



GRADUATE PROGRAM

Master of Nursing Thesis/Report Handbook

Purpose and Overview Master of Nursing Thesis/Report Program Handbook

Purpose

The purpose of the UNB Faculty of Nursing and Health Sciences Master of Nursing (MN) Thesis/Report Program Handbook is to provide guidance to students, faculty and staff who are engaged in either in completing or supporting students in completing the MN program.

MN Program Handbook Overview

The MN Program Handbook has two main sections. The first section provides a general overview of the program, and the second section provides supporting information based on the School of Graduate Studies and UNB Faculty of Nursing and Health Sciences Graduate Academic Unit regulations and guidelines.

MN Program Handbook Requirements

MN program students, faculty and staff are expected review and become familiar with the MN Program Handbook.

Questions about the MN Program Handbook

If you have any questions concerning the MN Program Handbook, please contact either the Associate Dean of Research and Graduate Studies or the Graduate Program Assistant using the information provided below.

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UNB FNHS VISION, MISSION & VALUES

Vision

Putting New Brunswick first, acting locally and globally to advance nursing and nursing knowledge through excellence in teaching, research, clinical practice, leadership and innovation to make nursing education accessible.

Mission

Educate and prepare nurses to lead in evolving health care systems grounded in the principles of primary health care, equity and relational practice, supported by scholarship, innovation, evidence and research.

Values

The articulation of values for UNB's Faculty of Nursing and Health Sciences provides clear expectations of how faculty will proceed in their daily work. Demonstrating these values will mean the entire team will be engaged in meeting students' needs. These values are a key component of this plan.

Excellence. We are committed to delivering high-quality nursing education at the undergraduate and graduate levels through adherence to standards and the use of relevant, innovative teaching methods responsive to learners' needs.

Caring. We will demonstrate dignity, compassion, respect and fairness at all levels in our internal and external interactions and advance substantive knowledge of caring science as a core nursing value.

Collaboration. We will grow and sustain relationships with relevant stakeholders to create mutually beneficial outcomes and common goals for the university, our colleagues and our community.

Integrity. Honesty, transparency, fairness and reliability will be evident in all our proceedings.

Accountability. The structures and processes we have in place will improve our capacity to evaluate and measure relevant indicators and the effectiveness of our program delivery.

Responsiveness. Our undergraduate and graduate programs will be proactive and demonstrate flexibility in anticipating and responding to changing trends in healthcare delivery.

MN Thesis/Report Program & Degree Requirements Overview

Students in the MN Thesis/Report program can complete either a thesis or report.

The **Thesis** option is research focused and prepares graduates to contribute evidence-based practice as an academic researcher, educator, and/or practitioner. The **Report** option prepares graduates for management, leadership, policy, and academic roles. The differences between a thesis and a report depends on the interpretation of scholarly work. The purpose of completing a thesis is to demonstrate students' competence to undertake research, with the guidance of a committee, that enables them to learn and apply the research process. The purpose of a report/project is to demonstrate the candidate's ability to undertake collaborative inquiry with a stakeholder partner, guided by an academic committee, enabling students to learn and apply methods of inquiry to address evidence-informed practice with practice partners.

REQUIRED DEGREE MILESTONES

1. Attend MN Orientation Day & Nursing Research Day
2. Secure & Finalize Thesis or Report Committee
3. Register for & Complete Courses (6 in total)
4. Attend 6 monthly MN Forums
5. Complete Proposal Discussion
6. Secure Research Ethics Board Approval (if applicable)
7. Complete Thesis or Report Final Defense

1. Attending MN Orientation & Nursing Research Day

An essential aspect of graduate education is socialization to the graduate and academic role and building a sense of community among faculty and students. All students must attend the annual MN Orientation Day and Nursing Research Day in late August or early September. During MN Orientation Day, there are orientation-focused sessions and student presentations on progress related to thesis/report work. Students should book time on MN Orientation Day to meet with thesis/report supervisors. At Nursing Research Day, students are involved as attendees, learning about students and faculty research/scholarly work; facilitators, introducing speakers and monitoring research sessions; and presenters, sharing their thesis or report work.

2. Registering for & Completing Courses

MN Thesis/Report program courses build on past experiences and achievements and focus on future aspirations by preparing students to identify and address research and professional issues from an evidence-informed perspective.

Full-time students must complete six courses: five required core nursing courses and one elective or independent guided study course totaling 18 credit hours (6 courses). Coursework is completed Year 1 (Fall/Winter Terms), and thesis/report work begins in Year 1 (Summer Term); see course sequencing table below.

Part-time students generally choose to complete one course per term, and as their schedules allow, up to 2 courses per term; see course sequencing table below.

The MN Thesis/Report program is offered online using distance technology and involves a blend of asynchronous and synchronous learning.

Course Overview & Sequencing

YEAR		Fall (Sept-Dec)	Winter (Jan-April)	Summer (May – July)
1 PT	1 FT	NURS 6018 (3CH) Nursing Leadership, Ethics & Health Policy	STAT 6212 (3CH) Health Research Statistics	NURS 6997 (Thesis) OR NURS 6996 (Report)
2 PT		NURS 6013 (3CH) Theoretical Foundations	NURS 6022 (3CH) Quantitative Research	
3 PT		NURS 6021 (3CH) Qualitative Research	Elective OR Independent Study	
4 PT	2 FT	NURS 6997 (Thesis) OR NURS 6996 (Report)	NURS 6997 (Thesis) OR NURS 6996 (Report)	NURS 6997 (Thesis) OR NURS 6996 (Report)

Registering for Core Nursing and Thesis/Report Courses

All students must register for all 5 core and thesis/report courses using the online registration system, <https://www.unb.ca/academics/registration/>. Students can register for all Fall and Winter term courses in early August and Summer term courses early in April. Please note that in addition to registering for core courses, each term that students are registered in the program, they must also register for either NURS 6997 (thesis) or NURS 6996 (report).

Registering for Elective Course & NURS 6234 Independent Directed Studies Courses

Students are required to complete one non-nursing graduate level course external to the Faculty of Nursing and Health Sciences or UNB, or an Independent/Directed Studies course. Because of the approval process required, students cannot register for using the online registration process rather, once approved, registration will be complete by the School of Graduate Studies.

Elective Courses External to the Faculty of Nursing and Health Sciences or UNB

To complete the required elective course, students most often take graduate level courses in other programs at UNB, or, on occasion, undergraduate courses levelled* to the graduate level. Some students may wish to take an elective course offered at another university. Before enrolling in a course within another UNB program or at another university, students must identify why the course is significant for their program of study and seek approval from the Associate Dean of Research and Graduate Studies. There is no cost to complete a course from another program at UNB. Students are responsible for costs associated with completing a course at another university.

To facilitate this process, students should:

1. Contact the Associate Dean of Research and Graduate Studies to discuss and seek permission to take the course.
2. Contact the graduate program faculty/department lead and course professor to seek permission to take the course.
3. Complete the Graduate Student Course Change Form (for course at UNB) OR Graduate Transfer Agreement Form (for course at another university).
4. Submit completed form to the Graduate Program Assistant, who will then submit it to the Associate Dean of Research and Graduate Studies and the School of Graduate Studies for approval.
5. Complete transfer process if course taken at another university by requesting a credit transfer in writing and providing an official transcript to the Graduate Program office (student is expected to achieve a B grade or better for transfer). Upon receipt of this request, the Associate Dean of Research and Graduate Studies will recommend that credit be given to the School of Graduate Studies. Courses transferred from other universities are credited but do not contribute toward the student's cumulative GPA.

*On occasion, undergraduate courses are levelled to the graduate level. In this instance, the course description must contain specific details regarding the levelling of the course to graduate expectations. Please consult with the Associate Dean of Research and Graduate Studies if you have questions about taking an undergraduate program course for course credit toward your MN degree.

Independent/Directed Studies Course

Thesis/Report students often complete an Independent/Directed Studies course to refine their knowledge and expertise on a substantive content area or method associated with their thesis/report work. This often involves a single student working with a faculty instructor/professor to complete a develop and complete a course designed to meet their unique needs. The student and faculty instructor/professor must make a request for consideration and approval to the Associate Dean of Research and Graduate Studies at least four weeks in advance of the term that includes a course syllabus and Graduate Independent/Directed Studies Course Change Form. If the course professor/instructor is not a member of the Nursing Graduate Academic Unit (GAU) the faculty member must also submit a copy of their CV. The proposed Independent/Directed Studies course will be considered and approved by the Associate Dean of Research and Graduate Studies before being submitted to the School of Graduate Studies for approval.

Scholarly Writing Format & Expectations

Students must use the APA 7th Edition format for all assignments, theses/reports and so on throughout the MN program. Students are advised to obtain a copy of the latest version of the APA manual, as they will be using it extensively. Individual course papers submitted on the due date will be graded as written without the opportunity to rewrite.

Master of Nursing Program Grading Scheme

The following grading scheme applies to all MN program courses in all years of the program:

Letter Grade	Grade Point	%
A+	4.3	95-100
A	4.0	90-94.9
A-	3.7	86-89.9
B+	3.3	81-85.9
B	3.0	76-80.9
B-	2.7	73-75.9
C+	2.3	69-72.9
C	2.0	65-68.9
D	1.0	60-64.9
F	0.0	0-59.9

Grade Policy

Graduate credit will be given for required courses in which a grade of B- or better is obtained. The performance of a student who obtains one or more grades in the range of C+ to F shall be considered unsatisfactory. Where the unsatisfactory performance is

due to a grade in a single course, a student may formally petition the School of Graduate Studies to repeat the course in which the unsatisfactory grade was received. The student must repeat the course at the next regular offering of the course. The student may repeat one course only during the program of graduate study. If an unsatisfactory grade is earned in more than one course or a satisfactory grade is not obtained when repeating a course for the second time, the student will be required to withdraw from the Master of Nursing program and the School of Graduate Studies. Full-time students are usually permitted to progress to a subsequent term once all requirements for all courses taken in the term immediately preceding have been completed and a grade submitted. Part-time students are usually permitted to progress to a subsequent course once all requirements for the course immediately preceding have been met and a grade submitted.

3. Monthly Forums

To establish a community of learning and support students in progressing with their thesis or report work, all thesis/report students **must** attend at least six-monthly forum sessions over the course of their degree program. These forums are intended to support students as they move through the steps of the thesis or report process. Students will have opportunities to discuss challenges and progress and learn from peers, faculty members, and expert guests who also attend the forums. Forums are held from 4:30 to 6:00 pm on the last Wednesday of every month in September, October, November, January, February and March.

4. Identifying & Securing Thesis/Report Committee

All MN thesis/report stream students must establish a supervisory committee and, to support the early identification of supervisors, are expected to identify top three faculty members with whom they share research interests on their admission application.

Students are encouraged to establish their committee as soon as possible after admission and, at minimum, full-time students must identify their supervisor and topic by the end of Year 1, and part-time students must identify a supervisor and topic by the end of Year 2. Students who do not establish the committee within 3 months of completing coursework are at risk for being removed from the graduate program.

The process of securing a supervisor is led by the student and students should select supervisors and committee members according to the substantive and methodological expertise required for the thesis or report process and consider the fit of working relationships. The supervisor must be a *full member* of the Nursing GAU (Fredericton, Moncton, Saint John) <http://www.unb.ca/fredericton/nursing/current/gau.html>. To make informed decisions about selecting a supervisor, students should consult with and

meet more than Nursing GAU member. To guide this process, students should prepare and present a brief (2-3 page) document to potential supervisors that outlines their thesis/report interests, proposed approach or methodology and projected timeline for completion.

Once identified, supervisors typically guide students in selecting a committee member with expertise that complements student interests and learning needs. When seeking out and meeting with potential supervisors, students sometimes identify more than one faculty member they would like to work. As a result, they may invite one to be a supervisor and one to be a committee member.

A thesis committee will consist of two members:

1. One supervisor who is a full member of the Nursing GAU
2. One committee member who is a member of the Nursing or any other GAU

A project/report committee will normally consist of three members:

1. One supervisor who is a full member of the Nursing GAU
2. One committee member who is a member of the Nursing or any other GAU
3. One committee member who is a practice partner or stakeholder. If the stakeholder is not a Nursing GAU member, a member of the Nursing GAU and the supervisor shall also be on the report committee (a minimum of 2 Nursing GAU members must be on the committee)

Once a student, supervisor, and committee member(s) have determined they would like to work together, the student and committee must complete and submit the following to the Graduate Program Assistant, mngrad@unb.ca:

Thesis Committee and Proposed Topic form or Report Committee and Proposed Topic form, <http://www.unb.ca/fredericton/nursing/graduate/forms.html>

Guidelines Concerning the Roles and Responsibilities of Research-Based Graduate Students and Supervisors form, https://www.unb.ca/gradstudies/_assets/documents/student-supervisor-checklist.pdf

Please note that some faculty members request that students complete a separate written contract outlining student and supervisory expectations and accountabilities related to the thesis/report process. These forms are not submitted to the Graduate Program office but are kept by the supervisor and student as evidence of their work plans and agreement.

Additional Considerations

- Discuss supervisor and committee member expectations regarding involvement in the research process and how the committee will work together. Each committee will formulate its own way of working and students and faculty should establish transparent processes.
- Discuss supervisor and committee member expectations regarding authorship on papers that are developed and published from student thesis or report work.
- Discuss projected timelines and capacity for the supervisor and committee member to support the student for the thesis/report work duration. Both students and faculty will have peak times with commitments to courses, conference travel, etc. For this reason, discussing and developing a timeline that meets the needs of students and faculty is critical. For example, arranging final oral examinations during July or August can be challenging.
- Discuss realistic expectations and timelines for submitting work and receiving feedback. Students can expect to write several drafts of various chapters of the thesis/report. This writing requires significant time investment for both students and faculty, and therefore establishing and maintaining timelines is critical to ensuring timely completion.
- Discuss the thesis/report structure. Students may choose to present their thesis in a traditional or article format. See regulations and guidelines for each format here: <https://www.unb.ca/etd/resources/pdf/etd-formatting-guidelines.pdf>.
- Examine and use preformatted Microsoft Word templates for the thesis/report, <https://www.unb.ca/etd/index.html>
- Examine and discuss the SGS Calendar of Academic Dates, <https://www.unb.ca/gradstudies/current/resources/important-dates.html>, to ensure awareness of regulations regarding time requirements for degree completion and determine deadlines for submission of completed theses or reports (to graduate in May or October)
- Take note that the formal thesis or project proposal discussion cannot take place until coursework is completed, however, with the agreement of the Associate Dean of Research and Graduate Studies and committee, students may have committees in place and begin work on their proposals while registered in and before completing their final required course.

3. Defining & Completing Thesis/Report Proposal

Defining Thesis/Report

In considering differences between a thesis and a project/report, much depends on the interpretation of scholarly work being engaged. Typically, the purpose of a thesis is understood to demonstrate the candidate's competence to undertake research, with the guidance of a committee, that enables them to learn and apply the research

process. Typically, the purpose of a project is to demonstrate the candidate's ability to undertake collaborative inquiry (frequently with stakeholders), guided by a committee, enabling students to learn and apply methods of inquiry to address evidence-informed practice with practice partners. These two categories of scholarly work should not be viewed as dichotomous. Thesis work can occur through participation with stakeholders. And projects may produce reports that rely on diverse research methods. Community based engagement with stakeholders will frequently determine whether students complete a project or a thesis. It is the responsibility of students and their committee supervisors and members to determine which form of scholarly work best suits the student's learning goals.

Examples of projects and reports that have been completed typically engage a clinical practice issue, establish an evaluation plan for a program, facilitate policy development, or provide an integration of available evidence relevant for practice or program development.

As examples, students choosing the project/report option may:

- focus on a specific concern of nursing practice, such as development of a clinical pathway pertinent to acute-care and community-based care of patients with CHF or other chronic illness.
- use secondary data sources, such as an integrative synthesis of previous research to inform program development or evaluation.
- illustrate a specific issue, using appropriate methods, such as a case study of innovative staffing strategies.
- conduct a quality assurance or policy evaluation project.
- facilitate policy development and evaluation of a strategy to facilitate collaboration in advanced practice between community-based organizations and governmental agencies.
- complete an integrative, scoping or systematic review identifying essential content and teaching strategies for an undergraduate nursing informatics course.

Completing Thesis/Report Proposal

With guidance from their committee, all Master of Nursing Thesis/Report program students develop a written thesis or report proposal and a Research Ethics Board (REB) application if applicable. The thesis or report proposal is a key document that provides the background and methods to support your proposed research or project. Proposals vary in length and content but usually consist of three chapters:

1. Background & Introduction
2. Literature Review
3. Methods

Completing a Thesis or Report requires a significant level of autonomy from the graduate student. The expectation at the proposal stage is that the student's writing ability is at a level where the committee members can focus on substantive content

rather than grammar, syntax, and APA format. All students should use APA 7th edition to guide writing and formatting for the proposal. The following School of Graduate Studies Guidelines supersede APA format: 1) Face Page, 2). No Running Heads: 3) Quotations of more than one sentence, footnotes, tables and bibliography are single-spaced: 4) Page numbering; 5) Margins, and 6) Tables and figures.

Submitting Thesis/Report Proposal for Review

To meet the proposal milestone, all students must submit an electronic copy (MS word) of the proposal document and, if applicable, REB application to the Graduate Program office that has been developed in consultation with and reviewed by all committee members. Normally, the committee will advise the student when their proposal is ready to be submitted for discussion, but submission does not automatically imply recommendation/endorsement of the committee. If there are discrepancies in views about readiness for submission, the committee and/or MN student should consult with the Associate Dean of Research & Graduate Studies. The purpose of submitting the proposal is so that it can be subjected to expert peer review by an Internal Reader who provides a recommendation concerning whether the work is ready to proceed to the proposal discussion (as opposed to a "defense") phase.

In recognition of the necessity of maintaining flexibility in timelines for completion of research, ensuring academic rigour, and adherence to School of Graduate Studies time limits on completion of the degree, students who have not completed a successful proposal discussion **ten months** before their required date of completion shall be deemed to have made unsatisfactory progress and be withdrawn from the MN program. For part-time students the proposal discussion must be successfully completed by 4 years + 2 months after starting the program. For full-time students the proposal discussion must be successfully completed by 3 years + 2 months after starting the program. Leaves of absence will not be included in these time limits. (e.g., if a student takes a 4-month leave of absence, they will have an additional 4 months added to their deadline).

Once proposal is received by the Graduate Program office the Associate Dean of Research & Graduate Studies will identify and secure an Internal Reader. The following statement shall accompany requests for Internal Readers:

"Submission of a thesis or report proposal is the student's decision in consultation with their supervisor. Submission does not imply recommendation/endorsement of the committee. Internal Readers shall judge whether the proposal is ready to proceed to discussion based on the merit of the proposal."

The role of the Internal Reader is to read the thesis/report proposal with a fresh perspective and to raise questions about problematic areas, particularly in research or program design, that may need modification before the project proceeds. The Internal Reader's expertise is generally related to some aspect of the project (i.e., the research method, the theoretical framework, or the substantive area under study). Hence, the assessment of the proposal will be guided by the expertise of the Internal Reader. The Internal Reader may also have suggestions to strengthen the proposal that may be offered to the student for their consideration.

Typically, the Internal Reader will provide written comments to the Chairperson of the proposal discussion (normally the Associate Dean of Research and Graduate Studies) and the student a few days before the discussion. This process allows the student to consider the issues raised and prepare to speak to those issues during the discussion. The Internal Reader is only involved in the thesis or report process at the proposal discussion stage and as an Internal Examiner of the completed thesis or report.

The Internal Reader will be given **ten working days** to review the proposal. The date for the proposal discussion will only be set **after** the Internal Reader offers the feedback.

Completing the Thesis/Report Proposal Discussion

1. The student must present the thesis or report proposal orally, in a proposal discussion, to the thesis/report committee and the Internal Reader. Students can, but do not have to, open the proposal discussion to other faculty and students or professional colleagues, the larger university, or the community. Students are strongly urged to attend proposal discussions before their own to familiarize themselves with the process and to increase opportunities for scholarly interaction with nursing colleagues.
2. The Chairperson of the Proposal Defense, who is the Associate Dean of Research and Graduate Studies or their designate, will introduce the student, the supervisor, the committee member(s), and the Internal Reader.
3. The student will have 30 minutes to present the proposal, typically using a PowerPoint presentation.
4. After the presentation, the Chairperson will allow approximately 15 minutes of questions and discussion with the audience if applicable. Supervisors, committee members, and the Internal Reader will hold their questions. After 15 minutes, the Chairperson will close the forum and ask the audience to depart.

5. Discussion will continue with the examining committee for approximately 30 minutes, with the Chairperson asking for one question from each member, beginning with the Internal Reader, continuing until all significant concerns have been addressed. Usually, issues discussed are those seen as problematic for the research design or implementation, and the intent is to allow the student to speak to the concerns and engage in discussion with the committee. The examining committee will indicate whether the concerns have been adequately addressed or whether changes are required.
6. Suggestions for modifications to strengthen the proposal will be given to the student orally during the discussion and in writing within 5 days by the Chairperson. A copy will be provided to the supervisor, committee members, and Internal Reader, and saved in the student's file using the *Proposal Completion Form*
<http://www.unb.ca/fredericton/nursing/graduate/forms.html>

Note that audio or videotape recordings of the proposal discussion are prohibited.

4. Obtaining Research Ethics Board Approval

All research proposals involving human subjects must undergo ethical review by the Faculty of Nursing and Health Sciences Ethics Committee and the UNB REB. This involves completing the UNB REB Application <http://www.unb.ca/research/vp/ethics.html> and the following steps:

1. If applicable, submit a completed REB application that has been reviewed and approved by the supervisor and committee member, at the same time the thesis or report proposal is submitted
2. The Internal Reader must review both the proposal and the REB application before it is submitted to the Faculty of Nursing and Health Sciences Ethics Committee
3. Once the proposal discussion is complete and the committee and Internal Reader are satisfied the proposal and REB application are ready to proceed, they will be forwarded to the Chair of the Nursing Ethics Committee or their delegate who will provide an additional level of expert peer review
4. After review, if need be, once any issues have been addressed, the Chair of the Nursing Ethics Committee will issue a certificate indicating that the proposal and REB application have been reviewed and are ready to proceed to the UNB REB.

If the research project also requires submission to an outside agency, e.g., the Regional Health Authority Research Ethics Board, the Chair of the Nursing Ethics Committee will consult with UNB REB to determine whether UNB REB or outside agency approval ought

to be sought first. Please note, if the student is being supervised by a UNB Saint John Nursing GAU faculty member, applications should be forwarded to UNB Saint John REB (reb@unb.ca), and if being led by a UNB Fredericton or Moncton Nursing GAU Faculty member, applications should be submitted to UNB Fredericton REB (ethics@unb.ca).

Ethical approval may not be necessary for MN report projects or students doing secondary data analysis, depending on the nature of the work. Students are, however, expected to negotiate the project with the agency and develop a written agreement regarding the project, including the project's scope. This timeline will own the data and on what basis publication of the report may occur. These elements of agreement may also be engaged using a Memorandum of Understanding developed in collaboration with the UNB Office of Research Services.

5. Completing the Thesis or Report Final Defense

As noted, thesis/report students complete a thesis or report. There are two main formats for this document: monograph or article based. For general information about SGS requirements visit, <https://www.unb.ca/gradstudies/current/resources/regulations-and-guidelines/index.html>. Students can access examples of completed theses and reports via UNB Scholar, <https://unbscholar.lib.unb.ca/communities/bfa7ac92-ee08-48f3-861c-973a3ac9e89a>.

Thesis/Report Final Examination Procedures

Completion of the master's thesis or the Project with a Report in Nursing must demonstrate the candidate's competence to undertake research or collaborative inquiry, with the guidance of a committee, that enables them to learn and apply the research process using various methods of inquiry. The Thesis or Report must demonstrate a comprehensive understanding of the current knowledge in the chosen 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 formatting errors.

The thesis or report will be evaluated in two stages: 1) the written document, and 2) the oral presentation and defense.

Submission

Submission of a thesis or report is the student's decision in consultation with their supervisor. If there is a discrepancy in the readiness of the paper for submission between the student and the supervisor, the student may consult with the Associate Dean of Research and Graduate Studies.

The student will provide the Associate Dean of Research and Graduate Studies with an electronic copy of the thesis/report (Microsoft Word document).

Examination of the Written Thesis/Report Document

The thesis or report will be examined by the Nursing GAU committee (comprised of supervisor and committee member (s) and, if approved, the thesis or report will then be submitted to an Examining Board appointed by the Associate Dean of Research and Graduate Studies of the Nursing GAU.

The Examining Board will consist of three voting members:

- (1) Only **one** of the members of the Nursing GAU committee, determined by that committee
- (2) The Internal Reader who will be a non-supervising member of the Examining Board from the Nursing GAU (typically the same internal reader from the proposal discussion)
- (3) The External Reader must be from a GAU other than that in which the candidate has studied.

The External Reader

The Associate Dean of Research and Graduate Studies will appoint the External Reader for the final defense.

The process of appointing an External Reader is as follows:

- 1) Upon receipt of a Master of Nursing student's final thesis or report and indication that the student is ready to proceed to their final defense, the Associate Dean of Research and Graduate Studies will create a list of three professors external to the Faculty of Nursing who have research expertise relevant to the content area or methods/methodology of the Master of Nursing student's thesis or report project.
- 2) This list will be emailed to the student and the members of their committee who will review the list of potential External Readers and identify any conflicts of interest for each person on the list. This information will be submitted to the Associate Dean of Research and Graduate Studies.
- 3) a) If no conflicts of interest are identified, the Associate Dean of Research and Graduate Studies will choose one of the three professors and invite them to participate in the student's oral defense as an External Reader.

b) If some conflicts of interest are identified, the Associate Dean of Research and Graduate Studies will choose a professor for whom there is not a conflict of interest and invite them to participate in the student's oral defense as an External Reader.

c) If conflicts of interest are identified for all 3 potential External Examiners, the Associate Dean of Research and Graduate Studies will generate a new list of three candidates and restart the process.

- 4) After a professor has agreed to be the External Reader, the Associate Dean of Research and Graduate Studies will complete the following form confirming that there are no conflicts of interest related to the External Reader:

<https://www.unb.ca/gradstudies/assets/pdfs/phd-conflictofinterest.pdf>

The following statement shall accompany requests for External Readers and be transmitted to the Internal Reader.

"Submission of a thesis or report is the student's decision in consultation with their supervisor. External and Internal Readers shall judge whether the thesis/report is ready to proceed to a defence based on the merit of the thesis or report."

Copies of the thesis/report are sent by the Associate Dean of Research and Graduate Studies to the internal and external examiners for review. This typically occurs with copies of the thesis or report being sent simultaneously to Internal and External Readers. However, in some instances, the Internal Reader from the Nursing GAU may be asked to complete their examination first, with the External examiner completing their examination afterwards. Examiners will be given 3-4 weeks to read the thesis/report.

Feedback on written thesis or report document

- a) If the examiners do not consider the thesis/report ready for defense they will meet with the supervisor and the Associate Dean of Research and Graduate Studies and identify required changes before the defence.
- b) If the examiners judge the thesis/report suitable for examination, a minimum of 10 working days' notification of the defence shall typically be required.

Oral Examination Procedures

The Chair of the Examining Board, usually the Associate Dean of Research and Graduate Studies, Nursing, will be a member of the Nursing GAU and will not have been formally involved in the supervision of the candidate.

Following approval of the thesis by the Examining Board the candidate will be examined orally.

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 university community and the public will be permitted to question the candidate but will have no vote. The Associate Dean of Research and Graduate Studies of the Nursing GAU will report the decision of the Examining Board to the Dean of the School of Graduate Studies.

Examination Process

1. The Chair will introduce the student and the Examining Board.
2. The student will have 30 minutes to present the thesis orally.
3. The Examining Board will examine the student, beginning with the External Reader, followed by the Internal Reader, and then the Nursing GAU committee member. Generally, there will be two rounds of questions.
4. After questions from the Examining Board, the Chair will accept questions from the audience in the following order: Nursing GAU committee members, Nursing GAU members, and others in attendance.
5. The audience and student will be excused, and the Examining Board will meet to render their final decision.
6. The student will be invited back to the table to hear the decision and for feedback.

The thesis must conform in all respects to the regulations governing the presentation of theses and reports approved by the School of Graduate Studies.

Students are strongly urged to attend thesis or report defences before their own to familiarize themselves with the process and increase opportunities for scholarly interaction with nursing colleagues.

Please note that MN Thesis/Report Final Defenses are conducted online using Microsoft Teams.

After the Defense

Forms required to graduate are provided at the time of the thesis defence by the Graduate Program Assistant. Deadlines for submission for spring and fall graduation are available from the School of Graduate Studies, and students should plan their deadlines with these dates in mind. Only in exceptional circumstances will the Associate Dean of Research and Graduate Studies request the External and Internal Readers to shorten the time frame for setting the thesis defense. The student must complete all required paperwork and submit thesis copies to the School of Graduate Studies.

Program Fees

The MN thesis/report is currently considered a research-based program. According to the School of Graduate Studies regulations, research-based students must be enrolled continuously and pay fees for three terms per year until completion of the degree. Information on fees, payment methods and deadlines can be accessed here, [https://www.unb.ca/financialservices/students/Masters and PhD Tuition and Fees/index.html](https://www.unb.ca/financialservices/students/Masters_and_PhD_Tuition_and_Fees/index.html)

If you cannot pay your fees by the cut-off date set by the UNB, email gradfees@unb.ca. Students who do not pay fees on time will receive notice from the School of Graduate Studies. If payment is not received on time or there is no effort to contact the above office to make payment arrangements you will lose access to UNB services (e.g., email, online systems, library resources) and may be withdrawn from the MN Program.

Program fees are managed by Financial Services, not the Graduate Program office, so you must communicate with them directly. When Financial Services are proactively made aware of financial hardship, they can sometimes make individual arrangements to pay fees; such information is to be communicated with financial services before cut-off dates.

Registered Nurse Registration / NANB Registration

MN thesis/report students must be registered nurses with an active practicing registration, or equivalent, with either NANB (for students living in NB) or their respective provincial or territorial/national nursing regulatory body (for students residing outside NB). Although our program is offered online, some students will choose to move to and live in NB. If this is the case and you plan to practice as a registered nurse in NB, you MUST register with the NANB. Please note that because no practice components are associated with MN thesis/report stream, this is a professional practice obligation, not an obligation of the program.

Technology and technological requirements

The MN Thesis/Report program is only offered online using distance technology. All students must own or have ready access to basic computer hardware and software. High-speed internet access is required. The Learning Management System Desire2Learn Brightspace (D2L) is utilized to manage and facilitate all graduate-level courses and associated content. For D2L technical support, please contact Jeff Munde at (506) 452-6288 or email jeff.mundee@unb.ca at the UNB Centre for Enhanced Teaching and Learning.

Live synchronous sessions take place using video conferencing software. It is recommended that all students use a headset with an attached microphone to optimize engagement. The built-in microphone can be operated using a computer with a built-in webcam. All students must use earbuds or headphones to reduce feedback/echoes (those accompanying mobile devices such as iPods and smartphones are sufficient). **Video cameras should be turned on during synchronous class sessions unless otherwise directed by the course professor/instructor.** Students should mute their audio to eliminate ambient noise unless speaking during classes. Finally, students should participate in a quiet space free of noise and distraction (participating in a coffee shop, for example, is not recommended). For video conferencing software technical support, contact the MN Program Level I ITS support, Grant Logan, by phone at (506) 458-7630 or email at nurseit@unb.ca.

Activating UNB IT Services

To navigate and successfully engage in the MN program, all students must activate and access UNB IT Services. To do this, access the following site, <https://es.unb.ca/apps/activate/> and enter your UNB student number, Login ID and birth date. Activating UNB IT Services is a critical first step that will permit course registration and access services such as the UNB email account, the Learning Management System D2L, UNB Libraries, etc. These services can only be accessed if you have activated your account. If you need help activating UNB IT Services, please contact the UNB ITS Service Desk or Help Desk by phone at (506) 457- 2222 or email its servicedesk@unb.ca.

Email Communication

As a UNB student, you will be assigned a UNB email address. Only UNB student email accounts will be used for communication from the Graduate Program to MN students. Students must access their UNB email accounts regularly as important and time-sensitive messages requiring responses are frequently sent from the Graduate Program office.

Assignments

Assignments in the MN Thesis/Report program are submitted electronically. UNB supports Microsoft products; therefore, we request that students submit assignments in Microsoft Word unless the course professor identifies another software package or program. Students can download the Microsoft suite of programs for free via UNB ITS:

Windows:

<https://unbcloud.sharepoint.com/sites/ITServices/SitePages/FreeOfficeWindows.aspx>

Mac:

<https://unbcloud.sharepoint.com/sites/ITServices/SitePages/FreeOfficeMac.aspx>

Funding Opportunities

Graduate Student Teaching Assistantships (GSTA)

The UNB Faculty of Nursing and Health Sciences has limited GSTA funding available for full-time thesis/report students. The number of students receiving GSTAs is determined annually by the amount of funding available from the School of Graduate Studies.

Recipients of a GSTA will work 10 hours/week supporting a professor/instructor with an undergraduate class. Depending on which courses require GSTAs, online or in-person class attendance may be required; thus, students may need to travel to the UNB Fredericton campus to fulfill GSTA duties. In other instances, GSTAs may be able to complete tasks remotely and thus would not be required to attend classes or travel to campus.

The students in GSTA positions are considered employees of UNB, and the monies received are taxable income. GSTA appointments are governed by the same Collective Agreement between the University and PSAC- UGSW (Local 60550).

Graduate Research Assistantships (GRAs)

GRAs are given only to full-time thesis/report students and are a financial commitment from the School of Graduate Studies and the Faculty of Nursing to allow students time to work on their thesis/report projects. GRAs are considered scholarships and are non-taxable income. The money available varies yearly, and students can receive up to 2 years of GRA funding.

Faculty Sponsored Graduate Student Research Assistantships (GSRAs)

From time to time, individual professors have funding for GSRAs associated with particular research studies. If the professor's research topics relate to a student's thesis topic, sometimes GSRAs are awarded to students for research work, forming the basis of their thesis. In other cases, these positions are focused on gaining research experience and supporting professors' research activities.

To ensure timely and successful progress, guidelines related to work hours for research-based graduate students normally limit full-time students to working approximately 10 hours per week. Full-time students who are on track to graduate on time can work up to 20 hours per week with permission from their supervisor and the Associate Dean of Research and Graduate Studies. There are no limits for part-time students.

Further details about working as a graduate student are provided by the School of Graduate Studies here:

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

GSRA appointments are governed by the same Collective Agreement between the University and PSAC- UGSW (Local 60550).

Scholarships & Awards

Several scholarships are available for full-time and part-time MN students each year. The deadline for applications is **June 1** each year. For information and applications, please access the following website:

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

Tri-Council Agency Graduate Funding

Scholarships are provided to graduate students from Canada's three major granting agencies: the Natural Sciences & Engineering Research Council (NSERC), the Social Sciences and Humanities Research Council (SSHRC), and the Canadian Institutes of Health Research (CIHR), hence the Tri-Council Agency. Students are strongly encouraged to apply for funding from one of these councils whose research mandate is most closely aligned with their graduate programs; in nursing, this is typically SSHRC and CIHR. Full-time thesis students are eligible for these awards and are encouraged to apply. Students are urged to consult their thesis Supervisor or Assistant Dean of Research and Graduate Studies about these awards.

Professional Development Opportunities

Graduate Student Association

The Graduate Student Association (GSA) is the student link between the School of Graduate Studies and graduate students. The GSA has a student representative on the School of Graduate Studies Executive Committee. Other services the GSA provides to students include conference travel grants, access to legal services, health and dental plans, etc. Students should access the GSA website for further information.

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

Nursing Graduate Committee Opportunities

Student participation is sought on the following committees: Nursing GAU, the Graduate Curriculum Committee, the Graduate Program Evaluation Committee, Nursing Research Day, and the Faculty of Nursing Ethics Committee. Students are invited to participate as student members on these committees each year.

Centre for Enhanced Teaching and Learning: Diploma in University Teaching

The UNB Centre offers the Diploma of University Teaching program for Enhanced Teaching and Learning. The program is available for an additional fee to all registered full-time and part-time graduate students. Further details about the Diploma, including

fees, program structure, and objectives, can be found at:

<https://www.unb.ca/fredericton/cetl/dut/index.html>

Balancing Working and Studying

Part-time students who are employed full-time will normally take one course per term. This schedule permits students to complete coursework in three years and have one year to complete the thesis/report (to a maximum of five years total). Part-time students are permitted to register for a maximum of two courses per term which means that, for some students, course completion may be accelerated. Part-time students considering taking more than one course per term should consult the Associate Dean of Research and Graduate Studies before registration.

Full-time students will find that regulations from various funding agencies stipulate maximum hours of work allowed while students hold funding (generally 10 hours/week). These regulations can also serve as a valuable guide for full-time students who do not hold funding and are considering how much work is reasonable to assume.

While there are no regulations for unfunded Master's students regarding employment while pursuing a graduate degree, students should be aware that balancing employment and graduate studies must be carefully considered. Whether studying full- or part-time, all students are advised to plan for a work schedule that permits focused time on their thesis/report work because uninterrupted periods for conceptualization and writing are necessary for timely progress. Please consult with the Associate Dean of Research and Graduate Studies if there are questions or concerns about how much work is manageable at various points in the program.

Annual Progress Report Form

After completing the first year of study for full-time students (second year of study for part-time students), together with their supervisor, all thesis/report students must complete the Annual Progress Report form, which requires documentation of progress, plans and timelines for completion. **This form is due each year at the end of the first week of classes in September** and must be submitted to the MN Graduate Program Assistant. The Associate Dean of Research and Graduate Studies will review and sign this form before being submitted to the SGS.

Student Support and Resources

Spaces for Nursing Graduate Students Fredericton

When onsite in Fredericton, the Graduate Room (Room 03) in the basement of MacLaggan Hall is available to all MN students for work and relaxation. The room has limited locker space, study areas, computers, a printer (students supply their paper), connections for laptop computers, a telephone (506) 447-3276, student mailboxes, a microwave, and a small refrigerator. Students who intend to use this space can request keys to Room 03 and lockers from the Graduate Program Assistant. Please note that the key to Room 03 will not allow students entrance to the building. On weekends and outside working hours, doors to MacLaggan Hall are locked, and students must contact security at 453-4830 to access the main building. Please have a valid photo UNB ID (U Card) available.

Moncton

UNB's Moncton site has several shared offices available for graduate students on the second floor. Typically, these are assigned to nursing graduate students in the Moncton area. Students interested in having access to the Moncton building and an office space should have their supervisor contact the Associate Dean, Moncton to make arrangements.

Saint John

To book workspace at UNB Saint John, contact Patricia Black, pblack1@unb.ca.

UNB Student Services

To ensure student success, UNB has a team of professionals who help students achieve their academic and personal goals. Services range from individual and career counselling to employment services, financial aid programs and tutoring programs; please see the following website for information about services available at UNB Fredericton/Moncton and UNB Saint John: <https://www.unb.ca/sas/>

UNB Writing & Study Skills Lab

Writing is a skill developed and maintained through actively engaging in writing and learning how to rewrite and edit initial drafts. Many graduate students without recent university experience may have had little opportunity to develop and refine their writing skills. The ability to develop a logical argument, convey a coherent discussion and present conceptual issues with clarity is an expectation at the graduate level. Faculty expect to concentrate on substantive issues when evaluating written work, not on editorial or grammatical errors. Both UNB Fredericton/Moncton and Saint John have resources for providing consultation on writing: <https://lib.unb.ca/services/writing-help>

UNB Libraries

All students can access various library services and resources, including physical space, onsite and online research and technical support, print and online resources,

technology, and equipment. Students can access library spaces, including print collections, individual study carrels, group spaces, and rooms and computer workstations at Saint John and Fredericton.

The main library space at UNB Fredericton area is the Harriett Irving Library (<https://www.lib.unb.ca/about/harrietirving.php>), and at UNB Saint John is the Hans W. Klohn Commons Library (<https://www.lib.unb.ca/about/saintjohn.php>).

Support available to graduate students includes access to Reference Librarians, Library Assistants or Library Liaisons. In addition to providing on site face-to-face support within the physical library space, these individuals can offer help by telephone, email, or through instant message technology. Please access the following link <https://guides.lib.unb.ca/category/nursing> to learn more about the curated resources available for nursing students at UNB.

Relevant Nursing and UNB Policies

Graduate Student Regulations

All UNB Graduate students are responsible for knowing and following the regulations of the School of Graduate Studies which are available here:

<https://www.unb.ca/gradstudies/current/resources/regulations-and-guidelines/index.html>

The authority for approving, implementing and maintaining regulations, standards and procedures lies with the School of Graduate Studies, overseen by the Senate. Regulations are subject to periodic revision. According to the SGS regulations, "each GAU is responsible for establishing its regulations, which must not be inconsistent with the School of Graduate Studies regulations, for evaluating and assessing a student's progress regarding the student's research or scholarly work." If there is a discrepancy between the SGS Regulations and the regulations of the specific GAU, the Dean of the School of Graduate Studies will have sole discretion to resolve the discrepancy.

Qualifying Period

Specific nursing information and regulations, in addition to the SGS requirements and regulations the Nursing GAU does not admit part-time students to a qualifying year.

Admissions

All admissions are on a competitive basis, and enrolment is limited. Satisfying minimum requirements does not guarantee admission. Applicants who do not meet the standard admission requirements must write a 2–3-page summary outlining why their case

deserves special merit. The Nursing GAU Admissions Committee will judge each case individually and may request an interview with the applicant.

Probationary Period

When Master of Nursing applicants are admitted on probation, the cumulative GPA may be below 3.3 (B+) but must be greater than 3.0 (B). As per SGS regulations, full-time students on probation must register for a minimum of six credit hours of graduate courses per term. Part-time students on probation may register for up to one graduate-level course per term.

Proficiency in the English Language

Effective communication in English is required for this program. The GAU has the discretion to require an assessment through the UNB English Language Program either before admission or following admission to the program if verbal or written language skills are problematic. If an assessment is required, the Associate Dean of Research and Graduate Studies will communicate with the student in writing and monitor the assessment process for satisfactory language acquisition for practice. The cost of an assessment is the responsibility of the student.

Leave of Absence; Parental Leave; Extracurricular Graduate Internships

Refer to SGS Regulations and Guidelines:

<https://www.unb.ca/gradstudies/current/resources/regulations-and-guidelines/regulations/general-postgraduate-degree-regulations.html>

Time Limits on Degree Completion

The MN program has the same time limits on completion of degrees as the School of Graduate Studies (four years for full-time and five years for part-time). The required completion period shall remain four years from admission for students switching from full-time to part-time status after completing seven or more courses. Students who switch from full-time to part-time with less than seven courses completed shall have their completion period extended to five years from admission.

Students registered part-time can register for up to two courses per term in addition to the thesis/report. Thus, the completion rate of coursework may be accelerated if the student so wishes. However, students are advised that usually, students who are employed full-time find that one master's level course is quite demanding. Part-time students considering taking more than one course per term should consult the Associate Dean of Research and Graduate Studies, Faculty of Nursing and Health Sciences, before registration.

Intellectual Property & Graduate Student Work

Students are encouraged to publish and present scholarly work and research. A common expectation of faculty, who facilitate a student's publication or presentation, is to be a second author. Being named second author is sometimes requested to recognize the faculty member's efforts to: assist the student in learning the research method or process, engage in discussion that facilitates clarification of ideas, or edit the manuscript. Students are encouraged to discuss authorship expectations with faculty when planning presentations or publications that stem from the research or coursework in the program.

Students should also review the UNB Graduate Manual available at https://www.unb.ca/gradstudies/_assets/documents/graduatemannual.pdf

The issue of copyright is covered by the UNB Guide to Intellectual Property for Graduate Students: https://www.unb.ca/gradstudies/_assets/documents/ip-guidelines-for-unb-graduate-students.pdf

Essays, project reports, and other work done to satisfy course requirements will generally be regarded as the student's intellectual property, and the student may add a copyright notice if desired. In the case of joint projects among several students, the intellectual property will generally be divided according to the contribution of each. Where students are required to prepare written works for non-university parties due to related course-credit arrangements, intellectual property rights of the non-university party typically take precedence over any university, faculty, and student rights.

Copyright refers only to the written document; ownership of the expression of ideas, including any advances in theory, hypotheses, data, patentable ideas, or commercial exploitation of the work, will usually be shared among those who have made material or significant contributions to the work.

Faculty of Nursing and Health Sciences Resolution of Conflict Process

Preamble

Conflict is a way of expressing disagreement over something important to us. When we make decisions with others or when we see things differently from others, how we interact may indicate that we feel annoyed or uncomfortable, a signal that we have conflict. Identifying the underlying cause of the conflict helps move toward resolving it. Professionally, we expect all faculty members and students to respect one another and to work together collaboratively, using ethical decision-making to resolve conflicts. One potential outcome is increased stress when we choose not to deal with a conflict.

Resolution of Conflict among Nursing Students

Conflict among students may occur at individual or working group levels in classroom and practice settings. A real or perceived conflict that is not addressed worsens. We intend to help students deal in a professionally accountable manner with conflict among peers.

Wherever possible in classroom or practice settings, we encourage students to deal directly with the person with whom they have a conflict. Students may find outside guidance helpful when this does not resolve the conflict. Students may contact faculty members, the Student Advocate, or UNB Human Rights Officer.

Consulting these people about a conflict is different from telling a peer or family member because these people are obligated to act. Faculty members approached by a student with a complaint about another student are responsible "to deal fairly and ethically with students and other members of the academic community." Faculty members who hear students' complaints about other students are ethically bound to help them to begin a process to resolve the conflict or advise them that they cannot listen to the problem.

We intend these guidelines to provide direction when students choose to involve a nursing faculty member in seeking a resolution to a conflict. Informal ways are often most beneficial, and speaking to a nursing faculty member is considered informal. These guidelines will protect the rights of all students if one student has chosen to seek help from a nursing faculty member to resolve a conflict before it worsens.

In using informal ways to resolve conflict in the Faculty of Nursing and Health Sciences, we value due process, natural justice, and procedural fairness. Everyone involved with a conflict has the right to access information about procedures, know about complaints, see or hear all evidence, challenge negative evidence, be helped in a process to resolve conflict, receive a fair hearing at all levels, feel protected by the process, and protection from anonymous evidence. Names of those engaged in a process to resolve conflict shall not be disclosed outside the process.

Process

We refer to a student who brings a complaint as Initiating student and the student about whom a complaint is made as Responding Student. The conflict resolution process applies when students choose to involve nursing faculty members in helping resolve a conflict within the Faculty of Nursing and Health Sciences. When Initiating student approaches a faculty member to describe a potential conflict situation, the faculty member must immediately remind the student that we encourage first speaking to the Responding student directly. The conversation should stop, and the faculty

member must tell the student that it is inappropriate to hear more about it at this time. Initiating student may drop the matter after speaking with the Responding student about whether the conflict is resolved.

If Initiating student approaches a faculty member after having spoken to the Responding student, the following process applies:

- When it is clear that the faculty member is unaware of the student's identity with whom Initiating student perceives a conflict, the Initiating student may choose to drop the matter. The conflict may remain.
- When it is clear that the faculty member is aware of the student's identity about whom Initiating Student perceives a conflict, the faculty member is responsible for dealing fairly with both students. The faculty member must inform the Initiating Student that the faculty member must tell the Responding student about the perceived conflict.
- The faculty member informs the Responding Student that Initiating student has told the faculty member of the unresolved conflict and requests a meeting to obtain the Responding student's perspective.
- The faculty member convenes a meeting with Initiating and Responding Students to help them resolve the conflict.
- If the conflict is resolved, there is no further action.
- If the conflict is not resolved, students can choose to continue the process of resolving the conflict within Nursing by contacting the Associate Dean, Research and Graduate Studies, or they may decide to seek help elsewhere within the university to resolve the conflict. For example, students may find Student Advocate, Counselling Services, or Human Rights Officer who can help deal with the conflict.

Suppose the faculty member believes that the conflict continues to have adverse effects on the learning of one or both students or affects learning for other students. In that case, the faculty member may inform the Associate Dean, Research and Graduate Studies to help resolve the conflict.

Student-Faculty Concerns

Students concerned about grades are advised to consult the academic regulations in Sections 24 to -28 below and the Student Advocate. As these regulations outline, the first step in addressing these concerns is discussing the matter with the instructor.

In a faculty such as Nursing, we expect professional conduct of students and faculty members in student- faculty interactions. Suppose students have concerns about the performance or actions of a faculty member in a classroom or clinical setting. In that case, we expect students to approach the faculty member with their concerns as a first

step in reaching a resolution. Suppose the concern remains unresolved after meeting with the faculty member. In that case, the student consults with the Associate Dean of Research and Graduate Studies (site specific) to determine the most appropriate course of action. Should a student express their inability to meet with the faculty member directly, the student is advised to consult with the Associate Dean of Research and Graduate Studies. Students may consult the Student Advocate, Human Rights Officer or Dean, depending on the situation. If a student is concerned about being treated ethically or fairly, the student may wish to consult with the UNB Human Rights Officer.

Faculty whom a student approaches with a concern about another student's performance or actions or another faculty member's performance or actions should inform students that it is inappropriate and unprofessional for them to engage in such discussions. Faculty members must advise students to stop the conversation and then must advise the student to proceed to follow the steps in this guideline. Anonymous complaints are not appropriate and will not be addressed.

If students have concerns about the performance or actions of the Associate Dean of Research and Graduate Studies, they may contact the Student Advocate or the Dean. Allegations of student or faculty performance issues are serious, and everyone has the right to be represented at all stages of the process. Relevant unions represent faculty members, and the Student Advocate at the Office of Student Affairs represents students.

Notes: Conflicts involving students or faculty with members of agency staff follow agency processes to resolve. Faculty members seconded from external agencies or jointly appointed between UNB, and agencies are covered by AUNBT procedures under a special agreement during their secondment.

Approved by Faculty Council August 2000 /Revised and Approved by Faculty Council May 2014

Declaration of Rights and Responsibilities

A positive working and learning environment comprise five elements:

1. Respect for Human Rights
2. Community Development and Recognition
3. Ethical Relationships and Professional Conduct
4. Empowering Individuals and
5. Leadership

Summarized from the Final Report of the President's Task Force on Creating a Positive Learning and Working Environment,

"The University of New Brunswick is committed to providing a positive learning and working environment, one in which all members of the community are respectful and respected as individuals. We strive to foster a welcoming and supportive community where every person feels empowered to contribute."

According to its Mission Statement, UNB strives *"To inspire and educate our people to become problem solvers and leaders in the world, undertake research that addresses societal and scientific challenges, and engage with our partners to build a more just, sustainable and inclusive world."*

To achieve this mission, the University has adopted a Declaration of Rights and Responsibilities at:

https://www.unb.ca/humanrights/_assets/documents/declaration.pdf

The Discrimination, Sexual Harassment, and Harassment Policy and Procedures and the UNB Sexual Assault Policy can be found at:

https://www.unb.ca/humanrights/_assets/documents/discriminationpolicy.pdf

The [UNB Human Rights and Equity Office](#) provides free services on both the Fredericton and Saint John campuses. It provides leadership and support for initiatives and policies that contribute to a positive, healthy, equitable, respectful and inclusive campus environment.