference in which graduate students are invited to present their research findings or scholarly papers. Watch your UNB email for notices about when to submit your proposal to present a poster or a paper at the conference. Here's the conference website:

<http://grc.unbgsa.ca/>

14.4 Faculty Committee Service

The Associate Dean (Graduate Programs) asks a graduate student representative to sit on and advise meetings of the Graduate Academic Unit (GAU) and the Graduate Studies Committee (GSC). If you are interested in serving, please contact the Associate Dean.

15. UNB STUDENT SERVICES

15.1 Counselling

If you would like to receive **personal counselling** or **career counselling**, please contact Student Services. Here's their website:

<http://www.unb.ca/fredericton/studentservices/health-wellness/counselling/>

15.2 Accessibility support

If you require **on-campus services and support** due to a documented visible or invisible disability, please contact the Student Accessibility Centre:

<https://www.unb.ca/fredericton/studentservices/academics/accessibility/index.html>

15.3 Human rights

If you think you may be a victim of **sexual harassment** or other human rights violations, you may contact UNB's office of Human Rights:

<http://www.unb.ca/humanrights/>

15.4 International students

If you are an international student, you can receive advice from the International Student Advisor's Office:

<https://www.unb.ca/fredericton/studentservices/international/>

PROGRAM DETAILS

16. MASTER OF EDUCATION: GENERAL DEGREE REQUIREMENTS

16.1 Program concentrations

You must choose one of the following **program concentrations**:

- Adult Education
- Educational Administration and Leadership
- Counselling
- Exceptional Learners
- Critical Studies
- Curriculum & Instruction

All MEd students must complete a minimum of **30 credit hours of study**. Your advisor/supervisor may require you to complete more than the minimum of 30 credit hours, depending on the program of study.

16.2 Required courses

You are required to take **ED6902 Introduction to Research in Education**. We recommend this be taken after you have completed two other courses from your planning guide. Your other required courses are stipulated by your program concentration. Click the link below and select your area of concentration, then follow the links to find your program requirements or planning guide:

<http://www.unb.ca/fredericton/education/grad/med/index.html>

16.3 Course approval

You should plan your program in consultation with your advisor/supervisor. Your course plan will subsequently be approved by our Associate Dean (Graduate Programs) and by the Dean of the School of Graduate Studies.

16.4 Minimum performance

If your academic performance is less than satisfactory, you will be asked to withdraw from the MEd program. Unsatisfactory academic performance includes a course mark below C or a cumulative grade point average below 3.0.

17. MEd PROGRAM ROUTES

In consultation with your faculty advisor/supervisor, you will decide whether to pursue a degree based on course work only or on a combination of course work and a project, report, or thesis. The thesis route is recommended if you plan to go on to pursue a PhD.

17.1 Course route

Take ten courses

If you follow the course route, you must complete a **minimum of ten term courses**. No more than two of these courses may be at the advanced undergraduate level. If you are upgrading to a New Brunswick Level 6 Certificate, you may not take any undergraduate level courses.

Here is the list of courses:

<https://www.unb.ca/academics/calendar/graduate/current/courses-/fredericton-courses/education-courses/index.html>

Not every course is offered every term. To check on current offerings, consult the course catalogue:

<https://colleagues.unb.ca/Student/Courses>

17.2 Project/Report route

Take eight courses	Early in program
Write the proposal for your project/report	Middle of program
Write your project/report	Late in program
Oral examination	End of program

If you follow the project/report route, you must complete a **minimum of eight term courses**. No more than one of these courses may be at the advanced undergraduate level. See Section 17.1 above for the links to course listings and the course catalogue.

You must work under the guidance of a supervisor to **conduct a project and prepare a report**. The report is equal to a thesis in academic quality and must conform in all respects to the regulations governing the presentation of theses and reports approved by the School of Graduate Studies. The report may be more limited in scope and/or degree of originality than a thesis. The project/report is worth six credit hours towards the MEd degree. **You must register in ED6996** for every term that the project/report is in progress. There is no course attendance associated with ED6996; it simply identifies you as a research-based student.

Your report may be research based (using quantitative, qualitative, or conceptual research designs), theoretically based, or it may focus on questions of practical import. The report may follow developmental, evaluative, or aesthetic designs.

The following examples demonstrate the wide variety of **acceptable report formats**. This is *not* a comprehensive list of options. You should consult with your supervisor if you wish to work with a format that is not included in this list.

- *Developmental Design*: Curriculum Unit, Handbook/Manual, or Program Plan
- *Evaluative Design*: Instruction/Program Assessment, Instrument Development, or Needs Assessment

- *Aesthetic and/or Otherwise Creative Design: Arts-based Project, Comprehensive Portfolio, Narrative/Personal Journals, or Refereed Article*

Before you write your report, you must submit a written **proposal**. The proposal will be placed in the office of our Associate Dean (Graduate Programs) for a week before you will be allowed to proceed. This gives members of the GAU a chance to review it. All projects/reports that include the research of human subjects must follow the UNB guidelines for gaining ethical approval (see Section 19.4 for more).

When you write your proposal, please use the **electronic thesis template**, which is formatted and structured according to the standards and guidelines of the School of Graduate Studies:

<http://www.unb.ca/etd/steps/step1.html>

When your report is complete, your supervisor and at least one other reader must approve it. Once it has been approved, you will have an **oral examination** with an Examining Committee established by your supervisor. The Examining Committee will be constituted in the same manner as the Examining Committee for a Master's Thesis. The Associate Dean (Graduate Programs) or a delegate will chair the oral examination.

17.3 Thesis route

Take five courses	Early in program
Write your thesis proposal	Middle of program
Conduct your research	Late in program
Write your thesis	Late in program
Oral examination	End of program

If you follow the thesis route, you must complete a **minimum of five term courses** and **successfully defend a thesis** (equivalent to 15 credit hours at the 6000 level). Only one course may be at the advanced undergraduate level. See Section 17.1 above for links to course listings and the course catalogue.

For the thesis, you are required to complete a substantive and independent research project under the supervision of a faculty member. **You must register in ED6997** for every term that the thesis is in progress. There is no course attendance associated with ED6996; it simply identifies you as a research-based student.

You will be assigned a **thesis supervisor**. You and your supervisor may choose to invite additional members of the School of Graduate Studies to sit on your supervisory committee.

NOTE: You are expected to discuss with your research supervisor your **current and prospective work commitments**, whether they are related to the university or not. This is necessary for your supervisor to give good advice. You supervisor should be made aware of any work that other faculty members may offer you.

Before you conduct your thesis research, you must prepare a **proposal**. When your supervisor deems the thesis research proposal to be ready, it will be placed in the office of our Associate Dean (Graduate Programs) for a week so members of the GAU can review it. If no one asks your supervisor for changes, then it will be approved and placed in your file.

When you write your proposal, please use the **electronic thesis template**, which is formatted and structured according to the standards and guidelines of the School of Graduate Studies:

<http://www.unb.ca/etd/steps/step1.html>

Once your thesis proposal has been approved by your supervisor and members of your supervisory committee (or members of the Faculty of Education), you must complete the **required ethics forms**:

<http://www.unb.ca/research/vp/ethics.html>

The completed ethics application is submitted to the Faculty Ethics Committee. Once approved by the Faculty Ethics Committee, the application will be forwarded to the University Research Ethics Board (REB) for approval.

You cannot begin research involving human participants until both the Faculty Research Ethics Committee and the REB have reviewed and approved your ethics application. If the research involves an institution (e.g., a school) or an Aboriginal community, you will also have to follow that institution's/community's **ethics/participation protocols**.

When you have **completed your thesis** and your supervisory committee has approved it, a copy of the thesis will be placed both in the office of our Associate Dean (Graduate Programs) for one week and in a secure online link for GAU members to have access. This allows members of the GAU opportunity to review your thesis prior to the final oral presentation.

Finally, you will be **examined orally** by an Examining Committee established by your supervisor. The Examining Committee for a Master's thesis is made up of:

- the supervisor
- at least one member of the Education GAU
- one member of a GAU external to the faculty

At the defence, you will present your thesis in approximately 25 minutes. The chair will invite questions and responses from the committee members, starting with the external examiner and ending with the supervisor. Then there is a second round of questions from each examiner. If there is time, questions may be invited afterward from the audience.

The chair will then dismiss the audience and student (only GAU members and examiners remain in the room). The examination committee will adjudicate the thesis and the oral presentation/defence. The committee will then vote, choosing among these options:

1. Pass with no revisions
2. Revisions required
3. Fail

Note that “minor revisions” (ones entrusted to the supervisor to adjudicate) is usually recorded as a “1. Pass with no revisions” but the supervisor does not sign the paperwork until s/he is satisfied with the revisions.

You will then return to the examination room to hear the result. The chair will explain the rest of the processes to you.

For **complete procedures**, please see the SGS regulations and guidelines for the preparation and submission of theses and dissertations <https://www.unb.ca/etd/steps/index.html>

18. INDEPENDENT STUDIES

An independent study course is only offered in **exceptional circumstances**; that is, when a Master’s student’s research or disciplinary interests cannot be pursued within the context of an already scheduled or regularly offered course. Note that you can pursue many research interests within the context of existing courses (e.g., Qualitative Research, Current Issues in Education), so an independent study course might not be necessary. You can receive credit for no more than two independent studies during your graduate program.

Professors rarely supervise independent studies (usually none, but up to a maximum of two per academic year). They do not receive any financial, workload, or other compensation for supervising independent studies.

To request an independent study, you must:

- consult with your advisor/supervisor, who may agree to supervise the independent study or refer you to another professor
- work with your supervisor to write a proposal describing the program of work to be completed in the independent study. The proposal should indicate a rationale for the independent study (if you are a thesis/project-based student, this must include a description of how the work is distinct from your comprehensive exams and/or thesis chapters), the learning outcomes, the proposed activities, resources, assignments/final products, evaluation criteria (including the weighting given to each assignment), and student/supervisor contact
- submit the application to the Faculty’s Associate Dean (Graduate Programs) using this form: <http://www.unb.ca/gradstudies/assets/documents/independentstudyform2017.pdf>

The Associate Dean (Graduate Programs) will:

- consult with the faculty member identified as the supervisor of the independent study
- make the proposal available for one week in the Graduate Office for comments by faculty members

- consider this feedback along with the circumstances and qualities of the proposal
- make a recommendation to the Dean of the School of Graduate Studies, who will approve or not
- inform you of the result
- keep a record of the proposal and the result for review by faculty members

Independent studies that involve a student in teaching or other scholarly work responsibilities will include additional independent work. Independent studies that involve a student participating in an undergraduate course will include additional academic work to meet the requirements of a graduate level course.

19. PHD IN EDUCATIONAL STUDIES

There are **six primary components** to the completion of the PhD program:

1	Participate in ED6911 Doctoral Seminar I and ED6912 Doctoral Seminar II	Beginning of program
2	Develop theoretical expertise	Throughout program
3	Complete three comprehensive examinations	Middle of program
4	Write a research proposal and conduct research	Middle of program
5	Write and defend a dissertation	Late in program
6	Participating in other activities	Throughout program

You will work closely with a **supervisor** assigned by the Associate Dean (Graduate Programs). As soon as possible (even in the first term), you and your supervisor will identify a **supervisory committee** that can support your research plans. The supervisory committee generally consists of the supervisor, one other Education faculty member, and someone from another UNB Graduate Academic Unit (GAU). The committee may be modified as your research plan develops.

Your supervisory committee will advise you on your proposal, conduct your proposal defense, carry on with supervision until it is time for the oral examination of the dissertation, and recommend to the GAU that the dissertation be forwarded to the SGS for examination.

Together with your supervisor, you will complete a yearly progress report required by SGS (see Section 9 in this handbook).

19.1 Doctoral seminars

You are expected to attend and complete two doctoral seminars—**ED6911 and ED6912**—at UNB's Fredericton campus. This will require you to be in residence for a minimum of two terms. Students “in residence” are registered full-time, engaged in employment for on average of no more than 10 hours per week, and are regularly and actively engaged in the scholarly activity of the faculty and

university (e.g., attending research presentations, faculty workshops, defences, colloquia, and conferences).

These seminar courses will include the presentation, discussion, and exploration of current issues in education by knowledgeable faculty members or other persons. Discussion will focus on published knowledge, professional and personal practical knowledge, current research, practical applications, and future trends. The issues to be addressed will be determined through consultation between students and the course instructors.

During these courses, you and the other students will present and discuss your developing research ideas.

19.2 Develop theoretical expertise

You will develop theoretical expertise in a specific content area or several related areas within the field of education.

Early in and throughout your program, you will work with your supervisor to identify **specific activities** to help develop your expertise. Relevant activities could include:

- completing specific courses
- participating in selected workshops, conferences, institutes, etc.
- completing independent reading and library/database research

You will be expected to engage in regular discussions with your supervisor over the duration of these activities.

19.3 Complete three comprehensive exams

Your supervisor and supervisory committee will consult with you to set a series of three comprehensive exams designed for you to demonstrate knowledge of the broad substantive and methodological background necessary for completing a dissertation in your chosen field and to establish your areas of scholarly expertise.

Normally, you will begin the comprehensive examination after completing your course work. You **must register in ED6999** for every term that the comprehensive exams are in progress. There is no course attendance associated with ED6999; it simply identifies you as a doctoral student completing comprehensive exams.

The three exams normally consist of **two topics related to your area of study** and **one related to the research methodology** you will use in your dissertation. They are intended to be useful to you as you write your proposal.

The timeframe for you to complete your comprehensive exams will not exceed three consecutive academic terms, with completion no later than seven terms after the original date on which you entered the program.

Each exam will include a scholarly product developed and assessed based on criteria established in advance by the examiner, in consultation with you and your supervisor.

One of the three products must be an academic paper (approximately 30 manuscript pages). One of the three products must be a substantial oral presentation, including fielding questions, along with a permanent scholarly product (e.g., a shorter paper). The remaining product may be a film, work of art, another paper, etc.

There will be **three examiners**, one for each exam. It is strongly encouraged that at least one of the examiners be from outside the supervisory committee. The examiner need not be part of our GAU nor even UNB.

For each comprehensive examination, the chosen examiner will develop a **comprehensive question** and submit it to you, with a copy to your supervisor. Your supervisor will ensure that you are notified in writing of the exam question, the format for responding to the question, the criteria by which it will be assessed, and a timeframe for completion. Your supervisor will notify the Associate Dean (Graduate Programs) that you have been given the question and give a copy of the question to the Graduate Office for your file.

The examiner makes the final determination of the **acceptability of your response** to the exam. After you submit the completed answer to the examiner with a copy to your supervisor, the examiner will return an evaluation of the comprehensive examination with appropriate feedback to the supervisor within one month. The examiner's feedback will include a statement of the results of the exam (pass or fail). Your supervisor will then meet with you to discuss the results of the exam and communicate the results to the office of the Associate Dean (Graduate Programs) to ensure the evaluation is placed in your file.

If you fail to provide an adequate response to any question, this will be the result:

- If you fail one question, you may respond to a new question. If you fail the new question, your supervisory committee, in consultation with the Associate Dean (Graduate Programs), will decide whether you will be withdrawn from the program.

- If you fail two questions, your supervisory committee, in consultation with the Associate Dean (Graduate Programs), will decide if you should be given new questions or be withdrawn from the program.
- If you fail all three questions, you will be withdrawn from the program.

19.4 Write a research proposal and conduct research

Normally, you will begin writing your research proposal after completing your comprehensive exams. At this point, you **must register in ED6998** and continue registering for every term that the dissertation is in progress.

The proposal often has **three chapters**:

- an **introduction** that clearly articulates a research question and its positioning within practice and within relevant scholarship
- a **review of relevant literature** that includes conceptual and theoretical framing as well as research results that are relevant to the research question
- a **description of the planned methods**, including positioning them among established methodological traditions, a timeline, and instruments that can be prepared in advance of the work (e.g. informed consent letters, questionnaires)

When you write your proposal, please use the **electronic thesis template**, which is formatted and structured according to the standards and guidelines of the School of Graduate Studies:

<https://www.unb.ca/etd/steps/step1.html>

Your supervisory committee (especially the supervisor) will give you feedback on drafts of your proposal to ensure quality (there are usually multiple drafts before completion). When your supervisor and supervisory committee deem your proposal ready for defence, your supervisor will give the Graduate Office an electronic copy of the proposal.

Your supervisor, in consultation with you and your supervisory committee, will set a date and time for your **proposal defence** and notify the Graduate Office. The Graduate Office will announce the proposal defence details through the EDUGAU listserv. The proposal will be made available to faculty members on Dropbox for at least a week before the defence. An invitation to the defence will be publicized through faculty and student listservs.

Your supervisor will chair your proposal defence, which is less formal than a thesis or dissertation defence. You will present your proposal for 15 to 25 minutes. The supervisory committee will then ask questions, and you will respond. After this, the audience will also be invited to ask questions. If members of the GAU have significant concerns about the proposal or defence, they must communicate them to your supervisor and the Associate Dean (Graduate Programs) within seven days of the defence. If the concerns are addressed to the satisfaction of the people raising concerns, the proposal is deemed to pass. If the GAU members are not satisfied, the issues will be discussed at a GAU meeting.

Once your proposal has been approved by the Faculty of Education, you must complete the required **ethics forms**:

<http://www.unb.ca/research/vp/ethics.html>

The completed ethics application is submitted to the Faculty Ethics Committee. Once approved by the Faculty Ethics Committee, the application will be forwarded to the University Research Ethics Board (REB) for approval.

You cannot begin research involving human participants until both the Faculty Research Ethics Committee and the REB review and approve this application. If the research involves an institution (e.g., a school) or an Aboriginal community, you also must follow that institution's/community's **ethics/participation protocols**.

19.5 Write and defend a dissertation

You will complete your proposed research, write, and then defend your dissertation. Your supervisor and supervisory committee will provide regular supervision while you do these activities.

When your supervisor and supervisory committee deem your dissertation to be ready for defence, your supervisor will notify the Graduate Office and give the Graduate Office an electronic copy of the dissertation that meets formatting guidelines (remember to use the electronic thesis template: <http://www.unb.ca/etd/steps/step1.html>). The office will make the dissertation available to the GAU for review and invite comments/concerns to be communicated to your supervisor and significant concerns to be addressed to the Associate Dean (Graduate Programs). (If there are significant unresolved concerns, the issues would be brought to a GAU meeting.)

Your supervisor will recommend **examiners** to the Associate Dean (Graduate Programs) and provide their email addresses.

Your supervisor may make informal approaches to prospective examiners. The Associate Dean (Graduate Programs) is expected to contact potential examiners to see if they are interested and able, and then to make a recommendation to the School of Graduate Studies (SGS), which makes the final determination of the examination committee.

The **examining committee** comprises at minimum:

- External examiner (outside of UNB) who is not in conflict of interest (e.g., having recently worked with the supervisor or formatively with the student) – guidelines are here: <https://www.unb.ca/gradstudies/assets/documents/thesissubmissionandassessmentguide.pdf>
- Four internal examiners (from UNB GAUs) including:
 - Supervisor(s)
 - Another member of the Education GAU
 - A member of another GAU (not Education) – often called the “internal external.” Note: The intent is for this person to read the thesis/report as a generalist. If someone outside our GAU cannot be found, the Associate Dean (Graduate Programs) can ask the Dean of SGS to approve the use of a generalist reader from within the Education GAU.

The Graduate Office will forward the dissertation to SGS. SGS will then communicate with the examiners, sending them copies of the dissertation and setting a defence date at least six weeks away,

giving the examiners four weeks to read the dissertation and submit their reports. Once all examiners have deemed the dissertation ready for defence, the Graduate Office will announce the defence details through the EDUGAU and student listservs (and the SGS announces it more widely). The chair will be the Dean of the School of Graduate Studies or the Dean's designate.

At the defence, you will present your dissertation in about 30 minutes. The chair will invite questions and responses from the committee members, starting with the external examiner and ending with the supervisor. Usually, each examiner is given 15 minutes, and then there is a second round of five minutes each. If there is time, questions may be invited afterward from the audience.

The chair will then dismiss the audience and student (only GAU members and examiners remain in the room). The examination committee will adjudicate the dissertation and the oral presentation/defence. The committee will vote for each of these, choosing among these options:

1. Pass with no revisions
2. Revisions required (for the defence it would mean a second defence, for the dissertation it would mean that the examiners would re-read the modified document)
3. Fail

Note that "minor revisions" (ones entrusted to the supervisor to adjudicate) is usually recorded as a "1. Pass with no revisions", but the supervisor does not sign the paperwork until s/he is satisfied with the revisions.

You will then return to the examination room to hear the result. The chair will explain the rest of the processes to you.

For **complete procedures**, please see the SGS regulations and guidelines for the preparation and submission of theses and dissertations (<http://www.unb.ca/etd/resources/pdf/etd-formatting-guidelines.pdf>).

19.6 Participate in other activities

Your program of studies may include additional activities to be planned in collaboration with your supervisor and supervisory committee. These activities may include:

- a. Developing professional competence in disseminating knowledge to others (e.g., the teaching role of the professoriate). Related activities could include:
 - participating in the UNB Diploma of University Teaching
 - teaching course(s) at the undergraduate level
 - assisting a faculty member in teaching course(s)
 - preparing information knowledge resource materials
 - publishing written work

- b. Developing professional competence in conducting research and/or development projects and activities (e.g., the research role of the professoriate). Related activities could include participating in research or development activities other than your own current research project:

- writing research reports
- preparing development-related materials
- preparing and submitting written work for peer review
- publishing written work
- making presentations at scholarly conferences

c. Developing professional competence and leadership roles within the educational community (e.g., the service role of the professoriate). Activities could include:

- making presentations at professional conferences, workshops, institutes, etc.
- participating on committees actively engaged in professional activities
- professional development

20. GRADUATION

Here's a reminder of the **maximum time allowed** to complete your degree:

MEd: If you are a part-time student, you must complete your MEd degree within five years of your first registration as a student. If you are a full-time student, you must complete your MEd within four years of your first registration as a student.

PhD: If you are a PhD student, the regulations of the School of Graduate Studies (SGS) state that you will normally have a maximum of seven years to complete the degree from the date of first registration. You may be able to negotiate an extension with your supervisor, our Associate Dean (Graduate Programs), and the Dean of the SGS.

When you have fulfilled all the requirements for your degree, **apply to graduate** by following the instructions at this link:

<https://www.unb.ca/graduation/>

The application deadlines are March 1 for May convocation and September 1 for October convocation.

NOTE: If you are a PhD student, **you should allow a minimum of four months between the time a final draft of your dissertation is sent to our office and graduation.**

The dissertation must be received by our grad office no later than **June 1 for a fall graduation** and no later than **January 5 for a spring graduation**. Dissertations received after these dates will be processed in a timely manner, but we can't make any guarantees because once the dissertation is sent to SGS (who arranges the defense and distributes it to the examining committee members), it is out of our hands.

GRADUATE WRITING INFORMATION

1. PLAGIARISM

Plagiarism entails passing off the work of someone else as your own. According to UNB's Senate regulations, plagiarism includes "quoting verbatim or almost verbatim from a source (such as copyright material, notes, letters, business entries, etc.) without acknowledging this to be a quotation; taking over someone else's line of thought, argument, arrangement, and supporting evidence (such as, for example, statistics, bibliographies, etc.) without indicating such dependence; submitting someone else's work, in whatever form, (workbook, artwork, tables, etc.) without acknowledgement; representing as one's own in any academic work submitted for credit in a course or program of study, any idea or expression of an idea of another." Plagiarism is a serious offense and can result in dismissal from the graduate program.

2. CO-AUTHORSHIP

As a graduate student, you may have the opportunity to collaborate on journal articles, book chapters, and other productions with your supervisor, other faculty members, and/or other graduate students. Co-authorship is a valuable way to build your skill and confidence in communicating about your research in scholarly and professional publications. However, it can pose challenges if all parties do not agree on what constitutes authorship. The "Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals" (<http://www.icmje.org/icmje-recommendations.pdf>) offers four criteria, which are widely accepted in all disciplines. According to these recommendations, a person can only be considered an author if they have:

- made substantial contributions to the conception and/or design of the work; or to data acquisition, analysis, or interpretation; AND
- contributed to drafting the work or revising it critically for important intellectual content; AND
- approved the final version before publication; AND
- agreed to be accountable for all aspects of the work, ensuring that questions related to its accuracy or integrity are addressed and resolved (p. 2).

To ensure a positive co-authorship experience, it is best to establish as early in the process as possible what role each person will play and whose names will appear, and in what order, in the list of authors.

The following sources offer useful guidance that will help you have a positive co-authorship experience:

- Taylor & Francis, "Co-authorship in the humanities and social sciences: A global view" (<https://authorservices.taylorandfrancis.com/wp-content/uploads/2017/09/Coauthorship-white-paper.pdf>)

- American Psychological Association, “A graduate student’s guide to determining authorship credit and authorship order” (<https://www.apa.org/pubs/journals/resources/publishing-tips/giving-credit>)

3. EDITING

Tutors in the Writing and Study Skills Program (see Section 13.2) will highlight writing issues and errors, but they are not editors. You may hire a professional editor to copy-edit your assignments, report, thesis, or dissertation, but before hiring an editor, we advise that you contact your instructor or supervisor to ensure it is appropriate to do so and to discuss the specific editing tasks. (For example, should the editor flag errors or fix them? Should they attend to citation formats as well as the body of the text?) We recommend that you keep a copy of the work you provided the editor as well as editor’s revised work in case your instructor or supervisor asks to see them. If you choose to use the services of an editor, remember that it is ultimately your responsibility to ensure the writing is clear and error-free and meets the criteria for academic integrity.

The Editor’s Association of Canada provides additional information on the ethical editing of theses and dissertations:

https://editors.ca/wp-content/uploads/2023/07/Guidelines_Editing_GraduateStudentTexts_revised_08-14-2024.pdf

CHECKLISTS

After reading the handbook, use these guides to help ensure you don't miss any important steps in your program.

At the start of your program:

<input type="checkbox"/> Activate your IT services	<p>https://www.unb.ca/its/</p> <p>See Section 2.1 of this handbook</p>
<input type="checkbox"/> Forward your UNB email to your regular email account (optional)	<p>Log into the myUNB Intranet: https://unbcloud.sharepoint.com/sites/MyUNB</p> <p>Open your Email.</p> <p>Select the gear icon from the top right of your screen. Type "forward" in the search bar and follow the instructions.</p> <p>See Section 2.3 of this handbook</p>
<input type="checkbox"/> Contact your advisor	<p>See your Welcome email for your advisor's name and email address. Contact your advisor if you need help selecting courses.</p>
<input type="checkbox"/> Register for your first term of courses	<p>Register online via https://unbcloud.sharepoint.com/sites/MyUNB</p> <p>You will need these resources:</p> <ul style="list-style-type: none">• Detailed instructions about how to register• Education course descriptions• Timetable information <p>See Section 4 of this handbook</p>
<input type="checkbox"/> Pay your tuition	<p>To pay your tuition, log into https://unbcloud.sharepoint.com/sites/MyUNB. Choose <i>Tuition & Fee Statement</i>.</p> <p>See Section 3 of this handbook</p>
<input type="checkbox"/> Apply for transfer credit (optional)	<p>You can only apply for transfer credit from another institution until the end of your first term of study.</p> <p>See Section 7 of this handbook</p>

Before the start of each term:

<input type="checkbox"/> Check deadlines for registering and paying tuition	https://www.unb.ca/gradstudies/current/resources/important-dates.html
<input type="checkbox"/> Register for your courses	http://www.unb.ca/academics/registration/ See Section 4 of this handbook
<input type="checkbox"/> If you are a research-based student, make sure to register for your project/report or thesis every term	Choose ED6996 for project/report route Choose ED6997 for thesis route See Sections 4 & 17 of this handbook
<input type="checkbox"/> Pay your tuition	https://unbcloud.sharepoint.com/sites/MyUNB . Choose Tuition & Fee Statement. See Section 3 of this handbook
<input type="checkbox"/> Check your UNB email regularly	You will only be notified through your UNB email if a spot opens in a course you are waitlisted for. You have until 11:59pm the following day to respond before the spot passes to someone else.

During each term:

<input type="checkbox"/> Check deadlines for adding or dropping courses	https://www.unb.ca/gradstudies/current/resources/important-dates.html
<input type="checkbox"/> Check your UNB email regularly	Watch for scholarship opportunities, events, and deadline reminders.
<input type="checkbox"/> Contact your advisor	Check with your advisor if you have questions about your academic program.

Every September and January:

<input type="checkbox"/> Contact the GSA to opt out of Health & Dental coverage (optional)	http://www.unbgsa.ca/services/health-and-dental-plans/ See Section 14.1 of this handbook
<input type="checkbox"/> Contact GSA for info to opt out of the Universal Bus Pass (if applicable)	506-453-4700 or office@unbgsa.ca See Section 14.2 of this handbook

If you are a research-based student:

<input type="checkbox"/> Collaborate with your supervisor to complete your annual progress report in early November each year	https://www.unb.ca/gradstudies/assets/documents/student_annual_progress_report.pdf See Section 9 of this handbook
<input type="checkbox"/> Meet with your advisor/supervisor regularly	Your advisor/supervisor will help you select courses and guide you in creating your research proposal and project/report, thesis, or dissertation.
<input type="checkbox"/> Check your UNB email regularly	Watch for scholarship opportunities, events, and deadline reminders.
<input type="checkbox"/> Read about how to write and defend your project/report, thesis, or dissertation	See Section 17 of this handbook for MEd See Section 19 of this handbook for PhD
<input type="checkbox"/> Apply to present a poster or paper	Watch your email for announcements from the GSA about the Graduate Research Conference. http://grc.unbgsa.ca/
<input type="checkbox"/> Make sure to register for your project/report or thesis every term	Choose ED6996 for project/report route Choose ED6997 for thesis route See Section 17 of this handbook

At the end of your program:

<input type="checkbox"/> Check your UNB email regularly	You will receive information related to the end of your program
<input type="checkbox"/> Apply to graduate	https://www.unb.ca/graduation/ The deadlines are March 1 for May convocation and September 1 for October convocation. See Section 20 of this handbook
<input type="checkbox"/> Ask Financial Services to pay out any leftover scholarship money in your account	https://www.unb.ca/financialservices/students/paymentoptions/scholarships.html