



GRADUATE PROGRAM

PhD in Nursing Program Handbook

PhD in Nursing Program Handbook

Purpose

The purpose of the UNB Faculty of Nursing and Health Sciences PhD in Nursing Program Handbook is to provide guidance to students, faculty and staff who are engaged in either completing or supporting students in the program.

Overview

The PhD in Nursing 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. PhD in Nursing Program students, faculty and staff are expected review and familiarize themselves with the handbook.

Questions

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

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UNB FACULTY OF NURSING AND HEALTH SCIENCES

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 means 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.

PhD in Nursing Program & Degree Requirements

Overview

The PhD in Nursing Program prepares registered nurses with graduate education to advance their research expertise and positions them to assume roles as nurse researchers, educators and leaders.

Students complete course work, a comprehensive exam, and dissertation research with the support of a supervisory committee. This research-intensive program is offered as full-time only and is designed to be completed in four years.

REQUIRED DEGREE MILESTONES

1. Attend annual Nursing Research Days
2. Complete two 3-day residency requirements on campus in Year 1
3. Register for and Complete Courses
4. Secure and Finalize Dissertation Committee
5. Complete Comprehensive Examinations
6. Complete Dissertation Proposal Defense
7. Secure Research Ethics Board Approval (if applicable)
8. Complete Dissertation and Final Defense

Attend Annual Nursing Research Days

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 Nursing Research Day that is typically held late August or early September each year. For this 2026 year, your attendance is optional as you have not officially begun your studies, but in subsequent years and while you are enrolled as a PhD student, attendance will be mandatory. At Nursing Research Day, students are involved as attendees; learning about other students' and faculty research/scholarly work; introducing speakers; facilitating and monitoring research sessions; and presenting and sharing their own research. If you are interested to attend this year on September 3rd, please reach out to the Graduate Program Assistant and request the meeting link [fnhsgrad@unb.ca].

Complete two 3-day Program Residency Requirements

During Year 1 there will be two 3-day residency days organized for delivery in person on the UNB Fredericton campus. Residency days are considered a part of the Doctoral Seminar I & II courses, with onsite delivery to occur during the early weeks of the fall and winter semesters. All students starting in the PhD Nursing program are expected to attend during the first year of their program.

The goal of residency days is to introduce members of the cohort to one another, connect them with faculty, and for them to become oriented to expectations of doctoral-level education and research. It is expected that students will be immersed in working with their peers and faculty during that time, all which will help cultivate a sense of belonging. Details about the specific days and expectations will be communicated in advance so that appropriate arrangements for travel and other accommodations can be made.

Register and Complete Courses

The PhD in Nursing 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. PhD in Nursing students must complete six courses: five required core nursing courses and one elective or Knowledge Synthesis & Dissemination course, totaling 18 credit hours.

The PhD in Nursing program is offered online using distance technology and involves a blend of synchronous and asynchronous learning. To establish a sense of community and socialize students to the academic and research environment, students are required to travel to campus for two 3-day residency sessions in Year 1.

Course Overview & Sequencing

Year	Fall Term (Sept – Dec)	Winter Term (Jan – April)	Summer Term (May – July)
1 FT	NURS 6014 (3CH) Philosophy of Nursing Science	NURS 6023 (3CH) Advanced Quantitative Research	Comprehensive Exams
	NURS 6024 (3CH) Advanced Qualitative Research	NURS 6025 (3CH) Knowledge Synthesis & Dissemination or Elective	
	NURS 6015 (3CH) Doctoral Seminar I	NURS 6020 (3CH) Doctoral Seminar II	
2 FT	Dissertation Research (Proposal)	Dissertation Research (Conduct Research)	Dissertation Research (Conduct Research)
3 FT	Dissertation Research (Conduct Research)	Dissertation Research (Conduct Research)	Dissertation Research (Write-Up)
4 FT	Dissertation Research (Write-Up)	Dissertation Research (Write-Up / Defense)	Dissertation Research (Submit to UNB SGS)

Coursework is completed in Year 1. Students will typically take three courses in the Fall and Winter terms and complete a comprehensive exam during the summer term. This will build on trends in doctoral education in Canada, and articulated areas of research focus and strengths within the Faculty of Nursing and Health Sciences (FNHS), that will allow students to work directly with supervisor(s) on dissertation research and guided study courses as applicable. In Year 2 students will complete the dissertation proposal and begin their dissertation research, followed by a final dissertation defense in Year 4.

Students must register for all six core courses using the online registration system, <https://www.unb.ca/academics/registration/>. Registration for all Fall and Winter term courses begins in early August, and for summer term in early April.

Scholarly Writing Format & Expectations

Students must use the APA 7th Edition format for all assignments, dissertation and so on throughout the program. Students are advised to obtain a copy of the latest version of the APA manual, as they will use it extensively.

PhD in Nursing Program Grading Scheme

The following grading scheme applies to all graduate program courses:

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 (SGS) 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 Nursing Graduate Program and the SGS. 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.

Guidelines for Using Artificial Intelligence (AI)

To offer direction and guidance on the topic of artificial intelligence (AI), the SGS provides information that all graduate students should regularly review and be knowledgeable about. The SGS provides guidance on the use and integration of AI in various components of graduate education emphasizing the citing and use of AI, principles of ethics, academic integrity, and defining original contribution/ideas. This includes also a [Student-Supervisor Checklist](#) that may be helpful.

Due to the fast and evolving nature of AI, all PhD in Nursing students should regularly consult these guidelines and discuss the appropriateness of using AI with your research supervisor: <https://www.unb.ca/gradstudies/current/resources/regulations-and-guidelines/ai-guidelines.html>

Secure and Finalize Dissertation Committee

UNB FNHS researchers are leaders in health-related research, focused on health services and systems, health in older adulthood, sexual and reproductive health, violence, gender and health, health promotion and population health, innovation in nursing education, and conducting systematic reviews through the *Joanna Briggs Institute (JBI) University of New Brunswick Nursing Research Centre*. Nurse researchers are catalysts for change and contribute to impact via knowledge transfer, development and scale up activities.

As a PhD in Nursing student, it was necessary that you secure your supervisor with whom you share research interests, prior to applying to the program. Building on this relationship, you must next secure committee members according to the substantive and methodological expertise required for your dissertation research. To make informed decisions about selecting committee members, students should consult with and meet other members of faculty who belong to the Nursing GAU.

<http://www.unb.ca/fredericton/nursing/current/gau.html> If you would like to invite someone as a committee member who is not affiliated with UNB, then please consult with the Graduate Program Assistant for navigating this process.

PhD in Nursing Supervisory Committee

Each PhD student must have a Supervisory Committee comprised of the research supervisor and/or co-supervisor, and two or three other committee members. There

must be a minimum of 3 members, however it is recommended that the PhD supervisory committee is comprised of 4 members:

1. 1 Supervisor or 2 Co-Supervisor(s) (this counts as one)
2. 2 or 3 members who must be UNB faculty member(s) or have Adjunct https://www.unb.ca/gradstudies/assets/documents/adjunct_policy_application.pdf or HRA status approved through the SGS.
https://www.unb.ca/gradstudies/assets/documents/hra_policy_application.pdf

Committee members can be identified before or during the student's application to the PhD program or while coursework is in progress during the first semester. It will be important that the supervisory committee is established as early as possible so members can have input into the student's course selection as well as contribute to comprehensive exam question development and the examination process.

All committee members must have an appropriate research background, such as earned PhD degrees, and may be from other universities or public or private organizations approved by the SGS. Individuals who are not UNB faculty must apply to become an Adjunct Professor or HRA to become a committee member. Approval for these applications can take 6 months or longer, so please plan accordingly.

The supervisory committee, led by the supervisor or co-supervisor(s), guides the student through the program, providing input on all program requirements and research expertise in relevant methodologies and methods, interdisciplinary and disciplinary content and literature, theories, etc. Committees often support students in various ways, such as networking, mentoring, funding, identifying relevant conferences to attend, and dissemination of research.

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

Dissertation 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/studentsupervisorchecklist.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 dissertation 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 dissertation work.
- Discuss projected timelines and capacity for the supervisor and committee member to support the student for the dissertation 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 components and/or chapters of the dissertation. 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 dissertation structure. Students may choose to present their dissertation 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 dissertation, <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 dissertation (to graduate in May or October)
- Take note that the formal dissertation proposal defense cannot occur until all coursework and the comprehensive examination are complete. However, students should begin working on their proposal while registered in and before completing their required courses.

Complete Comprehensive Examination

The UNB SGS provides the following guidance for Comprehensive Exams:

"The Comprehensive Examination covers a minimum of two substantive areas. It is designed to ensure that students are adequately prepared to begin their doctoral research. The examination typically serves to consolidate an area of knowledge or to fill a gap in the knowledge base required to conduct the research and write the dissertation. Students must successfully complete one question in each of the two areas. For example, questions could be designed to fulfil two of the following: building a literature review, developing a theoretical framework, and/or explicating a research methodology. The supervisor and members of the supervisory committee, in consultation with the student, will determine the number of questions to be addressed, areas to be examined, and format for the examination".

Normally, the two questions are set following the successful completion of all course work and prior to developing the dissertation proposal. Each question is usually set and examined by the committee as a whole, or by an individual member of the supervisory committee. However, if the committee determines that specific expertise outside of the committee is required, a question may be set and examined by someone external to the committee.

Each examination question may be completed either as a formal examination or as a take-home exam:

- **Formal Examination:** The student is given a specific area to study prior to the examination. On a day and time, determined ahead of time by the supervisor and supervisory committee in consultation with the student, the student will complete the actual question under formal examination conditions, i.e., with/without notes, length of exam etc.
- **Take Home Examination:** The student is given a written question and is asked to develop the response in the form of a written paper. Although this may vary depending upon individual circumstances, the student is usually given two-three months to complete the paper. The length of the paper will vary, but is typically 20-30 pages in length, excluding references. The student may be asked to make minor changes before the paper is accepted.

Each question is graded pass/fail. A student who is deemed to have failed a question will be required to retake the formal exam or rewrite the paper.

Following successful completion of each question, students are normally required to give an oral presentation and answer questions based on the work being examined. Students may choose to hold a separate presentation for each question or combine

them in one session. The presentation is usually held with the committee only but may be open to guests at the discretion of the student and committee. The Associate Dean of Graduate Studies (or designate) usually chairs the oral presentation. The SGS requires that members of the comprehensive examination committee indicate the outcome of the examination by signing a comprehensive examination [Comprehensive Examinations | Interdisciplinary Studies | Graduate Studies | UNB](#).

PhD in Nursing Comprehensive Exam Guidelines

Prior to proceeding with the Comprehensive Examination, students will be expected to have completed all foundational and required coursework for the PhD in Nursing program. While the steps and processes of the Comprehensive Exam are similar for each student, the specific focus is expected to vary according to individual student needs and goals.

The structure for the PhD in Nursing Comprehensive Exam will closely follow the guidance as outlined by SGS, with exception of a timeline adjustment to align with disciplinary standards in nursing and the requirement that the exam is exclusively a take home exam. Specifically, the Comprehensive Exam for the PhD in Nursing will be completed within a three-month time-period with students focusing on two papers related to two substantive area questions. The expected paper length will be 15 to 20 pages each, excluding references. The Associate Dean of Research & Graduate Studies in the FNHS (or designate) will chair the oral presentation.

PhD in Nursing Comprehensive Exam Timeline*

The following can be an anticipated timeline for completion of the Comprehensive Exam when all required course work is completed within the first two semesters of Year 1 of the PhD program. In instances where students may be requested by their supervisory committee to complete additional coursework, the timeline for completion of the comprehensive exam will change and be delayed.

~ 3 months in total

Summer Year 1: Month 1

- Members of the supervisory committee will develop the comprehensive exam questions based upon the student's identified area of research.
- The exam will be comprised of two substantial theoretical questions and two substantive methodological questions. The student can choose which of the theoretical and methodological questions to address but will be required to select one question from each area.
- The student will be provided both questions at the same time and will develop and submit annotated bibliographies (20 to 30 key papers for each question).

- Members of the supervisory committee will review adequacy of the annotated bibliography and offer additional suggestions, if needed.

Summer Year 1: Month 1 & 2

- The student will have a total of four weeks to write the take home exam, drawing on literature from the annotated bibliographies. Each paper is expected to be 15 to 20 pages in length.
- During the exam period, the student may seek clarification on some aspect(s) of an exam question, but at no time shall there be exchange of documents for review and/or critique.
- Both papers will be due after 4 weeks and on a specified date.

Summer Year 1: Month 3

- A closed virtual oral examination will be held with the supervisory committee members that addresses questions on both papers and will normally occur within two weeks of the end of review period.
- Each question will be graded pass/fail. A student who is unsuccessful with one or both questions, or the oral exam will be allowed one other attempt to rewrite and/or undertake the oral exam.

Complete Dissertation Proposal & Oral Defense

The proposal summarizes the research problem and rationale, research questions, relevant literature, methodology/methods, and research design of the proposed study. It is usually 35 to 50 pages, exclusive of references. The student works with the supervisor and committee to develop the proposal and submits a formal written research proposal to them and to which they may suggest changes, edits, further drafts, etc. Suggested guidelines for the proposal are provided here:

<https://www.unb.ca/gradstudies/programs/research-proposal.html>

Completing a dissertation requires a significant level of autonomy from the 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. As mentioned previously, all students should use APA 7th edition to guide writing and formatting for the proposal. The following SGS 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.

Important steps in the proposal process include:

1. The supervisor and committee members must all approve the written proposal.

2. The supervisor informs the Associate Dean of Research & Graduate Studies in the FNHS that the proposal is ready to go forward for oral examination.
3. A virtual oral presentation on the proposal is required.

Oral Proposal Defence

1. The Associate Dean of Research & Graduate Studies, in consultation with the supervisor, committee members, and student, sets a date and time for oral presentation of the proposal.
2. At least 10 days before the oral presentation, the student submits the proposed dissertation proposal title along with a one paragraph proposal abstract to the Graduate Program Assistant to publicize the defense.
3. The supervisor and all members of the committee attend the virtual oral defense. If a committee member cannot attend, the Chair must be informed, and questions can be asked on their behalf. The Associate Dean of Research & Graduate Programs chairs the defense.
4. An oral proposal defence typically lasts up to 2.5 hours.
5. The presentation is open to university members and guests.
6. The student gives a 20-30-minute presentation summarizing the proposal, followed by questions and comments from the supervisor and each committee member (usually two rounds of 10-15 minutes per person per round). The Chair may also invite questions from audience members and may have additional comments or questions at the end.
7. The committee convenes alone with the Chair to discuss the student's proposal and presentation and identifies any revisions and next steps required prior to the student undertaking the research.
8. Suggestions for modifications to strengthen the proposal will be given to the student orally during the defense and in writing within five days by the Chairperson. A copy will be provided to the supervisor and committee members and saved in the student's file using the *Proposal Completion Form*
<http://www.unb.ca/fredericton/nursing/graduate/forms.html>
9. The committee invites the student to rejoin them and discuss their decision. All members of the committee must approve the proposed research before the student can proceed to submit their research for REB approvals.

To meet the dissertation proposal timeline and milestones, students must submit an electronic copy (MS word) of the proposal and, if applicable, UNB REB application to the Graduate Program office, that has been developed in consultation with and approved by all committee members.

Secure Research Ethics Board Approval

The dissertation research proposal must be defended successfully, and a final proposal approved before ethics approval is sought (the student attaches their approved proposal to the ethics application). All research proposals involving human subjects must undergo ethical review by the FNHS Ethics Review Committee and the UNB REB.

The FNHS Research Ethics Committee (commonly referred to as the NEC) reviews all ethics applications from FNHS graduate students prior to the student submitting the application to the UNB REB. This involves completing the UNB REB application and ensuring the following:

1. Once the dissertation oral proposal defense is complete and the supervisory committee is satisfied the proposal and REB application is ready to proceed, the documents should be forwarded to the Graduate Program Assistant and the Chair of the NEC or their delegate who will provide an additional level of expert peer review. It is the students' responsibility to check with their supervisor to ensure that they are adhering to policies of the unit and before submitting their final documents to the Graduate Program Assistant.
2. After review, if need be, once any issues have been addressed, the Chair of the NEC will issue a certificate indicating that the proposal and REB application have been reviewed and are ready to proceed to the UNB REB.
3. If the research project also requires submission to an outside agency, e.g., the Regional Health Authority Research Ethics Board, the Chair of the NEC will consult with UNB REB to determine whether UNB REB or outside agency approval ought to be sought first. Please consult the following for more information about ethics review at UNB: www.unb.ca/research/vp/ethics.html

Complete Dissertation and Final Defense

Conducting research and writing a dissertation is a taxing task, and students are advised to seek guidance from the available sources of help. The library has many books that cover all aspects of the PhD process, from time management to writing conclusions. Using at least one as a reference is strongly recommended. Writing a complete dissertation often involves an iterative process of completing chapters, obtaining comments from your supervisor and committee members, making revisions chapter by chapter and then revising the whole document before submission. It is important that careful attention to detail is taken in formatting the dissertation following UNB guidelines, and that an acceptable reference style, e.g., APA, is consistently used.

The dissertation incorporates all elements of the research proposal identified previously plus all other relevant information, such as research results, analysis, discussion, conclusions, recommendations, significance, limitations and strengths. Students have the option of writing a traditional or article-based dissertation. The supervisor and

committee members will provide input on the most appropriate format. Information on the required format for a dissertation plus requirements for a traditional or articles-based format is found here:

https://www.unb.ca/gradstudies/_assets/documents/thesisformattingguide.pdf

The dissertation and subsequent oral examination must meet all SGS requirements and regulations.

Candidates for the Degree of Doctor of Philosophy shall present a dissertation embodying the results of their investigations on an approved topic. The work upon which the dissertation is based must have been done by the candidate under the direction of an approved supervisor. The dissertation must demonstrate the candidate's competence to undertake independent research work. It must contribute significantly to knowledge in the field of nursing and must be of sufficient merit to suggest publication in an appropriate scholarly journal or another scholarly format. The dissertation must show that the candidate is fully aware of the pertinent published material, must be written in a satisfactory literary style, and must be free of typographical and other mechanical errors.

PhD Regulations | UNB

The dissertation must be examined by the Nursing GAU and, if approved, will then be submitted to an Examining Board appointed by the Dean of SGS in consultation with the Nursing GAU.

Submission of the Dissertation for Examination:

The completion of the dissertation and final submission to the SGS can be divided into three stages:

1. Submission of the dissertation to the SGS for examination
2. Oral defence of the dissertation
3. Submission of final dissertation to the SGS and completion of forms

Submission of the dissertation

When the supervisor and committee members decide the dissertation is acceptable for final examination, the supervisor informs the Associate Dean of Research & Graduate Studies in the FNHS and the Graduate Program Assistant that the PhD candidate is ready to defend. The supervisor will be requested to provide the Associate Dean of Research & Graduate Studies the names of each examining committee member and confirm there are no conflicts of interest between the supervisor, student and examiners.

At this stage, the Nursing GAU is required to:

1. Submit an electronic copy of the dissertation to SGS for subsequent distribution to the Examining Board.
2. Submit a *memo* from the Associate Dean of Research & Graduate Studies to the Dean of the SGS identifying the names of proposed members of the Examining Board.
3. Submit a *Conflict-of-Interest form* signed by the supervisor and committee members.
4. Submit a Completion of Degree Requirements Form [Student Forms | Graduate Studies | UNB](#)

Students should also consult The PhD Thesis/Dissertation Examination Process:
https://www.unb.ca/gradstudies/current/resources/regulations-and-guidelines/thesis_defence_procedures.html

Structure of the examining committee

Appointed by the Dean of SGS, in consultation with the Nursing GAU, the Examining committee acts on behalf of the SGS and consists of the candidate's supervisor and three other members of the SGS, at least one of whom must be from the candidate's GAU and at least one of whom must be from another GAU. In addition, there will be an external examiner from outside the University of New Brunswick.

The constitution of the Examining Committee is as follows:

1. Internal Examiner - Supervisor
2. Internal Examiner from the student's GAU
3. Internal Examiner from the student's GAU, or from another GAU at UNB
4. Internal Examiner from another GAU at UNB
5. External Examiner (outside of UNB)

Note: examiners 2 and 3 may (but need not) be members of the supervisory committee.

Other members of the student's committee may also join the Examining committee but together with the supervisor and/or co-supervisor have only one vote.

The supervisor should avoid discussing the dissertation and assessment of the candidate with members of the examining committee until the examination is complete.

Importantly, the student is not to have any contact with the external examiner or members of the examining committee prior to the examination. Each member of the examining committee submits a formal report about the dissertation to the SGS. If they indicate they are satisfied with the dissertation, or require only minor revisions, then the student may proceed to the oral defence. If any member thinks revisions are required prior to defence, the examining committee will meet with the Dean of SGS and the Associate Dean of Research & Graduate Studies for the FNHS to discuss the matter and

decide next steps. The virtual PhD oral defence is organised by the SGS Administrative Coordinator, Andrea Ruehlicke, andrea.ruehlicke@unb.ca. The process of constituting the Examining Board is initiated by the Associate Dean of Research & Graduate Studies of the Nursing GAU. After appropriate consultation with the GAU, the Associate Dean will contact potential members of the Examining Board, including making a preliminary inquiry of nominated potential External Examiners, to canvas their willingness and availability to serve on the Examining Board. The Associate Dean then forwards the nominations for membership on the Examining Board to the Dean of SGS, who then reviews and approves the nominations, or suggests modifications.

The External Examiner

The Dean of SGS in liaison with the Associate Dean of Research & Graduate Studies will appoint the External Examiner for the final defense. External Examiners will be selected based on advanced academic rank and recognized academic expertise. This normally means the External Examiner will hold a tenured or tenure track position at the level of Associate Professor (or equivalent) at minimum. Acknowledging that the definition of academic merit and expertise may vary across disciplines, an External Examiner should have a notable publishing record in the field or topic of the dissertation, as demonstrated on their academic CV. The Associate Dean will advance the names for three possible External Examiners to the School of Graduate Studies for consideration at the time the doctoral candidate submits their dissertation. The Associate Dean (not the supervisor) may make an informal approach to nominees to canvas their willingness and availability to serve. Where the Associate Dean also has some involvement with the dissertation, the Dean of Nursing, should make this informal contact with nominees for External Examiner. Every precaution must be taken to avoid potential conflicts of interest; hence, the [Student Forms | Graduate Studies | UNB](#) must be signed and submitted to the SGS verifying that there are no conflicts.

The process of appointing an External Examiner is as follows:

- 1) Upon receipt of PhD student's final dissertation and indication that the student is ready to proceed to their final defense, the Associate Dean of Research & Graduate Studies will create a list of three professors external to the FNHS who have research expertise relevant to the content area or methods/methodology of the PhD student's research.
- 2) This list will be emailed to the student and the members of their committee who will review the list of potential External Examiners and identify any conflicts of interest for each person on the list. This information will be submitted back to the Associate Dean of Research & Graduate Studies.

- 3) a) If no conflicts of interest are identified, the Associate Dean of Research & Graduate Studies, or delegate will choose one of the three professors and informally invite them to participate in the student's virtual oral defense as an External Examiner.
- b) If some conflicts of interest are identified, the Associate Dean of Research & Graduate Studies, or delegate will choose a professor for whom there is not a conflict of interest and informally invite them to participate in the student's oral defense as an External Examiner.
- c) If conflicts of interest are identified for all three potential External Examiners, the Associate Dean of Research & Graduate Studies will generate a new list of three candidates and restart the process.
- 4) After a professor has agreed to be the External Examiner, the Associate Dean of Research & Graduate Studies will complete the following form confirming that there are no conflicts of interest related to the External Reader, and submit to the Dean of SGS and their Executive Assistant:
https://www.unb.ca/gradstudies/_assets/pdfs/phd-conflictofinterest.pdf

Distribution of Dissertation to the Examining Board

The SGS will:

1. Manage all subsequent communications with members of the Examining Board, including the External Examiner.
2. Preschedule a date for the oral defense agreeable to all members of the Examining Board, including the External Examiner.
3. Distribute an electronic copy of the dissertation to all members of the Examining Board, including instructions to examiners on how to complete their reviews and submit their evaluations within 4 weeks of receipt of the dissertation.

NOTE: To preserve the integrity of the examination process and avoid any perception of bias, members of the Examining Board are prohibited from being in communications with one another, or with the student, concerning the dissertation during the review process. The only exception is that the supervisor can continue to be in communications with the student in their ongoing supervisory role.

Assessment of the Dissertation by the Examining Board

- Examiners are expected to return their reviews to the Dean's Executive Assistant in the SGS within four weeks of receipt of the dissertation.

- If the reviews of all examiners include a recommendation of only option 1 (minor revisions) or option 2 (moderate revisions), the process will normally proceed to the oral defense.
- If the reviews of any examiner include a recommendation of option 3 (major revisions) or for other reason involve substantive concerns that warrant broader discussion, a meeting of the Examining Board will be scheduled to consider feedback to the student and next steps. The student will not be notified of this step until the Examining Board meets and provides further direction to the student concerning next steps.
- Normally the result of the meeting of the Examining Board is a report, developed collectively, that gives clear instruction to the student concerning next steps including any revisions that are deemed to be required prior to oral defense. In this instance, Examiners' individual reports are normally not shared with the student. Instead, the collective report of the Examining Board by itself provides the full direction needed.
- Where revisions are required by the Examining Board, the student will have a maximum of one year to complete the revision and return the revised dissertation to the SGS for follow up review and assessment by the Examining Board.

Oral Defence of the Dissertation

- The responsibility for coordinating and scheduling the final oral defense, and for preparing announcements of it to the University community, rests with the SGS.
- Students will do a virtual oral defence. They are advised to be accessible to campus services following the defence to allow sufficient time and access to the requisite supports to complete revisions, and paperwork, and to submit the final approved dissertation to the SGS.
- Oral defence proceedings will be chaired by a member of the Decanal group in the SGS, or by a nominee of the Dean. The examination will be open to all members of the University community and the public.
- It is the student's responsibility to ensure that they have a functioning microphone and camera at the outset of the defense to ensure full participation and engagement. If technical issues arise during the defense, the Chair has the discretion to determine whether the defense may continue or must be paused or rescheduled.
- The purpose of the oral examination is to examine both the content of the dissertation and the candidate's ability to defend it.
- The oral defense will be limited to three hours duration, including a 30-minute presentation by the candidate. The Chair will introduce the candidate, outline the proceedings, and preside over the question period. Following this, the period of formal questioning by the Examining Board will commence. During this

question period, there will be rounds of questions by members of the Examining Board. Examiners are asked to pose clear and specific questions of the candidate that do not require protracted elaboration to optimize the use of time, and to be respectful of fellow examiner's opportunity to pose questions. The Chair will ensure that questioning remains professional and respectful and will quell any inappropriate questioning or behaviour.

The dissertation must conform in all respects to the regulations governing the presentation of dissertations approved by the SGS.

Students are strongly urged to attend dissertation defenses before their own to familiarize themselves with the process and increase opportunities for scholarly interaction with nursing and other colleagues.

Acceptance of the Dissertation and Oral Defense by the Examining Board

- At the conclusion of the oral examination, the Chair will request the candidate and general members of the audience to withdraw while the Examining Board deliberates.
 - The Chair will coordinate the Examining Board deliberations and their review and recommendations of both the dissertation and the candidate's performance in presenting and defending the dissertation. Note that, in cases where there are co-supervisors, they have together only one vote.
 - The Chair will record and report the Examining Board's assessment of the dissertation to the SGS, using the *Assessment of PhD Dissertation & Oral Examination form* [Student Forms | Graduate Studies | UNB](#). The options for assessment of the dissertation are as follows and are outlined on the *Assessment of PhD Dissertation & Oral Examination form*.
1. *Minor revisions*: The dissertation is accepted with few (or no) modifications. (This option is appropriate where the dissertation is acceptable in its current form, or where only minor editing changes may be needed to correct typographical errors or minor infelicities of grammar, style or presentation.)
 2. *Moderate revisions*: The dissertation is acceptable subject to moderate revisions. (This option is appropriate where revisions are needed to improve the presentation of material but do not materially alter the substance of the dissertation and the conclusions that can be drawn from it. This could include more extensive editing to correct typographical errors; to address other problems with the writing style; to clarify elements of methods, analyses, or data presentation (e.g., tables, figures); or to clarify or expand upon particular arguments or interpretations.)

3. *Major revisions*: The dissertation requires major revisions and is returned to the student for revision and resubmission to the Examining Board within one-year. (This option is appropriate where extensive revisions are required that could materially affect the content and/or the inferences or conclusions that can be drawn from the work. This could include problems with the core scholarship, data analysis and interpretation, or major gaps or errors in the information or arguments presented.
4. The dissertation is not acceptable, and the Examining Board recommends that the degree not be awarded.

Note when any of options 1 through 3 are used, the Examining Board must discuss and decide who will be responsible for reviewing and approving the dissertation revisions and this is to be noted by the Chair. Generally, the supervisor will have this responsibility for options 1 & 2, and the entire Examining Board will be involved for option 3. However, alternatives can be considered. Whatever the decision, it must be clearly communicated to the student.

The Examining Board will also make an assessment of the ability of the candidate to defend the dissertation using the following options indicated on the *Assessment of PhD Dissertation & Oral Defense* form.

1. The oral defense is acceptable.
2. The oral defense is not wholly acceptable and the Examining Board therefore requests that a further oral presentation and defense be held before a final decision is made.
3. The oral defense is not acceptable, and the Examining Board recommends that the degree not be awarded.

Following the consultation of the Examining Board (which may take 30 minutes), the candidate will be invited to return to the examination room to meet with the Examining Board.

Final Acceptance of Dissertation by the School of Graduate Studies

Following the oral defence and any required revisions to the dissertation, the supervisor and other members of the Examining Board (as required) will sign and submit the appropriate form indicating that the requirements for revision have been satisfied. This form must be received prior to submission of the final dissertation to the SGS for electronic deposit and archiving. The final dissertation submitted to the SGS must conform to standard formatting guidelines which are detailed in the [Dissertation Formatting Guide](#) available on the SGS website. To assist in this, formatting templates and 'how to' guides are provided on the [Electronic Dissertation Deposit](#) website.

The supervisor must also ensure that both they and the student sign and then submit to the SGS the *Dissertation Deposit form* [Student Forms | Graduate Studies | UNB](#) authorizing deposit of the dissertation in the UNB institutional repository, UNB Scholar. A student may request an embargo of their dissertation, limiting its accessibility to the public for any period to a maximum of four-years. All such requests must be accompanied by a detailed justification and will be reviewed and considered for approval by the Dean of the SGS. Requests for extension will not generally be considered.

Students, supervisors and faculties can request printing and binding directly through Lehmann Bookbinding <https://pageforpage.com/> If you have questions, please contact info@pageforpage.com.

Following receipt and acceptance of the final dissertation, the candidate will be placed on the tentative list of graduates for the following Encaenia or Convocation. To complete this process, students are required to complete the *on-line application to graduate* [Student Forms | Graduate Studies | UNB](#) even if they do not plan to attend the ceremony.

Page Limits on PhD Dissertations - The length of the final dissertation submitted to the SGS should not exceed 400 pages (or approximately 100,000 words) without prior consultation and approval from the SGS.

Submission of the final dissertation

If the defence outcome is positive, the student finalizes the dissertation and provides all required approvals for submission to the SGS and the required forms. Before final submission, the student sends an electronic copy of the dissertation in pdf format to Andrea Ruehlicke, who checks to ensure the dissertation follows the UNB formatting guidelines. One electronic PDF copy of the completed work is sent to gradthesis@unb.ca. All paperwork is sent to Andrea Ruehlicke. If a student wishes to obtain a bound copy of their dissertation, SGS recommends Lehmann Bookbinding; a request for printing and binding is made directly to them – any questions, contact them at info@pageforpage.com

The “application to graduate” form is completed online by the student (note there are deadlines associated with this requirement). The link is here: www.unb.ca/graduation Along with submission of the final copies, the student signs and submits the following forms:

- “Authorization for Deposit of Dissertation” form
 - “Non-exclusive Licence to Reproduce Thesis” form from the National Library;
- and

- “Dissertation/Thesis/Report Binding form for Library Copies” form [Student Forms | Graduate Studies | UNB](#)

After a successful oral defence, the Administrative Coordinator, Andrea Ruehlicke, will send the student a letter stating the requirements for submitting final copies of the dissertation.

Please Note: Students should check the current Calendar of Academic Dates on the SGS website to confirm official deadlines:

<http://www.unb.ca/academics/calendar/graduate/current/index.html>

In particular, please note the deadline dates for dissertation submission to a) meet October or May graduation, and b) avoid fees for the following term.

Program Fees

The PhD in Nursing program is considered a research-based program. According to the SGS 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

If you cannot pay your fees by the cut-off date set by UNB, email gradfees@unb.ca. Students who do not pay fees on time will receive notice from the SGS. 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 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 / College of Nursing of New Brunswick (CNNB) Registration

PhD in Nursing students must be registered nurses with an active practicing registration, or equivalent, with either CNNB (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 CNNB. Please note that because no practice components are associated with PhD

in Nursing program, this is a professional practice obligation, not an obligation of the program.

Technology and technological requirements

The PhD in Nursing 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 Mundee 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 Graduate 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 PhD 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 office to PhD 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 PhD in Nursing 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>

Student Financial Support and Funding Opportunities

PhD students at UNB are eligible for tuition funding, scholarship support, and work-study opportunities through UNB and the SGS. The FNHS receives an annual funding allocation from SGS to support graduate students through Graduate Student Teaching Assistantships (GSTA) and Graduate Research Awards (GRA).

All PhD students are required to apply for Tri-Council doctoral funding (e.g. Canadian Institutes of Health Research (CIHR), Social Sciences and Humanities Research Council (SSHRC) either prior to or in the first year of admission. Supervisors and students are encouraged to apply for external opportunities such as the ResearchNB Student Support Fund, Summer Student Support Fund, or Clinical Fellowships.

Graduate Student Teaching Assistantships (GSTA)

The UNB FNHS has limited GSTA funding available for graduate students. The number of students who receive GSTAs is determined annually by the amount of funding available from the SGS.

Recipients of a GSTA will work approximately 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 students and are a financial commitment from the SGS and the FNHS to allow students time to work on their dissertation projects. GRAs are considered scholarships and are non-taxable income. The money available varies yearly, and PhD students can receive up to 4 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 a professor's research topic relates to a student's dissertation topic, sometimes GSRAs are awarded to students for research work, forming the basis of their dissertation. 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. Students who are on track to graduate on time can work up to 20 hours per week with permission from their supervisor(s) and the Associate Dean of Research & Graduate Studies.

Further details about working as a graduate student are provided by the SGS 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 PhD 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 PhD students are eligible for these awards and are encouraged to apply. Students are urged to consult their supervisor or Associate Dean of Research & Graduate Studies about these awards.

Professional Development Opportunities

Graduate Student Association

The Graduate Student Association (GSA) is the student link between the SGS and graduate students. The GSA has a student representative on the SGS 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: Graduate Curriculum Committee, Graduate Program Evaluation Committee, Nursing Research Day Ad Hoc Committee, Program Evaluation Committee and the 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 Work and Study

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 graduate students regarding employment while pursuing a graduate degree, students should be aware that balancing employment and graduate studies must be carefully considered. All students are advised to plan for a work schedule that permits focused time on their dissertation work because uninterrupted periods for conceptualization and writing are necessary for timely progress. Please consult with the Associate Dean of Research & 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, together with their supervisor, all dissertation 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 Graduate Program Assistant. The Associate Dean of Research & Graduate Studies will review and sign this form before being submitted to the SGS. [Student Forms | Graduate Studies | UNB](#)

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 graduate 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 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 SGS 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 SGS, 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 SGS 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 SGS will have sole discretion to resolve the discrepancy.

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 graduate 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.

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 & 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 PhD in Nursing program has the same time limit on completion of degrees as the SGS which is four years for full-time study.

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.

FNHS 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 FNHS, 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 FNHS. 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 of Research & 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.

Supposing that a 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 then the faculty member may inform the Associate Dean of Research & 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 professor/instructor.

In a faculty such as the FNHS, we expect professional conduct of students and faculty members in student-faculty interactions. Supposing that students have concerns about the performance or actions of a faculty member in a classroom or clinical setting then we expect students to approach the faculty member with their concerns as a first step in reaching a resolution. In the case where the concern remains unresolved after meeting with the faculty member then the student consults with the Associate Dean of Research & Graduate Studies 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 & 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 & 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 is comprised of 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.