

PhD Dissertation Policy and Procedures
Faculty of Education
UNB

Education Graduate Academic Unit Policy on Approval of PhD Proposal and Thesis

(Approved by GAU - May 2, 2000; Amended – Dec 5, 2002, Nov 1, 2010); Amended – Feb 18, 2015

According to the Graduate Calendar the GAU must approve a PhD thesis at two stages.

First there is approval of the title. The regulation reads:

“The title of the thesis must be approved by the GAU concerned at least one year before the Encaenia or Convocation at which the candidate expects to receive the degree.”

The Education GAU has agreed to meet this regulation by approving the research proposal and the dissertation in the following manner.

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

That the process for approving PhD proposals in the Education GAU be as follows:

1. The supervisory committee approves the proposal and works with the student and the office of the Associate Dean to schedule an oral presentation. A minimum of one week’s notice of the presentation will be provided to members of the GAU and education graduate students.
2. The written proposal will be made available to members of the GAU one week prior to the presentation.
3. Serious concerns with the written proposal must be communicated in writing to the supervisor and the Associate Dean prior to the oral presentation.
4. If no serious concerns are raised, the proposal will be deemed approved by the GAU at the completion of the oral presentation.
5. If serious concerns are raised the Associate Dean will call a meeting of the GAU to consider approval of the proposal.

“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.”

Moved: That the process for approving PhD dissertations in the Education GAU be as follows:

1. The supervisory committee approves the dissertation and submits it to the Associate Dean for GAU review.
2. The dissertation will be made available to members of the GAU for a period of one week.
3. Serious concerns with the dissertation must be communicated in writing to the supervisor and the Associate Dean before the end of the one week period.
4. If no serious concerns are raised the dissertation will be deemed approved by the GAU.
5. If serious concerns are raised the Associate Dean will call a meeting of the GAU to consider approval of the dissertation.

If the GAU does not approve the thesis, the candidate may revise the thesis and re-submit it to the GAU for approval. In this case, the GAU must provide clear direction to the candidate regarding the revisions that are required to be made before re-submission of the thesis. If the candidate chooses not to revise the thesis, the GAU will recommend to the Dean of Graduate Studies that the candidate withdraw from the program.

A written copy of the revised and re-submitted thesis will be available in the office of the Associate Dean for a period of one week. A meeting of the GAU will then be held to consider a motion from the supervisory committee to approve the revised thesis. If a thesis is not approved by the GAU a second time, the GAU will recommend to the Dean of Graduate Studies that the candidate withdraw from the program.

