University of New Brunswick

DEPARTMENT OF MECHANICAL ENGINEERING

GRADUATE STUDENT HANDBOOK

Effective May 2026

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INTRODUCTION

This guide is prepared to inform graduate students of the rules and regulations specific to the operation of the Department of Mechanical Engineering. Information on faculty members and their research activities are available on the Department's webpage at http://www.unb.ca/fredericton/engineering/depts/mechanical/.

1. General

General academic regulations for graduate study are outlined in the Graduate Calendar prepared by the School of Graduate Studies. Refer to UNB Graduate Calendar and UNB School of Graduate Studies. It is the student's responsibility to ensure compliance with these regulations, particularly with respect to course requirements, time limits and deadlines for submission of thesis. Departmental regulations and procedures are given below.

1.1 Registration Procedures

Registration is completed on-line. If you have questions regarding your program, please confer with your supervisor or the Director of Graduate Studies.

Please ensure your local (Fredericton/Saint John) home address is kept current!

You **must register each term (Fall, Winter and Summer) for your degree course** even if you have not yet commenced work on them. Although you may plan to take other courses, it is important on your first day or as soon as possible, to register for the Thesis Course so that other administrative departments see that you are active in the system. Failure to register in these courses may cause a delay in your pay. Most students will register for both fall and winter terms at the same time.

Masters's (MEng) – ME6995 (no Summer registration – scheduled break)
Masters's Thesis – ME6997
PhD Thesis – ME6998

To register for your courses, you can access registration through UNB Intranet:
Online Registration (sharepoint.com)

When you have listed your thesis course, (for Fall, Winter and Summer) scroll down and click "submit". Review the resulting screen carefully to ensure that you have been registered in the appropriate course.

If registration for a particular course fails, it will appear with a status of "Failed" along with the reason.

You will need the proper course numbers for each course in which you wish to register. You should consult with your supervisor(s) on the courses you should take each term (whether it is for credit, or extra to degree or audit).

When registering for courses, please note the value of course credits for undergraduate courses as described in the section "Course Credits". Graduate courses are numbered using the 6000 series.

(a) Student ID Card – Go to UCard Online to set up your Student ID card. https://unbcloud.sharepoint.com/sites/UCard

(b) Set up a Bank Account – All students who expect to receive funding are responsible for providing the following information directly to financial Services and/or People & Culture (formerly Human Resources) using the UNB Secure File Drop Link. When sending these documents, send via file drop to abigail.shortall@unb.ca and please name your files as noted below to help speed up the process:

- *a completed TD1 and TD1NB Forms as file name:* ***Last Name, First Name, TD1*** *and* ***Last Name, First Name, TD1NB***

- *a complete Direct Deposit Authorization Form (obtain from your bank and stamped by your bank or a void cheque. File name:* ***Last Name, First Name, Direct Deposit****.*

Payroll Setup (sharepoint.com)

(c) Financial Services (Graduate Administrator)

The Graduate Administrator sets up your payroll, tuition payment, tax information and arranges for your health coverage which is mandatory for all students. If you are receiving an assistantship you *can* arrange to have your tuition taken out in installments from your pay by completing the Graduate Student Fee Deduction Authorization Form (gr_fee_deduction_authorization_form) (using *Chrome* or *Firefox*) and submitting to gradfees@unb.ca.

1.2 Course Credits

NOTE: A minimum of 50% of your courses MUST be from the Mechanical Engineering Department, unless you have received permission from your supervisor(s) and have informed the Director of Graduate Studies in writing of your course selections. Not more than two courses can be taken from any faculty member. You must receive a grade of B- or above to receive credit for the courses. A grade of C is considered a failure and may result in terminating your degree program.

5000 level: 5000 series courses are considered senior undergraduate courses and are offered for graduate credit. Graduate students may be required to complete an extra assignment or equivalent to receive full credit. 6000 level graduate courses are offered for graduate credit.

Under Special circumstances and with the approval of the supervisor(s) and Director of Graduate Studies credit will be received for 3000 and 4000 level courses: Only half credit will be given for these undergraduate courses taken for credit by Mechanical Engineering graduate students. For example, Math 3243 will be valued at 1.5 credit hours and not 3.0 credit hours as printed in the Undergraduate Calendar.

Audit courses:
If a course is to be taken on an AUDIT basis fill out a 'Graduate Student Course Change Form'.
https://www.unb.ca/gradstudies/_assets/documents/graduate_student_course_change_2017.pdf

Have the instructor of the course sign where indicated, then return the form to the Mechanical Engineering Graduate Secretary for approval by the Director of Graduate Studies ("DOGS"). You can then take the form to the SGS, or the Mechanical Engineering Office can forward it for you.

Transfer of credits: Extra credits taken from an undergraduate degree (BScE) should be confirmed by the Registrar's office as an (X) on your transcript. The student should then inform the Graduate School that these credits are to be used towards the graduate degree. This transfer must be completed at the undergraduate level.

Taking Extra Credit: At times students may want to take extra credits in addition to the courses required for the MScE or PhD requirements. When taking extra courses it is important to remember that if they are not taken as "extra" to their degree the grade obtained will affect their GPA. It is also possible that if the "extra" courses are not required by their supervisor(s), UNB may charge additional fees.

Students must complete a "Course Change Form" for any courses they wish as an extra to their graduate program. The form can be found in the SGS webpage under forms.

1.3 STUDENT-SUPERVISOR CHECKLIST and Annual Progress Report

To facilitate development of a constructive working environment, students and their supervisors must complete a checklist that clarifies the basic roles, responsibilities and expectations of both parties throughout the degree program. The student-supervisor checklist is provided and must be completed, signed and submitted on or before the deadline for submission of the student's first Annual Progress Report.
https://www.unb.ca/gradstudies/_assets/documents/studentsupervisorchecklist.pdf

The School of Graduate Studies requires all graduate students to complete an **Annual Progress Report by the June 1 deadline. Students will be notified of the department's internal deadline each year.**
https://www.unb.ca/gradstudies/_assets/documents/student_annual_progress_report.pdf

It is the graduate student's responsibility to have the student and supervisor sections completed and signed before submitting to the Director of Graduate Studies along with a copy of his/her transcript.

The Department will then forward the completed form to the SGS. A copy of the completed form will be returned to you.

1.4 Student Attendance at University Presentations

In an effort to broaden and enhance the academic experience of graduate students it is required that students attend at least **FOUR** oral presentations per term. The oral presentations can be in other departments and faculties in the University and can include research proposals, defences and invited lectures (but not class presentations or those associated with conferences). The students will be provided with a form (forms are also available in the Mechanical Engineering Office or on the Mechanical Engineering Sharepoint) to present to the session chair for signature indicating attendance. In total MScE and MEng will require 10 signatures and PhD will require 20 signatures to complete the degree requirements. (see sharepoint.com).

1.5 Preparing for Presentations

When you are preparing to present your MScE Defence or your PhD University Oral, please send a copy of your Thesis and a copy of your abstract (University Oral only) to the Secretary of Graduate Studies as soon as possible. A notice of your presentation will be prepared and distributed.

If you will need any special multi-media equipment for your presentation, you should reserve it well in advance of the day it will be required. The Graduate Secretary can assist you with this.

1.6 Submission of Thesis

The School of Graduate Studies publishes a document entitled "Regulations and Guidelines for the Preparation and Submission of Graduate Master's Thesis and PhD Dissertations and Reports" which should be consulted by the student before starting to write his/her thesis.
https://www.unb.ca/gradstudies/current/resources/regulations-and-guidelines/index.html

The deadlines for the submission of Thesis are indicated in the Graduate Calendar along with regulations concerning examining boards and examination procedures. The School of Graduate Studies is quite rigid in these regulations and deadlines, and it is advisable to be familiar with them well in advance of starting to prepare your Thesis.

A copy of the Thesis should be submitted to the Director of Graduate Studies after all corrections suggested by the Reading Committee have been completed. The Director of Graduate Studies is required to certify that the Thesis has been prepared in accordance with current regulations governing the preparation and format of graduate Thesis.

1.7 Degree Requirements and Regulations

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.

Further detail is provided at https://www.unb.ca/gradstudies/current/resources/regulations-and-guidelines/regulations/index.html .

1.8 Introduction to Library Courses

We strongly recommend that all Mechanical Engineering graduate students take the "Information Research for Graduate Engineers" course offered by the Engineering Library. You learn about the journal collections and research databases provided at UNB. As well, the course introduces you to some advanced search techniques and to time-saving tools for managing your literature searches and working bibliography. The course also includes a brief introduction to the library and its borrowing policies.

It is a short non-credit course consisting of 5 one-hour weekly lab-based tutorials. A course outline and registration instructions are announced on the Faculty's email distribution lists shortly after the start of the academic year. Inquiries can be sent by email to the Library at englib@unb.ca or made in person at the library.

1.9 Leave of Absence

If necessary, a leave of absence may be granted. Such leave of absence will not count towards the time limit for the completion of the degree. Normally a student can be granted a maximum of one leave during a degree program, for a maximum of 12 months. Leaves may not be granted retroactively. Applications for leave must be made through the Director of Graduate studies and may be granted only by the Graduate School. A leave of absence is not required for course-based students who are away for up to four months. If the student's absence extends beyond four months, a leave of absence request will be required.

1.10 Application to Graduate

You are required to complete the on-line application to graduate on the Graduation website. **There are deadlines to apply**, so please visit the website: http://www.unb.ca/graduation/.

2. Financial Support

The main sources of graduate student funding can be described as *scholarships* and *assistantships*.

Scholarships are given to students in recognition of excellent academic performance and/or financial need. See https://www.unb.ca/gradstudies/current/financial/scholarships/index.html.

Assistantships are given to graduate students through a faculty member or the Department and involve the performance of research, teaching, or related tasks. These sources are described as follows:

GSTA (*Graduate Student Teaching Assistantship*) This is money made available by the Department and is given for support of teaching activities including: marking, preparation of course materials, supervision of students in labs, and conducting tutorials. GSTAs are treated as employment income. All students must have a valid SIN (social insurance number) see procedure outlined below.

Prior to the allocation of GSTA positions, the University will invite students to express their preference for assignments and the University will make reasonable efforts to accommodate such requests consistent with the student's skills and abilities.

RA: (*Research Assistantship–Thesis Related*): awarded to students from faculty members' research grants or contracts. Thesis related RAs are awards made to a student for research work which forms the basis of the student's thesis. All students must have a valid SIN (social insurance number).

(*Research Assistantship – Not Thesis Related*): awarded to students from faculty members' research grants or contracts for work which does not form the basis of the student's thesis. Such work is considered normal outside employment and the time should not exceed 10 hours/week if the student wishes to retain full-time status. The payment of such RA positions is viewed by taxation authorities as normal employment income (not scholarship funding).

GRA: (*Graduate Research Assistantship*): This is money made available to the supervisors by the Department and is given for support of graduate research. This research is assigned by the supervisor in accordance with the supervisor's interests. **For full-time Graduate students only**.

3. MEng Departmental Regulations

3.1 Minimum Course Requirements

The minimum course requirement is **ten courses (minimum of 30 credit hours)**. To ensure a diversity of knowledge among our MEng students, two courses must be chosen from Business Administration. A total of 30 credit hours must be completed with the Director of Graduate Studies' approval. This should include a minimum of 18 credit hours designated as Technical courses (50% of which MUST be from the Mechanical Engineering Department); 6 credit hours of MBA courses, and 6 credit hours as interest courses.

A candidate's choice of courses must be approved by the Director of Graduate Studies. A candidate may be required to take more than the minimum number of courses, if his/her undergraduate degree is not in mechanical engineering.

In special circumstances, when extra courses taken during a previous degree are to be transferred, the candidate must receive written approval from the Director of Graduate Studies. They must also request that the School of Graduate Studies transfer these courses. This must be completed within the first term of studies for new degree.

ME6810 – Mechanical Engineering Research/Design Project Report course (6 credits) is available only when a supervisor is willing and available to oversee the project.

3.2 Time-line

The following time-lines should be followed. An MEng degree should normally take approximately 24 months (36 months for part-time) to complete. Candidates unable to meet the deadlines of their time-line are required to inform, at least one month ahead of the deadline, the Director of Graduate Studies of the reasons for the delay. Reason(s) for delays

should be noted in the annual progress report. Excessive delays in meeting these deadlines may result in the eventual recommendation to the School of Graduate Studies that the candidate be required to withdraw from the program.

Full-Time

DATE	ACTION
1st Fall & Winter Terms	Completion of at least 6 courses and required to maintain full-time status
Beyond 24 months	Candidate is required to explain in writing the reason for the delay and get the approval of the Director of Graduate Studies to continue in the program.

Part-Time

DATE	ACTION
Each Fall or Winter Term	Completion of at least 4 courses
End of 36 months	Last date for successful completion of all courses
After 3 years	Candidate is required to explain in writing the reason for the delay and get the approval of the Director of Graduate Studies to continue in the program.

4. MScE Departmental Regulations

4.1 Program requirements

The MScE degree requires four courses, of which one may be a senior undergraduate course.

All courses required to meet the degree requirements are considered essential courses and will be so designated by the supervisory committee. Essential courses can include any required undergraduate or prerequisite courses. Any courses taken in excess of the requirements are subject to approval by the supervisor. These courses will appear on the student's transcript as regular courses.

All MScE candidates must pass all graduate level courses and approved undergraduate courses with a grade of at least B-. Graduate students are allowed to repeat only one course during their programme. Graduate students are not eligible to write supplementary examinations. Transfer credits from other university will be considered on a case by case basis.

All MScE candidates must pass an oral examination of their thesis project after it has been submitted in satisfactory form.

In addition to meeting the grade requirements, failure to maintain an acceptable academic standing will result in a student being removed from the programme. Failure to achieve the minimum mark as noted above shall be considered grounds for academic dismissal.

4.2 Admission Requirements

Candidates are required to hold a Bachelor's degree with good standing in Engineering, Mathematics, Physics or a related discipline from a recognized university.

4.3 Minimum Course Requirements

The minimum course requirement is **four courses (minimum of 12 credit hours)**. A candidate's choice of courses must be approved by the thesis supervisor(s). A candidate may be required to take more than the minimum number of courses, if his/her undergraduate degree is not in mechanical engineering.

In special circumstances, when extra courses taken during a previous degree are to be transferred, the candidate must receive written approval from the supervisor(s) and Director of Graduate Studies. They must also require that the School of Graduate Studies transfer these courses. This must be completed within the first term of studies for new degree.

4.4 Research Supervisor

Each candidate shall be under the supervision of a Mechanical Engineering faculty member who satisfies the requirements specified by the School of Graduate Studies for full membership in a GAU (Graduate Academic Unit).

4.5 Reading Committee

This Committee shall consist of the research supervisor(s), two additional faculty members from the Mechanical Engineering GAU and the Director of Graduate Studies or his/her designate as Chair of the Committee. (A Reader from another department is required for the University Oral Examination only). The Committee also approves the thesis before the University Oral Examination.

4.6 Thesis

The MScE is primarily a research degree. The major emphasis in the program of studies for the Master of Science in Engineering will be on the thesis. The thesis must demonstrate the candidate's competence to undertake independent research work. The thesis must show that the candidate is fully aware of the pertinent published material, and it must be written in a satisfactory literary style.

4.7 Time-line

The following time-lines, depending on the date of first registration, should be followed. An MScE degree should normally take approximately 24 months to complete. Candidates unable to meet the deadlines of their time-line are required to inform, at least one month ahead of the deadline, their research supervisor(s) and the Director of Graduate Studies of the reasons for the delay. Excessive delays in meeting these deadlines may result in reduction or termination of financial support, or eventual recommendation to the School of Graduate Studies that the candidate be required to withdraw from the program.

First-Registration in September

DATE	ACTION
1st year, Sept-April	Successful completion of course requirements
1st year, Aug 31	Last date for successful completion of thesis proposal examination
2nd year, Nov 30	Last date for successful completion of thesis proposal examination second attempt
2nd year, June 30	Last date for successful approval from Departmental Reading Committee
3rd year and beyond	Candidate is required to meet frequently with the Reading Committee to present and defend his/her progress

First-Registration in January

DATE	ACTION
1st year, Jan-Dec	Successful completion of course requirements
1st year, Dec 31	Last date for successful completion of thesis proposal examination
2nd year, March 30	Last date for successful completion of thesis proposal examination second attempt
2nd year, Sept 30	Last date for successful approval from Departmental Reading Committee
3rd year and beyond	Candidate is required to meet frequently with the Reading Committee to present and defend his/her progress

First-Registration in May

DATE	ACTION
1st year, Sept-April	Successful completion of course requirements
1st year, April 30	Last date for successful completion of thesis proposal examination
2nd year, July 31	Last date for successful completion of thesis proposal examination second attempt
2nd year, Jan 31	Last date for successful approval from Departmental Reading Committee
3rd year and beyond	Candidate is required to meet frequently with the Reading Committee to present and defend his/her progress

5. PhD Departmental Regulations

5.1 Program Requirements

The PhD degree requires four graduate level courses.

All courses required to meet the degree requirements are considered essential courses and will be designated by the supervisory committee. Any courses taken in excess of the requirements are subject to approval by the supervisor. These courses will appear on the student's transcript as regular courses.

PhD degree candidates must pass all graduate level courses with a grade of at least a B-. Graduate students are allowed to repeat only one course during their programme. Graduate students are not eligible to write supplementary examinations. Transfer credits from other university will be considered on a case by case basis.

PhD candidates are also required to pass a written and oral comprehensive examination which normally take place before the end of the second year of study. Students who receive a "fail" on the comprehensive examination will be asked to withdraw.

All PhD candidates must pass an oral examination of her/his thesis project after it has been submitted in satisfactory form, and in accordance with the faculty of Graduate Studies regulations.

In addition to meeting the grade requirements, failure to maintain an acceptable academic standing will result in a student being removed from the programme. Failure to achieve the minimum mark as noted above shall be considered ground for dismissal.

5.2 Admission Requirements

- Thesis-based research Master's degree from a recognized college or university
- Minimum entrance GPA of 3.0
- Two sealed official copies of transcripts from all previous degrees (graduate and undergraduate) from all institution attended. This includes exchange program and any courses taken outside of your home universities.
- Two letters of reference submitted either electronically or by mail.
- A full curriculum vitae (CV) highlighting personal academics, work and research history, publications, awards, scholarships and extra-curricular activities.
- A statement of research interest, not exceeding two pages, explaining their research interests, possible research topics, and ideally listing potential supervisors the applicant has already talked to and obtained positive feedback from.
- English proficiency minimums:
- Instruction in English or
- TOEFL – 550 (paper based) or 213 (computer based) or
- IELTS – overall band of 7.0

The Faculty of Graduate Studies sets the minimum admission standards that are required for entry into graduate programs. Application forms can be found on the UNB website.

5.3 Minimum Course Requirements

The PhD degree will require four courses (minimum of 12 credit hours). A candidate's choice of courses must be approved by the thesis supervisor(s). A candidate may be required to take more than the minimum requirement.

In special circumstances, when extra courses taken during a previous degree are to be transferred, the candidate must receive written approval from the supervisor(s) and Director of Graduate Studies. They must also request that the School of Graduate Studies transfer these courses. This must be completed within the first term of studies for new degree.

5.4 Exemptions

The normal course load for PhD candidates is four (4) courses. However, candidates may be exempt from at most two (2) courses under special circumstances such as:

- Publication of a journal (one course per paper);
- Completion of a comprehensive independent study/project under the supervision of someone other than their supervisor(s) (one special topics course per project);
- Credit for graduate level courses taken in other universities;
- Relevant industrial report(s) (one course).

Requests for exemptions are to be made by the candidate to the Director of Graduate Studies, who will make a decision upon receiving recommendations from the candidate's thesis committee.

5.5 Procedure to transfer from MScE to PhD Program

An exceptionally strong student may apply to transfer directly to a PhD Program from the MScE Program, without first completing all the Master's degree requirements. The relevant course work already completed may be credited towards the PhD, and the transfer date may be made effective retroactive to the initial registration date in the MScE Program. The course requirements are the same as previously described in 5.3 and students that are given credit for four courses completed during their MScE are not required to take additional courses to meet the minimum course requirements. A candidate's choice of courses must still be approved by the thesis supervisor(s) and a candidate may be required to take more than the minimum requirement.

(a) Eligibility

The student must have completed at least four courses in the MScE Program with a minimum grade of B-. There must not be a grade lower than a B- on the student's record in the graduate program.

A letter of recommendation from the supervisor(s) and the Chair of the MScE thesis committee clearly stating that:

- the student has requested a transfer to the PhD Program,
- the student's progress has demonstrated exceptional research ability as evidenced by:
- any other accomplishments to date (e.g. journal publication) and the research plan for the PhD Program.

(b) Proposal and Qualifying Exam Presentations

An applicant who is permitted to transfer, must successfully complete the Qualifying Examination requirements as described in Section 5.6.

5.6 PhD Qualifying Examination

The qualifying examination will consist of two equally critical elements: a written exam and the candidate's research proposal. Both elements require a separate written report that must be presented followed by an oral examination/defence. While the timing of the report and written exam will be different, the presentation and oral examination for both will occur at the same time, one after the other with a short break between the two presentation periods. The presentation should have a duration of 25-30 minutes.

The Reading Committee for the qualifying examination shall consist of the research supervisor(s), two members of the Mechanical Engineering GAU and the Director of Graduate Studies or his/her designate as the Chair of the Committee.

(a) Written Examination

For the written examination, candidates must have at least one month preparation time. Candidates should take the written examination within 12-24 months after registering for the PhD degree. The choice of subjects to be examined is to be made by the candidate in consultation with the research supervisor(s). The Director of Graduate Studies will find a suitable GAU member to examine the student on his/her chosen areas. The written part of the qualifying examination is intended to test a candidate's understanding of basic concepts in various disciplines of Mechanical Engineering, his/her ability to apply these to engineering problems. The written exam questions will be set by an examiner appointed by the Committee in ONE subject area selected from THREE different groups as follows:

Group A:	Thermodynamics, Heat Transfer, Fluid Mechanics, or Nuclear Engineering
Group B:	Dynamics, Kinematics, Vibration, System Dynamics, Controls or Optimization
Group C:	Material Science, Design of Machine Elements, Manufacturing Engineering, CAD/CAM or Stress Analysis.

The examination format (written or take home) will be decided by the examiner in consultation with the student and his/her supervisor(s) and the Director of Graduate Studies. The solution to the written examination will be given to the examiner and a copy must also

be given to the candidate so that they can adequately prepare for their upcoming presentation of their solutions.

(b) Research Proposal Report

The research proposal for the PhD qualifying examination will follow a similar format to the proposal requirements of a MScE student, however the expectation level on the part of the examination committee is above what would be expected for a MScE research proposal. With that in mind, the candidate's research proposal will:

- Formulate the problem, set out the objectives and the scope of research, and discuss the significance of the work;
- Critically review the literature on the subject, identifying and interpreting the principal theoretical, computational and/or experimental contributions to the present state of knowledge in relation to the problem to be studied;
- Propose and discuss plans for obtaining, processing, comparing, and interpreting those data to be derived from experimental, computational, analytical or field investigations;
- Describe the main features of the equipment and/or methodology that will be used or developed for use; and
- Estimate the amount of time that will be required to complete the main stages of the investigation,
- The maximum length of the written report will be set by the examiners, however it is customary to set the limit of the report to 40 pages.

The research proposal report is to inform the Reading Committee of the nature and scope of the research and to provide them with a basis on which to examine the candidate's competence to carry out the program. A copy of the report should be distributed to the examining committee at least two weeks prior to the presentation and oral examination.

(c) Presentation and Oral Examination

The presentation and oral examination are split into two parts – presentation of the research proposal, and presentation of the candidate's answers to the qualifying examination.

The candidate will first present their research proposal. This 25-30 minute presentation is typically open to the public and will be immediately followed by questions from the examining committee. The question period is done over two rounds by the examining committee. The audience will also be given an opportunity to ask questions of the candidate.

For the research proposal presentation, the Chair of the examining committee will dismiss the audience. A short break (approximately 5-10 minutes) will be given to the candidate and examining committee before the oral examination of the qualifying exam begins.

For the oral examination the candidate will present their solution to each question given during the qualifying exam. To present the solutions, the candidate should use 1-2 slides per question/solution. Following each question presentation, the candidate will answer questions from the examining committee. This will continue until all of the questions from the

qualifying exam have been presented and examined by the candidate's committee. The candidate is encouraged to use the time between the qualifying exam and presentation to re-examine their performance on the qualifying exam and incorporate this into their presentation. This could include identifying mistakes, presenting revised or more detailed solutions, or reinforcing their thought process.

The supervisor(s) must be present during the presentation and defence and participate in the examination process. The candidate's performance in the written examination will be assessed by the examiners in consultation with the Director of Graduate Studies. The Director of Graduate Studies will compile the results and communicate them to the research supervisor(s). After agreement has been reached, the candidate will be informed of the final outcome on a PASS or FAIL basis with no grade given. Candidates who have not passed the written examination after two attempts will not be permitted to continue in the PhD Program, but may be allowed to enter the MScE Program.

The decision of the Reading Committee for the research proposal will be PASS or DEFERRED at the first attempt, and PASS or FAIL at the second attempt. The second attempt should take place within three months of the first attempt. On this second attempt an additional faculty member will be added to the Reading Committee. In the event of a FAIL decision, the candidate will be required to withdraw from the PhD Program.

5.7 Research Supervisor

Each candidate for a PhD shall be under the supervision of a Mechanical Engineering faculty member who satisfies the requirements specified by the School of Graduate Studies for full membership in a GAU (Graduate Academic Unit).

5.8 Supervisory and Reading Committees

The Supervisory Committee shall consist of the supervisor(s), and two members of the Mechanical Engineering GAU and the Director of Graduate Studies or his/her designate as Chair of the Committee. It is expected that in cases where the research project encompasses a wider field, faculty from other departments will be invited to join the committee.

The responsibilities of the Supervisory Committee are:

(i) To act as an advisory group to assist the candidate in his/her research;

(ii) To meet with the candidate, to discuss his/her research, to offer advice and to monitor the candidate's progress;

(iii) To evaluate and report on the candidate's written research proposal and progress;

(iv) To participate in the Departmental Reading Committee for the PhD thesis. At least one additional faculty member from Mechanical Engineering or other department shall join the Supervisory Committee to constitute the Reading Committee for approval of the research proposal of the PhD thesis.

5.9 Thesis

The PhD is primarily a research degree. The major emphasis in the program of studies for the Doctorate in Mechanical Engineering will be on the thesis. The thesis must demonstrate the candidate's competence to undertake independent research work. It must contribute significantly to knowledge in the candidate's field of study. The contribution must be of sufficient merit to justify publication in an appropriate scholarly journal. The thesis must show that the candidate is fully aware of the pertinent published material and it must be written in a satisfactory literary style.

The candidate's project definition, research progress and thesis are monitored and assessed through the following mechanisms:

(i) Meetings of the Supervisory Committee with the candidate, which will be held on request of the candidate, or any member of the Supervisory Committee, normally at least once every year.

(ii) The candidate should complete within 24 months of the beginning of his/her PhD Program, a written Qualifying Exam, which includes a research proposal.

Following submission of the written thesis, the candidate shall make a presentation (25 - 30 minutes) to the Reading Committee for the Departmental PhD Oral Examination. Normally the presentation may be attended by other members of the University Community. This Committee will assess his/her research contributions, and knowledge of his/her general field of study, and will decide if the thesis should be submitted to the School of Graduate Studies for the University Examination.

The Reading Committee for the Department Thesis Oral Examination shall consist of the research supervisor(s), two members of the Mechanical Engineering GAU and the Director of Graduate Studies or his/her designate as the Chair of the Committee.

Once the thesis is submitted to the School of Graduate Studies, the Graduate School will forward the thesis to the External Examiner and arrange for a date for the University Oral Exam. The External Examiner is requested to return his/her comments to the School generally within 30 days of receiving the Thesis. The Graduate School will notify the Department of the date and location of the University Oral Examination.

5.10 Time-Line

The following time-lines, depending on the date of first registration, should be followed. Following a Master's degree, a PhD degree should take three to four years to complete. Candidates unable to meet the deadlines of their time-line are required to provide, at least one month ahead of the deadline, their research supervisor(s) and the Director of Graduate Studies, the reasons for the delay. Reason(s) for delays should be noted in the Annual Progress Report. Excessive delays in meeting these deadlines may result in reduction or termination of financial support of the research work, or eventual recommendation to the School of Graduate Studies that the candidate be required to withdraw from the program.

First-Registration in September

DATE	ACTION
1st year, Sept-April	Successful completion of course requirements
2nd year, Feb-Mar	Successful completion of qualifying examination
2nd year, Oct-Nov	Successful completion of qualifying examination, second attempt
2nd year, April 30	Last date for successful completion of thesis proposal examination
3rd year, July 31	Last date for successful completion of thesis proposal examination, second attempt
4th year, April 30	Last date for successful completion of Department Oral Examination
5th year and beyond	Candidate is required to meet frequently with the Supervisory Committee to present and defend his/her progress

First-Registration in January

DATE	ACTION
1st year, Jan-Dec	Successful completion of course requirements
2nd year, Feb-Mar	Successful completion of qualifying examination
2nd year, Oct-Nov	Successful completion of qualifying examination, second attempt
2nd year, Dec 31	Last date for successful completion of thesis proposal examination
3rd year, March 31	Last date for successful completion of thesis proposal examination, second attempt
4th year, Dec 31	Last date for successful completion of Department Oral Examination
5th year and beyond	Candidate is required to meet frequently with the Supervisory Committee to present and defend his/her progress

First-Registration in May

DATE	ACTION
1st year, Sept-April	Successful completion of course requirements
2nd year, Feb-Mar	Successful completion of qualifying examination
2nd year, Oct-Nov	Successful completion of qualifying examination, second attempt
2nd year, April 30	Last date for successful completion of thesis proposal examination
3rd year, July 31	Last date for successful completion of thesis proposal examination, second attempt

4th year, April 30	Last date for successful completion of Department Oral Examination
5th year and beyond	Candidate is required to meet frequently with the Supervisory Committee to present and defend his/her progress

6. Departmental Regulations for Part-Time Students

All part-time students are required to submit, to their project/thesis supervisor(s), progress reports in May and September of each year; to ensure continuing registration in their program of study.

Entire Program Part-Time Studies:
Upon first admission, the School of Graduate Studies requires applicants for part-time studies to submit a suggested program of study, including a schedule. The Department expects this program to be followed and the thesis/project supervisor(s) and/or the Director of Graduate Studies may request an explanation for delay in meeting the stated milestones.

Transfer to Part-Time (1st half of program):
Full-time students who wish to transfer to a part-time status within the first year of an MScE or an MEng Program or the first two years of a PhD Program must submit to the Director of Graduate Studies a program of study, including a schedule, showing how they intend to complete their program. The Director of Graduate Studies, after consultation with the thesis/project supervisor(s), will make a recommendation to the School of Graduate Studies, in accordance with the Transfer of Status Regulations specified in the Graduate Calendar. After granting of part-time status, the above regulations for entire-program part-time students will apply.

Transfer to Part-Time (2nd half of program):
Full-time students who wish to transfer to part-time status beyond the first year of an MScE or MEng Program or beyond the first years of a PhD Program should inform their thesis/project supervisor(s) of their intention and submit a "School of Graduate Studies Recommendation Form for Change of Status" to the Director of Graduate Studies.

International students who are studying here on a student visa should check with the International Student Advisor's Office to confirm that their visa will allow them to switch from full-time to part-time. The ISAO is located in the C.C. Jones Student Services Centre.

Transfer from Part-Time to Full-Time:
Part-time students are encouraged to transfer to full-time status any time during the course of their study. Such a request is to be made by submitting a "School of Graduate Studies Recommendation Form for Change of Status" to the Director of Graduate Studies, who after consulting with the thesis/project supervisor(s), will make a recommendation to the School of Graduate Studies.

7. DUTIES OF TEACHING ASSISTANTS

Teaching Assistants play an important role in teaching undergraduate students in Mechanical Engineering, by marking students' work and/or instructing in labs. As a TA, you will work under the supervision of a faculty member who will determine the content and methods used for your teaching duties.

Meet the faculty member as soon as you are appointed as a TA for the term and make sure that you understand his/her methods and expectations. Become clear about the nature of your teaching responsibilities, including the details of marking assignments, lab reports and the policy on cheating and plagiarism. Once you accept your teaching assignment, you are responsible for the entire term.

You should complete the "Appendix B1 – Description of Duties and Allocation of Hours – Teaching Assistants" with the instructor you are assigned to. You will sign your agreement to the form and the Director of Graduate Studies will also sign his approval on the form. The form will be given to the Graduate Secretary to set up your payment. Students should ensure that they do not work more than their designated hours/week. You will not be paid for any hours in excess of the original agreed upon amount without prior consent from the Director of Graduate Studies and completing an Appendix C1 – **the course instructor cannot approve extra hours.**

The Department will also provide a "Teaching Assistant Time Sheet (UGTA/GSTA)". Please complete this form on a regular basis and return to the Mechanical Engineering Office at the end of each term. This form will not affect your payment but will give us an idea of the number of hours that an assistant is required for this course in the future.

In marking assignments and lab reports, keep in mind that students have not only the right to be graded fairly, but also to know why they received a certain grade. Occasionally, you will make a mistake; acknowledge it gracefully and correct it. Try to reward original effort and provide thoughtful comments. Give as much feedback as you can. The most important aspect of marking is consistency; try to mark one question at a time and during a single uninterrupted setting.

The UNB Teaching Centre offers at the beginning of each term a workshop for TAs. You are encouraged to attend at least one of these workshops.

Problems between the TA and the course instructor may arise. You must first approach the course instructor; in most cases problems can be settled directly by discussion. If you cannot come to agreement and must go to another authority, inform the professor of your intentions.

As a lab instructor, be aware of safety rules and regulations in the lab. Be prepared for a potential emergency by knowing where the nearest telephone is and whom to contact. Know the location of fire/emergency exits and where the first aid box and the fire extinguishers are located. Use 9-911 in case of accidents, fire, etc. Consult the faculty member responsible for the lab beforehand on what you are expected to do in case of emergency.

The job of a TA is both demanding and rewarding. The TA is expected to be a real asset to the Department. As a graduate student, keep in mind that you are a role model for undergraduates. You may be also preparing yourself as a future faculty member.

8. DEPARTMENTAL FACILITIES AND OPERATION

8.1 Space Allocation

Students will be assigned research space as soon as the research project has been decided upon. In most cases a desk, a computer and a bookshelf will be provided in that research space. A locker may be reserved through the Dean of Engineering's Office. Students are encouraged to plan together for most efficient arrangement of desk and study areas in the larger laboratories.

Orderly arrangement of laboratory and office space contributes to safety and efficiency. Graduate students are required to maintain any equipment, supplies and materials in clearly marked shelves and containers.

8.2 Library

Students have access to UNB libraries as outlined in the Graduate Calendar. The Engineering Library also maintains copies of undergraduate and graduate Thesis and reports. The students are advised to familiarize themselves with the library system, computer search facilities, and procedures.

8.3 Computing Facilities

UNB Libraries have a program called Borrow Tech & Tools. Go to the following link for available equipment: https://lib.unb.ca/services/tech-tools - this program is open to all Faculty, Students and Staff.

(a) **UNB email**. As of January 2022, each student will be provided with 100GB of email storage via Office 365. OneDrive is the place to store files that belong to you, rather than a group, unit, or department. Files and folders that you create in OneDrive can be shared with others, both permanently or temporarily. https://unbcloud.sharepoint.com/sites/M365/SitePages/OneDrive.aspx and access to Microsoft Office 365 Online web apps are included in this platform. Log in to the myUNB portal to access all these services (https://my.unb.ca/); more information is available at http://www.unb.ca/research/transportation-group/program/industry-liaison.html.

(b) **Information Technology Services (ITS) Computers.** Open computer labs are available to all UNB students unless otherwise booked (http://www.unb.ca/its/get-it-help.html for locations and scheduling). Various specialty software and printing are available; access these computers with your UNB login and password. The Engineering Library also has laptops available for use in the library itself.

(c) **Access to high-performance computing** is available for research purposes, providing your supervisor(s) concurs and has applied for a Compute Canada Identifier (http://www.ace-net.ca/wiki/Get_an_Account).

(d) **Mechanical Engineering Computer Room, E-43.** This room is intended for the use of Mechanical Engineering undergraduate students working on assignments and senior projects. Unigraphics/NX is available, as is Microsoft Office 365 and other specialty software for coursework, and a network printer funded by the SSME. Graduate students may also use this room.

The **UNB Network and Computing Policy** applies to all users of UNB network and computing resources. It says, in part:

Access to the network and computing system at the University of New Brunswick is a privilege that is provided based on the understanding that these resources are to be used in a manner that supports the University's mission and objectives.

All users of UNB network and computing services must comply with all federal and provincial law (such as laws on copyright and hacking), and with contracts and licenses (such as software license agreements).

All users of UNB network and computing services must comply with applicable UNB policies (as referenced in the Undergraduate Calendar) such as the General Regulations on Conduct, the UNB Policy and Procedure on Sexual Harassment, or the Student Disciplinary Code.

Peer-to-peer (or P2P) programs are not to be installed on university-owned computers or used on the UNB network.

UNB has a responsibility and reserves the right to remove access to resources from any user or system not in compliance with this policy, whether the non-compliance is intentional or accidental. Disregarding this policy may result in loss of service and/or disciplinary action.

For computers provided to graduate students by their advisor(s), problems should be reported to the Departmental Level 1 support technician.

8.4 Machine Shop (Supplies and Equipment)

(a) A student workshop is provided in GB-109. The workshop is open during working hours, provided there is a technician available in the shop. Students are not allowed to be in the shop alone.

(b) Students are urged to learn simple mechanical skills. Departmental technicians may not always have the time to do the elementary minor jobs and may urge the students to do these themselves even if less skillfully. Research students are expected to help in the construction of their own apparatus.

(c) Students must clean up all equipment and return all tools to their proper location before leaving the shop.

(d) The use of the shop is restricted to Mechanical Engineering work unless special permission is granted beforehand.

(e) The student is expected to follow all safety precautions noted on any signs in the shop. Students are required to obtain instructions in the proper use of all shop equipment and shop tools by the technician in the shop, but they are expected to obtain as much information as they can from textbooks and available manuals.

(f) Anyone using shop equipment or working near shop machines "must" wear safety glasses at all times. These are available in the shop and are to be returned to proper location before leaving the shop.

8.5 Office Services

(a) Administrative Office Staff – Office staff are here to assist and support our Graduate Students. Questions or concerns regarding registration, course requirements, thesis work, financial support or general activities pertaining to graduate work can be directed to the Office Staff.

(b) Photocopying – Photocopying service is available at Graphic Services and the Engineering Library for a nominal fee.

(c) Travel Administration Requirements – Financial assistance for research related travel (ie: conferences) should be discussed with your supervisor prior to making travel arrangements. BEFORE travelling, you should speak with the office staff to ensure you have a clear understanding of the necessary requirements for reimbursement. Expenses incurred prior to travel (ie: conference registration, air fare) are eligible for a Travel Advance. A Travel Advance form with accompanying original receipts can be submitted for processing prior to travel. Upon your return, A Travel Expense Form must be completed with all original receipts and proof of payment, (INCLUDING BOARDING PASSES for air travel, taxis, accommodations, etc.) and must be submitted as soon as possible upon return of travel.

(d) Purchases/reimbursements – Students should contact office staff prior to making purchases relating to their research work (especially if using your personal cc or funds). Department staff have PCards and can assist you with placing orders or to complete a Purchase Requisition Order.

8.6 Procedures Regarding Keys

Graduate students will be issued keys for required rooms upon authorization by a faculty member. A deposit is not usually required from graduate students, but to issue the replacement of a lost key we may request a $5 deposit which will be reimbursed on the return of the key. All key holders are required to complete *Safety Orientation-All Fredericton Employees* and the WHMIS Training *Faculty of Engineering Safety Training 2025/2026* – both safety courses are found on D2L (see 8.9 Safety Procedures).

Please note the following:

(a) All unused keys must be returned to the Secretary in E-41. New keys are to be signed out by the Secretary.

(b) A book listing keys signed out to each member of the Department is maintained by the Secretary. Individuals having these keys will be responsible for their proper use and care. Please note that University keys are **not to be copied or loaned!** Any required keys can be obtained from the Secretary, E-41.

8.7 Security Procedures

(a) We earnestly request your utmost cooperation in helping us to continue to create and maintain a proper climate of concern for the proper use and care of all materials, supplies and equipment in this Department. We hope to keep our rules and regulations to a minimum and would be glad at any time to have your suggestions and criticisms. We wish to provide you with as free as possible access to all our facilities, and yet retain needful security.

(b) Lock-up Rules. At 4:30 each day, Monday to Friday, the technicians will ensure that all access doors and windows to laboratories from outside the building and from corridors are locked. It is requested that all students and staff **keep laboratories and other work areas locked when they are not in use.** All keys that are required to assist you in your academic work here can be supplied. These keys are for your own personal use, and should be kept under **your** control. Unauthorized individuals or random curiosity seekers should be challenged and asked to obtain visiting permission from commissionaires, faculty members, or staff personnel.

(c) Office and workshop hours are 8:15 am to 4:30 pm Monday to Friday. From May to August the hours are 8 am to 4 pm.

(d) Please notify Security and Department Office immediately if any evidence of vandalism, theft or unlawful entry is found. Security officers can be contacted 24 hours a day at Facilities Management, 767 Kings College Road. (506) 453-4830.

(e) Access to Head Hall. Current University regulations provide that access to Head Hall during the daytime hours is available at the A, B and C level entrances. The exterior doors lock at 10:00 p.m. People can access A and C levels with their cards, until the facility shuts down at 2:00 a.m.

8.8 Safety Procedures

Every student who works in a laboratory is required to be adequately informed about the physical and health hazards present in the laboratory, the known risks, and what to do if an accident occurs. Before working in the lab, it is your responsibility to become aware of the safety issues and procedures as described in the Campus Safety Handbook published at:
https://www.unb.ca/fredericton/environmental-safety/index.html

Any student/staff who are key holders are required to take

1) Safety Orientation – All Fredericton Employees found on D2L – click on D2L Tab, Safety Orientation – All Fredericton Employees, click on Orientation Package, click on Your UNB Safety Information Must be submitted on this QUIZ:
https://lms.unb.ca/d2l/le/content/107423/viewContent/1007986/View?ou=107423

2) WHMIS - https://lms.unb.ca/d2l/home/200910
https://lms.unb.ca/d2l/le/content/200910/viewContent/2054806/View?ou=200910

(a) Laboratory Operations. All laboratory operations contain some elements of danger. Safe working habits are essential in experimental work.

- Know locations and operations of fire extinguishers, fire blankets, safety showers, shut-off valves and switches, etc.
- Know properties and correct means of handling dangerous materials. Study handbooks and texts which give such information. Make sure all bottles, containers, etc. have the proper identification label of contents.
- Practice good housekeeping by using the right tools for the right jobs, avoid hazards that seem obvious, keep lab areas clean. These all contribute to safe operation.
- On leaving a laboratory for the day, check carefully that all gas, water, power, motors, etc., are turned off. Check carefully for any fire hazards.
- Obtain safety equipment (goggles, rubber gloves, etc.) from the shop when required.
- No one should be using potentially hazardous apparatus when alone in the lab. Make sure that someone else is relatively nearby and is aware that the work is going on.

(b) Fire Fighting Equipment. A reasonable amount of fire fighting equipment is available in various laboratories. All staff and students are urgently requested to make sure of its location and the appropriate method of use. Posters describing various types of fire extinguishers and the classes of fires for which they are applicable are posted in various notice boards.

(c) Safety Committee. The Department Safety Committee will be responsible for describing and maintaining safe operations.

(d) Accidents and Emergencies
EMERGENCY NUMBER FOR THE CITY OF FREDERICTON IS 9-911 (DIAL 9 FOR OUTSIDE LINE OFF CAMPUS FIRST). This number covers emergency calls only for **fire, police, ambulance and poison.**

- Accidents should be reported as soon as possible to a faculty or staff member.

- Small first-aid kits are maintained in GB-109 (Machine Shop) and E-41 (Department Office).

- Eye wash stations are located in B-24, C-23, E-39 and the shop in B-12. One fire blanket is located in B-24.

- The building must be evacuated when the Fire Alarm rings. Please leave the building immediately when you hear the Fire Alarm!

- Emergency service is available 24 hours a day at the Dr. Everett Chalmers Hospital (452-5400) Fire: Phone 455-3311.

- General emergency at night: phone 453-4830 (Security Office).

(e) Material Safety Data Sheets (MSDS). If you have ordered a hazardous material or anything that is potentially dangerous and you have received a MSDS with the order, please be sure that you give it to your supervisor(s) or a technician for filing.

According to the UNB Safety Policies & Procedures, reference number 7827, a hazardous material is defined as any biological, chemical or physical agent or material exhibiting any of the following characteristics: explosive; compressed gas; flammable; combustible liquid; reactive or oxidizing; toxic or infectious; radioactive; corrosive; and/or environmental hazard.

8.9 Student Affairs & Services

Student Affairs & Services offers a variety of resources including information on:

- Living in Residence
- Career Development & Employment Services
- Health Centres
- Counselling Services
- Financial Aid
- Accessibility
- Writing & Study Skills Centres
- Orientation
- International Student Advisor's Office.

Student Affairs & Services is located in C.C. Jones Building, 26 Bailey Drive. View the website https://unbcloud.sharepoint.com/sites/SAS.

9. TERMINATION OF RESIDENCY

Before leaving UNB graduate students are required to:

- Clean up and tidy their laboratory areas and return items signed out from the shop. Check with supervisor concerning the disposal of any apparatus.

- Arrange for recycling of all paper around your desk area, and clean out desk drawers.

- Return tools to the shop they were borrowed from.

- Return all keys signed out to the Mechanical Engineering Office.

- Return books and Thesis to the library and to the Department.

THE DEPARTMENT STRIVES TO PROVIDE THE BEST TECHNICAL FACILITIES AND EVERY POSSIBLE COOPERATION DURING A STUDENT'S RESIDENCY. STUDENT'S COOPERATION IN THE ABOVE MATTERS IS OF UTMOST IMPORTANCE IN MAINTAINING THIS ENVIRONMENT.

GRADUATE STUDENT ASSOCIATION

The Graduate Student Association is an organization for all graduate students with the goal of enhancing both their academic and non-academic pursuits. The GSA is governed by a council of representatives selected by the graduate student societies of each academic department.

Annual fees paid by full- and part-time students support representation of graduate students by the GSA to the administrative and governing bodies of the University; membership in the Graduate Students' Association of Canada, the promotion of unity and well-being; the strengthening of communication; and the furthering of educational, cultural, social, and interdisciplinary activities of members. Approximately one-third of GSA fees is distributed to departmental societies for travel grants, guest speakers, and/or other endeavors those societies deem of merit. In addition, the GSA supports campus media, special projects, student initiatives such as the Thrive Guide (available by contacting the GSA Office) and the Annual Graduate Student Research Conference, orientation, and social activities. It helps fund graduate student ID cards and has been carefully managed to allow for the renovation and relocation of the GSA office to a permanent home in the historic Alden Nowlan residence.

For more information contact the GSA office by telephone at 453-4700 or by email at gsa@unb.ca. A home page is also available at http://www.unbgsa.ca. You can also visit the office at 676 Windsor Street.

MESSAGE FROM
MECHANICAL ENGINEERING GRADUATE STUDENT SOCIETY (MEGSS)

The Mechanical Engineering graduate students have formed a Society to enhance their stay while studying at UNB. MEGSS organizes the MEGSS annual conference and social events, and represents the faculty at the University Graduate Student Association (GSA).

The annual MEGSS conference is an opportunity to present your research to other faculty members and graduate students. Also, it is an additional opportunity to practice your presentation skills and receive

feedback from other students and faculty.

MEGSS also organizes numerous social events throughout the year, ranging from coffee breaks and pizza parties to off campus activities such as bowling and curling. They are a great opportunity to socialize with other students and faculty, both inside and outside the University environment.

CONSTITUTION AND BY-LAWS
OF THE

MECHANICAL ENGINEERING GRADUATE STUDENT SOCIETY (MEGSS)

OF THE UNIVERSITY OF NEW BRUNSWICK

DRAFT OF THE CONSTITUTION

I. NAME:

This society shall be known and addressed as: The Mechanical Engineering Graduate Students Society (MEGSS) of the University of New Brunswick, hereinafter referred to as the Society.

II. OBJECTIVES:

The objectives of the Society are to:

a. Provide the structure within which the Mechanical Engineering graduate students may have financial autonomy to organize such activities as symposia, lectures, seminars, social and sporting events, competitions, field trips, etc, deemed necessary and educational for members.
b. Promote closer relationships and better understanding among members.
c. Encourage teamwork and exchange of ideas amongst members.
d. Promote and encourage the study of Mechanical Engineering in the community.
e. Coordinate with any other Graduate Student Societies, Canadian Society of Mechanical
f. Engineers, etc.

III. MEMBERSHIP:

a. Full membership in the Society shall be open to any full-time or part-time graduate student studying Mechanical Engineering at UNB. Each member shall have full voting privileges. A graduate student who has done his/her departmental defense but is still waiting for graduation is also included.

b. Associate membership shall be open to any full-time graduate student on the UNB Fredericton Campus. An associate member has no voting privileges. Note that this includes post-doctoral fellows of Mechanical Engineering of UNB.

c. Honorary membership may be granted to any person that the Society wishes to recognize.

IV. FEES:

The annual membership fee shall be $10.00 per full member and $5.00 per associate member.

V. FISCAL YEAR:

The fiscal year of the Society shall be from June 1st to May 31st.

VI. EXECUTIVE COMMITTEE:

There shall be an executive committee of the Society which shall consist of the following officers:

a. President
b. VP External
c. VP Internal
d. Treasurer

VII. ADVISORS:

There shall be two advisors to the Society:

a. A Faculty Advisor shall be chosen by the Society.
b. The current departmental Director of Graduate Studies shall be the Departmental Advisor for the Society.

VIII. DUTIES OF EXECUTIVE OFFICERS

a. The President shall:

(i) Preside at meetings of the Society and of the Executive Committee.
(ii) Have general supervision of the affairs of the Society.
(iii) Sign cheques in payment of authorized accounts and bills.
(iv) Sign the approved Minutes.
(v) Provide a yearly report of the Society's activities to the Faculty and Departmental Advisors.

b. The VP External shall:
(i) Assist the President in all his/her duties.
(ii) Assist the Treasurer and VP Internal in all of their duties.
(iii) Assume all the responsibilities of the President in the absence of the President.

c. The VP Internal shall:

(i) Handle within two days the correspondence of the Society and report thereon to the Executive.

(ii) Give due notice of all meetings of the Society and Executive Committee within two days.

(iii) Keep adequate Minutes of the proceedings of the Society and the Executive Committee.

(iv) Keep the membership roll of the Society.

(v) Write news releases of the Society's activities for local media.

(vi) Communicate with other students, professional bodies, etc, as may be directed by the Society or President from time to time.

(vii) Notify appropriate individual(s) or organization(s) regarding resolutions of the Society on issue(s) of concern or common interest.

d. The Treasurer shall:

(i) Receive all monies, issue and sign cheques for all authorized expenditures and present such cheques to the President for signatures.

(ii) Keep a receipt of every transaction.

(iii) Keep a proper account of all financial affairs of the Society. Report and/or present financial statements at meetings as required.

IX. MEETINGS

a. Executive Meetings

(i) Executive meetings shall be held monthly, or as called by the President.

(ii) Any two members of the Executive Committee including the President or the VP External shall form a quorum at Executive Meetings.

b. Society Meetings

(i) The Society shall hold both Ordinary and Special Meetings.

(ii) An Ordinary Meeting shall be a normal regular meeting.

(iii) A Special Meeting shall be one that is convened by the President or on a written request of at least five members of the Society for some specific issue(s). Such issue(s) shall be communicated in brief along with the notice of meeting.

(iv) A quorum at all meetings of the Society shall be 20% of full members.

X. AMENDMENTS:

a. The Constitution may be amended by a two-thirds majority vote of members present at any meeting.

b. Notice of motion indicating the intention of any proposed amendment of the Constitution of the Society is required two weeks in advance of that meeting at which the Constitution is to be discussed.

c. All amendments to the Constitution shall be subject to approval of a simple majority of Society members.

XI. VOTING:

a. A voting member shall be any graduate student who qualifies under section III-1 of this
b. Constitution and who has paid his/her annual membership fee.
c. The officers shall be elected by the voting members before the end of May, and their names filed with the Faculty and Departmental Advisors on or before the 30th day of June of each year.
d. The Executive Committee, in all or in part, may be changed during its mandate by a two-thirds vote of the Society members.
e. The officers shall hold office for one year or until their successors are elected. They shall be eligible for re-election.
f. Call for elections must be posted two weeks prior to the elections being held.

XII. COMMITTEES:

Committees may be formed at any meeting of the Society to handle special activities or events planned by the Society. Chairman of Committees shall regularly report at both Executive Committee and Society Meetings.

Fredericton, December 7, 2016
The Constitution Drafting Committee