This handbook was drafted by

Justine Gibbings (PhD IDST 2014)

With assistance from

Dr. Mary McKenna (Assistant Dean IDST)
Dr. Linda Eyre (Former Assistant Dean IDST)
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Layout and design by Michael Bongiorno
Introduction to the Handbook

This handbook is designed to help graduate students completing either a Masters or PhD in Interdisciplinary Studies (IDST) with many different aspects of the degree process. The M IDST and PhD IDST degrees have some unique requirements compared to other graduate students, and it is hoped that this handbook will make the journey as smooth as possible by providing the essential information.

Assistance and Contact Information

For graduate students, the SGS website is the place to start for assistance with any problems. The website location is www.unb.ca/gradstudies/index.html

Forms that are needed for various reasons such as approval of an independent study, full-time/part-time status change, can be found here https://www.unb.ca/gradstudies/current/forms.html

In many situations, your supervisor’s signature is required. When you have completed the form and obtained the necessary signatures, submit it to Andrea Guevara, Graduate Program Officer.

These links are also helpful:

1. Important dates - http://www.unb.ca/gradstudies/current/resources/important-dates.html

2. Course timetables - http://es.unb.ca/apps/timetable/


The most important administrative difference for students in IDST is that your Graduate Academic Unit (GAU) is the SGS. The Assistant Dean of Interdisciplinary Studies, Dr. Mary McKenna, oversees the IDST programmes. Her contact information is:

Mary McKenna  
Assistant Dean of Interdisciplinary Studies  
Office: SGS,  
3rd Floor, Sir Howard Douglas Hall  
3 Bailey Dr.  
Phone: (506) 447-3044  
Email: mmckenna@unb.ca

Mary McKenna can help you with degree processes, course selection, scholarship applications and travel funding.

The Secretary (IDST) is Andrea Guevara and her contact information is:

Andrea Guevara  
Office: SGS, 3rd Floor, Sir Howard Douglas Hall 3 Bailey Dr.  
Email: andrea.guevara@unb.ca

Andrea Guevara can help you with:
Problems with registering for courses  
Updating of contact email address.  
Submission of forms: Independent Study; changing full-time / part time status; leave of absence.  
GRA and GTA payments and travel awards  
Degree processes

Scholarships and Awards: For questions, regarding SSHRC, CIHR, NSERC scholarships and UNB awards contact Kyle Hampsey k.hampsey@unb.ca
Information for All Students

Registration Requirement:

Each term, students must register for their degree by completing online registration for either the Interdisciplinary Master’ thesis or Interdisciplinary PhD thesis. Registration is an on-line process through your e-services account. You must register and pay tuition fees each term whether you are taking courses or not. You must always be registered in your thesis.

Be aware of deadlines for course registration (see important dates link). There is a fee for late registration.

If you take an Independent Study or have problems with registering in any courses contact Andrea Guevara at andrea.guevara@unb.ca.

Registration is not automatic, including registration for your thesis.

The details for completing the registration process are here: www.unb.ca/academics/registration/

Please note: The Registrar’s office does not deal with graduate students, everything must come through the SGS.

Student card and validation sticker

All new students require a student card and returning students must have card validation stickers. These can be obtained from the UNB Card Office in Room 106, Student Union Building (SUB).

Annual progress report

Beginning in the second year, all IDST students must complete an annual progress report by the September 1 deadline each year, no matter when a student commenced the degree. The progress report form is available here:

https://www.unb.ca/gradstudies/current/forms.html

The form must be signed by the student and the supervisor before submission to the SGS.

Support for Conference Travel:

IDST offers up to $500 a year for conference travel. Preference given to students who are presenting. Contact Aimee Hughes for details.

UNB supports graduate students in several ways. Librarians are excellent resources, and full time graduate students have free access to RJCC as part of their grad fees, counselling services are provided on campus, along with an international students office.

Supervisory committee

i. Each student has a Supervisory Committee that consists of the research supervisor or two co-supervisors and two or three committee members.

ii. The supervisor(s) and supervisory committee provide expertise in relevant research methodologies and disciplinary areas and guidance throughout the degree process.

iii. Committee members may have also been identified at the time of application or may be chosen as a student’s research proposal is finalised.

iv. The supervisor or at least one co-supervisor must be a full-time faculty member at UNB, but committee members may be from other universities or public or private organisations.

v. A committee member who is not a UNB faculty member must apply to become an Honorary Research Associate (HRA) or Adjunct Professor. Forms are available here:


Please note: Approval for HRA’s/Adjunct can take 6 months or longer. Please plan accordingly.
The Master’s Degree (M IDST)

The M IDST degree has three components

- Coursework
- Research proposal
- Master’s thesis

1. Master’s Coursework

Students select courses in close consultation with their supervisors. Courses relevant to the student’s course of study are selected from those offered by IDST and other graduate programs and faculties across the university.

   i. Six graduate level courses are required;
   ii. Two of these may be independent study/directed reading courses; and
   iii. Two courses may be taken at another university.

   Full-time students usually complete their coursework in the first two semesters but there is no requirement to do so. A course may be taken at a later time if that would better suit the student’s research interests.

   Occasionally, students may find upper level undergraduate courses that fit their needs. In this case, the student must submit a request to the course instructor to see if he/she is willing to assign extra work to bring the course up to a graduate level. If so, the course will be given an Independent Study number.

   To check the availability of courses go to the UNB graduate course timetable, available here: [http://es.unb.ca/apps/timetable/](http://es.unb.ca/apps/timetable/)

2. Master’s Research Proposal

The proposal outlines the research problem, research questions, relevant literature, methodology, and research design of the proposed study, and is usually 25 to 50 pages, plus references, in length. The student works closely with the supervisor in developing the proposal. Suggested guidelines for the proposal are provided here: [www.unb.ca/gradstudies/programs/interdisciplinary/researchproposal.html](http://www.unb.ca/gradstudies/programs/interdisciplinary/researchproposal.html)

   i. The written proposal must be approved by the supervisor and the committee.
   ii. The supervisor informs the Assistant Dean IDST that the proposal is ready to go forward to the oral examination.
   iii. A presentation on the proposal is required. Information on the process for the oral is given below.
   iv. Depending on the type of research being carried out, ethics approval may also be necessary. The proposal must have been approved by the supervisor and committee and successfully defended before ethics approval is sought. More information about ethics review at UNB is available here: [www.unb.ca/research/vp/ethics.html](http://www.unb.ca/research/vp/ethics.html)

Please note:

- a) Some courses have restrictions such as prerequisites which must be met before a student can enrol.
- b) When registering for courses outside of IDST, students need to complete a course change form, which requires signatures from the instructor, department and IDST.
- c) UNB will reimburse students for courses taken elsewhere, up to $500 per course, upon evidence of a grade of B or better.
Procedure for Oral Presentation of Proposal

i. The Assistant Dean IDST, in consultation with the supervisor, committee members, and the student, sets a date and time for the oral presentation of the proposal.

ii. The student submits the proposed thesis title along with a one paragraph abstract to the IDST Secretary (Aimee Hughes) to publicize the oral.

iii. Normally, the supervisor(s) and all members of the committee attend the oral; the Assistant Dean IDST (or delegate) acts as Chair.

iv. An oral proposal examination typically lasts up to 2 hours.

v. The student gives a 20 - 30 minute presentation on the proposal, followed by questions from the supervisor(s) and committee members. The Chair may also invite questions from members of the audience. The student may be required to make changes to the proposal following the oral examination.

vi. The presentation is open to university members and guests.

3. Master's Thesis

The thesis incorporates all elements of the research proposal outlined above plus the documentation, analysis, and results of a student's actual research project. The presentation of the thesis and subsequent oral examination must meet all of the requirements as outlined in the UNB Calendar, section 22 (A). Degree Requirements, Regulations, Standards and Procedures, for the SGS. The link to these requirements is here: http://www.unb.ca/academics/calendar/graduate/current/?tables=regulations&title=University%2520Regulations

Carrying out your research and writing the thesis can be a taxing task and students are advised to seek guidance as needed. For example, the Library has many books that cover all aspects of the writing process from organising your time to writing your thesis. Using at least one as a reference is strongly recommended.

The process of writing a complete thesis often involves an iterative process of completing chapters of the thesis, obtaining comments from your supervisor and committee, making revisions chapter by chapter and then revising the whole document before submission.

The finished thesis must meet all UNB guidelines for format, and follow an acceptable referencing style, e.g., APA, MLA.

Please note: The thesis format must follow the guidelines provided in the document Regulations and Guidelines for the Preparation and Submission of Graduate Master’s theses, PhD dissertations and Reports. The link for this document is here https://www.unb.ca/gradstudies/_assets/documents/sgsthesiformattingguide2018.pdf

Students have the option of using two different format for the thesis. They can use article format or traditional format. This decision should be made with the committee.

The completion of your thesis and its submission to the SGS can be divided into three stages:

i. submission of the thesis to the SGS for examination;

ii. the oral defence of the thesis; and

iii. submission of final copies to the SGS.

i). Submission of the thesis for examination

Once the supervisor(s) and committee members are satisfied with the thesis, the supervisor notifies the Assistant Dean IDST who, in consultation with the supervisor, organises the Examining Committee.
The structure of the examining committee

A practical implementation of UNB Regulation 22(A) for the constitution of the Examining Committee for the M IDST thesis is as follows:

The Examining Committee consists of a minimum of three persons:

a. Supervisor(s);

b. One of whom may (but need not) have been associated with the development of the thesis

c. One of whom must be from outside the student's GAU and must not have been associated with the development of the thesis. Additional members may be added but are not required.

Other members of the committee may also join the Examining Committee but together with the supervisor(s) have only one vote.

i. The thesis is read by members of the examining committee. A minimum of two weeks is allowed for this stage.

ii. Each member of the examining committee, individually, informs the Assistant Dean IDST of his/her decision. Agreement on any changes that are needed is reached by the examining committee before the Assistant Dean informs the student of its decision. There are four possible outcomes:

   i. The thesis is ready to be presented at the oral defence

   ii. Minor changes are needed before the defence. These changes will be monitored by the supervisor without being re-read by the examining committee.

   iii. More extensive changes to the thesis are needed. The thesis will be re-read by the examining committee before the oral defence is considered.

   v. The thesis is rejected by the committee.

iii. Once necessary changes, if any, have been made by the student, the supervisor informs the Assistant Dean IDST that the thesis is ready for the oral defence.

ii). The M IDST thesis oral examination

After consulting all parties, the IDST Secretary (Aimee Hughes) will confirm the date, time and place of the oral examination. An announcement of the oral will be made in the campus-wide electronic news bulletin together with announcements to the examining committee and the student.

Procedure for oral defence of thesis

i. The thesis defence is expected to take approximately two hours.

ii. The Assistant Dean, IDST or delegate chairs the proceedings.

iii. Members of the examining committee and the committee attend the oral in person, or remotely.

iv. The presentation is open to university members and guests.

v. The student gives a 20 to 30 minute presentation on the thesis, followed by questions from the examining committee.

vi. There are usually two rounds of questions from the examining committee. In addition, the Chair may invite members of the audience to ask questions.

vii. The student and members of the audience then withdraw to enable the examining committee to consider both the thesis and the outcome of the defence.

viii. If the decision is positive the student prepares the thesis, including all required revisions, for submission to the SGS along with the required forms.

The forms to be completed will be provided to the student by the chair of the defence.
iii). Submission of final copies
Prior to making final copies, the student sends an electronic copy of the thesis in pdf format to Aimee Hughes, who will check to make sure the thesis follows the UNB formatting guidelines.

Once approved, the student can make the required number of final copies:

i. Two copies of the thesis are required for the SGS (one for SGS may be in electronic format, and one paper copy for the Harriet Irving Library). Binding of these copies is paid for by the SGS.

ii. If the student requires personal copies of the thesis they must be submitted at the same time. The student is responsible for the cost of personal copies.

iii. The student then delivers all paper copies (SGS and personal copies) in blue boxes to the Harriet Irving Library for binding. Binding costs for personal copies are payable on submission.

iv. The “application to graduate” form is completed online by the student. The link is here: www.unb.ca/graduation

Along with submission of the final copies, the student signs and submits the following forms:

a. the “Authorization for Deposit of Dissertation” form;

b. the “Non-exclusive Licence to Reproduce Thesis” form from the National Library; and


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 submission of final copies in order to meet a) October or May graduation, and b) avoidance of fees for the following term.

Master’s in Interdisciplinary Studies (MIDST) at UNB Saint John

If you are a student in the MIDST program and your supervisor is a faculty member at UNBSJ you will be registered on the Saint John campus. Your contacts for administrative and program matters are Dr. Sarah Maier and Ms. Susan Wilson.

Sarah Maier
Director of MIDST, Saint John campus
Office: Dept. Social Sciences, 204 Hazen Hall
Phone: (506) 648-5647
Email: smaier@unb.ca

Sarah Maier can help you with degree processes, course selection, scholarship applications and travel funding.

Susan Wilson
Administrative Assistant
Office: Gagnon Hall, Rm. 36
Phone: (506) 648-0450
Email: susan.wilson@unb.ca

Susan Wilson can help you with:
Problems in registering in courses and for thesis;
Updating of your contact information;
Submission of forms: Independent Study;
Changing Full-time/Part-time Status;
Leave of Absence.
GRA and GTA payments
Room arrangements for oral examinations

Please note: All notices and oral examinations for MIDST proposals and MIDST theses for students on the Saint John campus are handled through Sarah Maier and Susan Wilson. Their names should replace references to Mary McKenna and Aimee Hughes, respectively, on pps. 5 – 7, of the IDST Handbook.
Example of time line for completing Master’s degree in 20 months of full-time study.

<table>
<thead>
<tr>
<th>Term</th>
<th>Months</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>September to December</td>
<td>Confirm committee; take 3 courses</td>
</tr>
<tr>
<td>Second</td>
<td>January to April</td>
<td>Take 3 courses; commence work on research proposal, confirming topic and scope</td>
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<tr>
<td>Third</td>
<td>May to August</td>
<td>Take sixth course if needed</td>
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<td></td>
<td>May to June: complete proposal; oral examination; obtain ethics approval if required</td>
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<td></td>
<td>July – August: commence fieldwork for data collection, or examination of data if secondary analysis proposed</td>
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<tr>
<td>Fourth</td>
<td>September to December</td>
<td>September to October: complete field work</td>
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<tr>
<td></td>
<td></td>
<td>November to January: data analysis; complete draft of literature review and methodology sections of thesis, complete thesis</td>
</tr>
<tr>
<td>Fifth</td>
<td>January to April</td>
<td>February to March: Submit thesis and prepare for defence</td>
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</table>

Please note: This timeline represents a typical time-line for the completion of the MIDST degree. If additional coursework is required or the data collection is more complicated or involved, students may require additional time.
The PhD in Interdisciplinary Studies (PhD IDST)

The degree has four components

- Coursework
- Comprehensive examinations
- Research proposal
- Doctoral thesis

1. PhD Coursework

Students select courses in close consultation with their supervisors. Courses relevant to the student’s course of study are selected from those offered by IDST and other graduate programs and faculties across the university.

i. Five graduate level courses are required;
ii. Two of these may be independent study/directed reading courses; and
iii. Two courses may be taken at another university.

Full-time students usually complete course work in the first two semesters but there is no requirement to do so. A course may be taken at a later time if that would better suit the student’s research interests.

To check availability of courses go to the UNB graduate course timetable available here: http://es.unb.ca/apps/timetable/

Please note: UNB will reimburse students for courses taken elsewhere, up to $500 per course, upon evidence of successful completion of the course.

2. Comprehensive Examinations

The comprehensive examinations are intended to ensure that students are prepared in at least two substantively relevant areas prior to engaging in 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 thesis. The Comprehensive Exam questions can assist with theory, content and methodologies or other aspects associated with the research or field of study.

i. The supervisor(s) and/or members of the committee will determine the number of questions to be addressed, areas to be examined, and format for the examination. Typically two questions are set.

ii. Normally, the two questions are agreed upon following successful completion of all course work and prior to developing the thesis proposal.

iii. Each question is set and examined by the supervisor and committee as a whole, or by a subset of members of the committee. However, if specific expertise outside of the committee is required, a question may be set or examined by someone external to the committee.

iv. Each comprehensive examination question may be completed either as a written paper or as a formal examination. Most IDST students opt for the paper format and so more details of this process are provided below.

Written paper: For each question, the student is asked to produce 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, excluding references. The student may seek guidance from her/his supervisor during the writing process. The student may be asked to make changes before the paper is accepted.

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

vi. For each question covered in a written paper, the student is expected to give an oral presentation followed by questions from the committee. The oral presentation is set once the candidate has agreed the paper is acceptable. In some instances, one oral presentation covering both papers is acceptable; this decision is left to the supervisor and committee.
Structure of comprehensive presentation

i. The total presentation is expected to take approximately an hour and a half.

ii. The presentation is usually chaired by the supervisor or Assistant Dean.

iii. Committee members are expected to attend the presentation; it may also be open to guests at the discretion of the student and committee.

iv. The student gives a 20-30 minute presentation on the paper, followed by questions from the supervisor(s) and committee and a discussion.

v. Usually each question is presented separately, unless it makes more sense to combine them in one presentation. The presentation would then be longer in length.

vi. There is some flexibility in format to fit the different circumstances and arrangements that the supervisor and committee prefer.

vii. After the presentation, the committee decides if the presentation is accepted. If so, the student is awarded a grade of pass. If the presentation is not of an acceptable standard, the student may be asked to make amendments and redo the presentation.

viii. The supervisor notifies the Assistant Dean IDST of the outcome of the presentation using the Comprehensive Examination Form available here: https://www.unb.ca/gradstudies/programs/comp-exams.html

3. PhD Research Proposal

The PhD proposal outlines the research problem, the research questions, relevant literature, methodology, methods, and design of the proposed study.

i. The student consults with the supervisor and committee in the formulation of the proposed research. The student submits a formal written research proposal to the committee who may suggest changes, edits, further drafts, etc. Suggested guidelines for the proposal are provided here www.unb.ca/gradstudies/programs/interdisciplinary/researchproposal.html

ii. An oral presentation of the proposal is also required. The structure of the oral defence of the proposal is explained below.

iii. The proposal and its oral defence must be approved by the supervisor and the committee before the student can proceed with the actual research.

iv. Depending on the type of research being carried out, ethics approval may also be necessary. The proposal must have been approved by the supervisor(s) and committee and successfully defended before ethics approval is sought. More information about ethics review at UNB is available here www.unb.ca/research/vp/ethics.html

Procedure for oral defence of PhD research proposal

i. When the committee agrees that the written proposal is acceptable, the supervisor will inform the Assistant Dean of IDST who will make arrangements for the oral presentation of the proposal.

ii. The student will submit the title of the proposed research along with a one paragraph abstract to Andrea Guevara for the notice of the oral presentation.

iii. Normally, the supervisor and all members of the committee attend the oral defence; the Assistant Dean of IDST (or delegate) acts as chair.

iv. An oral proposal defence typically lasts 2 hours.

v. The presentation is open to university members and guests.

vi. The student gives a 20 to 30 minute presentation on the proposal, followed by questions from the committee. The student may be required to make changes to the proposal following the oral defence.
4. Doctoral Thesis

The doctoral thesis involves all of the elements of the proposal outlined above plus the documentation and analysis of the candidate’s research project. The thesis and subsequent oral examination must meet all of the requirements and regulations as outlined in the UNB Calendar under Section 21 (A) of the General Regulations, Standards and Procedures, for the SGS. The link for these requirements is here:

https://eservices.unb.ca/calendar/graduate/index.cgi?tables=regulations&title=University%20Regulations

Carrying out your research and writing the thesis can be a taxing task and students are strongly advised to seek guidance from the sources of help that are available. The Library has many books which cover all aspects of the PhD process from organising your time to writing the conclusion of your thesis. Using at least one as a reference is strongly recommended.

The process of writing a complete thesis often involves an iterative process of completing chapters of the thesis, obtaining comments from your supervisor and committee, making revisions chapter by chapter and then revising the whole document before submission. Take care in formatting your thesis following UNB guidelines, and follow an acceptable referencing style, e.g., APA, MLA.

Please note: The thesis format must follow the guidelines provided in the document Regulations and Guidelines for the Preparation and Submission of Graduate Master's theses, PhD dissertations and Reports. The link for this document is here:


The completion of your thesis and its submission to the SGS can be divided into three stages:

i. submission of the thesis to the SGS for examination;

ii. the oral defence of the thesis; and

iii. submission of final copies to the SGS.

Submission of the thesis for examination

When the supervisor(s) and committee decide the thesis is acceptable for final examination, the supervisor informs the Assistant Dean of Interdisciplinary Studies who begins the process of forming an examining committee. After consulting with the supervisor and potential examiners the Assistant Dean forwards nominations for membership on the examining committee to the Dean of Graduate Studies.

Prior to making copies of the thesis for the examining committee, the student provides the Aimee Hughes, with an electronic copy of the thesis in pdf format who will check that the thesis meets UNB formatting guidelines.
The structure of the examining committee
Appointed by the Dean of Graduate Studies, in consultation with the GAU concerned, the Examining committee acts on behalf of the SGS and consists of the candidate’s supervisor(s) 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 should be as follows:
1) Internal Examiner(s)-Supervisor(s)
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)

Other members of the student’s committee may also join the Examining committee but together with the supervisor(s) have only one vote.

The Dean of Graduate Studies, or delegate, chairs the proceedings at the oral defence.

The supervisor should avoid discussing the thesis and assessment of the candidate with the 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.

If all members of the examining committee indicate that they are satisfied with the thesis, or require only minor revisions, then the student may proceed to the oral defence. The PhD oral defence is organised by the SGS Administrative Coordinator, Jacqueline Seely.

The oral defence of PhD thesis
After consulting all parties, the Administrative Coordinator will confirm the date, time and place of the oral examination with the examining committee, the student, and the Assistant Dean of IDST.

An announcement of the oral defence will be in the campus-wide electronic news bulletin as well as on the Gradosphere (The SGS blog) together with announcements to the examining committee and the student.

Procedure for oral defence of PhD thesis
i. The defence is expected to take two – three hours.
ii. The defence is chaired by the Dean of Graduate Studies or delegate.
iii. It is attended by the supervisor(s) and members of the examining committee, and is open to university members and guests. Members of the examining committee who are not able to attend in person may attend by telephone/remotely, or submit questions to be read by the chair of the examining committee.
iv. The student gives a 30 minute presentation on the thesis, followed by questions from the examining committee.
v. There are usually two rounds of questions from the examining committee. In addition, the Chair may invite members of the audience to ask questions.
vi. The student and members of the audience then withdraw to enable the examining committee to consider both the thesis and the outcome of the examination.

vii. The examining committee decides if the oral defence is accepted. If the oral defence is not of an acceptable standard, the student may be asked to make amendments and redo the presentation.

viii. If minor amendments are required for the thesis, precise instructions concerning the modifications required are given to the student. The student should be informed whether both or one co-supervisor will be responsible for signing off on any amendments. The signed form is submitted to the SGS.

ix. After a successful oral defence, the Administrative Coordinator will send the student a letter stating the requirements for submitting final copies of the thesis.
The submission of final copies to the SGS

Once any amendments have been made and approved, the student is then responsible for the submission of final copies to the SGS and to the library for binding.

Prior to making copies, the student must submit an electronic pdf version of the thesis to Aimee Hughes and cc the SGS Administrative Coordinator, Jacqueline Seely, who will confirm that the thesis meets all of the UNB formatting requirements. Please note:

i. Two copies of the thesis are required for the SGS (one for SGS may be in electronic format, and one paper copy for the Harriet Irving Library). Binding of these copies is paid for by the SGS.

ii. If the student requires personal copies of the thesis they must be submitted at the same time. The student is responsible for the cost of personal copies.

iii. The student then delivers all paper copies (SGS and personal copies) in blue boxes to the Harriet Irving Library for binding. Binding costs for personal copies are payable at this time.

Along with submission of the final copies, the student signs and submits the following forms (the Chair of the Oral Examination gives the forms to the student at the conclusion of the defence):

i. the “Authorization for Deposit of Dissertation” form;

ii. the “Non-exclusive Licence to Reproduce Thesis” form from the National Library; and


iv. The “application to graduate” form is completed on-line by the student. The link is here www.unb.ca/graduation/

Please Note: Students should check the current Calendar of Academic Dates on the SGS website to confirm official dates for deadlines. The link is here http://www.unb.ca/academics/calendar/graduate/current/index.html

In particular, please note the deadline dates for submission of final copies in order to meet a) October or May graduation, and b) avoidance of fees for the following term.
5. Example of timeline for completing PhD degree in 4 to 5 years of full-time study

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<thead>
<tr>
<th>Year</th>
<th>Months</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Sept to December</td>
<td>Confirm supervisor and committee; take 3 courses</td>
</tr>
<tr>
<td>Year 1</td>
<td>January to April</td>
<td>Take 2 courses; consider questions to be answered for Comprehensives</td>
</tr>
<tr>
<td>Year 1</td>
<td>May to August</td>
<td>Confirm comprehensive questions; complete 1st Comprehensive</td>
</tr>
<tr>
<td>Year 2</td>
<td>September to December</td>
<td>Defend 1st Comprehensive; complete 2nd Comprehensive</td>
</tr>
<tr>
<td>Year 2</td>
<td>January to April</td>
<td>Jan: Defend 2nd Comprehensive;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>February to April: Commence work on research proposal</td>
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<tr>
<td>Year 2</td>
<td>May to August</td>
<td>May: Receive feedback on proposal</td>
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<td></td>
<td></td>
<td>June to July: finalise and defend proposal</td>
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<td></td>
<td></td>
<td>August: submit ethics proposal, write proposal for access to confidential data, or finalize fieldwork arrangements where required.</td>
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<tr>
<td>Year 3</td>
<td>September to December</td>
<td>September: finalize ethics; or data access; or fieldwork requirements</td>
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<td></td>
<td>January to April</td>
<td>October to December: commence data collection; data cleaning; data preparation</td>
</tr>
<tr>
<td>Year 3</td>
<td>May to August</td>
<td>January: finalise data collection and preparation.</td>
</tr>
<tr>
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<td></td>
<td>February to April: Commence formal analysis as outlined in Methods section of Proposal</td>
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<tr>
<td>Year 3</td>
<td>May to August</td>
<td>Continue analysis; prepare outline of thesis; write or finalise early chapters of thesis</td>
</tr>
<tr>
<td>Year 4</td>
<td>September to December</td>
<td>September: receive feedback on chapters and redraft October to December;</td>
</tr>
<tr>
<td></td>
<td>January to April</td>
<td>Complete analysis</td>
</tr>
<tr>
<td>Year 4</td>
<td>May to August</td>
<td>Draft final chapters; receive feedback and redraft.</td>
</tr>
<tr>
<td>Year 5</td>
<td>October</td>
<td>Fall graduation ceremony</td>
</tr>
</tbody>
</table>

This timeline represents a typical time-line for the completion of the PhD degree. If the comprehensive examination or the research proposal or the data collection is more complicated or involved, many students find that additional time is required.
General advice and other services for graduate students

Financial Assistance
Normally, when resources are available, full-time IDST students can expect a one time, first year Graduate Research Assistantship of $5600 for Master’s students and $7000 for PhD students.

Assistance with study and travel costs for conferences
The SGS has a travel grant to assist students in attending conferences. To be eligible you must present a paper or equivalent during the conference. There is a form to be filled out prior to attending the conference and signed by your supervisor and the Assistant Dean of IDST. If approved, receipts must be submitted on your return. Contact Andrea Guevara.

The Interdisciplinary Graduate Student Society also has a small fund that may be used for travel. Check with the IGSS executive for details at igss@unb.ca.

Graduate Student Association
There is also a Graduate Student Association to which all graduate students belong and their website is here http://www.unbgsa.ca/

UNB Writing and Study Skills Laboratory
The Writing and Study Skills Centre offers all UNB students free tutoring in a wide range of academic skills, including report and essay writing, time management, and examination preparation. During fall and winter sessions, weekly workshops will be offered on study strategies vital to success at the university. Visit the centre’s website
www.unb.ca/fredericton/studentservices/academics/writing-centre/

Library Services and Facilities
The Libraries of UNB contain many resources to help with graduate study. The libraries’ website and the reference librarian at the various branches of the library are recommended as places to commence a search for assistance. Students are strongly advised to select a bibliographic software package such as Refworks or Endnote to keep track of references used during the research. The HIL library offers workshops to assist students throughout their program. Carrels as well as lockers may be available to graduate students – the website has details and notices are often sent out to all graduate students advising of availability.