

DEGREE REQUIREMENTS AND REGULATIONS
GENERAL REGULATIONS, STANDARDS AND PROCEDURES
SCHOOL OF GRADUATE STUDIES

Please Note: The authority for regulations rests with the Senate. Regulations are subject to revision from time to time and students are therefore advised to consult the School of Graduate Studies, the School of Graduate Studies website, or their Graduate Academic Unit's Director of Graduate Studies (DoGS) in order to keep abreast of changes. If there is a discrepancy between the School of Graduate Studies Regulations and the regulations of the specific Graduate Academic Unit, the Dean of Graduate Studies will have sole discretion to resolve the discrepancy.

The **Graduate Academic Unit (GAU)** is the unit responsible for the graduate program within and/or across a faculty/department/division/discipline.

The **Director of Graduate Studies (DoGS)** is the individual responsible for the general direction and administration of the graduate program of the GAU; she/he provides the normal liaison between the GAU and the School of Graduate Studies.

Graduate level courses are those numbered as 6000 or above. Upper level undergraduate courses are those numbered between 3000 and 5999, and are normally the only level of undergraduate courses considered for credit towards graduate programs.

1. DEGREES AND DIPLOMAS OFFERED

The University of New Brunswick offers the following degrees and diplomas to graduate students: Doctor of Philosophy (PhD), Master of Arts (MA), Master of Business Administration (MBA), Master of Computer Science (MCS), Master of Education (MEd), Master of Science in Engineering (MScE), Master of Engineering (MEng), Master of Science in Forestry (MScF), Master of Forestry (MF), Master of Science in Forest Engineering (MScFE), Master of Forest Engineering (MFE), MBA in Forest Products Marketing, Master of Nursing (MN), Master of Science in Exercise and Sport Science, Master of Business Administration and Master of Sport & Recreation Administration, Master of Sport & Recreation Studies, Master of Science (MSc), MPHIL in Policy Studies, Master's in Applied Health Services Research, Master's in Interdisciplinary Studies, Doctor of Philosophy in Interdisciplinary Studies, Postgraduate Diploma in Land Information Management, AND Postgraduate Diploma in Mapping, Charting and Geodesy.

2. ADMISSION POLICY

Advanced courses of instruction and facilities for research are offered to graduates of universities of recognized standing who meet the necessary academic requirements for admission to the School of Graduate Studies.

Acceptance as a student in the School will be as either a regular graduate student or a qualifying student. A regular graduate student is one who has been accepted as a candidate for a higher degree or diploma.

For graduates of the University of New Brunswick, the normal minimum requirement for admission as a regular graduate student is an honours bachelor's degree (or a similar program with intensive specialization in an appropriate discipline) with a cumulative grade point average of at least 3.0. The same level degree with at least a B average (North America System) or upper second class standing (British System) is normally required for graduates of other universities.

Graduate course work or comprehensive exams completed more than 5 years prior to re-admission of a student to a graduate programme will normally be considered valid only if deemed to be still current by the admitting discipline and the School of Graduate Studies.

Applicants holding a bachelor's degree in a discipline other than that in which they wish to undertake graduate work may be considered in light of their undergraduate course program and their achievements in this program.

Applications are processed through the School of Graduate Studies. The decision regarding admission is made by the Dean, Associate Dean, or Assistant Dean of the Graduate School based upon the recommendation submitted by the GAUs. In the case of Interdisciplinary degrees where the School of Graduate Studies is the GAU, the recommendation will be made by the Interdisciplinary admissions committee of the Interdisciplinary degree (as approved by Senate and MPHEC). Admissions decisions are not appealable.

Admission to all graduate programs is limited and competitive, and at times it is based upon the human and physical resources available to deliver the program of study. Consequently, admission is not guaranteed for those who meet the minimum academic requirements for admission, nor at times even to those with excellent academic credentials.

3. QUALIFYING PERIOD

An applicant may be admitted to a Qualifying period when an assessment of the transcript indicates that the background preparation is inadequate for the proposed course of study, but where the standard of academic performance matches that required for admission to the School of Graduate Studies. Such a situation could arise where

1. The student proposes to continue in the same discipline as the undergraduate degree, but the transcript indicates that there is inadequate depth in the number or type of courses taken in that or related disciplines; or
2. The student is proposing to do a graduate program in a discipline different from her/his undergraduate degree program, and it is not appropriate to start the graduate program until an academic background in the new discipline is established.

Students in a Qualifying period are expected to carry a full load of courses (minimum 12 credit hours per term), most of which will of necessity be at the upper undergraduate level. Because the program deficiencies may vary, the duration of the Qualifying period may be of one or two terms. The required courses for the Qualifying period are to be determined in consultation with and approved by the DoGS. The academic performance must be at an acceptable level - - normally a cumulative grade point average of at least 3.0 (B) with no mark below a B-. Normally, students who successfully complete a Qualifying period are admitted as regular graduate students.

In the case of part-time students who must go through a qualifying period, the minimum number of credit hours required per term will be set at an appropriate level by the GAU.

During the Qualifying period, the student does not have regular graduate student status, may not commence research work towards a report or thesis project, and may not receive financial assistance from the School of Graduate Studies. However, the student may receive support from funds available at the GAU level.

Graduate program credit will not be granted for the required courses taken during the Qualifying period. With the approval of the DoGS and School of Graduate Studies prior to course registration, students may be allowed to take a maximum of 3 credit hours per term of upper undergraduate or graduate level courses in addition to those considered necessary to fill in the required background; transfer credit of these courses to a graduate program may be allowed if they are completed with a minimum grade of B. No more than 6 credit hours may be transferred towards a graduate degree program. Credit towards residence requirements for a graduate degree program will not be granted for time spent as a Qualifying Student. Fees paid during a Qualifying period will not be credited towards the subsequent fees for a graduate degree program.

4. PROBATIONARY PERIOD

A student may be admitted to a Probationary period in either of the two situations outlined below. In both cases the student is required to obtain a grade of B or better in the first four courses identified by the GAU. If the student fails to do so, enrolment in the graduate program will be terminated immediately. A student on Probation is considered to be a regular graduate student and is eligible to receive financial support from the usual sources according to the pertinent guidelines and regulations.

A probationary period may be defined in terms of either academic terms or credit hours (ch) depending upon the status (full-time or part-time) of the student and nature of the program (thesis, report, or course based).

A) Probationary Assessment Period (one to three terms, or up to 24 ch)

This form of admission may be used for students with apparently acceptable credentials applying from countries having an educational structure different from that of Canada, and for which there may be doubts or concerns about the level of achievement relative to students with the same credentials from the Canadian educational system. [It may be used, for example, where a student with a Master's degree from another country has applied for a PhD. The student may be accepted to a Master's level (Probationary Assessment) for one or more terms while the student's academic and research ability is assessed, following which a decision is made on her/his suitability for PhD work.]

B) Probationary Period (Student on Probation; three terms, or 15 to 24 ch)

A student admitted to this form of Probationary period is accepted to the normal first year of the graduate program, but is on academic probation during that year or equivalent period.

In general, a student is admitted on Probation when the academic performance of the student as an undergraduate does not meet the normal academic admission standards of the School of Graduate Studies, but where there are very strong indications of potential. [It may be used, for example, where a student has a cumulative GPA below 3.0 (B) but greater than 2.7 (B-) and there is both an acceptable explanation for this performance and evidence of excellent (A range) academic performance during the last two years.]

This form of Probationary Admission will not be granted readily, and will only be granted on the basis of strong supporting evidence and documentation. It will be for the complete period indicated in the letter of acceptance, and it will not, under any circumstances, be extended. When full-time admission on probation is granted on an academic term basis, the GAU involved is expected to require the student to register in at least 6 ch of graduate courses per term, so that the academic as well her/his research abilities can be

assessed. For students admitted on Probation, the assessment will be based on completion of the first 12 ch of graduate level courses in thesis/report based programs or 15 ch of graduate level courses in course based programs.

5. APPLICATION PROCEDURES

An application fee of fifty dollars Canadian (\$50.00 Canadian -- subject to change) for all Graduate programs must be submitted with each application and is non-refundable. For the cost recovery MBA program in Saint John, there is a \$100 non-refundable application fee.

Application forms are available on the SGS website at <http://www.unb.ca/web/gradschl/> or by contacting the graduate school at gradschl@unb.ca or graduate@unbsj.ca (for Saint John specific programs). you can also write the School of Graduate Studies, Sir Howard Douglas Hall, 3 Bailey Drive, University of New Brunswick, Fredericton, New Brunswick, Canada, E3B 5A3. Applications may be submitted at any time of the year, but many GAUs (for example, in Arts and the Social Sciences) require applications by January 30, especially if financial assistance is sought. Some GAUs do have deadlines for specific programs and these are noted under the GAU listings. The majority of entering students commence their studies in September, but many GAUs do accept students at other times of the year, particularly in January AND MAY. Information about the timing of entrance to a program should be obtained from the GAU concerned.

Applicants may be required to take the Graduate Record Examination if so requested by the GAU to which they have applied. Applicants to any GAU who have already written this examination should submit their scores. Information about the examination may be obtained from Educational Testing Service, Box 955, Princeton, New Jersey, 08540, USA.

6. PROFICIENCY IN THE ENGLISH LANGUAGE

English is both the working language and the primary language of instruction and examination at The University of New Brunswick. It is essential that all students be able to communicate and comprehend effectively, both orally and in written form, in English. All International applicants to the School of Graduate Studies whose mother tongue is not English (including International applicants who are Landed Immigrants or residents in Canada) are required to demonstrate a competency in the English language which will enable them to participate fully in the academic life of the University. Proficiency in English must be demonstrated by one of the following means which will not be waived:

- The normal method for demonstrating English competence is through completion of the Test of English as a Foreign Language [TOEFL --minimum score of 550-- including the Test of Written English (TWE) --minimum score 4.0]. Information concerning the TOEFL and TWE is available at United States embassies and consulates, Offices of the US Information Service, or directly from Test of Written English as a Foreign Language, Box 899, Princeton, NJ 08540, USA; web site: <http://www.toefl.org>. Please see the second bullet under “Please Note” in this section.
- Proficiency in English may also be demonstrated through completion of one of the following tests, and must include any written components of that test battery:
 - the British Council English Language Test – ELTS (minimum score of band 7);
 - the Michigan English Language Assessment Battery -- MELAB (minimum score of 85); or

-- the Canadian Test of English for Scholars and Trainees – CanTest (minimum score of band 4.5).

- 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, the 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 (i.e. by Registrar or equivalent university official) letter indicating the specific courses from the transcript in which both the “instruction and examination were in English. In such circumstances, the School of Graduate Studies reserves the right to require evidence of a TOEFL, ELTS, CanTest, or MELAB score that meets the university’s stated requirements.

NOTE:

- Applications will be regarded as incomplete unless the test scores are received by the School of Graduate Studies directly from the Testing Agency.
- Some UNB GAUs require a higher standard on the tests than those indicated as the minimum for the School of Graduate Studies (for example, many GAUs require a score of 580 to 600). Candidates for admission are responsible for verifying the required standard with the specific GAU.
- If the School of Graduate Studies determines prior or subsequent to admission that an applicant's proficiency in English is not adequate, the student may be required to enrol in and successfully complete a UNB English language course(s) [ENGL 5021/5022/ESL 1017/1018 (S.J) or equivalent] in order to maintain registration in the Graduate School.

The School of Graduate Studies will not issue the final "Certificate of Acceptance" until the relevant English proficiency requirement is met. Official certificates of acceptance are sent only by the School of Graduate Studies and are valid only for the date of commencement of studies indicated thereon.

Should further clarification be required, please contact the School of Graduate Studies via E-mail (gradschl@unb.ca), by fax (506-453-4817), or by phone (506-453-4673).

7. PROGRAM (DEGREE) REGISTRATION

Traditionally at the University of New Brunswick the term 'Academic Year' has been used to denote the normal time frame during which the majority of undergraduate courses are offered, which is from the start of September through to the end of the next April. However, since the graduate education process typically involves research, the calendar year has always been separated into three formal academic terms for students in the School of Graduate Studies. Those terms are the Fall term (1 September to 31 December), the Winter term (1 January through 30 April), and the Summer term (1 May through 31 August). Graduate students in all programs must maintain continuous registration in the School of Graduate Studies from the date of initial enrolment through to final completion of all degree requirements regardless of whether courses are being taken or not. Part-time course-based master’s in Education students should consult the graduate secretary in the Faculty of Education for regulations relevant to maintaining continuous enrolment.

In order for students to register or continue registration in their graduate program, they must obtain approval for their proposed program of studies (courses and/or thesis/report research) from the Director of Graduate Studies of their GAU. Once the Director's approval has been obtained, students will normally register through the on-line registration system. Typically, students in thesis or report based programs will register on-line in September of a given year for the Fall, Winter and Summer terms (the thesis or report designation will automatically roll forward). Students in course based programs usually will be required to register on-line at the start of every term. In all cases, registration does not become official until all the appropriate fees have been paid. Failure to maintain registration will be interpreted as withdrawal from the graduate program.

8. DEGREE RESIDENCY REQUIREMENTS: FULL-TIME & PART-TIME

In general, a period of full-time enrolment is considered to be highly desirable in order that students may benefit from close association with faculty members and other graduate students working in their field of study. In addition to full time enrolment, some GAUs have a residence requirement—that is, a minimum time when the student must be physically present on campus. Students should consult the specific GAU to which they are applying regarding any residency requirement that may be involved.

8. (A) PhD Degree (Full-time):

- (a) For a student with a relevant Bachelor's degree, the minimum full time enrolment period is 8 terms, 6 of which must be during the Fall and Winter terms.
- (b) For a student with a relevant Master's degree, the minimum full time enrolment period is 5 terms, 4 of which must be during the Fall and Winter terms.

8. (B) Master's Degree (Full-time)

- (a) For a Master's degree, the minimum full time enrolment period is two terms.

NOTE: MASTER'S AND PHD: Proposals for all individual study programs which involve full-time study at the University for a total period less than that specified in the formal full time enrolment period requirement for the degree will be considered on their merits by the Dean. Such proposals are NORMALLY submitted by the GAU concerned at the time of admission to the degree program. Proposals to undertake the research project off-campus must include adequate assurances that proper supervision will be achieved.

With the consent of the School and the GAU concerned, a candidate for the PhD may be granted up to a year's full time enrolment credit for doctoral research conducted at another recognized research centre provided that such a program is felt to be academically desirable and that this occurs on a pre-approval basis.

8. (C) Part-time

It is recognized that the work for the degree can, in certain circumstances, be completed effectively either partially or completely on a part-time basis. In such cases, the formal part-time enrolment requirement may be satisfied by taking individual courses over a period of several years or by undertaking the research project off-campus but under the supervision of a faculty member.

The research requirements of a PhD program normally require full-time attendance at the University. In exceptional circumstances, the PhD may be completed on a part-time basis. Such permission requires that a number of conditions be met (see below).

Part-time students may not register for more than two courses per term. (For this purpose the thesis and report [699X] are not counted as courses.) Note: Individual GAUs may have more restrictive regulations and students are advised to consult the appropriate sections of the Calendar and their Director of Graduate Studies.

8. (D) Master's Degree (Part-Time)

The course/thesis requirements for the GAU involved must be satisfied. In the faculties of Arts and Kinesiology and in the Science/Applied Science areas a study proposal must be submitted with the application. The study proposal must outline the time frame for the completion of the degree requirements and must have the approval of the Director of Graduate Studies of the GAU.

8. (E) PhD Degree (Part-Time)

The research requirements for the PhD program normally demand full-time attendance at the University. In exceptional circumstances, the PhD may be completed on a part-time basis. In order to be admitted to the PhD (Part-Time), the following conditions must be met:

- (a) The student must indicate clearly what commitment in time and effort will be made towards the completion of the degree. It is the student's responsibility to make any arrangements necessary to meet the degree requirements of the University (e.g., attendance at courses, seminars, etc.).
- (b) The research program to be followed must be defined clearly and the location where the research is to be conducted must be clearly stated.
- (c) The supervisory committee must be established prior to the approval of the program and the admission of the candidate. The committee will include a second faculty member familiar with the area of the proposed research who is willing to act as supervisor in the event of the loss to the University of the original supervisor.
- (d) The committee, the program and the student must receive the approval of the GAU concerned.
- (e) The regular 7-year time limit for the completion of the degree will apply.

Transfer of Status: Students who are taking a degree program by part-time study may transfer to full-time status with the approval of the Director of Graduate Studies in their GAU and the Dean of Graduate Studies or designate.

Full-time students who have completed their residency requirements may transfer from full-time to part-time status with the approval of the DoGs in their GAU and the Dean of Graduate Studies or designate.

Full-time students who have not completed their residency requirements may transfer to part-time status only upon the recommendation of their Director of Graduate Studies and the approval of the Dean of the School of Graduate Studies or designate. Students should refer to the SGS website for information on the fees applicable to full and part-time registration.

9. COURSE REGISTRATION REGULATIONS

The deadline for all registrations, changes and withdrawals in courses is as indicated in the Calendar of Academic Dates to be found on the School of Graduate Studies website and available from the SGS.

Each student's program of courses must be approved by the GAU Director of Graduate Studies.

Courses taken in the GAUs of study will normally be graduate level courses, with the possibility of a limited number of advanced undergraduate courses being allowed for credit. The decision as to whether credit shall be allowed for an undergraduate course is subject to the overall authority of the Dean of the School of Graduate Studies.

Students may, with permission of their supervisor(s), Director of Graduate Studies, and School of Graduate Studies, take courses instead of, or in addition to, those specified as required for their degree program. Courses over and above the degree requirements will be indicated by an X on the transcript.

10. GRADE STANDARDS

A student's final standing in a course will be indicated by one of the following letter grades A+ (4.3 grade points), A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), D (1.0), or F (0.0). Graduate credit will be given for required courses in which a grade of C or better is obtained. A minimum cumulative grade point average of 3.0 must be maintained for required courses in order to graduate. In the calculation of this grade point average a full year course shall be assigned twice the weight of a term course. The number of courses in which credit is required is determined by the student's GAU, subject to any overriding regulations which may exist for the particular degree.

Notwithstanding the above, 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. Normally a student whose performance is considered to have been unsatisfactory will be required to withdraw from the School of Graduate Studies. Where the unsatisfactory performance is due to a grade in a single course, a student may normally petition to the School of Graduate Studies to take a single course to replace the unsatisfactory one or to repeat the course. Where the Dean, after consultation with the GAU, elects to grant permission, the mark in the replacement course shall be substituted for the original grade in question.

In some GAUs and Faculties, seminar courses are required to be completed satisfactorily, but no grade is assigned. Such courses will receive a CREDIT on the transcript.

The grade of INC (Incomplete) is awarded only on the basis of illness supported by medical evidence, on compassionate grounds, or on other unusual circumstances upon the recommendation of the faculty member concerned and with the approval of the Registrar.

An INC grade which remains on a student's record by the end of the term following the submission of the INC, will be converted to an F unless arrangements to extend the period of holding the INC, which satisfy the School of Graduate Studies, are made.

Where a course extends beyond the normal duration (e.g. a reading course or a seminar type course covering more than one year), a grade INP (In Progress) may be used until the course is complete.

11. AUDIT:

- In order to audit a course, the student must receive permission from the instructor, the student's supervisor and the Director of Graduate Studies of the student's GAU. Matters to be considered shall include class size, impact on students registered for credit, and other factors judged to be relevant by the GAU. In some instances permission to audit cannot be given until the number of registrations is known.

- The degree of participation by a student auditing a course is limited and must be agreed to in advance by the student and the instructor. Students auditing courses are not permitted to write formal examinations, or to have their work formally assessed.
- A student may not convert an Audit to Credit or Credit to Audit beyond the normal date for adding or changing course registrations.
- 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.
- A course which has been taken on an audit basis may not be subsequently taken on a normal credit with grade basis.

12. ACADEMIC PERFORMANCE

To continue registration as a graduate student, a candidate for a degree or diploma must achieve and maintain satisfactory academic performance at all times. A student whose academic performance is not considered satisfactory by the Dean may be required to withdraw.

13. SUPERVISION OF GRADUATE STUDENTS

- (a) Students pursuing a course-based graduate degree program must satisfy all program requirements to the satisfaction of the relevant GAUs with the final decision for graduation resting with the SGS.
- (b) Each graduate student pursuing a research-based graduate degree shall have a supervisor (or supervisors) approved by the GAU subject to specific regulations of the GAU. The supervisor(s) must be faculty member(s) who have been approved as members of the SGS by the Executive Committee of the School of Graduate Studies and the Senate(s).
- (c) Where the GAU has approved regulations in addition to these regulations, a research-based graduate student working for a higher degree may be supervised by a committee whose membership is in accordance with the specific regulations of the GAU. Each such committee will include the student's supervisor(s).

An annual progress report on each research-based graduate student (signed by the student, the supervisor(s), and the Director of Graduate Studies in the GAU) will be submitted to the School of Graduate Studies by the end of August of each calendar year.

In addition, the research-based student's committee shall meet frequently enough to provide effective guidance to the research-based graduate student in his/her program.

14. TIME LIMITS ON DEGREES

Graduate students proceeding to the Master's degree must complete their work within four years of the date of their first registration as a candidate, and those proceeding to the Doctoral degree must complete their work within seven years.

For a Master's degree taken entirely on a part-time basis, the time limit for completion is five years from the date of first registration as a candidate. For the PhD degree taken entirely on a part-time basis, the time limit for completion is seven years. In both cases, the student will be required to submit a study plan at the beginning of the part-time degree.

An extension to the time limit may be granted to a student in exceptional circumstances, subject to the recommendation of the Director of Graduate Studies in the GAU concerned and the supervisor(s) recommending such an extension. This recommendation of the GAU must be forwarded to the Dean of Graduate Studies and the decision to grant or deny the extension shall be at the discretion of the Dean of the SGS and shall be communicated in writing.

15. LEAVE OF ABSENCE

1. A leave of absence is a period of time during which a student is not required to register, no fees are assessed, and the time granted is not counted in the maximum time period permitted for the completion of a graduate degree.
2. In the event that circumstances beyond the control of the student prevent a student from pursuing her/his program, the student may apply for a leave of absence. The request for a leave is made to the Director of Graduate Studies of the student's GAU after consultation with the supervisor(s). The Director will forward it, along with the GAU's recommendation, to the Dean of Graduate Studies, who will decide if the leave is to be granted.
3. A student may normally apply for only one leave of absence during a degree program. Normally a leave of absence will not exceed 12 months.
4. A leave of absence is granted only by the School of Graduate Studies.

16. MATERNITY/PATERNITY/PARENTAL LEAVE

1. On request, a graduate student may be granted maternity/paternity/parental 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 normally exceed a period of one year. A student may apply for a maternity/paternity/parental leave more than once.
2. Any UNB awards (i.e. 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 the maternity/paternity/parental leave, will be deferred in full until the student returns from her/his 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 and SSHRC graduate fellowships) are governed by the deferral regulations of the awarding agency.
5. During the period of maternity/paternity/parental leave, students remain in good academic standing in their graduate program.
6. During a maternity/paternity/parental leave, students are not required to pay graduate fees to the University.

17. EXTRACURRICULAR GRADUATE INTERNSHIPS

In order to facilitate extracurricular research and professional internship opportunities for graduate students to work closely with employers, government, National Research Council, et cetera, the School of Graduate Studies at the University of New Brunswick has created the following guidelines for internships that are not part of the graduate programme credential of the students' degree:

- Consistent with NSERC and SSHRC guidelines, full-time graduate students must “limit the number of hours of employment per 12-month period to 450”.
- Remuneration shall be a matter of agreement between the intern and the employer.
- Each graduate student intern must have the written approval of his/her supervisor(s) co-signed by the Director of Graduate Studies in the GAU (copy of the signed approval to be filed in the School of Graduate Studies). Where no supervisor has been appointed, the Director of Graduate Studies in the Graduate Academic Unit (GAU) must sign approval.
- Subject to the approval of the registrar's office, the internship will be included on the transcript.
- The length of an internship may vary. When a graduate student's internship employment exceeds the 450 hours per year recommended by the tri-council funding agencies, s/he must move to part-time status in the School of Graduate Studies.

18. DUAL REGISTRATION

A student whose work for a Master's degree at this University is not completed by the beginning of the Fall (Winter) term and who has been conditionally accepted as a candidate for the PhD degree may enroll as a dual registrant. The student must register for both degrees and pay the appropriate fee for the higher degree. Such students must complete all of the requirements for the Master's degree by December 31 (April 30) if they are to receive residence credit towards the PhD degree. If the work for the Master's degree is not completed by December 31 (April 30), the registration for the PhD degree is cancelled and the student continues to be enrolled as a candidate for the Master's degree for the remainder of that academic year.

With the exception of students proceeding from the Master's to the PhD as described above, in any situation in which there is a graduate degree in progress, it is incumbent on the student to obtain permission of the Dean of SGS prior to undertaking any new degree programme. Graduate students planning to enrol in a Bachelor of Education or Bachelor of Law degree at UNB prior to the completion of the graduate program will require permission of the Dean of SGS to retain enrolment in the graduate program in question and will require a letter confirming that the GAU considers the thesis acceptable for defence.

19. SECOND POSTGRADUATE DEGREES

A student may obtain a second postgraduate degree through the School of Graduate Studies subject to the following regulations:

- (a) No course taken for credit towards one postgraduate degree can be counted subsequently for credit towards a second postgraduate degree.
- (b) An individual may receive two identical types of postgraduate degrees through the School of Graduate Studies if they are obtained in different GAUs.

- (c) An individual may receive two identical types of postgraduate degrees through the School of Graduate Studies in the same GAU provided that the individual's proposed program of study for the second degree is distinct from that followed for the first degree, and that it is approved by the GAU and by the Executive Committee.

20. GENERAL POST GRADUATE DEGREE REGULATIONS

For the purposes of these regulations, the general regulations contained hereunder shall, in all cases be modified by the regulations for PhD and Masters degree programs, and by regulations contained herein specific to each field of study.

The general program of study, the conduct of comprehensive or field examinations, the prescribing of written tests, the establishment of specific language and technical skills and other substantive matters required for completion of a Graduate Degree Program are as stipulated by the School of Graduate Studies and the specific GAU, as set out in these regulations.

Each GAU is responsible for establishing its own regulations, which regulations must not be inconsistent with the regulations of the School of Graduate Studies, for evaluating and assessing the progress of a student in terms of the student's research or scholarly work.

It is the function of the student's supervisor and/or Supervisory/Advisory Committee to evaluate and assess the student's progress in the research or scholarly work being undertaken as part of the degree requirements, to determine the competence of the student as manifested by that research or scholarly work, and to determine if the progress being made is acceptable. In all cases, the aforesaid responsibilities of the student's supervisor and/or Supervisory/Advisory Committee are subject to the evaluation procedures of each specific GAU, and, notwithstanding the foregoing, the student must, in addition, satisfy the specific GAU with respect to each of the above areas, in accordance with the policy of said specific GAU governing the evaluation of a student.

By mutual agreement, between the individual and the GAU, a retired GAU faculty member may maintain his/her appointment to the GAU and the School of Graduate Studies. Where a GAU is willing to have a retiring faculty member continue his/her membership in the GAU, it should consult the member during the academic year prior to retirement and submit a list of all retirees who agree to continue as active participants in the GAU to the Dean of the School of Graduate Studies. Such post-retirement appointments will be for five years and may be renewed.

Based upon the research undertaken by the student, the student shall prepare a thesis, dissertation (or other such qualifying work) proposal and, in due course, a thesis/dissertation (or other such qualifying work) on the research and, at the appropriate time adjudged by the specific GAU, the conclusions reached. It is a function of the GAU or its designated Examining Committee, and the Examining Board established by or under the direction of the School of Graduate Studies, to evaluate and assess the quality and, where appropriate, the originality of the research which has been done as part of preparing a thesis/dissertation (or other such qualifying work) proposal, and, as part of the degree requirement, and at the appropriate time to declare the proposal, and/or as applicable, the thesis/dissertation (or other such qualifying work) acceptable or otherwise.

The preparation and format of the thesis/report must conform with the document, "Regulations and Guidelines for the Preparation and Submission of Graduate Thesis and Reports" published by the School of Graduate Studies.

The procedures to be followed in the examination of a thesis/dissertation/report/ research essay proposal, prior to its approval by the GAU, are those determined by the specific GAU, and it is the responsibility of

the student, in all cases, to obtain and become familiar with the specific regulations of each GAU governing such procedures.

The examination procedures following submission of a thesis/ dissertation/report/research essay to the School of Graduate Studies or to an Examining Board constituted at its direction, are those described in Section 2 of the document entitled “Regulations and Guidelines for the Preparation and Submission of Graduate Theses, PhD Dissertations, and Reports”.

21. PhD REGULATIONS

1. Candidates may be required to pass qualifying or comprehensive examinations. PhD comprehensive examinations (successful or not successful) should be recorded on a doctoral student's academic record and transcript.

Candidates who have not taken undergraduate courses sufficiently related to the major subject of advanced study and equivalent in quality to courses in this University shall be required to undertake such preparatory work as may be prescribed by the GAU concerned.

The residency requirements for the PhD degree are given on page 6-7.

Specific grade requirements and supplementary language requirements are set by each GAU offering a doctoral program. Such requirements may be found under the individual GAU listings.

21, (A) PhD Dissertation

The candidate for the degree of Doctor of Philosophy shall present, either during the student's course of study or at the completion of it, a dissertation embodying the results of investigations on an approved topic. The work upon which the dissertation is based must have been done by the candidate under the direction of an approved supervisor.

The dissertation must demonstrate the candidate's competence to undertake independent research work. It must contribute significantly to knowledge in the candidate's field of study and must be of sufficient merit to suggest publication in an appropriate scholarly journal or other form. The dissertation must show that the candidate is fully aware of the pertinent published material, must be written in a satisfactory literary style, and must be free of typographical and other mechanical errors.

The dissertation proposal must be approved by the GAU concerned within the time limits prescribed by the GAU.

The dissertation must be examined by the GAU concerned and, if approved, will then be submitted to an Examining Board appointed by the Dean of Graduate Studies in consultation with the GAU (please consult the document “Procedures For the Submission and Assessment of Doctoral Dissertations” approved by Senate in 2004 and available on the SGS website and in paper form from the SGS). The Examining Board will consist of the candidate's supervisor(s), and three other members from the School of Graduate Studies, at least one of whom must be from the candidate's GAU and at least one of whom must be from a GAU other than the candidate's. There will also be an external examiner from outside the University of New Brunswick. The Dean of Graduate Studies will name one member of the Examining Board who is not a member of the candidate's GAU as Chair. If the Board, upon examining the dissertation, finds it “capable of being defended” at the oral defence, the School of Graduate Studies will proceed to schedule an oral examination of the candidate.

The oral examination will be open to the public and to all members of the university. At the discretion of the Chair of the oral defence, members of the public and the university will be permitted to question the candidate but will have no vote. The Dean of Graduate Studies, the Associate/Assistant Dean of Graduate Studies, or a Senior Faculty Member appointed by the Dean of Graduate Studies will chair the oral examination. At the conclusion of the oral defence, the examining board will make its decision about recommending the candidate for a degree based on both the content of the dissertation and on the candidate's ability to defend it.

Notwithstanding anything to the contrary herein contained, and either before or after the oral examination, the Examining Board may require the student to make corrections to the thesis/report. The candidate must make such corrections and return the corrected copies of the thesis to the Dean of Graduate Studies in order for the recommendation for a degree to proceed.

The dissertation must conform in all respects to the regulations governing the presentation of dissertations approved by the School of Graduate Studies, as applicable. Copies of these regulations, "Procedures for the Submission and Assessment of Doctoral Dissertations," may be obtained from the School of Graduate Studies or may be downloaded from the SGS website. Students should also consult the document "Regulations and Guidelines for the Preparation and Submission of Graduate Theses, PhD. Dissertations, and Reports" available on the SGS website and in paper form from the SGS.

The recommended dates for the submission of dissertations to the School of Graduate Studies are posted on the SGS website and available from the SGS. Candidates planning to graduate in a specific encaenia/convocation should pay close attention to the posted deadlines. However, those candidates not attempting to meet graduation deadlines may submit dissertations to the SGS at any time of the year.

NOTE: If a faculty member at UNB wishes to undertake doctoral studies at UNB the following rules apply:

1. The supervisor(s) shall not be from the same academic unit as the candidate. This means that in non-departmental Faculties the supervisor(s) must be from another Faculty. In a Faculty with departments the supervisor(s) may be from a different department within the Faculty.
2. The Supervisory Committee may contain members from the candidate's academic unit, but they cannot form a majority.
3. The Examining Board must not contain any members from the same academic unit as that of the candidate.

When a GAU is establishing Supervisory Committees and Examining Boards, Adjunct Professors, Honorary Research Associates, and Emeritus Faculty are under the same regulations as other faculty members.

If a student who has a doctoral degree nearly completed accepts a faculty or term position in the academic unit in which s/he is studying, s/he will not be in violation of this regulation. However, s/he may not become a member of the Graduate Academic Unit until the degree is completed.

22. MASTER'S DEGREE REGULATIONS

22. (A) Master's Degree Thesis

A candidate for the Master's degree, unless proceeding to the degree by a report, research essay, or course program, as may be provided for in the candidate's specific program of study, will present a thesis. The subject of the thesis must be approved by the appropriate GAU within the time limits set by the GAU.

The Master's thesis must demonstrate the candidate's competence to undertake independent research work; it must make a contribution to knowledge in the candidate's field of study; it must show that the candidate is fully aware of the pertinent published material; and it must be written in a satisfactory literary style. As well, it should be free of typographical and other mechanical errors.

The thesis will, in the first instance, be examined by the GAU and, if approved, will then be submitted to an Examining Board appointed by the DoGs of the GAU concerned or designate (or in the case of an interdisciplinary thesis, the DoGs of the GAUs concerned or their designates). Where an Interdisciplinary thesis is emanating from a degree in the Interdisciplinary GAU of the SGS, the Examining Board will be appointed by the Interdisciplinary Steering Committee of the SGS. The Examining Board will be constituted as follows:

- (d) The Examining Board will consist of at least three persons, not more than two of whom have been formally involved in the supervision of the candidate, with Members of the Examining Board who were involved in the supervision of the candidate constituting a minority of the Examining Board;
- (e) At least one of the non-supervising members of the Board must be from a GAU other than that in which the candidate has studied. (In the case of a Master's report this requirement, although not mandatory, is desirable.); and
- (f) The Chair of an Examining Board will be a member of the candidate's GAU and will not have been formally involved in the supervision of the candidate.

The Examining Board may also include an external reader. Should the Examining Board approve the thesis, it will then examine the candidate orally. The oral examination will be chaired by the Director of Graduate Studies in the student's GAU, who will not vote. The oral examination is open to the public and members of the university. At the discretion of the chair of the oral defence, members of the public and the university will be permitted to question the candidate but will have no vote. The Director of Graduate Studies of the specific GAU will report the decision of the Examining Board to the Dean of Graduate Studies.

The thesis must conform in all respects to the regulations governing the presentation of theses approved by the School of Graduate Studies. The dates for presentation of Master's theses to the GAU, posted on the website and available from the School of Graduate Studies, should be noted. However, theses may be submitted at any time of the year.

22. (B) Master's Degree Report/Research Essay

A candidate for the Master's degree by report must prepare a report as part of the program and this report must be approved by an Examining Board established by the DoGs of the GAU concerned or designate. The Examining Board will be constituted in the same manner as the Examining Board for a Masters Thesis under Master's Degree Thesis. The report must conform in all respects to the regulations governing the presentation of theses and reports approved by the School of Graduate Studies. One member of the Board may be from outside the GAU. Should the Report be approved, the candidate will be examined orally. The oral examination will be chaired by the Director of Graduate Studies in the student's GAU.

The chair will not have a vote. The oral will be open to members of the public and the university. At the discretion of the chair, members of the public and the university may ask questions but they do not vote. The Director of Graduate Studies will report the decision of the Committee to the Dean of Graduate Studies.

In the Faculty of Engineering the report must be based upon work done by the student under the supervision of a faculty member. The student is permitted to carry out this work at her/his place of employment provided that supervision is maintained by a faculty member. The Faculty of Engineering also requires the student to give an oral presentation of the report unless she /he is excused by the GAU concerned. In all other respects, the regulations are those as described in the previous paragraph.

A candidate for the Master's degree by major research essay must conform in all respects to the regulations governing the supervision, preparation, and presentation of the major research essay as approved by the candidate's GAU, the Executive Committee of the SGS, and the two Senates.

22. (C) Program Master's Regulations:

Each separate Master's degree program will have its own regulations for admission and program completion. Please refer to the regulations governing your specific program by contacting the graduate secretary and/or DoGs in your GAU.

22. (D) Regulations for Joint and Interdisciplinary Degrees:

Candidates whose programs do not readily fall under the jurisdiction of a single GAU may undertake a joint graduate degree at the doctoral or master's level. Graduate students who take a substantial part of their course work outside the discipline in which they received their undergraduate training may register for such a joint graduate degree.

Graduate students who are to be candidates for a joint degree must meet the regular admission requirements of the SGS. A candidate will be accepted into such a program with the approval of the faculty member(s) who will supervise the research, or GAUs concerned, and the Dean of Graduate Studies.

The graduate student's research must be directly supervised by one or more faculty members. In addition, each student should have an Advisory Committee of two or more faculty members from the appropriate disciplines.

The course program of the graduate student should be analogous to that of graduate students in the GAUs concerned and must be approved by those Faculties or GAUs.

If a graduate student's program includes a thesis, a thesis proposal must be submitted to the GAUs concerned. The determination of whether a student should be placed in a joint degree program or an interdisciplinary one shall be resolved by the Dean of SGS, the DoGs, and supervisors of the units involved.

When a difference in regulations governing the degree occurs between the GAUs concerned, it should be resolved by the Dean of Graduate Studies in consultation with the DOGS and supervisors involved.

The exact designation of the degree received will in each case be determined by the School of Graduate Studies upon recommendation by the GAUs concerned. When the program of study and research does not fit into an existing GAU or combination of GAUs, the candidate may apply to do an interdisciplinary degree under the interdisciplinary GAU of the SGS. Please see the Interdisciplinary section of the

graduate calendar for approved Interdisciplinary degrees. Those interested in applying for such degrees should first see the Interdisciplinary DoGs of the SGS.

23. CONFIDENTIALITY, SECURITY AND RELEASE OF STUDENT ACADEMIC RECORDS

The phrase “official academic record” when used in these policies means the information concerning admission and academic performance of students as it is contained in any record of information however recorded or stored.

- (a) The official academic records of students are the property of the University.
- (b) The Registrars and any designated officer, where applicable, will retain the custody of the official student academic records, however recorded or stored, in the Office of the Registrar, the School of Graduate Studies, Integrated Technology Services, and the Faculty of Law -- all of the University of New Brunswick Fredericton and Saint John (the University) -- and will be responsible for their security and maintenance.
- (c) Students desiring to have their names changed on their official student record, be it by means of alteration, deletion, substitution or addition, must submit appropriate supporting documentation.
- (d) **RELEASE OF INFORMATION**
 - (i) Except as provided herein, official academic records are confidential and will not be divulged to any third party, including parents or guardians, except as noted in this statement, without the written consent of the student concerned being first obtained.
 - (ii) Students have the right to official copies of their University of New Brunswick transcripts of record. Official transcripts issued to students are indicated as such on the transcript. Any request forms must be completed, signed and submitted to the appropriate Registrar’s office with the required fee. Transcripts and degree parchments will be withheld for students, including former students, who have failed to meet their financial obligations to the University. Students have the right to access their transcripts of record as held in the computerized files and to print unofficial copies of their transcripts of record.
 - (iii) Partial transcripts will not be issued.
 - (iv) Transcripts or personal information contained in the official student records will only be released in accordance with University policy as follows: (a) Where the person to whom the information relates has identified that information in particular and has consented to its disclosure; (b) For the purpose for which it was obtained or compiled or for a purpose consistent therewith; (c) To an officer or employee of the University who needs the record in the performance of his or her duties; (d) For the purpose of complying with a requirement to provide information lawfully imposed upon the University by a federal/provincial government authority; (e) Where disclosure is necessary to aid in the investigation of allegations that individuals have made false statements or engaged in other misleading conduct concerning their attendance or performance or status within or completion of an academic program of the University; (f) In compelling circumstances affecting the health or safety of an individual, if, upon disclosure, notification thereof is mailed to the last known address of the

individual to whom the information relates; (g) In compassionate circumstances, to facilitate contact with the next of kin or a friend of an individual who is injured, ill or deceased; or (h) To a person who has been authorized by the individual to whom the information related to make an enquiry on that individual's behalf or, where that individual is incapacitated, has been authorized by the next of kin or legal representative of that individual.

- (v) The Campus Registrar may authorize access to academic records for the purpose of research. Students of the University may examine their personal official academic records held in paper files, with the exception of letters of reference provided to the University in confidence. A member of the Registrar's Office or a designated officer on the campus where the record is held will be present during such an inspection. Students may examine letters of reference or other information provided to the University in confidence only with the written permission of the referee or writer being first obtained and received by the appropriate Registrar or designated officer holding the file.
- (vi) The Office of the Registrar will not normally provide students or third parties, except as noted below, with copies of documents on file, such as transcripts from other institutions, or correspondence provided to the University in confidence. In the case of a request for copies of documents made to a Campus Registrar's office, an exception may be made in severe situations such as where an international student is unable to obtain copies of original documents. If the request is approved, the Registrar will authorize copies of such documents on file be forwarded to another institution; these copies will be marked "copy of original documents".
- (vii) The University considers certain information, that is, a student's name, dates of university attendance, verification of degrees obtained, to be public information. Such information may be disclosed by the Campus Registrar or designated officer without the consent of the student. Students who object to the release of such information will notify the Registrar of the campus where the information is held, in writing, giving the specific objection or objections. The Registrar will then determine what action, if any, will be taken and advise the student and the designated Officer where necessary.
- (viii) The University routinely releases student e-mail identifiers while the student is enrolled at the University. Students who object to such release must notify the Campus Registrar.

Faculty members and members of the staff of the University will have access to academic records as may be required in the performance of their duties, on their understanding that such information will not be released to others except as may be permitted under the Statement on Confidentiality, and Access to Institutional Records.

Appeals for Exemption from Regulations

Notwithstanding anything to the contrary herein contained, a student may petition directly to the Dean of Graduate Studies for an exemption from the Application of a Regulation herein contained, or from the effect of an academic decision, upon the grounds of compassion, health, or other extenuating circumstances of a similar nature beyond the control of a student. A Student who requests such an

exemption must state the grounds upon which the request is made, and provide documentation satisfactory to the Dean of Graduate Studies to support this request.

The Dean of Graduate Studies, upon receiving a request for such an exemption, may take a decision to grant the requested exemption after having consulted with the Director of Graduate Studies in the appropriate GAU, and with the Dean of the Faculty of the appropriate GAU, but the decision of the Director of Graduate Studies shall be final.

Approved by the Executive Committee of the School of Graduate Studies, May 5, 2005 & Approved by Senate UNB-SJ and Senate UNB-F on May 17, 2005

24. REVIEW OF GRADES

This regulation applies to a review of a single piece of course work, including, but not limited to, tests, computerized tests, examinations, term papers, essays, reports, group projects, practicum and co-op assessments and oral tests/exams.

24. (A) Review of Grade on an Individual Piece of Work

- (a) Students may discuss with the course instructor the mark on any piece of work regardless of its value. For a team-taught course, the co-ordinator of the course will replace the role of the instructor.
- (b) Students have the right to request a formal review of the grade assigned to a single piece of work worth at least 25 per cent in the calculation of the final grade in the course, which includes a final examination in a course.
- (c) The grounds for such formal review are restricted to:
 - (i) the evaluation of the piece of work is demonstrably unfair;
 - (ii) the method of evaluation was not consistent among all students in the course;
 - (iii) there was a miscalculation of the grade assigned to the piece of work; or
 - (iv) compassionate, health-related or extenuating circumstances beyond the control of the student which demonstrably had a direct impact on academic performance. (It is the student(s) responsibility to provide documentation which demonstrates that such circumstances have had a direct impact on the academic performance of the student).
- (d) There are two steps to follow for the formal review process:
 - (i) The piece of work must be discussed with the instructor involved within two weeks of the receipt of the grade for the single piece of work, as provided for in (a) above.
 - (ii) After this first step and if requested by the student(s) in writing to the Chair of the Department, or Dean of the Faculty if there is no Department

or Chair, a review will be conducted by a committee consisting of: (a) the Chair of the department or Dean of the Faculty or designate; (b) the instructor and (c) the student(s).

- (iii) Students have the right to meet with the Chair or Dean, or designate, without the instructor present prior to this review.
- (iv) The review must be conducted within 7 days after the review with the instructor stipulated in (i) above.
- (v) The decision of this review is final and the reasons for the decision will be provided to the student(s) in writing by the Chair or Dean.
- (vi) Students who have not requested a grade review of a single piece of work that is reviewable, or who have requested a grade review of a single piece of work and are not satisfied with the result, may not ask for a review of a final grade on the basis of that single piece of work.

24.(B) Procedures

- (a) In all reviews, it is expected that the process will be carried out expeditiously by the reviewer/s.
- (b) Marked materials held by the instructor must be retained for twelve months after the end of the term. Students are expected to return graded assignments for review by the reviewers. Such assignments cannot have been altered (please refer to the section on university regulations governing academic offences)
- (c) Work will be reviewed, as requested, in a manner that ensures that all concerns raised by the student(s) have been properly addressed taking into account the course outline and/or any other instructions given by the instructor, and that the totalling of the marks and other items contributing to the grade were done accurately. In instances where consistency in grading is being considered, a minimum of three other pieces of class work completed by other students will be examined by the reviewer(s).
- (d) The grade originally assigned for a single piece of work may be raised, remain the same or be lowered as a result of the review.
- (e) In reviews of a Group Project involving two (2) or more students, the instructor has the right to change the grade awarded to each student if the grade is to be altered.

24. (C) Review of Final Course Grade

- (a) Prior to requesting a formal review of a final grade, students will discuss the grade with the instructor. For a team-taught course the co-ordinator of the course will replace the role of the instructor. Where no course co-ordinator exists, the

Dean of the School of Graduate Studies will designate one of the course instructors as course co-ordinator.

- (b) Students who are not satisfied with the decision of the instructor or course co-ordinator have the right to request a review of the official final grade received in a course on the proper form available in the Office of the Registrar. Such requests must be received by the Registrar, in writing, within 90 days after the end of the course or examination period, where applicable. A fee of \$15.00 must accompany the request. The fee will be refunded if the grade is subsequently raised.
- (c) Students should clearly outline the grounds for the request to review the final grade. Normally the grounds are restricted to either one or more of paragraph 24(C)(c); (i),(ii),(iii) or (iv) OR 24(C)(c)(v). These grounds are:
 - (i) the final grade is demonstrably unfair;
 - (ii) the calculation of the final grade was not consistent within the class;
 - (iii) the final grade was not calculated on all the work completed; or
 - (iv) there was a miscalculation of the final grade;
 - (v) compassionate, health-related or extenuating circumstances beyond the control of the student which demonstrably had a direct impact on academic performance (It is the student's responsibility to provide documentation which demonstrates that such circumstances have had a direct impact on the academic performance of the student).
- (d) The Registrar shall refer the request for formal review to a Committee consisting of:
 - (i) one member selected by the student;
 - (ii) one member selected by the instructor who is a member of the GAU; and
 - (iii) the Chair of the Department or Dean of the Faculty or a designate selected by the Chair or Dean, provided that the Chair, Dean or designate shall be a member of the GAU. In the event that the student or instructor is unable to select a member for this review committee, the Dean of Faculty will select.
- (e) If it is a class action involving two or more students enrolled in the/a course, the students in the class requesting the review will select one member of the Committee. If more than one instructor, the instructors involved in the teaching of the course will select one member of the Committee. The required criteria for a grade review for a class action are:
 - (i) the grade of all members in the class requesting the review must be at issue;

- (ii) the grounds for the review must be the same for all members in the class requesting the review; and
- (iii) the requested outcome of the review must produce a consistent result for all members in the class requesting the review.
- (f) The Committee shall interview the instructor(s) and student(s). The instructor(s) and student(s) may submit any materials relevant to the review of final grade.
- (g) The decision of the Committee will be forwarded to the Registrar with a copy to the Dean of Graduate Studies. The decision with reasons must be given in writing and provided to the student(s).

24.(D) Final Grade Review Appeals

- (a) Students who are not satisfied with the decision of the Committee referred to in paragraph 24(C) above (Review of Final Course Grade) have the right to appeal the results of a review of a final course grade. Such appeals must be submitted within 4 weeks after the date of the decision of the Committee by notice in writing to the Registrar.
- (b) Student(s) should clearly state the grounds for the appeal. The grounds for appeal of final course grade are limited to:
 - (i) the decision of the Final Grade Review Committee was made without due regard to proper procedure such that the student was materially disadvantaged; and/or
 - (ii) the decision of the Final Grade Review Committee was made in a manner which was not fair in all of the circumstances.
- (c) The Registrar shall refer the appeal of Fredericton Campus students to the Senate Student Standings and Promotions Committee; on the Saint John Campus, the appeal will be referred to the Student Appeals Committee.
- (d) The Registrar shall give notice to the student, or the person acting on the student's behalf, of the time and place of the appeal hearing and shall give access to the students or the person acting on the students' behalf to all materials relevant to the appeal.
- (e) The Registrar shall give notice to the instructor, Chair of the Department and Dean of the Faculty concerned of the time and place of the hearing and request any written materials relevant to the appeal be filed with the committee in a manner such that the right of access provided for in subparagraph (d) shall be facilitated.
- (f) The relevant Appeals Committee shall hear and determine the matter. The decision of the Committee shall be final, shall be provided to the student(s) in

writing, and no right of appeal exists to the same Appeals Committee from this decision except as follows:

Where new evidence becomes available to the student(s) of which the student(s) were unaware at the time of the original Committee Appeal Hearing, through no fault of the student(s), and prior to any proceedings commencing before a Senate Review Committee, the relevant Appeals Committee may, upon written request of the student(s), summarizing such evidence, elect to hold a further hearing to consider such new evidence and, if deemed appropriate, hand down a further or other decision on the appeal. The relevant appeal committee shall have the sole and only discretion to hold a further hearing pursuant to such written request.

- (g) If the Appeals Committee finds in favour of the appellant(s), it normally shall refer the review of final grade back to the Departmental or Faculty review committee for reconsideration with such reasons, directions and recommendations as the Appeals Committee may determine. In the exceptional case where the Appeals Committee determines that the student(s) would be disadvantaged by a referral back to the Departmental or Faculty review committee, the Appeals Committee reserves the right to alter the final grade.
- (h) The procedures to be followed by the appeals committee are as follows:
 - (i) Student(s) must have the opportunity to appear, in person, or via conference call or video conference (at the request of the student(s)), to present oral and/or written submissions on the matters at issue on appeal.
 - (ii) Student(s) must have an opportunity to respond to any submissions made by any other parties in the appeal and have an opportunity to present final argument and summation at the conclusion of the hearing.
 - (iii) Student(s) must have an opportunity to direct questions to any other parties in the appeal hearing.
 - (iv) Other parties must be given an opportunity to direct questions to the student(s) in the appeal.
 - (v) Members of the appeal subcommittee may question any and all parties with respect to the matters at issue in the appeal, inclusive of the student(s).

25. PETITION FOR RELIEF - APPEALS

Notwithstanding the entitlement to appeal a review of the final grade in a course pursuant to paragraph (a) above, student(s) have the right to appeal for exemption from the application of a University grade-related regulation or from the effect of an academic grade-related decision on the basis of compassionate, health related or other extenuating circumstances beyond control of the student(s).

- (a) Student(s) should clearly state the grounds for such an appeal. It is the student(s)' responsibility to provide documentation which demonstrates that such circumstances reasonably have had a direct impact on the final grade that has resulted in the application of the grade-related regulation or the academic grade-related decision.
- (b) Such appeals must be submitted within 4 weeks after the date of the decision of the Committee by notice in writing to the Registrar.

In all cases involving an appeal for exemption from the application of a University grade-related regulation or from the effect of an academic grade related decision:

- (a) The Registrar shall refer the appeal of Fredericton Campus student(s) to the Senate Student Standings and Promotions Committee; on the Saint John Campus, the appeal will be referred to the Student Appeals Committee.
- (b) The Registrar shall give notice to the student(s), or the person acting on the student's behalf, of the time and place of the appeal hearing and shall give access to the student(s) or the person acting on the student(s)' behalf to all materials relevant to the appeal.
- (c) The Registrar shall give notice to the instructor, Chair of the Department and Dean of the Faculty concerned of the time and place of the appeal hearing and request any written materials to the appeal be filed with the committee in a manner such that the right of access provided for in subparagraph (ii) shall be facilitated.

The relevant Appeals Committee shall hear and determine the matter. The decision of the Committee shall be final, shall be provided to the student(s) in writing, with reasons, and no right of appeal exists to the same Appeals Committee from this decision. The relevant appeals committee shall use the same procedures on an appeal for exemption under this Article 25, as are set out in Article 24.D(h).

26. REPEATING COURSES

Subject to other applicable graduate regulations, student(s) may petition the Dean of Graduate Studies for permission to repeat a course. The decision on such petitions will be at the sole discretion of the Dean of Graduate Studies, and shall not be subject to appeal.

27. ACADEMIC APPEALS

Subject to the following regulations, and to any specific regulations of any graduate academic unit which do not conflict with either this regulation or any other regulation of the School of Graduate Studies, and the General Post Graduate Degree Regulations as contained herein, students have the right to appeal certain academic decisions, as set out in the following paragraphs:

1. Academic decisions relating to performance in course work, other than grades or academic offences, including, but not limited to:

- (a) a requirement to withdraw as a result of performance in courses;
 - (b) the satisfaction of qualifying or probationary requirements; and
 - (c) inclusion of graduate or equivalent courses for which a grade has been awarded towards fulfillment of the degree program requirements.
2. Academic decisions relating to the performance in comprehensive examinations, field examinations, demonstrations of expertise, teaching apprenticeships, advanced practicums, or internships, as may be required in a specific graduate degree program or by the School of Graduate Studies.
3. Academic decisions made by a supervisor, a supervisory/advisory committee, graduate academic unit, examining board or the School of Graduate Studies relating to the preparation and examination of a thesis, dissertation, report and/or major research paper, including:
- (a) unsatisfactory progress in research or scholarly work towards the thesis, dissertation, report or major research paper;
 - (b) a decision that the thesis, dissertation, report or major research paper proposal is not acceptable;
 - (c) failure in an oral examination of a thesis, dissertation, report or major research paper; or
 - (d) a decision that a final thesis, dissertation, report or major research paper is unacceptable.
4. The grounds for appeal of any decision as set out in (a), (b), or (c) above, are limited to
- (a) relief on the grounds that the decision was made without due regard to proper procedure such that the student was materially disadvantaged; and/or
 - (b) relief on the grounds that the decision was made in a manner which was not fair in all of the circumstances.

Students have no right to appeal on the merit of an academic decision made by Faculty, committees or Boards pursuant to University Regulations. Students also may not, subject to the criteria set out from time to time by the School of Graduate Studies, appeal on the grounds of the professional and/or academic qualifications of the individuals to be, or actually, selected to be members of any committee, or Graduate Academic Unit or examining board.

Students may, when undertaking an appeal pursuant to this regulation, seek the advice of the Student Advocate on the Fredericton Campus or the Director of Student Affairs and Services on the Saint John Campus, as the case may be, with respect to the submission and conduct of an appeal. Where requested in writing to do so, the Director of Student Affairs and Services on the Fredericton Campus, or the Director of Student Services on the Saint John Campus, as the case may be, may assist the student in both the preparation and submission of an appeal, and may

represent the student both in the settlement process and any subsequent appeal proceedings. Students also have the right to be represented by an individual of their choice.

27.(A) Appeal Procedure

- (a) Students shall submit any of the above academic appeals in writing to the Dean of Graduate Studies within thirty (30) days of being notified of the decision which the student(s) wishes to appeal.
- (b) The Dean of Graduate Studies, at the Dean's sole and only discretion, may require that the appeal first be submitted to a settlement process. The Dean may designate an assistant or Associate Dean of Graduate Studies to exercise this discretion on behalf of the Dean.

27.(B) Settlement Process

Where the Dean of Graduate Studies requires that an appeal be submitted to the Settlement Process, the following process will apply:

- (a) The Dean of Graduate Studies will make the referral of the appeal to the Settlement Process, in writing, to the student(s) and, Director of Graduate Studies in the Graduate Academic Unit of the student(s).
- (b) Step 1 - Within ten (10) days of receipt of written referral, the student(s) and the aforesaid Director of Graduate Studies (or the Chair of the Department, or Dean of the Faculty where there is no Department, where the aforesaid Director of Graduate Studies is in a conflict), shall meet and attempt to resolve the issue under appeal to their mutual satisfaction.
- (c) Step 2 - In the event that the matter is not resolved in a mutually satisfactory manner pursuant to subparagraph (b) above, within ten (10) days from the date of said referral, the student(s) and the aforesaid Director of Graduate Studies (or the Chair of the Department, or Dean of the Faculty where there is no Department, where the aforesaid Director of Graduate Studies is in a conflict), of the student(s) shall notify the Graduate Studies Committee of the appropriate graduate academic unit, and said Graduate Studies Committee shall appoint a representative to meet with the parties set out above in an attempt to resolve the issues under appeal to the mutual satisfaction of all parties concerned.
- (d) Where, as a result of either Step 1 or Step 2 of the settlement process, a resolution of the issues under appeal mutually satisfactory to all parties concerned is reached, a written report on the outcome of the settlement process will be prepared and provided to the Dean of Graduate Studies by the aforesaid Director of Graduate Studies (or the Chair of the Department, or Dean of the Faculty where there is no Department, where the aforesaid Director of Graduate Studies is in a conflict) of the student(s) together with a written acknowledgement signed by the student(s) indicating agreement with the outcome.

- (e) Where no settlement is reached as a result of the settlement process, the Graduate Studies Committee of the Graduate Academic Unit, or its designate, shall report same in writing to the Dean of Graduate Studies, with a copy to the student.
- (f) Where as a result of the Settlement Process there is a resolution of the issues satisfactory to all parties the appeal will be deemed to be disposed of and the matter shall not be subject to any further appeal.
- (g) Where the Dean of Graduate Studies elects not to refer an appeal to the Settlement Process, the Dean of Graduate Studies shall forward the appeal of the student(s) to the Appeals Sub-Committee of the Executive Committee of the School of Graduate Studies.
- (h) Where the Dean of Graduate Studies refers an appeal to the Settlement Process, and has received a report that the Settlement Process has not resulted in a resolution, the Dean shall forward the appeal of the student(s) to the Appeals Sub-Committee of the Executive Committee of the School of Graduate Studies, within ten (10) days of receipt of the report.
- (i) No person directly involved in either the settlement process, or in the evaluation of the academic progress of the student(s) may be appointed to any appeal subcommittee.
- (j) The Appeals Sub-Committee must schedule a hearing of the appeal within a reasonable time, and must give notice in writing of the appeal hearing date to all parties to the appeal at least two (2) weeks in advance of the appeal hearing date.
- (k) The Appeals Sub-Committee shall give notice to the student(s), or the person acting on the student(s)' behalf, of the time and place of the hearing and shall give access to the student(s) or the person acting on the student(s)' behalf to all materials relevant to the appeal.
- (l) The Appeals Sub-Committee shall given notice to the instructor, Chair of the Department and Dean of the Faculty concerned of the time and place of the hearing and request any written materials relevant to the appeal be filed with the committee in a manner such that the right of access provided for in subparagraph (k) shall be facilitated.
- (m) The relevant Appeals Committee shall hear and determine the matter and report the disposition of the matter to the Executive Committee at the Executive Committees next regularly scheduled meeting, for information purposes only. The decision of the Committee shall be final, shall be provided to the student(s) in writing, and no right of appeal exists to the same Appeals Committee from this decision.
- (n) Where new evidence becomes available to the student(s) of which the student(s) were unaware at the time of the original Committee Hearing, through no fault of the student(s), and prior to any proceedings commencing before a Senate Review Committee, the relevant Appeals Sub-Committee may, upon written request of the

student(s), summarizing such evidence, elect to hold a further hearing to consider such new evidence and, if deemed appropriate, hand down a further or other decision on the appeal.

- (o) The appeal subcommittee shall provide a written decision separate and apart from any minutes of the meetings of the meetings of the Appeal Sub Committee and of the hearing disposing of the appeal, with reasons, to the student(s), the Chair of the relevant Graduate Academic Unit, the Dean of the appropriate faculty, the Director of Graduate Studies of the relevant GAU, the Dean of Graduate Studies and the supervisor or supervisory/advisory committee of the student(s). The written decision is considered part of students' academic record and according is to be held in confidence by each recipient.
- (p) The decision of the appeal subcommittee in any matter under appeal is final and is not subject to further appeal to the Executive Committee of the School of Graduate Studies, but may be subject to appeal to the Senate Review Committee.

27.(C) Appeal Subcommittee Hearing Procedures

- (a) Student(s) must have the opportunity to appear, in person, or via conference call or video conference (at the request of the student(s)), to present oral and/or written submissions on the matters at issue on appeal.
- (b) Student(s) must have an opportunity to respond to any submissions made by any other parties in the appeal and have an opportunity to present final argument and summation at the conclusion of the hearing.
- (c) Student(s) must have an opportunity to direct questions to any other parties in the appeal hearing.
- (d) Other parties must be given an opportunity to direct questions to the student(s) in the appeal.
- (e) Members of the appeal subcommittee may question any and all parties with respect to the matters at issue in the appeal, inclusive of the student(s).

28. PETITION FOR RELIEF

Notwithstanding the entitlement to appeal an academic decision pursuant to Article 27 of this regulation, student(s) may petition the Dean of Graduate Studies for an exemption from the application of a University regulation or for relief from the effect of an academic decision which would otherwise be subject to an appeal pursuant to Article 27 of this regulation due to compassionate, health related or other extenuating circumstances beyond the control of the student(s). It is the student(s)' responsibility to provide documentation which demonstrates that such circumstances reasonably have had a direct impact upon the academic performance of the student(s). Upon receipt of a petition from a student(s), in writing, by the Office of the Dean of Graduate Studies, the Dean shall have the sole and only discretion to grant such exemption or relief, and such discretionary decision is not subject to appeal.

The Dean of Graduate Studies may consider only one petition with respect to any academic appeal from a student(s). The Dean will not consider a petition if an appeal has been referred to the Settlement Process, is currently before, or is scheduled to go before, the appeal subcommittee of the Executive Committee of the School of Graduate Studies, or if the appeal is currently before, or is scheduled to go before, the Senate Review Committee. The Dean of Graduate Studies will not consider a petition once the appeal process has been completed, save and except for matters where new evidence has become available to the student(s) of which the student(s) was unaware at the time of the original appeal subcommittee hearing or the original Senate Review Committee hearing, through no fault of the student(s), and where the petition of the student(s) contains a written summary of such new evidence.

The Dean of Graduate Studies, in all cases, and when in the process of taking a decision on whether or not to grant a petition, may, but is not obligated to, consult with others in reaching a decision on said petition.

29. ACADEMIC OFFENCES

Note: Consideration of a request to withdraw from a course or courses involved in an academic offence will not be given until the case is resolved. The Registrar shall enter the grade of INC on the student(s) transcript until such time as the procedures for dealing with the academic offence(s) have been concluded and a final grade is authorized.

Academic offences include, but are not limited to, the following.

29.(A) Plagiarism

Plagiarism includes:

- (a) quoting verbatim or almost verbatim from a source (such as copyrighted material, notes, letters, business entries, computer materials, etc.) without acknowledgment;
- (b) adopting someone else's line of thought, argument, arrangement, or supporting evidence (such as, for example, statistics, bibliographies, etc.) without indicating such dependence;
- (c) submitting someone else's work, in whatever form (film, workbook, artwork, computer materials, etc.) without acknowledgment;
- (d) knowingly representing as one's own work any idea of another;
- (e) contravention of written instructions of the instructor dealing with plagiarism.

NOTE: In courses which include group work, the instructor must define and warn against plagiarism in group work. Unless an act of plagiarism is identified clearly with an individual student or students, a penalty may be imposed on all members of the group.

29.(B) Procedures Governing Plagiarism

For the purposes of all sections governing findings, and procedures with respect to plagiarism, the phrase "individual piece of work" shall be defined to include, but not be limited to, term

papers, essays, theses, dissertations, comprehensive examinations, reports, group projects, practicum and cooperative assessments.

If the instructor suspects plagiarism, in an individual piece of work, the instructor must make every reasonable effort to discuss the suspicion with the student or group of students and follow one of two courses of action:

- (a) If the instructor is satisfied that plagiarism was committed, and whether as a result of genuine misunderstanding, or the plagiarism was deliberate, the instructor shall report the name of the student(s) to the Registrar, together with an indication that the plagiarism was either as a result of genuine misunderstanding or was deliberate in nature.
- (b) The Registrar shall, upon receipt of a report from the instructor, take the following steps:
 - (i) review the academic record of the student(s) to determine whether there have been any reports or findings of genuine misunderstanding or deliberate plagiarism as against the student(s) during the student(s) pursuit of academic studies at the University;
 - (ii) if the Registrar finds no such previous reports or findings in the student(s)' academic file, and if the instructor's report is that the plagiarism appears to be the result of a genuine misunderstanding, the Registrar shall advise the instructor of same, and the instructor shall permit the student to submit a genuine piece of work to be graded in place of the one plagiarized. The time allowed for submission of the genuine piece of work shall be three weeks from the date of the instructor so notifying the student(s). If the student(s) submits the genuine piece of work in place of the one plagiarized within this three week period to the instructor, then the instructor shall grade the genuine piece of work and forward the grade to the Registrar (if same is a final grade) or shall use the grade on the genuine piece of work in place of the plagiarized piece of work. If the student(s) does not submit the genuine piece of work within the three week period stipulated, then the final grade in the course shall be calculated on the basis of the grade of zero in the piece of work. In either case, the instructor shall report the results of this process to the Registrar in writing.
 - (iii) if the Registrar finds no such previous reports or findings in the student(s)' academic file, but if the instructor's report is that the plagiarism appears to be deliberate in nature, then the Registrar shall schedule a hearing on the allegation of deliberate plagiarism.
 - (iv) if the Registrar finds either a previous report of genuine misunderstanding or a previous finding(s) of deliberate plagiarism in the student(s) academic file, then the Registrar shall schedule a hearing on the allegation of deliberate plagiarism. A second plea of ignorance by the student(s) will not be accepted in any circumstances where there has been a previous

report of genuine misunderstanding or finding of deliberate plagiarism involving the student(s).

- (c) Where the Registrar schedules a hearing into an allegation of deliberate plagiarism on the part of a student(s) the Registrar shall advise the Dean of Graduate Studies, and the Chair or Dean of the student(s)' program or department where applicable. The Registrar shall notify the student by registered letter of the regulations, the right to appear before the appropriate Appeals Committee and the procedures involved. Student(s) are urged to submit to the appropriate Appeals Committee a written statement regarding the case.

29.(C) Other Academic Offences

- (a) Cheating on examinations or tests in a course, or cheating on assignments or reports in a course or in a degree requirement for a program;
- (b) Impersonating a candidate at an examination or test or in connection with any assignment in a course or in a degree requirement for a program, availing oneself of the results of impersonation.
- (c) Obtaining, through theft, bribery, collusion or other improper manner or participating in the purchase or sale of, or offering or accepting a bribe to obtain, or using:
 - (i) an examination or test paper prior to the date and time for writing the examination or test;
 - (ii) academic materials belonging to another person, e.g. laboratory reports, assignments, papers, computer materials, datasets in a course or a degree requirement for a program;
- (d) Falsifying or knowingly submitting false assignments or credentials, records, transcripts, references or other academic documents, or altering research results, whether in a course or in a degree requirement;
- (e) Submitting a false health or other certificate in order to obtain an exemption, relief from an academic regulation, or in support of an Article 28 Petition for Relief;
- (f) Submitting identical or substantially similar work for one course or degree requirement for a program of study, which has been or is being submitted for another course or degree requirement program of study, without the prior express knowledge and approval of the instructors;
- (g) Tampering with, or altering, in any deceptive way, work subsequently presented for a review of the grade awarded in either an individual piece of work or in a final grade review in a course, or work presented pursuant to an Article 27 Academic Appeal;

- (h) Knowingly aiding or abetting any of the above offences.

29.(D) Procedures Governing Other Academic Offences

- (a) The instructor, invigilator or other appropriate person shall, where practical, discuss the matter with the student concerned.
- (b) An instructor, invigilator or other appropriate person satisfied that an academic offence has been committed shall report that finding to the Registrar, who shall report it to the Chair of the Department and/or the Dean of the Faculty concerned, and to the Dean of Graduate Studies.
- (c) The Registrar will refer the alleged academic offence to the appropriate Committee for hearing and disposition. The Registrar will refer the alleged academic offence concerning Fredericton campus students to the Senate Student Standings and Promotions Committee; on the Saint John Campus, alleged offences will be referred to the Student appeals Committee.
- (d) The Registrar shall notify the student by e-mail or registered letter of the following:
 - (i) the specific academic offence(s) that the student(s) has allegedly committed;
 - (ii) the student(s) right to appear at the hearing before the appropriate Appeals Committee;
 - (iii) the request of the Appeals Committee that the student(s) and the student(s) representative be present at the hearing before the appropriate Appeals Committee;
 - (iv) the request of the Appeals Committee that the student(s) submit a written statement regarding the alleged academic offence to the Registrar for delivery to the appropriate Appeals Committee prior to the date of the hearing;
 - (v) the possible penalties which could be imposed upon the student(s) if the alleged academic offence(s) is proven; and
 - (vi) in addition, the Registrar's letter to the student(s) shall include a copy of the applicable University Regulations.
- (e) Student(s) are entitled to seek the advice of the Student Advocate (Fredericton) or the Director of Student Services (Saint John). A student is entitled to be represented at the hearing by a person of the student's choice. Where requested in writing by a student, the Student Advocate or the Director of Student Services shall represent the student to the extent requested.

- (f) The appropriate Appeals Committee shall schedule a hearing of the alleged offence and shall provide written notice to the student, the instructor and any other parties of the date, time and place of the hearing, normally at least two weeks in advance of the hearing.

29.(E) Hearings on Plagiarism and Other Academic Offences – Order of Proceedings

- (a) The Chair shall call the Hearing to order and ask all participants to identify themselves and their role in the hearing. Any member of the Appeals Committee from the GAU in which the student is enrolled, and any member who has had any previous involvement with the case shall not participate as a decision-making member of the Appeals Committee for the particular hearing, and may participate only as an observer or in the role of witness if called by one of the parties to the hearing.
- (b) The Chair shall determine that quorum is present. Quorum shall not include members of the Appeals Committee who are excluded as a voting member of the Appeals Committee for the particular hearing as stipulated in paragraph (a).
- (c) The Chair shall ask the secretary of the Appeals Committee to verify that notice of the hearing has been given to the student and the instructor as required by the applicable regulations, and shall ask if there are any questions or objections concerning the jurisdiction and constitution of the Appeals Committee.
- (d) The Chair will state the purpose of the hearing is to:
 - (i) hear and consider testimony and written documentation on the alleged academic offence;
 - (ii) make a determination on whether either/or plagiarism or any other academic offence is proven [NOTE the standard of proof is "balance of probabilities"];
 - (iii) subject to a finding of fact that one or more charges is proven, determine what penalty, if any, is to be imposed;
- (e) The Chair will:
 - (i) Identify the documents before the Appeals Committee which are contained in the written file of the case and confirm that all relevant parties to the hearing have had access to these.
 - (ii) Ask the parties if they have additional documents to submit at the outset. It may be necessary to allow time for sufficient copies to be made for members at the hearing. It may be necessary to catalogue the documents in question.
 - (iii) The Chair will ask if there are any questions or objections to entering the documents as part of the record of the hearing.

- (iv) Each party (the instructor or instructor's representative and student(s) charged or representative) will have the opportunity to introduce relevant materials or exhibits at any time during the hearing.
- (f) The instructor or instructor's representative will present the case against the student; this representative and any witnesses that may be called are subject to questions from members of the Appeals Committee and from the student charged or the student's representative;
- (g) Upon completion of the instructor or instructor's representative's presentation, the student charged will have the opportunity to respond to the alleged academic offence and to present a defence. Members of the Committee and the University's representative have the right to ask questions/cross examine any person giving testimony on behalf of the student.
- (h) At the completion of the response of the student or student's representative, each party will have the opportunity for summation and argument with the student charged going first and the instructor or instructor's having the last word.
- (i) Upon completion of the fact-finding stage of the hearing, the Committee normally will make a determination on whether the alleged academic offence has been proven. This must be done by formal resolution of the Committee. A finding that an offence is proven will require a majority vote of the Committee. In the event of a tie vote, the resolution is considered defeated. A question once decided cannot be brought up again.
- (j) In exceptional circumstances where the Committee is unable to reach a finding of fact at the conclusion of the fact finding stage of the hearing, it may reserve its decision and adjourn the hearing.
- (k) Where the finding of fact is that one or more academic offences has been proven, the Committee will determine from the Registrar whether the student has a record of previous academic offences.
- (l) The Committee may impose the minimum mandatory penalty prescribed by regulation for a first, second or subsequent offence as the case may be. This must be done by a formal resolution of the Committee.
- (m) In the event that the Committee decides to consider imposing a penalty beyond the minimum prescribed penalty for the offence, there shall be a further opportunity provided to hear submissions on potential penalties, which must include, at a minimum, the opportunity for the student appellant, or the person acting on the student's behalf, to speak to the discretionary penalty(ies). This opportunity will be provided as a continuation of the hearing, or at a separate hearing in the event that the Appeals Committee has reserved its decision and adjourned the hearing.
- (n) The Chair shall outline the potential discretionary penalties available to the Committee. The student must be provided with an opportunity to understand the

implications and consequences of each discretionary penalty being considered by the Appeals Committee, and the hearing may have to be adjourned to afford the student an adequate opportunity to gather information and assess the implications and consequences.

- (o) The Committee has discretion to allow the instructor to speak to penalty only under the identical circumstances that the student is entitled to speak i.e. only after the finding of fact and only in the event that the Committee decides to consider a penalty beyond the minimum prescribed for the academic offence.
- (p) Where an instructor or instructor's representative is permitted to speak to penalty, the student and/or the student's representative must be given an opportunity both to speak and to respond to the instructor. Either party may call witnesses and any witness is subject to cross examination by the other party;
- (q) Any objections or procedural questions that arise in the course of the hearing are to be addressed to the Chair; the Committee may reserve decision on a procedural matter and will decide on the particular matter before making a determination on fact or penalty as the case may be.
- (r) The Chair will swear any witnesses as follows:
 - (i) With Sacred Book: Do you swear that the evidence that you will give before this Tribunal shall be the truth to the best of your knowledge, belief and ability;
 - or
 - (ii) Solemn Affirmation: Do you solemnly affirm that the evidence that you will give before this Tribunal shall be the truth to the best of your knowledge and ability, understanding that this affirmation has the same force and effect as if given under oath pursuant to the Canada Evidence Act.

29.(F) Penalties for Deliberate Plagiarism

In a case of deliberate plagiarism, the penalties are:

First Offence:

If on the hearing of an allegation of deliberate plagiarism or its equivalent, the relevant Committee makes a finding of fact that deliberate plagiarism is proven, the following minimum penalty, as set out in paragraph (a) will be invoked:

- (a) The student(s) will receive a grade of F on the individual piece of work or a denial of credit for the individual piece of work, and a notation will be placed on the student(s)' transcript of academic record concerning the academic offence. The length of time the notation appears on the student(s) transcript of academic record

is to be decided when the penalty is imposed and will depend upon the severity of the offence.

- (b) At the discretion of the Appeals Committee, and depending on the severity of the offence, student(s) may receive a grade of F in the course or a denial of credit in a/the degree requirement, subject to the procedures as are set out in paragraphs (m) through (o) of Article 29.(E) of this Regulation entitled Hearings on Plagiarism and Other Academic Offences – Order of Proceedings.

Second Offence:

In cases where the relevant Appeals Committee makes a finding of fact that a second allegation of deliberate plagiarism has been proven, the relevant Appeals Committee will impose the following minimum penalty as set out in paragraph (a):

- (a) The student(s) will receive a grade of F in the course, or a denial of credit in a/the degree requirement and a notation of the academic offence will appear on the student(s)' transcript of record. The length of time the notation appears on the student(s)' transcript of academic record is to be decided when the penalty is imposed. In addition, the relevant Appeals Committee will recommend to the President that the student(s) be suspended for a period not to exceed one (1) academic term, subject to the procedures as set out in the paragraphs (m) through (o) of Article 29.(E) of this Regulation entitled Hearings on Plagiarism and Other Academic Offences – Order of Proceedings.
- (b) Depending upon the severity of the offence, the Appeals Committee may, at its discretion, recommend to the President that the student(s) be suspended for a period in excess of one (1) term but not to exceed one (1) year, subject to the procedures as are set out in paragraphs (m) through (o) of Article 29.(E) of this Regulation entitled Hearings on Plagiarism and Other Academic Offences – Order of Proceedings.

Third or Subsequent Offence:

In cases where the relevant Appeals Committee makes a finding of fact that an allegation of deliberate plagiarism has been proven for a third or subsequent offence, the relevant Appeals Committee shall impose the following minimum penalty, as set out in paragraph (a):

- (a) The student(s) will be required to withdraw from the University, and a notation of the academic offence will appear on the student(s)' transcript of record. The length of time the notation appears on the student(s)' transcript of academic record is to be decided when the penalty is imposed.
- (b) Depending upon the severity of the offence, the Appeals Committee may, at its discretion, recommend to the President that the student(s) be expelled subject to the procedures as are set out in paragraphs (m) through (o) of the section of this Regulation entitled Hearings on Plagiarism and Other Academic Offences – Order of Proceedings.

29.(G) Penalties for Other Academic Offences

First Offence

If on the hearing of an allegation of an academic offence, the relevant Committee makes a finding of fact that the academic offence is proven, the following minimum penalty, as set out in paragraph (a) will be invoked:

- (a) Student(s) would receive an F in the examination, test, assignment, course, piece of work, or a denial of credit in a/the degree requirement. A notation will be placed on the student(s)' transcript of academic record concerning the academic offence. The length of time the notation appears on the student(s) transcript of academic record is to be decided when the penalty is imposed and will depend upon the severity of the offence.
- (b) At the discretion of the Appeals Committee, and depending upon the severity of the offence, student(s) may receive a grade of F in the course, or a denial of credit in a/the degree requirement, subject to the procedures as are set out in paragraphs (m) through (o) of Article 29.(E) of this Regulation entitled Hearings on Plagiarism and Other Academic Offences – Order of Proceedings

Second Offence

In cases where the relevant Appeals Committee makes a finding of fact that a second allegation of academic offences proven, the relevant Appeals Committee will impose the following minimum penalty as set out in paragraph (a):

- (a) Student(s) will receive an automatic F in the course or a denial of credit in a/the degree requirement and a notation will be placed on the student(s)' transcript of academic record concerning the academic offence. The length of time the notation appears on the student(s)' transcript of academic record is to be decided when the penalty is imposed and will depend upon the severity of the offence. In addition, the relevant Appeals Committee will recommend to the President that the student(s) be suspended for a period not to exceed one (1) academic term, subject to the procedures as set out in paragraphs (m) through (o) of Article 29.(E) of this Regulation entitled Hearings on Plagiarism and Other Academic Offences – Order of Proceedings.
- (b) Depending upon the severity of the offence, the Appeals Committee may, at its discretion, recommend to the President that the student(s) be suspended for a period in excess of one (1) academic term but not to exceed one (1) year, subject to the procedures as are set out in paragraphs (m) through (o) of Article 29.(E) of this Regulation entitled Hearings on Plagiarism and Other Academic Offences – Order of Proceedings

Third Offence

In cases where the relevant Appeals Committee makes a finding of fact that an allegation of academic offences proven for a third or subsequent offence, the relevant Appeals Committee shall impose the following minimum penalty, as set out in paragraph (a)

- (a) Student(s) will be required to withdraw from the University, and a notation will be placed on the student(s)' transcript of academic record concerning the academic offence. The length of time the notation appears on the student(s)' transcript of academic record is to be decided when the penalty is imposed and will depend upon the severity of the offence.
- (b) Depending upon the severity of the offence, the Appeals Committee may, at its discretion, recommend to the President that the student(s) be expelled subject to the procedures as are set out in paragraphs (m) through (o) of the section of this Regulation entitled Hearings on Plagiarism and Other Academic Offences – Order of Proceedings

30. SENATE REVIEW

A student may request that the relevant Senate review a decision of the appropriate Appeals Committee, on either a standing matter, or an academic office matter. For purposes of this Article 30, the relevant appeals committee shall be the Students Standings and Promotions Committee of the Fredericton Senate, the Senate Appeals Committee of the Saint John Senate, or the appeals Sub-Committee of the School of Graduate Studies Executive Committee, as the case may be.

The only grounds for such a request are:

- (a) The decision was made without due regard to property procedures, such that the student was materially disadvantaged; and/or
- (b) The decision was made in a manner which is not fair in all of the circumstances

30.(A) Advice and Assistance

A student is entitled to seek the advice of the Student Advocate (Fredericton appeals) or the Director of Student Services (Saint John appeals) with respect to an application for Senate Review.

Where so requested in writing by a student, the Student Advocate (Fredericton appeals) or the Director of Student Services (Saint John) shall act on behalf of the student to the extent requested in the application for Review.

30.(B) Procedures

- (a) An Application for Senate Review shall:

- (i) be filed in the Office of the Secretary of Senate within thirty (30) days of the date of the letter of notification of the decision of the Appeals Committee made under the provisions of the Appeal Procedure;
 - (ii) be made in writing, addressed to the Secretary of Senate, and state the grounds on which the application is based.
- (b) On filing of an Application for Senate Review, the Secretary of Senate shall:
- (iii) notify the student or the person acting on the student's behalf, of the time, place and manner in which the Review will proceed, and further shall ensure access by the student, or the person acting on the student's behalf, to the materials relevant to the application;
 - (iv) give notice to the appropriate Appeals Committee of the time, place and manner in which the Review will proceed and request that any written material relevant to the application be filed with Senate in such a manner as that the right of access stipulated in 1 will be facilitated;
 - (v) ask the Senate Nominating Committee and the President to establish a Review Committee.

31. GENERAL REGULATIONS ON CONDUCT

The following general regulations have been approved by the Board of Governors of the University and are now in effect until such time as they may be revised by the Board.

1. The University of New Brunswick is a community of faculty, staff, students and administrators involved in teaching, learning, research and related activities. The University assumes that students come to the University for a serious purpose and accept responsibilities as members of the University community.
2. In accordance with the commitment set out in the University's Mission Statement to provide an environment conducive to the development of the whole person, all members of the University community - staff, faculty, students and administrators - have the right to work and/or study in an environment which affords them respect and dignity, and is free from danger, discrimination, harassment, intimidation, and behaviour which is destructive, disruptive, or unlawful.
3. The University recognizes students' freedom to manage their personal lives, behaviour and interpersonal relations in a manner consistent with the above principles, with the laws of Canada and New Brunswick, and with University regulations. In exercising their entitlement to participate in University programs and activities, students are expected to:
 - (a) abide by University regulations;
 - (b) respect the integrity of University programs and activities;

- (c) acknowledge the diversity of the University community and the freedom of all members to participate in University programs and activities;
 - (d) promote the peaceful and safe enjoyment of University facilities by other members of the University and public;
 - (e) conduct themselves at all times in a manner that will reflect credit on themselves and the University.
4. The University has defined standards of student behaviour had made provisions for student discipline when they engage in conduct that is inconsistent with the foregoing principles. It shall be deemed, and the Board considers, that each of the following types of conduct is a breach of University regulations, and is grounds for consideration of discipline up to and including suspension or expulsion. As the types of misconduct are stated in general terms, students are advised to familiarize themselves in greater depth with University regulations, and to consult with University officials where they have any doubt about the propriety of an intended action or behaviour.

Unacceptable types of behaviour include, but are not limited to:

- (a) violence, harm or threat of harm to any person or the person's property;
- (b) unnecessarily endangering the health or safety of other person
- (c) possession of a firearm or other weapon on University without specific University permission;
- (d) acting or speaking in a disruptive, disorderly, indecent or offensive manner, or in a way that might reasonably cause fear;
- (e) unauthorized infringement or prevention of access by others to University classes services, events, facilities and property;
- (f) disruption or obstruction of any authorized activity, event, class or service of the University, or interference with any person's rights to carry out legitimate activities, speak or associate with others;
- (g) refusal to comply with a reasonable request by authorized University officials including Security and the Student Campus Police;
- (h) failure to provide identification to authorized University officials when asked, or providing false identification or information;
- (i) obstruction of Security or Student Campus Police in the performance of their duties;
- (j) unauthorized use or occupation of any University property;
- (k) conduct that results directly or indirectly in damage, misuse, defacing, or theft of University property;

- (l) improper use or consumption of alcoholic beverages, restricted drugs, or intoxication or impairment in a public place;
 - (m) other conduct that is prohibited or proscribed by University rule, regulation or policy;
 - (n) contravention of any provision of any federal, provincial or municipal statute on University premises or while engaged in University authorized events or activities.
5. The University of New Brunswick Act provides broad authority for dealing with non-academic student conduct. For example:
- (a) the President has broad discretionary disciplinary powers including suspension for dealing with academic and non-academic disciplinary matters;
 - (b) the Board of Deans has jurisdiction for matters of student discipline;
 - (c) the Board of Governors may approve the expulsion of a student from the University;
 - (d) the Board of Governors may make rules and regulations for the discipline of students and the issuing of fines and other penalties and sanctions; the Student Disciplinary Code and the Internal Residence Discipline Policy are examples.
6. As a general principle, the various authorities for dealing with student discipline shall be exercised so as to avoid the imposition of punishment by more than one authority for the same or an included offence.

This principle shall not preclude University authority being exercised to suspend a student from the University, or to suspend or evict a student from a University residence, pending or following the imposition of discipline. where such action is deemed to be in the best interests of the University community.

This principle is not intended to preclude a student organization from taking action against a student in accordance with its constitution and bylaws on the same facts giving rise to disciplinary action under University authority.

7. Information regarding University disciplinary regulations and procedures is available from the offices of the Director of Student Affairs and Services, the Director of Security and Traffic, the Chief of Student Campus Police, and the Commissioner of Student Discipline on the UNBF campus and from the Director of Student Services and the Manager of Safety and Security on the UNBSJ campus.

When students believe that a member of the University community has violated the principles stated in B above in relation to them, or where students are uncertain about whether behaviour they are contemplating may violate University regulations, they should consult the Chair of their Department, or the Dean of their Faculty, or the Director of Student Affairs and Services (UNBF), or the Director of Student Services (UNBSJ), or

the Director of Security and Traffic (UNBF) or the Manager of Safety and Security (UNBSJ), or the Chief of Student Campus Police, or the Commissioner of Student Discipline, as appropriate.

32. GENERAL

1. For information regarding the Student Disciplinary code, students should consult the Chief of Campus Police or the Dean of Students.
2. For a copy of Security Regulations, students are asked to consult the Dean of Students or the Chief of Security for a copy of the regulations.
3. The University of New Brunswick has policies regarding Integrity in the Conduct of Research, Ethics in Research including Research Involving Animals, Sexual Harassment, and Intellectual Property Guidelines. All Departments have information relating to these policies, but the following departments also have the information:
4. Sexual Harassment Policy - Human Resources, Fredericton/Saint John Campus
5. For matters not expressly addressed in the general post graduate degree regulations, general University regulations as found in section B of the Undergraduate Calendar apply to graduate students unless clearly inapplicable in the graduate studies context.

All research-related policies - Vice-President (Research and International Co-operation)

You may also consult: <http://www.unb.ca/gradschl/>

APPROVED by the Executive Committee of the School of Graduate Studies

on May 4, 2006; Approved by Senate UNB-SJ and Senate UNB-F on May 16, 2006.