

DIRECTOR'S MANUAL
SCHOOL OF GRADUATE STUDIES

2010

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This is a “work in progress” and suggestions are welcome.

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A. PREFACE

This manual represents an attempt by the School of Graduate Studies to provide Directors of Graduate Studies (DoGS) with a complete set of guidelines, instructions, and regulations. It is hoped that the manual will provide the answers to the many questions that arise during the course of the year, especially to those DoGS who are new to the task and still finding their way.

Many of the guidelines in this manual change from time to time as do the regulations which are often revised by the Executive Committee in the light of experience. For this reason, the manual is available in .pdf format on the SGS website so that it can be updated periodically and is searchable.

We are aware of the fact that this manual is not free of errors and may have several gaps and omissions. It would be appreciated if these omissions and/or errors are brought to the attention of the SGS. Comments and criticisms of the content, format, and general usefulness of this manual would also be greatly appreciated.

B. SERVICES PROVIDED BY SGS

B.1 CONTACTS

School of Graduate Studies
Sir Howard Douglas Hall
Box 4400
Telephone: (506) 453-4673
Fax #: (506) 453-4817
E-mail: gradschl@unb.ca

For details of an updated contact list for the School of Graduate Studies please follow these links:

Administrative Officers and Staff:

<http://www.unb.ca/gradstudies/about/admin.html>

Directors and Graduate Secretaries Fredericton:

http://www.unb.ca/gradstudies/about/dogs_unbf.html

Directors and Graduate Secretaries Saint John:

http://www.unb.ca/gradstudies/about/dogs_unbsj.html

B.2 INFORMATION SOURCES

Thesis Regulations:

<http://www.unb.ca/gradstudies/current/index.html>

The Graduate Calendar:

<https://eservices.unb.ca/calendar/graduate/> for the general calendar

<http://www.unb.ca/gradstudies/resources/pdfs/calendarregulations.pdf> for regulations
only

Collective Agreement for TA's and RA's

<http://www.unb.ca/hr/employees/documents/UNBPSACCollectiveAgreement.pdf>

Collective agreement for Part time Instructors which may include Graduate Students

<http://www.unb.ca/hr/employees/agreements.php>

(Note: this is the main link. The agreement was not finalized when this document was prepared.

B.3 SUPPORT FOR GRADUATE STUDIES

The budget of the School of Graduate Studies includes a number of funds which permit the financial support of certain graduate studies programs. A brief description of the various services and funds available through the Graduate School is given below.

Postgraduate Scholarships

The School of Graduate Studies (SGS) office coordinates application procedures for a number of national scholarship programs. These include the Social Sciences and Humanities Research Council (SSHRC), the Natural Sciences and Engineering Research Council (NSERC), Canadian Institutes of Health Research (CIHR), Vanier and other scholarship programs. Contact the Awards Assistant (sgsaward@unb.ca) for more information.

Student Support

Final year undergraduate and graduate students are encouraged to explore the possibilities of obtaining a scholarship for graduate study at this or any other university.

<https://eservices.unb.ca/calendar/graduate/awards.cgi?tables=awards&title=Awards>

Research/Conference Travel Grants

The budget of the SGS includes a small fund to assist with research/conference travel by full-time graduate students. Details are in Section F.4 of this guide. Applications must be supported by the student's research supervisor and the Director of Graduate Studies of the Graduate Academic Unit. A brief written report on the trip must be made by students on their return. Students are eligible for only one grant per year.

Graduate Assistantships (GRA)

The Graduate School budget includes an amount for the financial support of graduate students at this University through the award of graduate assistantships. Each department or faculty is allocated a sum of money for use in the award of assistantships to suitable students in accordance with certain guidelines set by the SGS.

Note: Public Service Alliance Local 60550 Graduate Student Workers represents graduate student RA's and TA's. The agreement defines many aspects of how assistantships are offered. A link to it is provided above.

C. APPLICATIONS

Note: The School of Graduate Studies is in the process of switching to on-line admissions during 2011.

Check: <http://www.unb.ca/gradstudies/admissions/index.html> to find which programs are active.

C.1 GENERAL PROCEDURES

Application processes for students are online at:

<http://www.unb.ca/gradstudies/admissions/index.html>

Administration, Arts, Education, Nursing, and Kinesiology

All requests from applicants addressed to the School of Graduate Studies (SGS) normally result in the material requested being sent directly to the prospective student.

Where the student have contacted the GAU directly, the Director of Graduate Studies (DoGS) advises the SGS of the action to be taken.

All applicants from non-English speaking countries must do the TOEFL or its equivalent. The letter requesting this information is sent by the SGS.

Science, Applied Science, and Engineering

All requests directed to the SGS are referred to the appropriate DoGS (where this has been indicated by the applicant) with a request for action. The material is then sent to the prospective student on recommendation by the GAU. If the student has not indicated the discipline of interest, a letter is sent from the SGS requesting a transcript and some indication of specific interest. Upon its receipt, this information is forwarded to the appropriate DoGS for action as noted above.

All applicants from non-English speaking countries must do the TOEFL or its equivalent. International students receive a sheet of information relating to finances, work permits and visa requirements (see section on International Students).

All Students

Students receiving Tri Council scholarship funding (NSERC, SSHRC, CIHR) at the PGSM, CGSM, PGSD or SSHRC Doctoral levels receive an automatic top up from the Board of Governors scholarships.

Following receipt of the completed application forms, a file on the applicant is established in the SGS, and the name and status of the applicant entered in a file index. This entry is updated as

transcripts and letters of reference arrive. An acknowledgement of receipt of the application is sent to the student. This letter indicates the status of the application.

The information in the applicant's file can be transferred to the GAU at any state of the application process. Most GAUs wish to receive the application as soon as the transcript arrives so that a personal Departmental contact can be established with the applicant. Other GAUs wish to have the files relatively or totally complete before receiving them. (Please remember that it often takes considerable time before a file is completed and there is a risk in the loss of the student to another university if contact is unduly delayed.)

If there is more than a month's delay in receipts of letters of reference, transcripts, or TOEFL scores, the SGS sends reminders to the applicant that the file is incomplete.

Part-time Students

A general statement on policy for part-time study in the SGS can be found in the calendar:

http://www.unb.ca/gradstudies/_resources/pdfs/calendarregulations.pdf

Students may study part-time for Masters or Doctoral degrees.

C.2 ENGLISH LANGUAGE REQUIREMENTS

In general, International students whose mother tongue is not English are required to take the Test of English as a Foreign Language (TOEFL) or its equivalent, prior to admission to the SGS. A list of countries which UNB considers to be English speaking is available at:

<http://www.unb.ca/prospective/international/ecountries-language.htm>

The normal method for assessing English competence is the Test of English as a Foreign Language (TOEFL). However, other tests, including the Michigan Test and the English Language Testing Service (ELTS), may be acceptable;

The normal minimum entrance requirement is a score of at least 550 on the old style TOEFL with a TWE of 4.5, 213 on the Computer Based TOEFL and 81 on the Internet based test. For the IELTS a score of 7 is required and for Michigan a score of 85 or greater. A table of score conversions may be found at:

<http://www.eurogates.nl/en-TOEFL-IELTS-score-conversion/>

Students who are marginal in their results may be required to take, and obtain an acceptable grade in an English as a Second Language course as part of their degree requirements (AESL 6021/22);

Proficiency in English may also be demonstrated through the completion of a minimum of two years of university level education within the past five years, where the language of both instruction and examination was in English. Where this university is not in a country such as Canada, United States, Great Britain, Australia, or New Zealand for which an official

transcript is accepted as sufficient documentation, the required documentation to be submitted will be a copy of the official transcript plus a certified (ie. by Registrar or equivalent university official) letter indicating the specific courses from the transcript in which both the "instruction and examination were in English" .

Departments which wish to maintain higher admission requirements than those given above are free to do so;

The Executive Committee of the SGS has the authority to adjudicate disputes which might arise in the application of the above principles.

C.3 International Students

Before Canadian Immigration will issue a Student Visa, the student must have an official letter of admission to a graduate program (from the SGS) and some indication that the student has adequate financial resources at her/his disposal in Canada. In some cases the student will be self-supporting while in others she/he will be supported by her/his government or the Canadian government (e.g., CIDA); however, in most cases the letter of financial support from UNB will be the document used in the Student Visa Application process.

Arrival of Overseas Students in Canada

If an overseas student writes to the DoGS of a GAU with information concerning her/his date of expected arrival in Fredericton, flight number, etc., then the DoGS should immediately inform the International Student Advisor. This will enable the International Student Advisor to meet the students upon arrival and ensure that they have accommodation, adequate clothing, etc.

D. ADMISSIONS

D.1 GENERAL PROCEDURES

Application forms, instructions, etc., can be obtained from the school of graduate studies on paper; or may be downloaded from the SGS website:

<http://www.unb.ca/gradstudies/admissions/index.html>

The application fee is \$50.

This fee cannot be paid from a UNB account.

If you need to pay an application fee for a student it can be done privately and then the student can reimburse from their stipend.

D.2 ADMISSION STANDARDS

Official admission to graduate programs is granted only by the School of Graduate Studies (SGS). Directors should be cautious in their correspondence with prospective graduate students to ensure that this is understood by the applicants and that the applicants do not get the impression from the correspondence that they have been admitted by the Graduate Academic Unit (GAU).

Admission can be unconditional, conditional upon completing specified deficiencies, or the student can be admitted to the Qualifying Year. An unconditional admission may be probationary, depending on the applicant's background. A student who completes the requirements indicated in a letter of Conditional Admission then receives the letter of unconditional Admission.

An applicant is normally rejected when she/he does not meet the academic entrance standards to graduate programs; does not have sufficient competence in English; or because the Department cannot provide supervision in the program or specialty requested by the applicant.

Where a dispute arises between a GAU and the Graduate School concerning the admission of a student, the case may be referred to the Executive Committee of the SGS for a final decision.

D.3 OFFER OF ADMISSION

An offer of admission to a graduate program shall specify the program to which the student is admitted in terms of available programs as defined in the Graduate Calendar. Terms of admission applying to a given offer shall be articulated in the offer. GAUs are responsible for specifying the program and terms of admission at the time that their recommendation for admission is forwarded to the SGS.

The offer shall include information regarding course requirements, full- or part-time residency requirements, and any other pertinent program components.

In the case that a change in the student's program is required following the first registration, the student and the GAU must arrive at a mutually agreed arrangement and forward a request in writing to the SGS. The change will not come into effect until the Dean or Associate Dean has granted her/his approval.

1. Information About Registration

Students are required to register in the SGS by the dates specified in their letter of offer. Normally registration can be done on-line and is the same for all students, both undergraduate and graduate.

At the time of their registration students are required to make appropriate arrangements for payment of fees. This should be done by visiting Financial Services and consulting the person responsible for graduate fees.

2. Information Concerning Conditions to be Satisfied

Completion of Current Program: Applicants are required to complete the degree program in which they are currently enrolled at a standard acceptable to the SGS. As soon as possible after completion of all requirements for the awarding of the applicant's degree, she/he must arrange for confirmation of successful completion to be sent to the SGS by an appropriate official of the university. Normally, an official transcript showing courses taken, the degree received (or to be received) and the date of award is required. For universities which do not issue transcripts of marks, an official statement specifying the degree awarded (or to be awarded), indicating the class of degree and the date of award will be accepted.

Language Competence: Applicants are required to submit evidence, acceptable to the SGS, to demonstrate that they have an appropriate level of competence in the English language. This evidence should be in the form of a TOEFL score or its equivalent score sent directly to the SGS. See above for details.

D.4 Qualifying Year

A letter accompanying the letter of admission to the Qualifying Year summarizes the reasons for admission at this level and the conditions associated with such an admission. Following the satisfactory completion of the Qualifying Year, the student is then admitted to a degree program.

1. Qualifying Student Status

a. QUALIFYING STUDENT STATUS

A Qualifying Student is one whose academic qualifications would normally entitle the student to admission for degree candidacy but who is considered to be inadequately prepared for advanced work in the proposed field of study.

Qualifying Student status is an opportunity for the student to improve his or her qualifications to the standard required for admission as a degree candidate. Courses to be taken during the year are determined by the Director of Graduate Studies in the Department concerned. The student will not commence his or her research program until completion of the Qualifying period and admission to the postgraduate degree program. If the student's performance during the Qualifying period is satisfactory to the Department and to the School of Graduate Studies, admission as a degree candidate will be granted. Retroactive degree credit for courses taken during the Qualifying period will not normally be granted, but exceptions may be made in the case of advanced level courses. Credit towards the residence requirements for a degree will not be granted for the time spent as a Qualifying Student. Fees paid during a Qualifying period will not be credited towards the program fees for the subsequent postgraduate program.

Qualifying students are not eligible for financial assistance from the School of Graduate Studies through GRA's. However, some Departments may be able to offer limited support in return for assistance in the teaching program of the Department. Upon successful completion of the Qualifying period and admission as a degree candidate, students are then eligible to be considered for financial assistance from the School of Graduate Studies. However, admission to a graduate program from the Qualifying Year neither gives nor implies any guarantee of financial support in the graduate program. This is an especially important consideration for candidates on student visas, since such students will not be allowed to remain in Canada without adequate support.

Qualifying programs are also used in some cases to allow a student who has a GPA below 3.0 to demonstrate their ability. Such use of the qualifying program has the same requirements as noted above.

D.5 Financial Offers: To New Admitted Students

DoGS should familiarize themselves with the terms of the Collective Agreement for teaching and research assistantships since the initial offer to a student affects the length of time the unit is committed to provide funding.

Once the student is admitted to a graduate program (conditionally or unconditionally), offers of financial assistance may be sent. Prior to this, it is appropriate for DoGS to indicate to prospective students the level of support which they can expect if admitted, but no formal offer of support is to be made.

International students seeking visas must have a formal letter of admission and an official letter offering financial support to an adequate level before Canadian Immigration Officers in foreign countries will consider their applications,.

Offers of Financial Assistance to International Students

In order to minimize immigration difficulties for international graduate students, an offer of financial assistance must be made. A basic format for this letter may be obtained from the Admissions Secretaries in the SGS.

The following points should be noted in connection with the use of this form:

1. Offers of financial assistance must not be sent to students until after they have been officially notified of their admission (either conditional or unconditional) by the SGS;
2. The form must be used for all students who have, or will have, student visas;
3. Each offer must be sent to the SGS for signing by the Dean or Associate Dean with a copy to the International Student Advisor. (NOTE: this is for students in science and applied science, procedure not followed in other faculties); and
4. Please note that there is a separate form for Canadians/ Landed Immigrants.

D.6 Admission Standards for Graduate Studies

In 1990 a subcommittee on course grading guidelines was given the task to review the issue of course grading and admission standards. The subcommittee also considered the admission requirements, and it was felt that the current regulations, with some slight modifications, should remain in force.

The accepted academic standard for admission to the School of Graduate Studies is a cumulative grade point average of 3.0. It was felt, however, in those cases where students had a low performance in their first year and have improved their position in the subsequent years, the first year average could be disregarded. In assessing students for admission to the Graduate School, the Directors of Graduate Studies can, therefore, make a recommendation on the basis of the last 3 years in a 4 year program or the last 4 years in a 5 year program.

It was also felt that some flexibility should be exercised for mature applicants. In cases where potential graduate students have been out of university for some time, consideration could be given to their experience and the relative comparisons of marks currently offered and those previously given. It would be necessary to consider the grading standards in place at the time the student was studying in comparison with the current standards.

There is some concern within the Graduate School that a fairly significant number of students with cumulative grade point averages substantially below the minimum of 3.0 are being recommended for admission. It is advisable, therefore, to review this procedure in an attempt to increase the quality of the students being admitted to the various programs.

(22 October 1990 memo from then Dean of Graduate Studies and Research Dr. F.R. Wilson)

D.7 ADMISSION ON PROBATION

Students admitted on probation will receive a letter in a form similar to that below:

I am pleased to inform you that you have been admitted to graduate studies as indicated on the attached form. Please note that this is a probationary admission offer--in other words, under the conditions of this offer of

admission on probation, your status will be evaluated following the completion of the first 15 credit hours of your program. Probationary admission is granted only in exceptional situations where the applicant's academic performance in the undergraduate degree program does not meet all the standards normally required for admission by the School of Graduate Studies but where there are other strong indicators of the potential for graduate work.

As you will be on academic probation for the first year of your program, your progress will be closely monitored during this time. Full-time students on academic probation are required to take at least two graduate level courses per term, and to meet the following standards: No mark below B- and an overall grade point average of at least 3.0 at the end of each term. The repeating or replacing of courses will not be permitted. Probation will not, under any circumstances, be extended beyond one year for full-time students. For part-time students, probation will continue until the completion of at least four, one-term graduate courses. Failure to meet the above standards upon the completion of any term will result in immediate termination of the program.

You should be aware that these terms represent the minimum level of performance required by the School of Graduate Studies of students on probation. Individual departments or programs may require more stringent performance levels. If this is the case in the department or program to which you have been admitted, you will be advised in writing by that Director of Graduate Studies (DoGS) of those conditions as approved by the School of Graduate Studies.

In all other respects, your status will be that normally associated responsibilities and privileges of a full- or part-time graduate student.

It is hoped that you will take advantage of this opportunity and that both you and the university will benefit from your studies. In anticipation of your acceptance of this offer, I am pleased to welcome you to the School of Graduate Studies at the University of New Brunswick.

Once a student has completed their probationary requirements successfully they may request that the "Admitted on Probation" notation be removed from their graduate transcript.

D.8 Definition of Certificates and Diplomas

The designation "Certificate" should be applied to a program of study that does not require previous post-secondary study for admission. It is expected that the total number of courses in a certificate program will be at least 5 term courses or their equivalent (a minimum of 15 credit hours).

The designation "diploma" should be applied to a program of study that requires the completion of some post-secondary study at a university or college for admission. It is

expected that the total number of courses in a diploma program will be at least 10 term courses or their equivalent (a minimum of 30 credit hours) with at least half the work beyond the level of first-year courses.

(Senate Meeting of 9 February 1999)

Note that development of a certificate program requires the same process as proposing a new degree. The program must be assessed by the Executive committee and Senate and then must be approved by MPHEC.

D.9 ADMISSION REQUIREMENTS (Special Requirements)

Except for applications from Technical Universities, students must have a Master's degree if applying from universities in the following countries: Bangladesh, India, Pakistan, and Sri Lanka.

Exceptions are Bachelor-level graduates from the Indian Institutes of Technology, Indian Institutes of Science and the regional engineering colleges (where students are examined to national standards. Some similar institutes exist in other countries. Otherwise, unless there is solid evidence to reinforce the candidate's documentation, admission is not granted. Such evidence is a good GRE score, national scholarships, and the like.

D.10 ADMISSION TO GRADUATE PROGRAMS OF INDIVIDUALS WITHOUT UNDERGRADUATE DEGREES

In exceptional circumstances, admission to the Graduate School may be granted in the absence of an undergraduate degree, where alternative qualifications (credentials and experience) indicate an ability to succeed at the graduate level.

In the consideration of applicants who do not have the normally required undergraduate degree, the following procedures will apply:

(i) The Graduate Academic Unit (GAU) will prepare the application for consideration by the School of Graduate Studies (SGS) in the normal manner, but the case for admission must be made in writing by the GAU and accompany the application. The recommendation for admission must have the support of the majority of the Graduate Committee of the GAU. Where the vote is not unanimous, it must be recorded and accompany the application.

(ii) The application will be considered by the Deans of the SGS who will determine the admissibility of the applicant and, in consultation with the GAU, will establish any conditions on the admission (for example, qualifying period or probation). (NB: If any Dean is perceived to be in a position of a conflict of interest, a substitute will be made from the membership of the Executive Committee of the SGS.)

(iii) If the decision of the SGS Deans is not accepted by the GAU, the application will be considered by the Executive Committee of the SGS which will recommend an appropriate course of action to the Dean of the SGS.

E. REGISTRATION

E.1 Procedures:

Students register for courses, online, in consultation with their DoGS, supervisors, and graduate secretaries.

Graduate courses may be taken for CREDIT, NON-CREDIT or AUDIT.

Please note also that course numbers must be assigned to the thesis or report according to the following:

Masters Report: 6996

Masters Thesis: 6997

Ph.D. Thesis 6998

Candidates for higher degrees are required to take certain courses, in both their major subject and in related fields, in order that they are brought to the proper level for receiving the masters or doctoral degree. The number and type of courses required depends upon the particular degree program and upon the candidate's previous training.

The courses taken by a graduate student may be divided into three classes:

1. Required courses which form part of the program (credit courses);
2. courses which are required but which are in addition to the regular program the degree (qualifying courses) and;
3. Courses which the student wishes to take, or is recommended to take, but for which no degree credit is sought (non-credit courses).

These three types of course will all be listed on the student's academic transcript with the grades obtained and a notation as to the type of course: credit, qualifying, or non-credit. Courses will be listed only if the student has formally registered for them.

Credit Courses

Credit courses may be graduate or undergraduate and may be taken in the department or department of study or in related departments. Courses taken in the department or departments of study will normally be graduate courses, with the possibility of a limited number of advanced undergraduate courses. Courses taken in related departments may be either graduate or undergraduate, but credit will not normally be given for elementary undergraduate courses.

The decision as to whether credit will be allowed for an undergraduate course, whether in

the department of study or in a related department, will rest with the student's GAU, subject to the overall authority of the Dean or Associate Dean of Graduate Studies.

Qualifying Courses

If a student is deemed to have a deficient background in certain subjects as compared with the normal candidate in his/her degree program, she or he may be required to take qualifying courses. These are undergraduate courses in the department of study or in a related department. The student is required to obtain grades which are satisfactory to the department.

Non-Credit Courses

Subject to the approval of a student's own GAU and of the instructor concerned, a graduate student may register for any course, graduate or undergraduate, as a non-credit course. The grade obtained in such courses will appear on the student's transcript but shall have no bearing upon the student's degree candidacy.

Audit Courses

In addition to the three categories of credit courses listed above, graduate students may also officially register for one (or more) course(s) on an AUDIT basis. The DoGS in the student's GAU must approve the course, and the instructor of the course must agree to accept the student on a clearly defined basis as an AUDIT. If, at the end of the course, the student has fulfilled all the requirements set forth by the instructor and agreed to by the student, the instructor will inform the Registrar and the course will be retained as an AUDIT course on the transcript. If the student does not fulfill the requirements, the course will be deleted from the transcript.

Transfer of Registration

The situation often arises where it is appropriate for a student to change from one degree program to another e.g MEng to MScE, or Masters to Ph.D" or Qualifying Year to Degree program. Such changes are initiated by the DoGS by way of a memo to the Assoc. Dean or Ass't Dean indicating the circumstances and recommending the change. If the Assoc Dean or Ass't Dean concurs with the recommendation, the student is advised by letter with copies to the DoGS and to the Registrar's Office and the student's record is altered to reflect the change.

It is policy in some GAUs to make all admissions at the Masters level with transfer to the PhD following a successful term or year program. Such transfers are not automatic and the procedure above must be used. .

Residence Requirements

The residence requirements for post-graduate degrees are clearly defined in the Graduate Calendar Regulations.

http://www.unb.ca/gradstudies/_resources/pdfs/calendarregulations.pdf

Grade Standards

A complete description of the grades and standards required to maintain registration in the SGS can be found under Grade Standards in the Graduate Calendar.

DoGS should review grades for each graduate student in their unit periodically but at least once a year in conjunction with the submission of student progress reports. The form of the report is found at:

http://www.unb.ca/gradstudies/_resources/pdfs/student-progressreport2008.pdf

Students who have not achieved the required standing in a course(s) should be notified by the DoGS.

One of the following three alternative courses of action are normally recommended:

1. The student be required to withdraw;
2. The deficient course(s) be repeated to obtain a satisfactory grade;
3. The deficient course(s) be replaced with suitable alternatives.

The procedure to be followed in number 1 (above) is outlined in the section on Withdrawals. Please note also that a student may appeal any academic decision (including a grade). The procedure to be used in such an appeal is also outlined in the Calendar Regulations beginning on page 18.

http://www.unb.ca/gradstudies/_resources/pdfs/calendarregulations.pdf

Submission of Grades

Grades for graduate courses are submitted on-line in the same manner as grades for undergraduate courses. For courses which extend beyond the usual term boundaries the "In Progress" INP designation may be used. This allows a course to be continued without the grade changing automatically to an F.

Completion of Degree Requirements

It is the responsibility of the DoGS to ensure that the documentation is complete for graduating students. The SGS has forms, appropriate to the degree, which are to be completed by the DoGS. These are on the SGS website on the Faculty-Staff page:

<http://www.unb.ca/gradstudies/faculty-staff/index.html>

Time Limits on Degrees; Extensions

The time limits on post-graduate degrees are described in the Graduate Calendar. As noted in the Calendar, at the discretion of the Dean or Associate Dean, and where extenuating circumstances justify it, an extension to the time limit may be approved. The procedure is initiated by a memo from the DoGS indicating the circumstances and recommending the length of the extension to be granted. The student is informed of the extension by a letter from the Assoc Dean or Ass't Dean with a copy to the GAU.

Grades for Graduate Courses

INC (Incomplete) is awarded only on the basis of illness supported by medical evidence, or compassionate grounds or other unusual circumstances upon the recommendation of the faculty member concerned, and with the approval of the Registrar. INC grades convert automatically to 'F' on the same schedule as the undergraduate program.

INP (In Progress) may be used for courses which do not complete in a normal term cycle or which continue over some time such as the thesis course numbers.

E.2 TIME LIMITS ON DEGREES

Candidates for Master's degrees must complete their degree within four years from the date of initial registration, although it is expected that most candidates will completed all requirements within two years. Candidates for doctoral degrees must complete their degrees within seven years, although it is expected that most candidates will completed all requirements within four years.

For a master's degree taken entirely on a part-time basis, the time limit to be applied will be determined at the time of admission to the program but is generally 5 years. For the Ph.D degree taken entirely on a part time basis, the time limit for completion is still seven years.

Extension to the time limit may be granted to a student in exceptional circumstances provided that the candidate's GAU supports such an extension. Extensions may be granted only by the School of Graduate Studies.

E.3 WITHDRAWALS**Voluntary Withdrawal**

A Student who has voluntarily withdrawn from the School of Graduate Studies in good standing may be re-admitted on the basis of a recommendation from his/her GAU or Faculty. This recommendation must specify the grounds for re-admission and provide a detailed schedule for the student's completion of her/his degree. Students who have taken courses from any postsecondary institutions must ensure that updated transcripts are attached to the documentation forwarded to the SGS. Each application for re-admission is dealt with individually, and there is no guarantee of re-admission for any student. The decision on readmission is made by the Dean or Associate Dean of the Graduate School

based upon the recommendation of the GAU Director of Graduate Studies. This decision is final and not subject to appeal.

A student who has voluntarily withdrawn from the School of Graduate Studies will not be accepted, in the following academic year unless they have made prior arrangements, agreed to by their GAU so that the letter confirming withdrawal also stipulates a time period during which they can be readmitted without penalty.

Students who wish to withdraw from their graduate program should be advised of the following:

1. A student who withdraws and later is successful in gaining re-admission reenters the program under the rules and regulations in force at the time of her/his readmission; and
2. Re-admission is not guaranteed and may be denied because of a number of factors, including the GAU's shift in academic emphasis, personnel, resources, and the like--in other words, the GAU or the SGS may decide that the University no longer has the human and physical resources to accommodate the needs of the student applying for readmission. On the other hand, the University has the responsibility to accommodate the needs of a graduate student who maintains continuous registration.

Compulsory Withdrawals

The Graduate Calendar deals with students' performance in course work but not with unsatisfactory performance during the stage of the researching and writing of the thesis or dissertation. For course work, the following is specified:

The performance of a student who obtains a cumulative grade point average of less than 3.0, or who obtains one or more grades in the range of D to F shall be considered unsatisfactory, and appropriate action will be taken by the GAU in consultation with the Dean of Graduate Studies. The student will be required either to take additional courses, to repeat courses, or to withdraw from the Graduate School. (1998-99: 6)

Of course, acceptance into a graduate program is no guarantee of successful completion of that program. In addition, in some cases a student is perfectly capable of completing her/his course work but is not capable of successfully completing the rest of her/his program's requirements. Therefore, whenever a GAU in consultation with the SGS determines that a student is not making satisfactory progress in either course work (dealt with above) or research, the decision that the student be required to withdraw may be made. The following "policy" deals with the research phase of a graduate student's program and offers protection both to the student (against what may be viewed as arbitrary and sudden dismissal) and to the professor who might discover that a student whose course work has been adequate is nonetheless unable to complete a thesis project.

Procedure for Compulsory Withdrawal

1. The supervisor and reader shall first explore this most drastic step in a meeting with the Director of Graduate Studies (DoGS) and the student;
2. In this discussion, the problems causing the student's unsatisfactory progress are to be clearly defined by the supervisor and reader, and a suitable course of action (with a particular timeframe) set forth;
3. Should this course of action not be followed, the supervisor may formally recommend to the DoGS that the student be asked to withdraw from the graduate program. The supervisor will pass on to the DoGS all work, notes, responses, etc relating to the student's unsatisfactory progress, along with a request that the student be dropped from the program;
4. The student has two options at this juncture: to withdraw or to appeal;
5. If the student appeals, the DoGS will show her/his file to two other members of the GAU. In the case that one of them agrees to take over as supervisor, the student will be allowed to continue. Otherwise, the student will be asked to withdraw.

It should be remembered that the Dean and/or Associate or Assistant Dean of the School of Graduate Studies should be kept up-to-date, and that all of the above steps must be carefully documented.

E.4 APPEALS

Appeals are governed by rules in the Calendar beginning with Article 23:

http://www.unb.ca/gradstudies/_resources/pdfs/calendarregulations.pdf

F. FINANCIAL

Financial offers, particularly for international students, should follow the format of the letter you can get from the Admissions Secretaries in SGS.

F.1 SCHOOL OF GRADUATE STUDIES FEE REMISSION POLICY

A registered graduate student in good standing will be granted financial credit for course charges levied at other accredited universities up to the maximum of the per course fee charged by UNB for that academic term under the following conditions:

1. The course must be pre-approved by the GAU for credit toward the student's degree program and should be something which cannot be taken at UNB but which is critical to the student's program..
2. The course credit must be pre-approved by the School of Graduate Studies.
3. The student must complete the course(s) with a grade of B or better (North America System).
4. For the course to be credited to the student's graduate program, the student must arrange for an official transcript to be forwarded directly to the School of Graduate Studies.
5. The student must provide to the School of Graduate Studies an official receipt or a letter from the Comptroller's Office of the other institution that indicates the amount of the course(s) fee(s) and that they have been paid.
6. The School of Graduate Studies will forward the above documentation to the Office of Financial Services with a recommendation for reimbursement.
7. A part-time student may receive for credit a maximum of one course per term while a full-time student may receive fee credit for a maximum of two courses per term (note: there are three terms per calendar year in the Graduate School).
8. No more than 50 percent of the required courses in the student's program may be taken at other institutions on a fee remission basis, except in truly exceptional circumstances (e.g. an extreme legal situation such as being forced to reside elsewhere due to a restraining order on a spouse, or having come under a witness protection program).
9. This policy will be superseded by any arrangements which have been set in place through formal academic exchange agreements or programs at the graduate level between institutions which have been formalized under an agreement signed through the Office of the Vice-President (Research) or the International Office.

F.2 TRANSFER CREDIT

Students who are currently registered in a graduate degree at UNB may receive credit for courses taken at other institutions. These students must obtain permission prior to the commencement of the courses from the School of Graduate Studies who will act on the advice of the DoGS.

In all cases, such transfer credit may not exceed either one half of the program or 12 credit hours, whichever is less.

Students must arrange upon completion of their course for an official transcript to be sent to UNB. This transcript must show the course taken and the grade achieved in order for the transfer credit to be awarded.

F.3 WAIVER POLICY

Students may request from the School of Graduate Studies that their fees be waived. The policy on Fee Waivers as follows:

A request for waiving fees is reviewed by the Dean and a recommendation is made to the Office of Financial Services.

The request must be supported by the supervisor and/or Director of Graduate Studies. Supporting documentation must clearly establish the time frame of events and provide evidence for undue delays not of the student's making. Before rendering a decision, the Dean reviews this material.

In making her/his recommendation, the Dean places great emphasis on the notion of "undue delay." Clearly, excessive delays by faculty because of illness or other reasons outside of the process of the thesis review may constitute undue delay.

However, it can not be expected that faculty members will be available at all times for supervision and thesis review. Rather, faculty members may be away from the campus for a time while on vacation, attending conferences, and/or conducting research. As well, it should be kept in mind that the beginning of each term is a particularly busy period for teaching staff. Since a faculty member often has several duties to address, she/he may not be able to devote 100% of her/his time to a thesis review, nor is she/he expected to do so. Also, the amount of time required for the review of a particular thesis may vary from one case to another.

The review of a Master's thesis by an examining committee should commonly take fewer than 4 weeks; the time should be about twice that long for a Doctoral thesis (8 weeks). Also 2 to 3 weeks may be required for the scheduling and holding of the oral examination with some additional time needed for thesis corrections.

Delays due to these reasons are considered normal practice and/or unfortunate timing and

do not constitute undue delay. Normally, both the Oral Examination and corrected thesis are due prior to the start of each term (September 1 or January 1 or May 1). Occasionally, unforeseen delays result in the scheduling of a later Oral Examination and submission of the corrected thesis to the SGS. Where a successful Oral Examination has occurred, the corrected thesis and relevant documentation have been submitted prior to the last day of the first month of the next term, and the process has been carried out to the satisfaction of the SGS, the fees for the next term will normally be waived.

FEE WAIVER ASSESSMENT INFORMATION

Date	Item
_____	Formation of the Examination Committee
_____	Submission of Final Draft to Examination Committee
_____	Submission by Examination Committee to Graduate Studies
_____	Submission to External Examiner by Graduate Studies
_____	Return to Graduate Studies by External Examiner
_____	Return to Examination Committee by Graduate Studies
_____	Student may be asked to make changes at this point that may delay final acceptance
_____	Thesis acceptance by the Examination Committee and request for Oral Examination
_____	Oral Examination
_____	Submission to Graduate Studies of Corrected Final Thesis and required forms

F.4 GRADUATE STUDENT TRAVEL GRANTS

All registered graduate students in good standing who are enrolled in a thesis or project based program may apply to the School of Graduate Studies once per fiscal year (May 1st to the next April 30th) for a travel grant of up to \$300. This grant is awarded either:

1. travel to a national/international scholarly/research conference to present their research, scholarly or creative thesis/report work; or
2. travel to support collection of thesis/report data at a location away from Fredericton/Saint John and their place of residence.

Application forms are available at:

<http://www.unb.ca/gradstudies/resources/pdfs/student-travel-grant.pdf>

Applications MUST be received prior to the commencement of any travel and all other sources of funding for any trip must be disclosed. The application form includes comment sections which must be completed by the appropriate supervisors and Director of Graduate Studies respectively.

Applications are dealt with on a first come, first serve basis. Not all applications are supported. It should also be noted that preference is given to full-time students.

After completion of the travel, an expense report form and one page report must be submitted to the SGS.

http://www.unb.ca/services/financialservices/forms/documents/Travel_Expense_Claim_Form_002.pdf

F.5 VISITING GRADUATE STUDENTS - FEE STRUCTURE

The following represents the fee structure that will apply to "Visiting Graduate Students", if no formal acceptance to a diploma or a degree program has been requested by the student or granted by the School of Graduate Studies (i.e. the student is not and does not intend to become a regular graduate student at UNB).

- a) Visiting either campus for a year/term for the purpose of research, while engaged in a graduate program at another institution: Such a student will pay a Graduate Participation fee in the amount of a term Registration Fee, for one year or part thereof.
- b) Visiting either campus as a part-time student taking no more than three courses per year: Such a student will pay tuition at the undergraduate course rate plus the non-Canadian fee differential, if applicable.
- c) Visiting either campus as a full-time student: Such a student will pay tuition at the undergraduate rate plus the non-Canadian fee differential, if applicable.
- d) Visiting either campus, with full fees paid to the home university and student is not a participant of an exchange program with UNB: Such a student should arrange for the home university institution to accept our invoice for the appropriate fees and provide UNB with a letter of confirmation or be prepared to pay fees from his/her own resources.
- e) Visiting either campus as a participant of an exchange program with UNB, fees will be paid in accordance with the applicable exchange agreement.

"Visiting Graduate Students" will be eligible for UNB student health & accident insurance (minimum of one term) plus participation in the Graduate Student Association.

February 3, 2000

F.6 WHO CAN BE PAID WHAT?

	GRA	GAA (Scholarship)	RA (Pay for Work)	GTA	P/T Teaching
FT Students Eligible?	Y	Y ⁺	Y ⁺	Y	Y
P/T Students Eligible?	N	Y [*]	Y	Y	Y
Qualifying Students?	N	N	Y	Y	Y
Count toward “Hours per week Limits”	N	N	Y	Y	Y
Payment Authorization	SGS	SGS	RA form as per collective agreement	GTA form as per collective agreement	Collective agreement for part time faculty
Income Reporting	T4A	T4A	T4	T4	T4

Table 1 Outline of categories of student and how they can be paid.

⁺ Note that some external agencies have limits on how much students may work. Some granting agencies have limits on how much a student can be paid.

^{*} Note this may depend on the funding agency.

G. THESES and SUPERVISION

G.1 Deadlines

Deadlines for submission are posted on the SGS website at:

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

G.2 SUPERVISION OF GRADUATE STUDENTS

1. APPOINTMENT OF GRADUATE SUPERVISORS

- Until such time that a supervisor has been assigned, each registered graduate student shall be assigned a program advisor;
- Supervisors must be selected in consultation with and meet with the approval of the Director of Graduate Studies of the Graduate Academic Unit (GAU);
- Supervisors of doctoral candidates should have previous experience in graduate supervision and/or service on advisory panels for graduate degrees; and
- Directors of Graduate Studies should maintain a file on each graduate student in their GAU with the following dated information as it becomes available during a student's program: the candidate's thesis or report topic; the name of the supervisor(s); the thesis or report proposal and any supplementary comments on or revisions to that proposal; the completion of necessary ethics and animal care reviews; and progress reports.

2. THE SUPERVISOR-GRADUATE STUDENT RELATIONSHIP

- Directors of Graduate Studies should ensure that individual supervisors are not over-committed in terms of the number of graduate students assigned to them;
- Supervisors must arrange for regular consultation with their graduate students;
- Directors of Graduate Studies should ensure that appropriate arrangements have been made for graduate supervision when faculty supervisors are away from the university for extended periods of time;
- Supervisors should ensure that chapters of theses and reports in progress are processed and returned to graduate students promptly; and
- In cases where a supervisory panel has an internal disagreement, the Director of Graduate Studies shall summon the members of that panel to a meeting in an effort to resolve the matter in the best interest of the graduate student.

3. INSTRUCTIONS TO GRADUATE STUDENTS

Each GAU should make available to each graduate student an appropriate information handout.

This handout should include the following information: expected time to completion of theses and reports; deadlines for meeting specific program requirements, including the choice of a supervisor, lead time necessary between submission of thesis and graduation, as well as statement on copyright and intellectual property. In addition, each GAU should make certain that its graduate students understand that the oral defense must be held between the date for submission of theses or reports and the last day for the completion of degree requirements in order to graduate.

APPROVED by the Executive Committee, SGS on 13 May 1993.

4. TEACHING OF GRADUATE COURSES BY GRADUATE STUDENTS

Even where a graduate student's qualifications are relevant to her/his teaching of a graduate course, and even where a Department or Faculty is willing to provide both supervision and collegial interaction to facilitate her/his teaching of a graduate course, the School of Graduate Studies will not allow for a graduate student to teach a graduate course except in exceptional circumstances.

5. APPOINTMENT OF PART-TIME GRADUATE COURSE INSTRUCTORS

Appointment of part time graduate course instructors is governed by a collective agreement between the AUNBT representing part-time instructors and the University:

<http://www.unb.ca/hr/employees/agreements.php>

Such instructors must hold the status of HRA, Adjunct Professor, or Graduate Teaching Associate (GSTA).

6. GRADUATE SCHOOL POLICY: Part-Time Employment of Graduate Students

Graduate students occasionally may be hired through stipend contracts as course or laboratory instructors where they will be responsible for the delivery of course content and grading of undergraduate students. The concern of the Graduate School is to protect the time available for the graduate student to pursue and complete their degree program in a timely manner, especially full-time graduate students. From the student's point of view, the financial pressures and the opportunity to show teaching experience on a C. V. make the offer of a teaching position appear very enticing. However, from a public relations perspective and to ensure the quality of our programs, the university must be concerned with the teaching qualifications of Part-Time Instructors.

The student should be aware or made aware that such extraordinary teaching duties involve significant effort and can interfere with a student's academic and research program. Students must also be aware that if they are given permission to accept a heavy teaching load, this does

not negate their responsibility to meet normal program requirements within established deadlines. The School of Graduate Studies will not look favorably on program delays or omissions that arise from extraordinary employment.

Part-time instructors are represented by the AUNBT and the requirements in the collective agreement apply:

<http://www.unb.ca/hr/employees/agreements.php>

Students who are part of teaching apprenticeships are covered specifically in the collective agreement.

Students who apply for part-time instructor positions must also have the appointment approved through the SGS using the form at:

<http://www.unb.ca/gradstudies/resources/pdfs/gradstudies-parttimeemploy.pdf>

Generally:

- The student must be registered as an unconditional full-time or part-time student (status must not be that of qualifying, probationary, or pending incomplete ESL requirements) and in good standing
- The student should have demonstrated progress in her/his program; must not be in her/his initial year of study; and will normally be in the later stages of her/his program, having completed her/his research proposal and/or comprehensive examinations.
- Where teaching is approved by Graduate Studies and accepted by the student, the student must meet all normal requirements of her/his graduate program within established time limits (e.g. comprehensive examination and department seminar, etc.). The acceptance of teaching duties may not be used as a reason for requesting an extension of degree program time limits.
- The student must have demonstrable acceptable, referenced teaching qualifications as one of the following:
 - Previous documented teaching experience (e.g. TA duties, guest lectures or other);
 - Experience in a supervised teaching apprenticeship' (e.g. graduate program component•• Psychology/Sociology Teaching Apprenticeship); or
 - A Teaching Diploma (from the UNB Teaching and Learning Centre or similar qualification from elsewhere).
- For full-time students, time spent in preparation, lecturing, and marking must not exceed 10 hours per week in keeping with the Graduate School policy for maintaining Full-time status.
- The student will not be engaged in any GTA duties during the term of the stipend contract, but will continue to receive any GRA support to which she/he is normally entitled.

- Normally instructors are expected to have completed a degree one level above that at which they are teaching.
- Graduate students may not be allowed to register in the course for credit, depending on the background of the proposed instructor and other requirements of the GAU.

The application should be supported by a positive recommendation by the Supervisor and DoGS for the appropriate GAU and the relevant Department Chair or Faculty Dean.

It is incumbent upon the department Chair or Faculty Dean to submit the appropriate documentation with the application for stipend teaching. The Graduate School will not normally reconsider negative recommendations.

H. OTHER

H.1 GAU GUIDELINES

OPERATIONAL GUIDELINES

To promote the efficient operation of graduate studies on both campuses of the University of New Brunswick, it is recommended that:

1. Each Graduate Academic Unit (GAU) have representation from both campuses where graduate activity occurs on both sites. The addition of a graduate student, or any other non-member of the GAU, is at the discretion of the unit. The Director of Graduate Studies (DoGS) will chair the GAU.
2. Applications from prospective graduate students should be distributed by the DoGS to members of the GAU on both campuses who have expertise in the proposed field of study.
3. It is the responsibility of the GAU to ensure that each graduate student has a supervisor and has an appropriate program of studies established. In course based programs students should have access to an advisor.
4. The campus on which a course is to be offered/taken be determined by the DoGS in consultation with appropriate members of the GAU. Courses may be offered on either campus by appropriate faculty members as determined by the graduate academic unit. Any residence requirement may be met by residences on either campus.
5. In setting up examining committees all appropriate members of the GAU should be considered.

H.2 LEAVE OF ABSENCE POLICY

Leaves of absence are governed by article 15 of the Calendar Regulations:

<http://www.unb.ca/gradstudies/resources/pdfs/calendarregulations.pdf>

A leave may be considered for one of the following reasons:

Academic Reasons:

1. The advisor/supervisor is absent from UNB and no adequate arrangements have been made for continued supervision;
2. The required courses for the student's program are not offered; and
3. There is an equipment failure/repair beyond a reasonable length of time.

Family Reasons:

1. Pregnancy or birth of a child (please also see the attached detailed "Maternity Leave for Graduate Students" Policy); and

2. Unusual or exceptional family care responsibilities.

Employment Reasons: Generally simply taking a job is not a sufficient reason for a Leave.

1. Transfer by employer of student (part-time) or partner requiring student to move to a location distant from UNB; or
2. Loss of employment by student (part-time)/partner
3. Change in financial situation.

Health Reasons:

Inability to pursue studies for the duration of the leave:

1. due to medical condition (to be accompanied by a medical certificate) or
2. due to mental health condition (to be accompanied by verification by a mental health practitioner).

When a leave of Absence should not be recommended:

Students whose foremost reason in applying is one of those listed below, should not be recommended for a leave of absence:

1. gaining employment (full• or part-time);
2. avoiding the paying of fees; and
3. attempting to circumvent the time limit for degree completion.

SGS's policy is not to grant a leave of absence for one of the above reasons. The intent of the policy has been to assist graduate students demonstrating a real need, but not at the expense of progress toward the completion of their degrees. Students who are on leave are assumed not to be working on their degrees/theses/reports, not to be consulting with their supervisor(s), and not to be using university resources (i.e. computer services, labs, libraries, recreational facilities). It is suggested that students whose reasons for seeking a leave of absence is one of those listed above should either maintain part-time registration or withdraw from their program and reapply for admission when they are prepared to continue work towards completing their program requirements.

Communication with students who have been granted a leave of absence:

GAUs are responsible for communicating in writing with students who are granted a leave of absence and notifying them of the following:

At the time the leave is granted students must be notified of

1. the policies governing leaves of absence; and
2. the length of the student's leave of absence.

These are done through the letter sent to the student from the SGS.

H.3 MATERNITY LEAVE FOR GRADUATE STUDENTS

Such leaves are governed by article 16 of the Calendar regulations:

<http://www.unb.ca/gradstudies/resources/pdfs/calendarregulations.pdf>

1. On request, a graduate student may be granted maternity or paternity leave from her/his graduate program. Such leaves will be for the period of time specified by the student at the time of the request and will not exceed a period of one calendar year.
2. Any UNB awards (i.e. Assistantships, GRA, GTA, Magee• Third Century Merit Award, etc.) held by the student at the time of the request and which otherwise would have continued during the period of leave, will be deferred in full until the student returns from leave.
3. Deferral of financial support provided indirectly through the University (e.g. RA funding from a supervisor's grant or contract) must be negotiated between the student and the supervisor. Because of the nature of this funding, any deferral provisions would be at the discretion of the grant or contract holder and the external agency providing the funds.
4. Deferral of awards to students from agencies external to the University (e.g., NSERC postgraduate scholarships and SSHRC doctoral fellowships) are governed by the regulations on deferral of the awarding agency.
5. During the period of leave, students remain in good academic standing in their graduate program.
6. During a leave, students are not required to pay graduate fees to the University.
7. The above provisions on award deferral and fee payment do not apply to graduate students requesting maternity/paternity leaves of more than one calendar year.

DoGS and students should also consult the collective agreement for TA's and RA's:

<http://www.unb.ca/hr/employees/agreements.php>