

Graduate Student Handbook

Department of Philosophy
The Memorial University of Newfoundland

M.A. in Philosophy

Ph.D. in Philosophy



Memorial
University of Newfoundland

2023-2024

Table of Contents

Welcome	1
Faculty Listing	2
Contact Information	4
Resources and Services	5
Have Questions?	7
General Information	8
Graduate Course Offerings (Fall, 2023)	10
The M.A. Program in Philosophy	13
M.A. Coursework	14
M.A. Supervision	15
M.A. Thesis Proposal	16
M.A. Thesis Regulations	17
M.A. Timeline	20
The Ph.D. Program in Philosophy	21
Ph.D. Coursework	22
Ph.D. Supervision	23
Ph.D. Second Language Requirement	25
Ph.D. Comprehensive Examination	28
Ph.D. Thesis Proposal	31
Ph.D. Timeline	33
Ph.D. Residency Requirement	36
Departmental Policy on Graduate (Ph.D.) Teaching	37
Ph.D. Dissertation Regulations	38
Appendix 1 – Responsibilities of Supervisors and Graduate Students	42
Appendix 2 – Roles and Duties of Doctoral Supervisory Committees	45
Appendix 3 – Helpful Things to Know!	49
Appendix 4 – Priorities and Principles for Assigning GA Units	51
Appendix 5 – Evaluation of Graduate Students	53
Appendix 6 – Academic Misconduct	56
Appendix 7 – Academic Leaves of Absence	61
Appendix 8 – Termination of a Graduate Program	63
Relevant University Policies – Respectful Workplace	65
Relevant University Policies – Integrity in Scholarly Research	75

Welcome to the Department of Philosophy at Memorial University!

The Department of Philosophy at Memorial University is a small but vibrant community of scholars actively researching and teaching in a variety of areas of philosophy in the heritage city of St. John's, Newfoundland. The Department offers a variety of undergraduate programs and directs graduate research in the history of philosophy, continental philosophy, and political philosophy, as well as other areas.

The Department of Philosophy at Memorial is known for its breadth, which has always included both analytic and continental approaches. When combined with our strengths in Metaphysics, Philosophy of Religion, Ethics and Social and Political Philosophy, Memorial has a strong and coherently focussed research base upon which graduate students can draw. The Faculty and Graduate Students in the Department of Philosophy emphasize the continuous publication of new research in philosophy in the forms of books and journals and engage together in active research programs. The wide range of research interests among our faculty allows students various possibilities for pursuing projects involving joint supervision or international research exchanges and prepares students for further professional work in philosophy.

Our philosophy community welcomes everyone, both within the Department and in the general public, to come and participate in our many events and socials. We meet together multiple times per week, at events such as The Jockey Club and the Philosophy Colloquium, to discuss our research, philosophical articles, and related issues. We also regularly host book and journal launches at different venues around town and invite speakers for our Lecture Series from around the world. All of these events are important learning opportunities that all graduate students are strongly encouraged to attend.

You will find a great deal going on. We not only offer a wide range of courses covering all the key areas of philosophy, but we also welcome and encourage you to join us in our various activities. These, for professors as well as for students, are a key part of the learning and career-enhancing experience that university offers. Graduate students are generally active in the life of the department, participating in colloquia, discussion groups, and the frequent departmental mixers organized by the MUN Philosophy Society.

We congratulate you on your choice to pursue your graduate studies at Memorial University! Our faculty is dedicated to your continuing flourishing and success!

This handbook is a useful resource for information regarding graduate programs and the procedures and policies that regulate them, and it provides other information that you will find helpful. Note that for all policies also covered in the University Calendar, the University Calendar is the definitive and official legal document of the University, and it will be the last word on any discrepancies that might appear between it and this handbook.

Faculty

Full-Time Faculty (Philosophy)

Faculty Member	Research Areas	Phone	Office	E-Mail
Dr. Shannon Hoff	Hegel; Political & Continental Philosophy; Feminist Philosophy	864-8341	AA3103	shoff@mun.ca
Dr. Scott Johnston	Pragmatism; Philosophy of Education; American Philosophy	864-6924	ED5002	sjohnston12@mun.ca
Dr. Sean McGrath	Metaphysics; Phenomenology; German Idealism	864-3754	AA3066	sjoseph.mcgrath@gmail.com
Dr. Seamus O'Neill	Ancient & Medieval Philosophy; Metaphysics; Neoplatonism	864-8332	AA3100	sjoneill@mun.ca
Dr. Suma Rajiva	Early Modern Philosophy; Kant; Descartes to Hume	864-8307	AA3098	srajiva@mun.ca
Dr. Arthur Sullivan	Philosophy of Language and Mind; Logic; Epistemology	864-8333 864-8336	AA3105	arthurs@mun.ca
Dr. Peter Trnka	Epistemology; Ethics and Politics; Philosophy of Science	864-8338	AA3067	ptrnka@mun.ca

* Dr. Hoff is on sabbatical leave for the Fall semester, 2023.

Per-Course/Contractual Instructors/Other Full-Time Faculty Teaching Graduate Courses

Instructor	Research Areas	Phone	Office	E-Mail
Dr. Jay Foster	Philosophy of Science; Ontology	864-8336	AA3101	ajfoster@mun.ca

Cross-Appointed Faculty

Faculty Member	Research Areas	Phone	Office	E-Mail
Dr. Jennifer Flynn	Health Ethics	777-2043	HSC2855	jflynn@mun.ca
Dr. Christopher Kaposy	Ethics of Infectious Diseases; Vaccine Ethics; Public Health Ethics	864-3375	HSC2830	christopher.kaposy@med.mun.ca
Dr. Walter Okshevsky	Critical Thinking and Rationality; Moral Education; Hermeneutics	737-7613	E3060	wokshevs@mun.ca
Dr. Daryl Pullman	Research Ethics; Ethics and Aging; Moral Epistemology	777-6220	HSC2932	dpullman@gmail.com

Active Retired Faculty

	Research Areas	Phone	Office	E-Mail
Dr. John Scott	Ancient Philosophy; Aristotle; Memory	834-8336	AA2062	jascott@mun.ca
Dr. Evan Simpson	Moral Philosophy; Political and Social Philosophy; Philosophy of Mind and Emotions	864-8966	AA2062	esimpson@mun.ca
Dr. David Thompson	Philosophy of Mind; Phenomenology; Mass- Media; Philosophy of Human Sciences	834-8336	AA2062	davidt@mun.ca

Department Head

Dr. Arthur Sullivan, (709) 864-8333 and (709) 864-8336, AA3105 and AA3070-A,
arthurs@mun.ca

Graduate Officer

Dr. Seamus O’Neill, (709) 864-8332, AA3100, sjoneill@mun.ca

Administrative Assistant

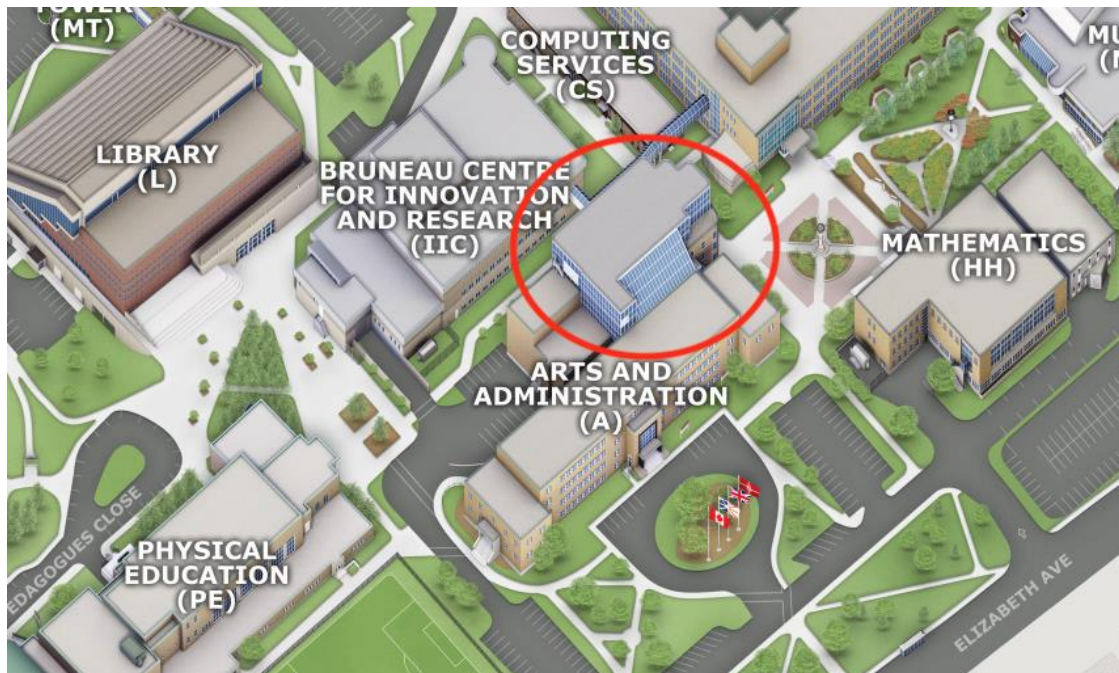
Ms. Jill Robinson, (709) 864-8336, AA3069, jillr@mun.ca

Contact Information

There many ways to get in touch with us.

In Person

Our Department is on the St. John's Campus of Memorial University of Newfoundland. We are located on the Third Floor of the Arts and Administration Building Annex, facing Elizabeth Avenue. It is Building 14 of the St. John's Campus Map. Administrative assistant Ms. Jill Robinson's office is AA3069.



By Post

Department of Philosophy
Memorial University of Newfoundland
230 Elizabeth Avenue
St. John's, NL
Canada A1C 5S7

By Phone

Tel: (709) 864-8336

By Email

Jill Robinson
Email: jillr@mun.ca

Resources and Services

Graduate Student Space

The Department of Philosophy provides office space for students to work in the Department in the M.A. Room (AA3106) and the Ph.D. Room (AA3104). These offices are equipped with desks and/or study carrels, computers with internet access and connection to the Departmental photocopier/printer, and a telephone. These rooms are for student work and for graduate TAs to meet with students. The Departmental seminar room (AA3081) is also often available and open for silent reading and writing.

There is also limited graduate space in Field Hall (GH 2013). Please the Administrative Assistant in the Department of Philosophy (AA-3069) for access.

The Kieft Library

The Kieft Library (AA3068) houses our departmental library and is available to all members of the Department (undergraduate and graduate students as well as faculty and staff). This is the study and social centre of the Department, where you will meet other philosophy students, in particular the members of our very active undergraduate Student Philosophy Society. The room is also often used for small social events.

Keys

Keys for the Graduate Student Room, the Berend Kieft Departmental Library, and the Photocopy Room will be made available in the office of the Administrative Assistant in the Department of Philosophy (AA-3069). These might not be available immediately, since the requests for keys take some time to process.

E-Mail

All students should obtain and use an @mun.ca e-mail account for all university business. These accounts should be used for all university related work including coursework, administrative work, and all professional correspondence with people at Memorial. Professors at Memorial are only required to respond to e-mail from an @mun.ca account, and some even block all e-mail from other accounts. You can find out how to get an @mun.ca e-mail account at:
<https://www.mun.ca/its/services/email/>

Computers & Internet Access

There are computers with internet access and connection to the Departmental photocopier/printer in the Graduate Student rooms. You can get your own laptops and devices connected to Memorial's wireless internet by following the directions at:
<https://www.mun.ca/its/services/network/>

Photocopying/Printing Services

All graduate students have access to the photocopier/printer in (AA ROOM). Students will be given a key to this room, and the computers in the Graduate Student rooms are connected to this machine. The copier can also make pdf documents and e-mail them to you.

The Queen Elizabeth II Library

The Queen Elizabeth II Library subscribes to more than 85 journals in philosophy. The book collection (1.6 million) offers excellent support for graduate level study in philosophy, particularly in metaphysics, ethics, and a wide range of historical aspects of philosophy. A very good array of reference services supports and extends the resources available in the collection, such as the excellent Document Delivery service, which can quickly obtain on loan anything that might not be in the collection. You will probably be spending a lot of time here. Your student ID card acts as your library card as well. To obtain a student ID, follow the steps here: <https://www.mun.ca/ancillary/campuscard/>

Professional Development

The Enhanced Development of the Graduate Experience (EDGE) is a comprehensive collection of professional development programs and services that help provide students with the complementary skills required to be successful in their lives after graduate school. Workshops and resources are offered on topics from communication, leadership and intercultural awareness to teaching skills, career development and research skills. Find out more at: <https://www.mun.ca/sgs/edge.php>

Teaching Skills Enhancement Program

Memorial University is committed to providing opportunities for the professional development of its graduate students beyond the knowledge and skills gained within the disciplines. Because graduate students are often engaged in teaching and many will pursue an academic career, the Teaching Skills Enhancement Program (TSEP) is designed to provide an introduction to teaching at the undergraduate level. The program is offered to graduate students over two semesters. The fall semester is delivered in a blended format with online content and weekly in-class seminars. During the winter or spring/summer semester, graduate students undertake a teaching apprenticeship and complete a learning portfolio. The program is free of charge, and graduate students who successfully complete the program receive an official transcript notation and a certificate of completion. Find out more at: https://citl.mun.ca/TeachingSupport/PD/TSEP_GraduateStudent.php

Have Questions?

The Graduate Officer in the Department of Philosophy, in addition to the Department Head and Administrative Assistant, is usually the go-to person for questions concerning your graduate program. There are a number of other people, however, to speak to about other various concerns and questions.

If you are looking for help with ...	Contact
Graduate program requirements and regulations, general advising	Philosophy Graduate Officer (Philosophy) Seamus O’Neill sjoneill@mun.ca
Graduate Admissions	Admissions Officer (SGS) Heather Harris hharris@mun.ca
Funding and Fellowships	Manager, Fellowships and Awards (SGS) Carol Sullivan carol@mun.ca
Academic Advising	Director, Graduate Enrolment Services (SGS) Andrew Kim akim@mun.ca * Important and helpful person for all sorts of things!
Career Development	Senior Career Development Coordinator (SGS) Kristen White (Acting) klwhite@mun.ca
Internet and Computer Issues	Computer Support Services https://www.mun.ca/its/support.php help@mun.ca
Keys, copying, day-to-day questions	Administrative Assistant (Philosophy) Jill Robinson jillr@mun.ca
Union Information and Benefits	Graduate Student Union http://www.gsumun.ca gsu@gsumun.ca
Classroom Support	Classroom Support https://citl.mun.ca/technologies/c_support/ csupport@mun.ca

General Information

Internal Funding

The amount of internal funding varies from year-to-year and depends upon a number of factors. Packages comprise a number of different sources including, for example, SGS baseline funding, GAships, and various awards. Generally,

M.A. funding ranges from \$9,500 - \$10,000 for the 1-year program

Ph.D. funding ranges from \$17,500 - \$20,000 per-year for 4 years.

* PLEASE NOTE THAT UNIVERSITY TUITION WILL BE DEDUCTED AUTOMATICALLY FROM THESE GRADUATE FUNDING PACKAGES.

* THE ABOVE AMOUNTS REFLECT PRE-DEDUCTION TOTALS.

* THE UNIVERSITY DOES NOT OFFER TUITION WAIVERS.

Graduate Assistantships (GAs)

Graduate Assistantships are often available for both M.A. and Ph.D. students in their first year of studies (and sometimes beyond). These are important pedagogical learning opportunities that also provide extra funding for students. Students will be assigned to work with a faculty member to assist in teaching a course. Duties will include attending lectures, holding meetings with students, grading papers, and giving occasional lectures. Students will work closely with the instructor on course planning, delivery, and assessment to help prepare them for further teaching in their future careers. These assistantships are valued at approximately \$1,244 per semester.

Graduate Assistantships are an integral part of graduate student funding. The remuneration for GA duties forms a portion of the student's financial support and is normally awarded and paid on a semester basis. The duties to be performed by a student holding a GA will be assigned by the academic unit. Normally, a GA unit consists of 56 hours of work over a 14-week period within a semester (i.e., an average of 4 hours per week). GAs are governed by the Teaching Assistants' Union of Memorial University of Newfoundland (TAUMUN) Collective Agreement which is available online at:

http://www.mun.ca/taumun/collective_agreement/TAUMUN_C.A._2014_for_Web.pdf

Professional Development

There are many professional development opportunities offered (usually for free) at Memorial University, including the Teaching Skills Enhancement Program, and the various workshops and seminars offered by EDGE (Enhanced Development of the Graduate Experience). Students will

often be notified of these opportunities as they arise, but they are also encouraged to check out EDGE on their website:
<https://www.mun.ca/edge>

Travel Funding

The School of Graduate Studies offers travel assistance to master's and doctoral students who are presenting papers/posters at conferences outside of Memorial. Information regarding travel funding opportunities from the School of Graduate Studies, Graduate Students' Union, and academic units is available in the Travel Policy:

<https://www.mun.ca/sgs/media/production/memorial/academic/school-of-graduate-studies/school-of-graduate-studies/media-library/current/Conference%20and%20Travel%20Policy.pdf>

Graduate students interested in requesting travel funding assistance must complete and submit a Travel Request Form:

https://www.mun.ca/sgs/media/production/memorial/academic/school-of-graduate-studies/school-of-graduate-studies/media-library/Travel_Request_Form.pdf

For more information please contact the School of Graduate Studies via sgs@mun.ca.

Graduate Course Offerings (Fall, 2023)

*All incoming Graduate Students must register for PHIL 6000: Graduate Research Seminar and PHIL 9000: Graduate Registration

Information concerning Winter, 2024 course offerings will be made available during the Fall term.

PHIL 6000 – Graduate Research Seminar

Dr. Seamus O’Neill

Mondays & Wednesdays, 10:30-11:45 am

This seminar is primarily designed to introduce Master’s and Doctoral students to the process of writing an M.A. thesis or doctoral dissertation, and to prepare them to produce and disseminate scholarly research in philosophy. This is not a lecture course, but rather, it is a ‘workshop’: students and the instructor will work as a team to 1) help each other workshop their ideas, 2) plan and structure their research projects, 3) read through texts in their particular areas of research, 4) report on their findings and progress, 5) edit and peer-edit their writing, and 6) learn important skills and methods to conduct graduate and professional research in philosophy. The seminar is student-run, with facilitation from the instructor. Students will also be introduced to various professional topics, which will help to prepare them for further graduate work and/or the academic job market. Time will also be spent discussing and practicing *concrete* time-management and productivity strategies to help students spend more of their time doing the things that are important to them. This course is intended to encourage students to ‘hit the ground running’ with their theses or dissertations, both in terms of their philosophical content and in terms of the methods and strategies for researching and writing a scholarly thesis or dissertation.

PHIL 6012 – Seminar in Modern Philosophy: Deleuze’s *Difference and Repetition*

Dr. Peter Trnka

Tuesdays & Thursdays, 2:00-3:15 pm

This seminar will attempt to engage a collective critical commentary on Deleuze’s *Difference and Repetition* – in its entirety with differences in intensity – such that we live up somehow to Deleuze’s own prescription in the Preface to the work that: “Commentaries in the history of philosophy should represent a kind of a slow motion, a congelation or immobilisation of the text: *not only* of the text to which they relate, *but also* of the text in which they are inserted – so much so that they have a double existence and a corresponding ideal: the pure repetition of the former text and the present text *in one another*” (xxii). He goes on to say that all such repetitions are monstrous. And in this local minor detail we have the whole, as it bears on the method and practice of philosophical commentary. In *Difference and Repetition* Deleuze engages in his own construction of the philosophical concepts of difference and repetition, in addition to, on top of, or, better still, as enabled by the philosophical commentary. *En bref*, the work attempts to escape the monopoly on difference held by Hegel, and the thinking of the negative and contradiction and identity, in favour of a concept of pure difference, and pure repetition. All of which serves the philosophical project of a generalized ontology and an ethico-political practice of life which

may quickly be indicated, as Deleuze does, in the third paragraph of his Preface: “Repetitions repeat themselves, while the differentiator differentiates itself. The task of life is to make all these repetitions coexist in a space in which difference is distributed” (xix).

Grade will be based on class attendance and participation (10%), seminar (20%) and one or two essays (70%).

PHIL 6015 – Seminar in Epistemology: *Philosophy of Natural Science*

Dr. Jay Foster

Mondays & Wednesdays, 3:30-4:45 pm

Science, broadly conceived, is now the standard of knowledge; to know something is know it scientifically. Science is now the basis and model for knowledge not only in natural sciences (chemistry, biology and physics) but also the human sciences (economics, sociology and anthropology). Moreover, science-based decision-making is now accepted to be the ideal, if not the norm, in the formation of government and corporate policy. But what is it that makes the sciences a rational way of knowing, if anything? For much of the twentieth century, philosophers of science held that if science were rational then it must be logical, logic being the very essence of reason. Philosophers agreed that there must be a logic of scientific discovery, though they disagreed about how that logic of discovery might be best characterized. Some argued that scientific claims must be inductively verified by appropriate sense data. Others replied that verifying the truth of a claim in science was impossible in principle (for several reasons), and so they argued that the falsification of claims was the best that might be achieved. In 1962, Thomas Kuhn published his *Structure of Scientific Revolutions* in which he placed less of an emphasis on the logic of scientific discovery and more of an emphasis on the history of scientific discovery. Kuhn claimed that science involves non-rational (non-logical) changes of belief which he initially called “paradigm shifts.” This new emphasis precipitated what at least one philosopher has called a “crisis of rationality.” This course explores how a new understanding of science has emerged in recent philosophy of science from the crisis precipitated by Kuhn.

In this course, we will be exploring some of the most interesting and radical ways of thinking about scientific knowledge and practice in current philosophy. We'll also be drawing on a little history, sociology and anthropology in our readings and discussion. The course assumes no prior background in science or philosophy of science. For reasons we'll discuss, the course begins in the earth 20th century with a philosophical movement called "logical empiricism" or sometimes "logical positivism." The movement began in Vienna in about 1910 but would influence how we think about science in England, Eastern Europe and North America. We will look at the break from logical empiricism pioneered by Kuhn and his acquaintance Paul Feyerabend in 1962. We will consider and discuss the repercussions of that break. At this point, the course could move in several directions. We will decide collectively which direction to go as a class. But often we have moved to discuss either (1) how philosophers have come to understand science more in terms of its material practice rather than intellectual contents, or (2) how cognitive science and rational actor theory is changing how we think about scientific inquiry.

PHIL 6046 – Seminar in Special Topics: *The Speculative Foundations of Psychoanalysis*

Dr. Sean McGrath

Thursdays, 7:00 – 9:30 pm

A reading of German Idealist authors as forerunners of 20th-century depth psychology. Authors to be studied in detail: Hegel, Schelling, Schopenhauer, von Hartmann, Freud, and Jung. The thesis to be defended: psychoanalysis is a medicalization of a model of the soul that was first defined in German Idealism. We shall see that some of the debates that divide psychoanalytical schools, i.e., Freudian and Jungian, can only be resolved by understanding the debates that divided idealist schools in the 19th century (Schelling and Hegel, Schopenhauer and everyone, etc.).

M.A. Program in Philosophy

M.A. Description Overview

The Department of Philosophy at Memorial University offers an M.A. program with a strong emphasis on writing in Philosophy.

The program is designed so that it may be completed in one academic year (three semesters) of full-time study. The program can also be taken part-time, in which case completion time is longer.

The program involves both course work and a thesis.

Normally, a full-time candidate will complete all 18 credit hours (6 courses) and submit a thesis proposal by the end of the second semester of study. A minimum of one additional semester will be spent in completing the balance of the programme.

Students will submit a thesis proposal. Upon approval by his or her supervisor, the student will write the M.A. thesis over the summer semester and submit at the end of August for examination.

Convocation occurs in October.

* In the first semester (Fall), students must register for Philosophy 6000: Graduate Seminar, and any two other graduate (6000-level) Philosophy courses

M.A. Coursework

M.A. Coursework Requirements

The candidate must complete 18 credit hours (6 courses) in Graduate Philosophy courses as follows:

1. 3 credit hours in Philosophy 6000 (Graduate Seminar); and
2. 15 credit hours in Philosophy graduate courses listed below

List of MA Philosophy Courses

Philosophy 6000 Graduate Research Seminar (Required)
Philosophy 6011 Seminar in Ancient and Medieval Philosophy
Philosophy 6012 Seminar in Modern Philosophy
Philosophy 6013 Seminar in Contemporary Philosophy
Philosophy 6014 Seminar in Metaphysics
Philosophy 6015 Seminar in Epistemology
Philosophy 6016 Seminar in Social and Political Philosophy
Philosophy 6040-6099 Seminar in Special Topics
Philosophy 6101 Seminar in Selected Philosophical Texts
Philosophy 6102 Seminar in Current Issues in Philosophy

* Not all courses will be offered in a given year. During the summer before students begin their MA Programs, they will be sent a list of courses, with topics and instructors, for the coming Fall term. All incoming graduate students will register for Philosophy 6000 (Graduate Seminar) in their incoming Fall semester. Details concerning course offerings for the Winter semester will be provided during the Fall term.

M.A. Supervision

Each M.A. candidate shall be assigned a Supervisor by the Dean, on the recommendation of the Head of the academic unit, or the Dean of the faculty concerned. The supervisor will be actively researching in the M.A. candidate's area of research or in a related field.

It may be possible to change one's supervisor if a student changes the direction of his or her research and if the resources are available in the Department to supervise an M.A. thesis in that area.

Given that the M.A. program is a one-year program, students should actively inquire about faculty leaves. Often, faculty are on sabbatical, administrative, or other kinds of leave, and could be away for the entire duration of a student's program. The Philosophy Department takes this into consideration when reviewing M.A. applications for the coming year, and students will generally be notified about who is planning to be on leave in a given year, but students should be aware of this possibility.

Progress Reports

Progress reports will be completed by the supervisor and student as per SGS regulations. The appropriate form can be found on the website for the School of Graduate Studies. These reports will be submitted to the Graduate Officer, who will forward them to the School of Graduate Studies, every April until the completion of the student's program.

These reports ensure that supervisors and students are on the same page concerning the student's progress and the supervisor's involvement and provide an opportunity to reflect on strategies to help towards completion of the program.

These reports will be kept on file at the School of Graduate Studies.

M.A. Thesis Proposal

At the end of the second semester (Winter Semester), the student, in consultation with the supervisor, will produce a 3-5 page (750-1250 words) thesis proposal outlining the proposed research project.

The proposal should clearly identify the problem or issue that the student will address and the primary author and text and provide a working bibliography of secondary sources. The proposal should also have a clear research question and thesis statement: a working answer to the question at issue.

Upon the supervisor's approval, the supervisor will circulate the proposal to the other members of the Department for comments and suggestions.

The supervisor will review these comments and suggestions with the student as he or she begins to write the thesis.

M.A. Thesis

M.A. Thesis Requirements

The M.A. thesis should demonstrate the student's ability to read, understand, and engage with a philosophical text and author, and to contribute to scholarly investigation into a particular problem or issue. Students will also engage with the scholarly literature on the topic, and comment on and assess the current state of the issue in question.

While demonstrating the student's mastery of the text is the main goal of the thesis, the thesis can also make an original contribution to the scholarly literature on the topic.

The M.A. thesis should be between 60 - 65 pages (15,000 – 16,500 words) in length and follow all formatting regulations specified by the School of Graduate Studies.

General Guidelines

General Guidelines for theses can be found at:

www.mun.ca/sgs/go/guid_policies/theses.php

These guidelines are approved by the Academic Council of the School of Graduate Studies, and provide the details for the examination process, general form and style of the thesis/report, required forms, number of copies, etc., required under this regulation.

Detailed requirements.

The following detailed requirements can also be found in the University Calendar (4.10.1 - 4.10.3)

Submission

1. Candidates must submit the thesis/report at least four months before the University Convocation at which the award of the Degree is expected (see University Diary in current edition of University Calendar for exact date). The School of Graduate Studies does not accept any responsibility for completing the prescribed procedure in time for the nearest Convocation unless theses or reports are submitted by the prescribed dates in any current academic year.
2. A thesis/report may not be submitted until the candidate has fulfilled:
 - a) All course requirements, if any
 - b) All language requirements, if any
 - c) The comprehensive examination, if required, and
 - d) All other academic requirements of the academic unit concerned.

Evaluation of Master's Theses and Reports

1. Final examiners for the thesis/report will be appointed by the Dean on the recommendation of the academic unit. There will be two examiners for a Master's thesis. Examiners shall normally be those who have completed a graduate degree at the doctoral level, including a thesis, in the discipline or cognate area. Those serving as examiners shall not have been involved in the preparation of the thesis/report.
2. Examination of the thesis/report will result in one of the following recommendations by each examiner. The thesis/report is:
 - a) acceptable without modifications; or
 - b) acceptable, modifications are required but the thesis does not have to be re-examined*; or
 - c) unacceptable, the thesis/report requires modification and re-examination**; or
 - d) totally unacceptable, the thesis/report is failed.***

*Modifications may include corrections of typographical errors and errors in nomenclature, improvement in phrasing, or rewriting of sections of the thesis/report. Modifications may be indicated in the text or listed separately;

**Modifications might include (but are not limited to) the rectification of one or more of the following deficiencies: (1) misinterpretation and/or misuse of the matter covered, omission of relevant materials, unfounded conclusions, illogicality of argument, improper analysis of data and the like, (2) bad writing, (3) unacceptable physical presentation. A detailed list of problems should be included with the report;

***A detailed list of the reason(s) for failure must be included in the report.

3. If all examiners recommend that the thesis/report is totally unacceptable, then the thesis will be failed, and shall not be re-examined.
4. If an examiner recommends that the thesis/report is unacceptable, and this recommendation is accepted by the Dean, then the student may apply to the Dean for permission to resubmit the thesis for re-examination in one of the following ways:
 - a) to submit a modified thesis/report to the original examiners.
 - b) to submit a modified thesis/report to new examiners.
 - c) to submit the original thesis/report to an Examination Board to be appointed by the Dean.
5. If a thesis/report is re-examined, the candidate will not be awarded a pass unless all examiners find the thesis acceptable.
6. Under no circumstances may a thesis/report be re-examined more than once.

Time Limit for Revision

The final version of Master's, Ph.D., and Psy.D. theses/reports found acceptable with or without corrections shall be submitted to the School of Graduate Studies within 6 months of the date on which the thesis/report and the student's examiners' reports are returned to the student's academic unit. If a corrected thesis/report is not submitted within 6 months the student is considered to have withdrawn from the program. After this time, the student must apply to be readmitted.

Master's, Ph.D., and Psy.D. theses/reports requiring re-examination shall be resubmitted to the School of Graduate Studies within 12 months of the date on which the thesis/report and the examiner's reports are returned to the student. Students requiring resubmission and re-examination of theses/reports must maintain their registration during this period. Failure to resubmit the revised thesis/report within 12 months will result in termination of the student's program.

M.A. Timeline

Timeline

During ...	M.A. students will be ...
Fall Semester: September - December	Doing Fall Coursework, including: Philosophy 6000: Graduate Seminar & 2 other Graduate Philosophy Courses
Winter Semester: January - April	Doing Winter Coursework, including: 3 Graduate Philosophy Courses
April - May	Writing their thesis proposal
Mid-May	Submitting the thesis proposal for review and comments by faculty
May-August	Writing the thesis in consultation with the supervisor
Mid/End of August	Submitting the thesis for examination
Mid/End of September	Making revisions to the thesis, if required
October	Graduating and attending Convocation

Ph. D. Program in Philosophy

Program Description Overview

Doctoral candidates will specialize in one or more of three departmental research clusters:

- Metaphysics and its History
- Kant and Continental Philosophy
- Ethics, Social and Political Philosophy

The Ph.D. program is to be completed within 4 years of full-time study. Applicants should have already completed a Master of Arts degree in Philosophy or equivalent before beginning the Ph.D. program.

The minimum residence requirement for Ph.D. candidates is two years.

The candidate must complete 15 credit hours (5 courses) of graduate-level courses in Philosophy, which must include Philosophy 6000: Graduate Seminar.

By the end of the seventh semester, the candidate must complete comprehensive examinations, including written and oral components.

The candidate must submit a dissertation proposal to the supervisory committee within six months following the successful completion of the comprehensive examination. After defending the proposal in a meeting with the supervisory committee, the candidate shall proceed to writing the dissertation.

The candidate will complete a second language requirement by the end of the second year of the program. The Ph.D dissertation should be completed and defended by the end of the fourth year.

* In the first semester (Fall), students must register for Philosophy 6000: Graduate Seminar, and either one or two other graduate Philosophy courses. If a student completes two courses in the Fall semester, then he or she must complete 3 more in the Winter semester; if a student completes 3 courses in the Fall semester, then he or she must complete 2 more in the Winter Semester. Given the transition into a new PhD program, students are encouraged to take only 2 courses in the fall (Philosophy 6000 and one other) and take 3 in the Winter. Depending on the topics of the courses planned for the academic year, a student may opt to take 3 in the Fall instead.

* The Graduate Officer (as well as the Undergraduate Liaison and Head) should be able to provide the tentative topics of the Winter Semester's graduate offerings as the Fall Semester begins.

Ph.D. Coursework

Before writing their theses, all Ph.D. students must complete 15 credit hours (5 courses) in Graduate Philosophy courses as follows:

1. 3 credit hours in Philosophy 6000 (Graduate Seminar); and
2. 12 credit hours in Philosophy graduate courses listed below

List of Ph.D. Philosophy Courses

Philosophy 6000 Graduate Research Seminar (Required)
Philosophy 6011 Seminar in Ancient and Medieval Philosophy
Philosophy 6012 Seminar in Modern Philosophy
Philosophy 6013 Seminar in Contemporary Philosophy
Philosophy 6014 Seminar in Metaphysics
Philosophy 6015 Seminar in Epistemology
Philosophy 6016 Seminar in Social and Political Philosophy
Philosophy 6040-6099 Seminar in Special Topics
Philosophy 6101 Seminar in Selected Philosophical Texts
Philosophy 6102 Seminar in Current Issues in Philosophy

* Not all courses will be offered in a given year. During the summer before students begin their Programs, they will be sent a list of courses, with topics and instructors, for the coming Fall Semester. All incoming graduate students will register for Philosophy 6000 (Graduate Seminar) in their incoming Fall Semester. Details concerning course offerings for the Winter Semester will be provided during the Fall term.

Ph.D. Supervision

University Regulations

These regulations can be found in the University Calendar, School of Graduate Studies, under section 4.9.

1. Each candidate shall be assigned a Supervisor by the Dean, on the recommendation of the Head of the academic unit or the Dean of the faculty concerned.
2. A Supervisory Committee shall be appointed for each candidate by the Dean. The Supervisory Committee shall consist of the Supervisor (co-supervisors) who shall act as Chair, and normally at least two other members. In no circumstances may the Committee membership be fewer than two members. The membership of the Committee shall be nominated by the Head of the Department or the Dean of the faculty concerned, after consultation with the Supervisor and the candidate.
3. The Supervisory Committee shall forward its reports and recommendations to the Dean via the Head of the Department or the Dean of the faculty concerned.
4. The functions of the Supervisory Committee shall be, *inter alia*,
 - a) to decide, in consultation with candidates, the program of study, the subject of research, and the title of the thesis, and to recommend these for approval to the Dean;
 - b) to monitor the candidate's progress in their course programs and their research;
 - c) to report at least annually to the Dean on the candidates' progress and, at the same time, to advise on their continuation in the program; and to make such other reports and recommendations about the candidates to the Dean as it may deem necessary;
 - d) to recommend to the Dean, after consultation with the candidates, necessary changes in the program of study, the subject of research, or the title of the thesis;
 - e) to recommend to the Head of the academic unit or Dean of the faculty the timing of the comprehensive examination;
 - f) to report to the Dean that the thesis is ready for examination by completing a Supervisor Approval Form, which is to accompany the thesis upon its submission to the School of Graduate Studies; and
 - g) to recommend to the Dean suitable persons to act as members of the Thesis Examining Board.

* See 'Roles and Duties of Supervisory Committees' in the appendices

Departmental Notes

It may be possible to change one's supervisor if a student changes the direction of his or her research and if the resources are available in the Department to supervise a Ph.D. thesis in that area (supervisor, supervisory committee, library resources, etc.)

Students should be aware that faculty are often on sabbatical, administrative, or other kinds of leave, and could be away for various portions of the duration of a student's program. The Philosophy Department takes this into consideration when reviewing applications for the coming year, and students will generally be notified about who is planning to be on leave in a given year, but students should be aware of this possibility.

Progress Reports

Progress reports will be completed by the supervisor, student, and supervisory committee (once formed) as per SGS regulations. The appropriate form can be found on the website for the School of Graduate Studies. These reports will be submitted to the Graduate Officer, who will forward them to the School of Graduate Studies, every April until the completion of the student's program.

These reports ensure that supervisors and students are on the same page concerning the student's progress and the supervisor's and committee's involvement and provide an opportunity to reflect on strategies to help towards completion of the program.

These reports will be kept on file at the School of Graduate Studies.

Ph.D. Second Language Requirement

Calendar Regulations

Proficiency in a second language is required since it is necessary for the purpose of the proposed doctoral research. The selection of a second language is based upon the student's research requirements, and the selection is to be made in consultation with the student's faculty advisor or supervisor. Confirmation that the choice is acceptable must be obtained from the department. Demonstration of proficiency will be determined in accordance with the governing general regulation of the School of Graduate Studies (General Regulations, Evaluation, Evaluation of Graduate Students). If a student is working in recent Anglo-American philosophy, then the student can opt, with the permission of the Graduate Studies Committee, to complete an examination in philosophical logic.

* The language requirement must be fulfilled before a student takes the Ph.D. comprehensive examination.

Second Language Requirement Details

All students must take and pass an examination in French, German, Latin, or Greek before being admitted to doctoral candidacy. Students wishing for an exemption from the language requirement, if working within Anglo-American philosophy, can do so by applying to their advisory committee to replace that examination with an exam prepared by the advisory committee in philosophical logic. The particular language for the language examination will be chosen in consultation with the student's advisory committee.

Students must take the examination before preparing for their comprehensive examination, in order to work on their area of study, if applicable, in the original language. Students can take the language examination a maximum of two times and students are expected to pass with a minimum of a 'B' grade. Demonstration of proficiency will be determined in accordance with the governing general regulation of the School of Graduate Studies (General Regulations, Evaluation, Evaluation of Graduate Students).

There are a number of ways in which a student can complete the Second Language Requirement.

1) Completing a sight translation exam

- The Supervisor and Head of the department will consult with a faculty member in the appropriate language department at Memorial to set the content, time, and date for the exam.
- The exam will be invigilated by the faculty member in the appropriate language department.
- Students will translate into English a number of passages of text in the original language. The student will be allowed to use a dictionary, but no electronic devices.

- The student will have up to three hours to complete the examination.
- The text chosen will normally be a primary text by an author on whom the student is working.
- The examination will be graded by the faculty member in the appropriate language department, who will communicate the result to the Head, Supervisor, and Graduate Coordinator.
- The Graduate Coordinator will pass on the result to the School of Graduate Studies.

2) Completing Language Courses Designed for Graduate Student Reading

Some departments at Memorial (French and German, for example) offer language courses designed to get graduate students reading in the language as quickly as possible. Students should consult their Supervisor and Graduate Coordinator if they wish to pursue this option.

3) Completing Regular Language Courses at the University

Students may register for language courses at Memorial. These may be added to the student's program at no extra cost to the student. The student, however, will have to maintain the required average in the course to maintain funding.

Once a student has successfully completed a language course at the second-year level, with the approval of the Head and Supervisor, the student may be considered to have completed the second-language requirement.

4) Other Experience/Language Schools, etc.

Students might also be able to demonstrate proficiency in a second language by previous experience or by attending accredited language schools.

Students should consult with their Supervisor and Graduate Coordinator if they wish to pursue this option.

Grading Rubric

A 'B' grade or above does not require grace in translation so much as one that is grammatically faithful to the text and is precise about the meaning of the text in terms of translation choices for particular words and idiomatic expressions. Errors that change the meaning of the text in a significant manner will be taken as more meaningful than typographical or minor errors. Failures of comprehension may occur in one or two isolated places and still result in a sufficiently passing grade.

Additional Support

A student may, with the approval of the Head, Graduate Officer, Supervisor, and the School of Graduate Studies, opt to take two (or more) courses in the second language at Memorial University to help them learn the required second language. The courses may be added to the student's program at no extra charge.

However, the coursework and grades for these language courses, being a part of the student's program, must adhere to the SGS standards required to remain in the program. Taking language courses at Memorial for credit will help students who are starting from nothing to learn the required language.

Ph.D. Comprehensive Exam

All philosophy Ph.D. students will have to pass the Comprehensive Exam. The Ph.D. Comprehensive Examination shall be administered and evaluated in accordance with General Regulations, Comprehensive Examinations in the University Calendar, School of Graduate Studies, 4.8.2.

University Regulations

1. The candidate shall submit to a comprehensive examination, which may be written or oral or both as determined by the academic unit. Candidates shall normally take the examination no later than the end of the seventh semester in the doctoral program. Unless an extension is approved by the Dean of Graduate Studies, failure to take the examination at this time will result in the termination of the candidate's program.
2. This examination, whether written or oral, shall be conducted by a Committee appointed by the Dean of Graduate Studies on the recommendation of the academic unit. It shall consist of the Head of the academic unit (or delegate) who shall be the Chairperson, the candidate's Supervisor [or, where a Supervisor has not yet been appointed, the Graduate Officer or Chair of the Graduate Studies (or equivalent) Committee], the Dean of Graduate Studies (or delegate), and at least three other members, the total voting members to be an odd number. All members of the Committee including the Chairperson, but excluding the Dean of Graduate Studies, shall be voting members.
3. In this examination, the candidate must demonstrate a mastery of those sub-disciplines appropriate to the candidate's research area, as defined by the academic unit in which the candidate is a student. Therefore, in order to be eligible to sit the examination, all course requirements must normally be completed. The sub-disciplines upon which the candidate will be examined should be made known to the candidate no later than three months prior to the examination. The candidate must further be able to relate the specialization of the candidate's research to the larger context of these sub-disciplines.
4. In cases where there are multiple parts to a comprehensive exam, including written and oral parts, a candidate must satisfy all parts of the examination to obtain a pass. The requirements to advance to a later part of the examination are specified in the Degree and Departmental regulations or by the appropriate academic unit.
5. Members of the Comprehensive Examination Committee shall decide the results of the comprehensive examination as indicated in a.-d. below:
 - a) The category of 'pass with distinction' will be awarded to candidates who demonstrate superior knowledge of their chosen field. This category requires unanimous support of the Comprehensive Examination Committee.
 - b) The category of 'pass' will be awarded to candidates who demonstrate an acceptable knowledge of their chosen area and requires a simple majority vote.

- c) The category of 're-examination' selects those candidates with an understanding of their research area that lacks sufficient depth and scope as indicated by a simple majority of the Comprehensive Examination Committee. Only one such re-examination is possible and students in this category are not eligible for the award of 'pass with distinction'. If a re-examination is to be held, it must be conducted not less than one month and not more than six months after the first examination. The decision of the voting members of the Committee following this re-examination can only be 'pass' or 'fail' decided by simple majority. Failure will lead to immediate termination of the candidate's program. There is no option for further re-examination.
 - d) Students awarded a 'fail' are deemed, by unanimous vote of the Comprehensive Examination Committee, to be unable to demonstrate an adequate understanding of their research area. The candidate's program is terminated. A simple majority vote will default to the award of 're-examination'.
6. The Chairperson of the Comprehensive Examination Committee shall report to the Head of the academic unit who shall report to the Dean. The result of the comprehensive examination(s) shall be reported to the candidate by the Dean.

Details of Departmental Procedures

1. By the beginning of the student's second year, the student will produce a 2-3 page written Statement of Research, which will outline the area of specialization the student wishes to pursue, the research topic the student wishes to undertake, and a brief bibliography of the works the student intends to use. This will be given to the supervisor.
2. A Supervisory Committee will be formed in conjunction with the Supervisor and Head, with final approval by the Dean.
3. The Supervisory Committee, in conjunction with the student, will draft a reading list of 12-15 texts.
4. The Supervisory Committee and the student will negotiate a set of questions. One set will concentrate on Focus; the other on Breadth. A total of 5 questions will be drafted.
5. The Student will read the texts on the list and consider the questions over a period of approximately 4 months.
6. The Supervisory Committee will meet and decide upon 1 Focus and 1 Breadth question.
7. The Student will write an in-house essay on each of the Focus and Breadth Questions in two four-hour blocks over a two-day period. The student will not know the chosen question until he or she sits to write the examination for that day (one question on day one – the second on day two). The exam can be typed on a departmental computer. No books or cue cards will be allowed in the examination room. Cellular phones should be put away.
8. The essays will be around 2000-2500 words each.
9. The Committee will read the essays within a 1-week period. Based upon the essays, the Committee will decide whether it will proceed to the oral examination. An oral examination will be scheduled no later than 2 weeks after the submission of the written examination. If the committee decides not to proceed to the oral examination, the student will be given the opportunity to re-write the essays. This opportunity will be given only once. Then the committee will proceed to the oral examination.

10. The student will defend his or her essays in a 2-hour examination by the end of Term 7.
11. The Examination Committee will comprise:
 - 1) The Department Head (Chair of the Examination Committee) (Voting Member)
 - 2) Doctoral Supervisor (Voting Member)
 - 3) Supervisory Committee Member 1 (Voting Member)
 - 4) Supervisory Committee Member 2 (Voting Member)
 - 5) One Additional Member (Voting Member)
 - 6) SGS Representative (Non-Voting Member)
12. The Committee will have an hour to deliberate. See University Regulation 5 above.
13. The Student may be asked to return after deliberation to be told the Committee's decision and what it will report to the School of Graduate Studies. It must be made clear, however, that the official decision regarding the final result of the examination must come from the Dean of Graduate Studies.

Ph.D. Thesis Proposal

The following procedures are designed to prepare students to defend successfully a thesis proposal in the allotted time-span (six months).

Four components make up the in-house thesis proposal protocol. The first is the establishment of a broad topic area; the second is a comprehensive literature review for that topic area; the third is a narrowing down of the topic in the form of a thesis statement. The fourth is the presentation, in writing and orally, of a thesis proposal. The components in detail are as follows.

1. Student deliberation on the broad topic area: This may already be done by the time the student reaches the comprehensive exam.
2. Collecting a sizeable literature: This literature will be reflected in the written proposal. The literature should be comprehensive: it should deal with the issue in terms of its depth (the precise issue that is being discussed) and its breadth (how and where the issue touches other relevant issues). It should cover the secondary literature on a thinker in that particular area under investigation and it should do so historically. A good number is 35-50 sources, including the literature relevant to the specific issue at hand.
3. Drafting a narrow thesis statement: the statement should specifically delineate the boundaries of the question/issue the student is investigating. The thesis statement will reflect what, and who, that includes (in the primary and secondary literature). The thesis statement should reflect the narrowest possible problem/issue and its solution. The statement should be no more than a few sentences in length. For example, the student should not set out to do a paper on Robert Brandom and Hegel; the student should find a specific problem regarding Brandom's use of Hegel that has been insufficiently dealt with, either by Brandom or by the secondary literature.
4. Presentation, both oral and written, to the supervisory committee: The presentation will include the following:
 - a) Written document: This will include an introduction (why the issue?), literature review, gaps in the literature, uninvestigated or under-investigated issues or problems/misleading or mistaken exegeses, the reason for this contribution, thesis statement, outline of chapters, working bibliography. The document will concentrate on the issues and problems directly germane to the thesis statement. The written assignment must be vetted by the supervisory committee before the student undertakes his or her oral presentation.
 - b) Oral presentation: This will include a brief introduction/summary of the proposal. The student will then entertain questions from the supervisory committee. At the end of the presentation (approximately 2 hours), the candidate will be graded according to the following criteria: Pass with distinction; Pass; Revise and Resubmit.

Timeframe

The whole thesis proposal process should take about 6 months from initiation to completion (oral examination). Normally, the process begins at the start of the Third Year in the Fall Semester and concludes some time in the Winter Semester of the Third Year. The student will have amassed a significant literature and developed a comprehensive thesis statement by the end of the timeframe.

Supervisory Committee Interaction

This is the most important phase of the dissertation writing, and the student should expect weekly/bi-weekly meetings with members of the supervisory committee during the assemblage of the literature and (particularly) the writing and revising of the thesis proposal.

Ph.D. Timeline

Timeline

YEAR 1

During ...	Ph.D. students will be ...
Fall Semester: September - December	Doing Fall Coursework, including: Philosophy 6000: Graduate Seminar & 1 or 2 other Graduate Philosophy Courses
Winter Semester: January - April	Doing Winter Coursework, including: 2 or 3 Graduate Philosophy Courses (to complete the 15 credit hours (5 courses))
Summer Semester: May - August	Reading and thinking about their Statement of Research

By the end of Year 1 the student will have:

- Completed all Course Work (15 credit hours)

YEAR 2

During ...	Ph.D. students will be ...
Fall Semester: September	Producing a 2-3 page Statement of Research and submitting it to the supervisor
Fall Semester: September - December	Working on their second language requirement on their own, OR, begin taking their first course in their second language
Fall Semester: September - December	With the Supervisory Committee, drafting the reading list for the Comprehensive Exam, based on the Statement of Research
Fall Semester: September - December	Beginning to work through the Comprehensive Exam reading list
Winter Semester: January - April	Working through the Comprehensive Exam Reading List
Winter Semester: January - April	Continuing to work on their second language requirement on their own, OR, begin taking their second course in their second language
Summer Semester: April	Writing their in-house essays for their Comprehensive Examination
Summer Semester: April	Defending their essays and completing the oral component of the Comprehensive Exam
Summer Semester: May - August	Writing the exam for the Second Language Requirement, or, having completed 2 courses, the Second Language Requirement is satisfied. Beginning the Thesis Proposal

By the end of Year 2 the student will have:

- Completed the Comprehensive Examinations
- Completed the Second Language Requirement

YEAR 3

During ...	Ph.D. students will be ...
Fall Semester: September - December	Researching to prepare for the thesis proposal: considering the topic and collecting the secondary literature.
Fall Semester: September - December	Writing the thesis proposal
Fall Semester: November - December	Submitting the thesis proposal – written document
Fall Semester: November - December	Giving the oral presentation and defending the thesis proposal
Winter Semester: January - April	Starting to write the dissertation
Summer Semester: May - August	Starting to write the dissertation

By the end of Year 3 the candidate will have:

- Chosen a dissertation topic
- Defended the Thesis Proposal
- Made considerable progress on the dissertation

YEAR 4

During ...	Ph.D. students will be ...
Fall Semester: September - December	Writing the dissertation
Winter Semester: January - April	Writing the dissertation
Summer Semester: May - August	Writing the dissertation
End of Summer Semester	Submitting the dissertation
End of Summer Semester	Defending the dissertation
The following Fall	Graduating and attending Convocation

By the end of Year 4, the candidate will have:

- Submitted the dissertation for examination by the committee members, graduate supervisor, and external examiner,
- Successfully defended the dissertation in an oral examination

Ph.D. Residency Requirement

Frequent and engaged interaction between the student, supervisor, supervisory committee, and community of scholars and other students requires a certain amount of physical presence on campus, in the Philosophy Department.

All Ph.D. students will spend two years in residence culminating in the comprehensive examination.

In exceptional circumstances, and for good reason, students can deviate from this rule, provided that they agree to doing 4 semesters residency over four years.

Departmental Policy on Graduate (Ph.D.) Teaching

During the course of the Ph.D. program, students may have the opportunity to teach a class of their own. Teaching classes as Doctoral students depends upon the availability of courses slated for graduate student teaching. This is an excellent opportunity for Ph.D. students to gain experience teaching a course of their own at the undergraduate level.

The student's supervisor will be the main resource for the student as he or she plans and delivers the course.

Students wishing to teach a course during their doctoral program are subject to the following procedure and considerations.

1. In the Winter term before the coming Fall or following Winter in which the student will teach, the student must make a request in writing to the Head of the Department stating his or her desire to teach a class in the coming academic year.
2. Doctoral student teaching is dependent upon the availability of courses.
3. The student must have already been admitted to doctoral candidacy; that is, comprehensive examinations and the language requirement must be completed prior to making an application to teach.
4. The student's application must be approved by his or her Supervisor, the Graduate Officer, the Head of the Department, and the Dean.
5. The course will normally be Philosophy 1002: Introduction to Philosophy, or another introductory course at the 1000-level.
6. The supervisor must agree to be a resource for the student to help with course planning, syllabus construction, lecture preparation, grading, etc. The supervisor and student will both sign a form agreeing to this arrangement and will set regular meetings to discuss the student's progress.
7. The student will be notified in writing by the Head as to whether or not his or her application is approved or denied. If denied, the Head will outline the reasons for the denial.

Ph.D. Dissertation Regulations

The following regulations can be found in the University Calendar, School of Graduate Studies, 4.10.

The Guidelines for Theses and Reports are available at (www.mun.ca/sgs/go/guid_policies/theses.php) and are approved by the Academic Council of the School of Graduate Studies. They provide the details for the examination process, general form and style of the thesis/report, required forms, number of copies, etc., required under this regulation.

Submission

1. Candidates must submit the thesis/report at least four months before the University Convocation at which the award of the Degree is expected (see University Diary in current edition of University Calendar for exact date). The School of Graduate Studies does not accept any responsibility for completing the prescribed procedure in time for the nearest Convocation unless theses or reports are submitted by the prescribed dates in any current academic year.
2. A thesis/report may not be submitted until the candidate has fulfilled:
 - a) All course requirements, if any
 - b) All language requirements, if any
 - c) The comprehensive examination, if required, and
 - d) All other academic requirements of the academic unit concerned.

Evaluation of Ph.D. Theses

Candidates for the Degree of Doctor of Philosophy and the Degree of Doctor of Psychology must submit a written dissertation deemed acceptable by the University, and demonstrate their ability to defend their work in a public oral examination. For this reason, the final decision on whether a candidate will be recommended for the award of the degree is made only at the conclusion of the oral examination (see The Examination Process).

1. Responsibilities of the Thesis Examining Board

The work of each candidate will be assessed by a Thesis Examining Board. Its first responsibility is to determine whether the thesis successfully demonstrates the candidate's competence to undertake independent research work. The Board must be satisfied that the work contributes significantly to knowledge in the field of study; that the contribution is of high scholarly merit; that the candidate is aware of the pertinent published literature; that it is written in a satisfactory style; and that it is free from typographical and other mechanical errors. The second responsibility of the Board is to conduct a final oral examination of the candidate and to then recommend to the Dean of Graduate Studies whether the candidate should be awarded the Degree.

2. Composition of the Thesis Examining Board

The members of the Thesis Examining Board will be appointed by the Dean on the recommendation of the Head of the academic unit who will have consulted with the supervisory committee. The Board shall consist of four members. Normally these will be the candidate's Supervisor (who serves on the Board in a non-voting capacity), two examiners from within the University, and one from outside the University. However, when circumstances warrant, a second external examiner may be substituted for one of the internal examiners with permission of the Dean. Examiners shall normally be those who have completed a graduate degree at the doctoral level, including a thesis, in the discipline or cognate area. Members of the supervisory committee other than the Supervisor are ineligible for appointment to the Board. Those serving as examiners shall not have been involved in the preparation of the thesis/report.

3. The Examination Process

- a) The voting members of the Board shall submit written reports on the thesis containing an assessment of the quality of the written work and a recommendation as to whether the candidate should be permitted to proceed to an oral examination and defence of the work. An examiner may recommend:
 - i. that the candidate be allowed to proceed to the oral defence of the thesis*; or
 - ii. that the candidate not be allowed to proceed to the oral defence at this time**;or
 - iii. that the candidate should be failed.

*Any suggested corrections or revisions should be outlined in the examiner's report. It is understood that it will be the responsibility of the Supervisory Committee to discuss the suggested changes with the candidate, to determine which should be incorporated in the thesis before its final submission.

**This recommendation reflects the examiner's opinion that further research, re-analysis of data, or thorough rewriting of the material is required. The thesis may, however, be re-submitted for examination.

- b) If all examiners recommend that the candidate should be failed, then the thesis shall not be re-examined.
- c) If an examiner recommends that the candidate not be allowed to proceed to the oral defence, and this recommendation is accepted by the Dean, then the student may apply to the Dean for permission to resubmit the thesis for re-examination in one of the following ways:
 - i. to submit a modified thesis to the original examiners.
 - ii. to submit a modified thesis to new examiners.
 - iii. to submit the original thesis to an Examination Board to be appointed by the Dean.
- d) No candidate will be permitted to re-submit a thesis more than once. In case of a re-submitted thesis an examiner may recommend only:
 - i. that the candidate be allowed to proceed to the oral defence of the thesis; or
 - ii. that the candidate should be failed.

- e) After receiving the reports from all three voting members of the Board the Dean will consider the recommendations and determine whether an oral defence of the thesis will be scheduled.
- f) The Final Oral Examination and Defence of Thesis will take place at a time and place to be determined by the Dean of Graduate Studies and will be chaired by the Dean or delegate. The presence of all members of the Examining Board is normally required.
- g) Following the defence, the Board will meet in camera to render a final assessment of the thesis and the candidate's ability to defend the candidate's work. The Board may recommend one of the following outcomes:
 - i. Passed with distinction (Awarded to candidates who demonstrate superior knowledge of their chosen field; this category requires unanimous support of the Board. A simple majority vote will result in a recommendation of 'passed'.)
 - ii. Passed*
 - iii. Passed Subject to Conditions**
 - iv. Re-examination required***
 - v. Failed****

*This recommendation may have attached to it the requirement that the candidate complete certain specified revisions to the satisfaction of the Supervisory Committee, the Head of the academic unit and the Dean. These revisions must have been specified in the written appraisal submitted prior to the Oral Examination.

**This recommendation is made if there are revisions beyond those specified in the written appraisal submitted prior to the Oral Examination. This recommendation must have the conditions attached and cannot include the option of re-examination.

***The members of the Thesis Examination Board may attach to this recommendation a list of any requirements which they feel are appropriate.

****Re-examination not permitted.

- h) If the members of the Board are unanimous in their recommendation, the Chair of the Examination may accept this recommendation and inform the candidate of the decision. In any other case, however, the delivering of any final decision shall be deferred pending further consultation within the School of Graduate Studies.
- i) No candidate shall be permitted more than two Oral Examinations.

Time Limit for Revision

The final version of Master's, Ph.D., and Psy.D. theses/reports found acceptable with or without corrections shall be submitted to the School of Graduate Studies within 6 months of the date on which the thesis/report and the student's examiners' reports are returned to the student's academic unit. If a corrected thesis/report is not submitted within 6 months the student is considered to have withdrawn from the program. After this time, the student must apply to be readmitted.

Master's, Ph.D., and Psy.D. theses/reports requiring re-examination shall be resubmitted to the School of Graduate Studies within 12 months of the date on which the thesis/report and the examiner's reports are returned to the student. Students requiring resubmission and re-examination of theses/reports must maintain their registration during this period. Failure to resubmit the revised thesis/report within 12 months will result in termination of the student's program.

Prepublication

Publication of material before submission of the thesis/report for examination is permitted. The School of Graduate Studies and Supervisor should be informed of such publication.

Appendix 1 – Responsibilities of Supervisors and Graduate Students

Responsibilities of Supervisors and Graduate Students

Endorsed by SGS Academic Council on September 19, 2016

The fundamental principle underlying this statement of responsibilities between students and faculty is that there must be mutual respect governed by high standards of professional integrity and ethics. These written guidelines are meant to identify, at a high level, guiding principles that can apply to all graduate supervisors and students to help both supervisors and students create and maintain a successful relationship, but are not meant to replace student-supervisor communication.

Supervisors	Students
Supervisors should make themselves familiar with regulations of the SGS and their own academic units, keep abreast of any changes that might affect their students, and ensure that students are informed of these regulations.	Students should become familiar with and meet all appropriate deadline dates and regulations associated with registration and graduate requirements, as specified in the appropriate regulations of the SGS and the academic unit.
Supervisors must convene meetings of students' supervisory committees at least once a year and should annually complete and submit to the SGS a detailed Supervisory Report Form for each student under their supervision.	Students should assist the supervisor in preparing for the yearly report by providing relevant documents or information.
With the input of students, supervisors will provide clear guidelines of expectations from the supervising faculty member on their program, including timetables and milestones. This study plan will ensure students can complete their programs in a timely manner. Study plans should be challenging and feasible, and allow intellectual contributions from the students. Such plans should reflect short- and long-term academic and professional goals (e.g., publications, conference presentations, skills development, and awards) that will enrich students' experiences and prepare them for the world of work.	Students will provide input for and meet the milestones reflected in a study plan to ensure timely completion. A reasonable research topic shall be identified as early as possible with the consultation of the supervisor. Students should understand that they are making a commitment to enhance the chosen field of study by developing expertise to a level of competence where new ideas and knowledge may be created. In consultation with the supervisor, the student will choose and attend appropriate professional activities.
Supervisors should initiate regular meetings with their students, according to a mutually agreed schedule, and make themselves accessible to discuss problems or issues that may arise between scheduled meetings. All students should have a supervisor or advisor during the course of the program, and should contact the Graduate Officer if they do not have one.	Students must maintain regular contact with the supervisor and the members of the supervisory committee, and should meet with the latter regularly to review progress. Students should follow the agreed upon program of study (including thesis research where appropriate) and endeavor to make acceptable progress towards program objectives.
Supervisors should make constructive suggestions on any written work submitted as part of their students' program, alert students to any perceived difficulties this work is likely to encounter, and return the work to students promptly. Supervisors should make reasonable efforts to ensure that theses are acceptable	Where it is required, the student must agree to produce a thesis of his/her own work that reflects a capacity for independent scholarship in the discipline, and that meets generally accepted standards of quality and style. In the thesis, the student must acknowledge assistance, materials and/or data provided by other

before they are submitted to the SGS for examination.	scholars, including fellow students, companies, technicians, the supervisory committee and others.
Supervisors will endeavour to foster the development of professional skills among graduate students, including teaching, presentations, writing (including grant writing), and interviews. Supervisors will also encourage students to pursue professional activities and help prepare them to be competitive for employment by advising on career options within and outside of the academy.	Students will take advantage of skills development opportunities available to them, including workshops, seminars, and resources offered through the Enhanced Development of the Graduate Experience (EDGE) and within their academic units. Students will devote time and commitment to skills development as needed.
Supervisors should make reasonable efforts to ensure students have access to academic, financial and other resources necessary in order to complete their programs in a timely manner	Students should make reasonable efforts to become aware of appropriate sources of funding.
If students have been supported by funds from the supervisor's research grants, and such funds become unavailable, supervisors should attempt to give at least one semester's notice to these students to find alternative funding.	Students should assist in the securing of additional or alternative funding by seeking sources, completing forms, and providing information as required.
Supervisors should consult their academic units on the assignment of graduate assistantships, and ensure that duties assigned under such assistantships are appropriate, comply with the TAUMUN collective agreement, and do not impede the progress of students' academic programs.	Students should be aware of the TAUMUN collective agreement and guidelines governing teaching assistantships in their academic units and should carry out those duties in a professional manner.
Supervisors should discuss intellectual property issues with students, at the earliest possible stage of their programs, including any potential joint authorship that might arise from their research and any joint ownership of data or patents; supervisors should also make sure they adequately acknowledge any student contributions to material they publish.	Students must recognize that in cases where his/her research comprises a component of the supervisor's research program, questions of joint ownership of data and/or patents should be discussed. Questions regarding sole or joint ownership of data in such a research program must be resolved as early as possible in the life of the program, and the possibility of joint publication of research results discussed and clarified.
Supervisors should inform the students of the institutional ethical policies and the ethical standards of their particular discipline and should ensure that the students receive adequate training in those ethical principles.	Students should endeavor to understand and follow institutional ethical policies and should exercise honest and ethical behavior in all their academic pursuits, whether these pertain to study, course work, research, cooperative placements, community engagement, or teaching.
Supervisors should inform students of safety regulations on campus and encourage students to become familiar with regulations off campus.	Students should maintain safe work environments and discuss concerns with supervisors as soon as problems are noted. Students should become aware of and follow safety policies on and off campus.
During any extended period of absence from campus, supervisors must make arrangements for advising and supervising students while they are absent; such arrangements should be acceptable to their students and to heads of the relevant academic units.	It is the student's responsibility to keep the supervisor informed of where s/he may be contacted. Students should also inform the supervisor of any extended period of absence or the potential of such absence.

Supervisors should ensure that they do not exploit students for personal, financial, or professional gain.	If students feel they are exploited in any way they have the responsibility to discuss concerns with the Graduate Students' Union, Graduate Officer, Head of Department, and finally the Dean of Graduate Studies. This list may not be exclusive.
Supervisors should avoid any attempts to indoctrinate students into their own political, religious, or other ideologies and prejudices.	If students feel they are being pressured, they have the responsibility to discuss concerns with the Graduate Students' Union, Graduate Officer, Head of Department, and finally the Dean of Graduate Studies. This list may not be exclusive.
Supervisors should, in any case where disagreement arises between supervisor and student, approach (in consultation with the student if possible) the Head, Graduate Officer or other appropriate person to initiate a process for resolving the dispute.	In cases where there is disagreement between supervisor and student, it is incumbent upon the student, in consultation with the supervisor whenever possible, to approach the appropriate officials within the academic unit and/or the SGS so that discussions aimed at solving the problems can be initiated. The Graduate Students' Union is available for information and advocacy as well.

Appendix 2 - Roles and Duties of Doctoral Supervisory Committees

Supervisory Committees for each doctoral student will be struck at the beginning of the student's second year (4th semester).

The Supervisory Committee shall consist of the Supervisor (co-supervisors) who shall act as Chair, and normally at least two other members. In no circumstances may the Committee membership be fewer than two members. The membership of the Committee shall be nominated by the Head of the Department or the Dean of the faculty concerned, after consultation with the Supervisor and the candidate.

Members of the supervisory committee other than the Supervisor are ineligible for appointment to the Thesis Examining Board. Those serving as examiners shall not have been involved in the preparation of the thesis.

General Mandate

The supervisory committee will regularly meet to discuss the student's progress in his or her program. The essential duties of the Supervisory Committee involve:

- Participating in the comprehensive examination process preparation of the student's comprehensive exam and participating in the exam itself (second year – beginning of the third year, i.e., semesters 4-7 of the student's program);
- Conducting the comprehensive examination (before the 7th semester);
- Helping the student prepare his or her thesis proposal;
- Examining the written component of the thesis proposal;
- Participating in the oral presentation of the thesis proposal;
- Providing ongoing advising and support;
- Aiding in the preparation of the final dissertation manuscript;
- Discussing changes to the dissertation with the candidate should they be required before the oral defense.

Supervisory Committee members are excluded from being an examiner of the student's final dissertation, as are any people directly involved with the production of the dissertation. If a Supervisory Committee member leaves the Committee for any reason (a change of direction of the student's research, etc.) he or she might be eligible to examine that thesis if the research direction and thesis changed enough that the previous Committee member had no direct influence on the final version of the dissertation. This has to be approved by the School of Graduate Studies.

Functions

The functions of the Supervisory Committee are, *inter alia*,

- a) to decide, in consultation with candidates, the program of study, the subject of research, and the title of the thesis, and to recommend these for approval to the Dean;
- b) to monitor the candidate's progress in their course programs and their research;
- c) to report at least annually to the Dean on the candidates' progress and, at the same time, to advise on their continuation in the program; and to make such other reports and recommendations about the candidates to the Dean as it may deem necessary;
- d) to recommend to the Dean, after consultation with the candidates, necessary changes in the program of study, the subject of research, or the title of the thesis;
- e) to recommend to the Head of the academic unit or Dean of the faculty the timing of the comprehensive examination;
- f) to report to the Dean that the thesis is ready for examination by completing a Supervisor Approval Form, which is to accompany the thesis upon its submission to the School of Graduate Studies; and
- g) to recommend to the Dean suitable persons to act as members of the Thesis Examining Board.

Supervisory Reports

At least annually, the Supervisor, Supervisory Committee or the Department shall make evaluations of a student's progress in a program. Recommendations concerning continuation, amendment, or termination (see Termination of a Graduate Program) of a candidate's program, are sent to the Dean, who shall take appropriate action. Students shall be advised of the contents of this evaluation and the subsequent recommendation(s).

The Supervisor, Supervisory Committee, or the Department shall forward its reports and recommendations to the Dean via the Head of the academic unit or the Dean of the faculty concerned.

Comprehensive Examination

(Year 2-3, Semesters 4-7)

(For further details, see the Graduate Student Handbook, Department of Philosophy)

- The student will prepare a statement of research (3-5 pages with an initial, tentative bibliography) with input from the Supervisor. This statement will be submitted to the Supervisory Committee.

- The Supervisory Committee, in conjunction with the student, will draft a reading list of no more than 12 texts.
- The Supervisory Committee and the student will negotiate a set of questions. One set will concentrate on Area; the other on Breadth. A total of 5 questions will be drafted.
- The student will read the texts on the list and consider the questions over a period of approximately 4 months.
- The Supervisory Committee will meet and decide upon 1 Area and 1 Breadth question.
- The student will write an in-house essay on each of the Area and Breadth Questions in two four-hour blocks over a two-day period. The question chosen will not be known by the student until the student sits to write the exam. The exam is normally hand-written. No books, cue cards, or computers will be allowed in the examination room. Cellular phones should be put away.
- The Committee will read the essays within a 1-2-week period. Based upon the essays, the Committee will decide whether it will proceed to the oral examination. An oral examination will be scheduled no later than 3 weeks after the submission of the written examination. If the committee decides not to proceed to the oral examination, the student will be given the opportunity to re-write the essays. This opportunity will be given only once. Then the committee will proceed to the oral examination.
- The student will defend his or her essays in a 2-hour examination by the end of Term 7 that includes the Supervisory Committee, the Head or Delegate, an examination Chair, and an SGS representative.

Thesis Proposal

(Year 3, Semesters 7-8)

(For further details, see the Graduate Student Handbook, Department of Philosophy)

This is the most important phase of the dissertation writing, and the student should expect weekly/bi-weekly meetings with members of the Supervisory Committee during the assemblage of the literature and (particularly) the writing and revising of the thesis proposal.

In addition to the ongoing input from the supervisory committee during the production of the thesis proposal, the supervisory committee will be involved in the defence of the proposal.

The student will give a presentation, both oral and written, to the Supervisory Committee. The presentation will include the following:

- c) Written document: This will include an introduction (why the issue?), literature review, gaps in the literature, uninvestigated or under-investigated issues or problems/misleading or mistaken exegeses, the reason for this contribution, thesis statement, outline of chapters, working bibliography. The document will concentrate

on the issues and problems directly germane to the thesis statement. The written assignment must be vetted by the supervisory committee before the student undertakes his or her oral presentation.

- d) Oral presentation: This will include a brief introduction/summary of the proposal. The student will then entertain questions from the supervisory committee. At the end of the presentation (approximately 2 hours), the candidate will be graded according to the following criteria: Pass with distinction; Pass; Revise and Resubmit.

Appendix 3 – Helpful Things to Know!

Things to Know for New Philosophy Grad Students at MUN Compiled/Updated: September 2018

(1) Check-in & Payroll: When you first arrive, go to the philosophy department and check-in with our administrative assistant, Jill. Basically, just let her know that you're here and that you need to get setup for payroll. She'll need a copy of your SIN to do this. If you're an international student, she can tell you how to apply for a SIN. It's a pretty simple process—you just need to take your study permit and passport and go down to Service Canada and fill out a couple of forms. Once you have your SIN, take it back to Jill in the Philosophy main office so you can get paid! *International students should also go and check in at the Internationalization Office.* They can give you a handbook with lots of helpful information in it.

International students will also need a copy of their Study Permit.

You can also provide banking information for direct deposit to your bank account.

(2) Payroll Deductions: Each semester, you need to go into Self-Service and register to have your tuition fees deducted from your paychecks. Basically, you agree to have a set amount deducted from each check and by the end of the term your fees will be paid. Login to Self-Service and then click on the **Employee Services** tab (you should have this tab once you're on the payroll) and at the bottom you'll see **Graduate Student Payroll Deduction Request**. Take care of this as soon as possible! I'd recommend doing it before classes start each term. If you wait too long, you could end up having nothing deducted from your first check and then twice as much taken out of your second check.

(3) Health Insurance for International Students: International students are automatically enrolled in the **Foreign Health Insurance Plan**. This plan is expensive and not as comprehensive as the plan offered through the GSU. As long as your Study Permit allows you to be here for 12 months or more (which it should for any MA or PhD student), you can opt out of the Foreign plan and into the Student Union (GSU) plan. ***This will save you over \$100 per semester and give you better coverage.*** What you need to do is:

1. Request an Enrollment Verification form by going into Self-Service, clicking on the **Student Main Menu Tab**, and then clicking on **Registration**. Under Registration, select **Request Enrollment Verification**. We recommend opting to pick it up at the Graduate Studies office (in the Bruneau Centre), rather than having it mailed to you. It will be ready for pickup in ~2 business days.
2. Take the enrollment verification, your study permit, and your passport to the **Internationalization Office** on campus. Tell them that you need to **opt out of Foreign Health and transfer into the Student Union plan**. They can give you both the Opt-Out Form and the MCP Application form (both can also be found online at the address below), and will then tell you where to go to apply for an **MCP (Medical Care Plan) Card** (you can skip this step and just print the application online and go straight to Eastern Health, but if you're at all apprehensive about the process, I'd go to the IO first).

3. Apply for the MCP Card. It's an easy process, like applying for the SIN—you just go Eastern Health and fill out a form, basically.
4. Once you have your MCP card, go back to the Internationalization Office and they will have you sign another form and then you'll be set. ***Be sure to take care of this no later than September 19th.***
5. If you're here for more than one year, you'll need to **renew your MCP Card each year.** *Note: Once you've opted out of Foreign Health and into the GSU plan, your enrollment in the GSU plan will renew automatically each year—it's just the MCP Card that must be renewed.*
6. Note also that if you have a spouse or dependent(s) who are not students, the process for enrolling them in health insurance will look different. Consult the Graduate Handbook and seek advice from the Internationalization Office. Instructions for setting up an immigration advising appointment in the IO can be found at the following:
<https://www.mun.ca/international/programming/immigrationadvising/ImmigrationAdvisingAppointments.php>

For more information on the Health Insurance process, see:

<https://www.mun.ca/international/students/international-health-insurance.php>

(4) Ask someone! Coming to MUN as an international or non-NL student can be overwhelming and sometimes it might feel like you're floundering. Remember: We have a great Graduate Officer as well as lots of graduate students who are always available to help or answer questions. We want you to have a smooth transition into life on the Rock! So, if you're having any trouble, or feel confused about any of these processes, please get in touch with one of us! Bombard us with questions! We don't mind!!

Appendix 4 - Priorities Principles for Assigning GA Units

The School of Graduate Studies has its own principles and guidelines for assigning GA units to students. They provide guidelines for which students are awarded GA units. TAUMUN also has regulations governing this process. These guidelines, however, do not prescribe how these students should be assigned once GA units are awarded (to which faculty member, to which course, and particular duties.)

To keep our process fair and transparent, there should be principles and guidelines in place for assignment of GA units within the Department.

Priorities

Priority 1: The needs of and pedagogical benefits for the students come first

GA activities should primarily involve student training and should form part of their education. They should be learning about how to plan a course, write a syllabus, plan and deliver a lecture, grade papers, meet with students, etc.

Ph.D. students will potentially be teaching their own courses eventually, so training as a GA can be seen as preparatory work and training for teaching.

Any research that the student engages in (as an RA) should also be seen in this light: they are learning methods and engaging in research in a way that helps form and train them for their own work.

Priority 2: Assistance and help for the professor

Having students assist with marking and perform research tasks is also a benefit for the professor, but this is a secondary benefit. Often, if one is focusing on the first priority, having a GA could take more time and work than what one receives in the extra help.

Principles

There are gray areas and overlap, and these principles are not ranked hierarchically, but they should be considered when assigning a GA.

Principle 1: GAs should normally be assigned to full-time ASMs, either tenured or on the tenure track, and only secondarily to term appointments or PCIs.

Rationale: Full-time ASMs are generally more likely to have the experience to provide GAs with the training they need. We have a number of contractual instructors and PCIs with a lot of experience too. But normally, GAs should be assigned to full-time ASMs.

Principle 2: Priority should be given to in-class courses over online courses.

Rationale: Students are more likely to learn about teaching, lecturing, and course management by attending and assisting with the delivery of an in-class course. They also get the face-to-face mentoring that they might not otherwise get with an online instructor.

Principle 3: Each student should be given at least one in-class GA unit in the first year, preferably before assisting with an online class or acting as an RA.

Rationale: Sometimes there are not enough in-class courses to assist with, and students will be assigned to an online course. If this happens, we should be sure that a student gets assigned to an in-class course if she has not yet had the opportunity to do so. (A student should not be assigned two online courses while another is assigned two in-class, while yet another is an RA for two terms and never assists with an in-class course, etc.)

Principle 4: All eligible first-year courses should be assigned a GA before students are assigned to second-year courses. Normally students will not be assigned to a course beyond the second-year level.

Rationale: MA students, or even Ph.D. students, are less likely to have the experience to assist with a 3rd year or 4th year course.

Principle 5: Courses with higher enrollment should be given priority over courses with lower enrollment.

Rationale: The assistance that a GA provides will be more useful in a class with a lot of marking. Also, in classes with larger numbers, students might be more likely to make use of a GAs office hours, etc.

In short, when assigning GA units, priority will be given to courses that:

- 1) Are taught by full-time ASMs,
- 2) Are in-class vs online;
- 3) Are at the first-year or second-year level;
- 4) Have high enrollments.

Sometimes one consideration might outweigh another in a particular case, but these are the principles to consider. No single one of these criteria is enough to warrant a GA given the other considerations.

For example, just because a class has a very high enrollment, this does not guarantee that it should get a GA. It might not be in the best pedagogical interests of the student; it might be online; it might be taught by a new PCI; and so on.

Appendix 5 – Evaluation of Graduate Students

Evaluation and Grading

See University Calendar, School of Graduate Studies, 4.7

1. Students shall write their examinations in graduate courses at a time to be determined by the Head of the academic unit on the recommendation of the Faculty member(s) concerned.
2. A written copy of the course outline, including method of evaluation in the course, shall be provided to each student in the course as early as possible, and in any case not later than two weeks after the start of the course.
3. The final evaluation submitted to the Registrar shall consist of one of the following letter grades with the appropriate numerical equivalent:

Letter Grades	Numeric Grades	Points Per Credit Hour
A	80-100%	4
B	65-79%	3
C	55-64%	2
D	50-54%	1
F	below 50%	0
PWD (pass with distinction) - indicates excellent performance	no numeric grade	not applicable
PAS (pass) - indicates performance meets expectations	no numeric grade	not applicable
FAL (fail) - indicates failing performance	no numeric grade	not applicable
DR (drop) - drop without academic prejudice	no numeric grade	not applicable
DRF (drop fail) - drop with academic prejudice	0%	0
ABS (absent) - absent for acceptable cause	no numeric grade	not applicable
INC (incomplete) - incomplete pending final grade	no numeric grade	not applicable
REX (re-examination)	no numeric grade	not applicable

Graduate Grade Standards

1. Failure to attain a final passing grade of A or B in a program course shall lead to termination of a student's program unless:
 - a) the regulations for a particular degree allow the student to repeat the course. Only one such repeat will be permitted in a student's program. Failure to obtain a grade of A or B in the repeated course shall lead to termination of the student's program.
 - b) the Dean of Graduate Studies approves a repeat of the course, upon the recommendation of the Supervisor and the Supervisory Committee supported by the Head of the academic unit, where 1.a. above does not apply. Such recommendations must provide sufficient grounds for a repeat. Only one such repeat will be permitted

in a student's program. Failure to obtain a grade of A or B in the repeated course shall lead to termination of the student's program.

Note: In exceptional circumstances, the Dean of Graduate Studies may approve a substitute course in place of the repeat upon the recommendation of the Supervisory Committee and Supervisor supported by the Head of the academic unit. Failure to obtain a grade of A or B in the substituted course shall lead to termination of the student's program.

2. Failure in a non-program course will not normally result in termination of a student's program.
3. The Supervisor and the Supervisory Committee may recommend that a candidate be required to withdraw from the program, if after consultation with the candidate, the candidate's non-course work is deemed to have fallen below a satisfactory level.
4. When Departmental requirements for a degree requires an examination of a candidate's reading knowledge of a language(s) other than English, the examination shall be set and marked by the appropriate language Department, or by an authority as determined by the Head of the academic unit and Dean. The results of the examination will be transmitted to the candidate by the Dean.

Deferral of Examinations

1. Graduate students who are prevented by illness, bereavement or other acceptable cause, duly authenticated, from writing final examinations may apply, with supporting documents within one week of the original examination date to the appropriate Head of the academic unit to have their examinations deferred.
2. The Department's decision, including information on the appeals route open to the student in the case of a negative decision, must be communicated in writing to the student and to the Dean of Graduate Studies within one week of the receipt of the student's complete application.
3. In those cases where the Department accepts the extenuating circumstances the student may be permitted to write a deferred examination or, with the consent of both the Department and the student, the grade submitted may be based on term work alone.
4. An interim grade of 'ABS' will be assigned by the academic unit in the case of a student granted a deferred examination. This grade will be replaced by the final grade which must be received by the Office of the Registrar within one week following the commencement of classes in the next academic semester or session.
5. Students who are prevented by illness or bereavement or other acceptable cause, duly authenticated, from writing a deferred examination, may apply, in writing, with supporting documents within one week of the scheduled date of the deferred examination to the appropriate Department Head to have the examination postponed to a time not later than the last date for examinations in the semester following that in which the student was enrolled in the course.
6. The Department's decision, including information on the appeals route open to the student in the case of a negative decision, must be communicated to the Registrar, to the

student and to the Dean of Graduate Studies within one week of the receipt of the student's complete application.

Incomplete Grades / Change of Grade

1. For good cause a grade of 'Incomplete' may, with the approval of the appropriate Department or academic unit, be submitted. This 'Incomplete' grade shall, however, be valid only for one week following the commencement of classes in the next academic session as stated in the University Diary. In the event that a mark has not been received by the Registrar within the prescribed deadline, the 'Incomplete' grade shall be changed to '0 F'.
2. Clause 1. notwithstanding, for acceptable cause an extension of time not exceeding the end of the semester following that in which the 'Incomplete' was given may be permitted by the Head of the academic unit. "Acceptable cause" in these cases must be duly authenticated and will be illness, bereavement, serious problems of a personal nature or the like.
3. Changes in grades for graduate courses must be submitted on the appropriate form, which must be signed by the course instructor and approved by the Head of the appropriate academic unit who will submit such changes to the Registrar.

Note: A grade of less than 65% cannot be changed without the approval of the Dean of Graduate Studies.

Re-Reading of Examination Papers

1. Students may apply to have a final examination paper re-read whether or not they have obtained a passing grade in that course.
2. Students who wish to have a final examination paper re-read must make written application to the Registrar enclosing the appropriate fee per paper within one month of the release by the University of the grade reports. If the mark is raised after re-reading, the fee is refunded. If the mark is unchanged or lowered, the fee is forfeited.

Appendix 6 – Academic Misconduct

See University Calendar, School of Graduate Studies, 4.12

Principles

In the course of a graduate degree program a student is expected to adhere to those principles which constitute proper academic conduct. Within the University community there is a collective responsibility to maintain a high level of scholarly integrity. Dishonesty has no place in the academic community. Academic misconduct cannot be condoned or even appear to be condoned. A student has the responsibility to ascertain those actions which could be construed as dishonest or improper. Certain flagrant violations are listed below under Academic Offences. A student is reminded that for guidance on proper scholarly behaviour the student should seek assistance from the student's instructors and supervisors.

General Information

1. These procedures shall apply to all academic offences relating to graduate studies involving, but not limited to, those students who either have been or who are enrolled at Memorial University of Newfoundland. Notification of an allegation of academic misconduct will be forwarded to the last known mailing address of the student as noted on the files at the Office of the Registrar, and to the official University email address of the student. The University reserves the right to implement action under these procedures where an allegation has been made against a student but where reasonable efforts to contact the student are unsuccessful.
2. Meetings and interviews stipulated in this regulation will be held in person, or at a distance using telephone or other interactive technologies.
3. A student who wishes to pursue research, or to attend classes, laboratories or other educational activities while an investigation under these procedures is being carried out, can normally do so with the understanding that if the allegation of academic misconduct is proven and the penalty involves either suspension or expulsion, credit will not be granted for work completed prior to a finding of guilt. This provision excludes a student charged with an offence under the Code of Student Conduct. For information regarding the Code of Student Conduct visit the website at www.mun.ca/student.
4. Although a student can continue in a program of studies, if eligible, while an investigation under these procedures is being carried out, the University does not accept liability for any consequences to the student's progress. However, the University may take these consequences into account, as appropriate and to the extent feasible, in cases where charges are dropped or the student is not found guilty. The consequences arising from an investigation and any negative decision rendered may include retroactive effects on grades, examination results, or promotion within a program.
5. A student accused of academic misconduct may consult advisors or facilitators. Such advisors may include a representative from the Graduate Students' Union, an international student advisor, a faculty advisor, a University counselor, or a faculty member who is familiar with these Regulations and who is willing to undertake the role

of advisor whether resolution is sought through Procedures for Resolution of Alleged Academic Offences at the Unit Level or Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies.

General Procedure

1. When a member of the University community (faculty, staff, student) has grounds for belief that an academic offence has been committed there should be an attempt between the parties concerned to resolve allegations of minor offences. If the alleged offence is not deemed to be minor by the accuser, or resolution proves impossible, or one party is dissatisfied with the resolution, the matter shall be reported, without delay, to the Head (or other appropriate officer) of the academic or administrative unit. If resolution is achieved and it is agreed that an academic offence has been committed, then the offence, together with the penalty applied, shall be reported to the Head of the academic or administrative unit.
2. Where resolution is not achieved, and if in the judgment of the Head of the academic or administrative unit, the alleged offence warrants resolution at the unit level, the individuals involved will be advised to attempt to resolve the matter through Procedures for Resolution of Alleged Academic Offences at the Unit Level. In the event that no resolution is possible through these procedures between the individual parties, the Head of the academic or administrative unit will institute proceedings through the School of Graduate Studies.
3. If, in the judgment of the Head of the academic or administrative unit, the alleged offence against University regulations is such as to warrant resolution through the School of Graduate Studies, the Head of the academic or administrative unit will refer the matter to the Dean, and Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies will be implemented.
4. Cases involving alleged offences on comprehensive examinations, examination of theses, allegations of impersonation, or allegations of submission of forged documents will be governed by the Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies. Such cases may be initiated by the Head of the academic or administrative unit, or by the School of Graduate Studies.
5. In all cases, it is the responsibility of the academic or administrative unit to ensure that fairness and impartiality are achieved in the treatment of students.
6. Where an allegation of academic misconduct relates to research and the Tri-Agency Framework: Responsible Conduct of Research, as amended from time to time, (the Framework) applies, these procedures shall be applied in a manner consistent with the minimal requirements of the Framework.
7. Where an allegation of academic misconduct relates to research involving United States Public Health Service (USPHS) funds, these procedures shall be applied in a manner consistent with the minimal requirements of the U.S. Office of Research Integrity or other appropriate offices of the U.S. Department of Health and Human Services, including U.S. Federal Regulation 42 CFR Parts 50 and 93, as amended from time to time, and the 'Statement on Dealing with Allegations of Research Misconduct Under USPHS Research-related Activities for Foreign Institutions.'

Academic Offences

In the following section the plural shall be deemed to include the singular. Academic offences shall be deemed to include, but shall not be limited to, the following:

1. **Cheating:** This includes copying from another student's work or allowing another student to copy from one's own work; consulting with any unauthorized person during an examination or test, or using unauthorized aids; or knowingly recording or reporting false empirical or statistical data. The work referred to includes presentations, examinations, theses, assignments, work term reports, projects, laboratory assignments, laboratory reports, internship reports, or any other tests or evaluations which are to be used in judging the student's performance in a course or program of study; or any special tests which the University may offer; or in any presentations or publications related to academic work.
2. **Impersonation:** Impersonating another student or allowing oneself to be impersonated. By impersonation is meant the imitation of a student or entrance into an arrangement with another person to be impersonated for purposes of taking examinations or tests or carrying out laboratory or other assignments.
3. **Plagiarism:** Plagiarism is the act of presenting the ideas or works of another as one's own. This applies to all material such as theses, essays, laboratory assignments, laboratory reports, work term reports, design projects, seminar presentations, statistical data, computer programs, and research results. The properly acknowledged use of sources is an accepted and important part of scholarship. Use of such material without acknowledgment, however, is contrary to accepted norms of academic behaviour. Information regarding acceptable writing practices is available through the Writing Centre at www.mun.ca/writingcentre.
** Also, students should be aware of the academic offence of self-plagiarism and redundant publication.*
4. **Theft of examination papers or other material:** By theft is meant obtaining by improper means examination papers, tests, or any other such material.
5. **Use and/or distribution of stolen material:** The use of material which the student knows to have been improperly obtained and/or the distribution of such material is considered to be an academic offence.
6. **Submitting false information:** This offence includes falsifying, submitting or causing to submit false academic transcripts, forms or records, credentials, medical or other certificates, or making a false or incomplete declaration to the University.
7. **Submitting work for one course, project or publication which has been or is being submitted to another course, project or publication without express permission to do so:** This includes the presentation of an essay, report, or assignment to satisfy some or all of the requirements of a course when that essay, report, or assignment has been previously submitted or is concurrently being submitted for another course without the express permission of the professor(s) involved.
8. **Ethical Practice:** Failure to follow relevant University/Faculty/School guidelines on ethics, including but not limited to, ethical practice in research.
9. Failure to follow the Memorial University of Newfoundland Code.

Procedures for Resolution of Alleged Academic Offences at the Unit Level

General Information

These procedures will not be applied to cases involving alleged offences on comprehensive examinations, examination of theses, allegations of impersonation or allegations of submission of forged documents. Such alleged offences are governed by the Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies.

The principle that a resolution should be mutually satisfactory to both the accuser and the accused should be upheld throughout the attempt for resolution at the unit level.

Explanation of Procedures

If, upon receiving a report of an alleged academic offence, the Head of the academic or administrative unit decides that an attempt should be made to resolve that matter at the unit level the following procedures shall apply:

1. Normally within one week of notification, the Head of the academic or administrative unit shall request a meeting with the accuser and the accused and at the meeting the Head of the academic or administrative unit shall state the allegation, review the Procedures for Resolution of Alleged Academic Offences at the Unit Level including the range of applicable penalties, and arrange a second meeting between the accuser and the accused only.
2. At the second meeting the accuser and accused shall endeavour to obtain a mutually satisfactory resolution of the matter.
3. The accuser and accused shall report jointly to the Head of the academic or administrative unit on the result of their second meeting.
4. If the report is of a resolution which the Head of the academic or administrative unit considers to be fair and equitable the matter shall be considered closed. If the Head of the academic or administrative unit considers the reported resolution to be unfair and/or inequitable the Head will endeavour to obtain an alternative satisfactory resolution directly with the parties.
5. Should all reasonable efforts to obtain a mutually satisfactory resolution at the unit level fail, the Head of the academic or administrative unit will refer the case to the Dean of Graduate Studies and shall inform the accuser and the accused accordingly. From this stage onward by the Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies will apply.
6. At any stage of the Procedures for Resolution of Alleged Academic Offences at the Unit Level, the student or the accuser may ask that the case be referred to the Dean, and thereafter the Procedures for Resolution of Alleged Academic Offences by the School of Graduate Studies will apply.
7. Should the accused be found guilty, a brief description of the offence and the penalty(ies) applied shall be forwarded by the Head of the academic or administrative unit to the School of Graduate Studies.

Failure to Appear or Respond

1. If at any stage of the Procedures for Resolution of Alleged Academic Offences at the Unit Level, the accused fails to respond to a charge, without reasonable cause, within two

weeks of notification of an allegation, action may be taken on the charge in the absence of the accused.

2. If at any stage of the Procedures for Resolution of Alleged Academic Offences at the Unit Level, the accuser fails to appear at a scheduled meeting to defend an allegation, without reasonable cause, the action will be dismissed.

Penalties in the Case of Resolution at the Unit Level

A student who has been found guilty of an academic offence will be subject to a penalty or penalties commensurate with the offence. Some cases may warrant more than one penalty for the same offence, and previous academic misconduct will be taken into account in determining the severity of penalties. The range of penalties and their determination is:

1. **Resubmission of work with appropriate reduction in grade:** will allow a student to complete and submit the work a second time.
2. **Reprimand:** This shall be in the nature of a warning in writing by the Head of the academic or administrative unit to the student that the student's conduct has been unacceptable to the University.
3. **Reduction of grade:** A reduction of grade will apply to an examination, test, or assignment to which an offence is relevant, or to the entire course, and will be decided by the Head of the academic or administrative unit. Since graduate students must obtain a grade of B or PASS in required courses, a reduction of grade could lead to termination of program.

Appendix 7 – Academic Leaves of Absence (LOA)

With the approval of the supervisor, graduate officer, and School of Graduate Studies, a student may be granted an academic leave of absence.

A leave of absence is normally permitted only when circumstances prevent a student from making progress on any of his or her graduate program requirements; work toward such an end is not permissible during the leave.

- (a) Normally a maximum of 1 leave
- (b) Duration of leave normally to be a maximum of 12 months
- (c) That leave only be granted for the following reasons:

Academic Reasons

- i) Advisor/Supervisor absent from university
- ii) Required course(s) not offered
- iii) Equipment failure/repair

Family Reasons

- i) Pregnancy / birth / adoption of a child
- ii) Unusual or exceptional family care responsibilities

Employment Reasons

Relocation period resulting from transfer of employment to different location

Medical Reasons Medical certification of inability to pursue studies for the duration of the requested leave

Financial Reasons

Change in material circumstances

(d) Applications for leave should normally be made before the end of the registration period in the first semester for which a leave is requested. Requests received after the end of the regular registration period, and approved, will be charged a \$25.00 administration fee.

(e) Applications for leave will be considered, and may be granted, by the Dean. A semester-by-semester summary of leaves granted will be forwarded to Academic Council for information.

Denied leaves will be appealed through normal channels.

(f) International Students on leave are eligible to stay in Canada for maximum 150 days but are not eligible to work on or off campus. If your leave is longer than 150 days then you will need to apply for a visitor status or leave Canada prior to 150 days. If you follow these regulations, then you will be considered in compliance with the immigration regulations. If you are on medical leave, please ensure you have necessary medical notes for your own record. If you require further clarification, please consult with the Internationalization Office at international@mun.ca.

Note 1: Requests for leaves for reasons other than the above should be submitted to the Executive Committee of the Academic Council, School of Graduate Studies.

Note 2: If you are currently receiving financial support, we cannot guarantee that this support will be available when you return from your leave of absence. (You should clarify this with your supervisor before you submit a request for leave.)

Note 3: Students are advised that no progress may be made in the graduate program while on a leave of absence.

These guidelines and the 'Request for Leave of Absence' form can be found at:

<https://www.mun.ca/medicine/media/production/medicine/documents/research/rgs/Leave-of-Absence.pdf>

See also section 7.3 of the University Calendar

Appendix 8 – Termination of a Graduate Program

See University Calendar, School of Graduate Studies, 4.13.

Grounds for termination of a graduate program are as follows:

1. Failure to comply with the conditions of admission into a program, unless the conditions of admission have been changed with approval of the academic unit and the School of Graduate Studies;
2. Failure to register in any semester by the final date for adding courses (see Registration, Program Registration 1.);
3. Failure to obtain the required grades in courses as stated in the appropriate degree regulations (see Evaluation);
4. Failure in comprehensive examinations (see Comprehensive Examinations);
5. Demonstrated lack of progress in a program supported by written documentation;
6. Recommendation of the Supervisory Committee (see Supervision);
7. Failure of Thesis, Project, or Internship (see Theses and Reports);
8. Academic misconduct as outlined under General Regulations, Academic Behaviour governing the School of Graduate Studies.

The foregoing notwithstanding the University reserves the right to require students to discontinue their program or to deny them admission where, in the opinion of the Academic Council of the School of Graduate Studies, following appropriate professional consultation, there is a reasonable likelihood that a student's health or conduct could result in endangering the lives, health, or safety of other persons on campus or in settings related to the student's university studies.

The foregoing notwithstanding, the School of Graduate Studies reserves the right to require students to discontinue their studies, or to deny them re-admission, where a student has been determined to have engaged in unprofessional conduct. The code of ethics of each profession will serve as the guideline as to what constitutes unprofessional conduct. However, should there not be any statements of what constitutes unprofessional conduct, the following standard will apply:

Unprofessional Conduct: That conduct which involves a breach of the duties required by professional ethics.

Notes:

1. If the University or a School or Faculty requires a student to discontinue studies under any of the above clauses, that student must be advised in writing of the nature of the case against the student and must be advised of the right to appeal before the penalty imposed takes effect.

2. Appeals against actions taken under Clause 2. should be directed to the Senate of the University. Any such appeal should be made in writing clearly stating the basis for the appeal and should be directed to the Secretary of Senate, c/o Office of the Registrar.
3. Appeals against actions taken under Clause 3. should be directed to the Appeals Committee, School of Graduate Studies.

Relevant University Policies – Respectful Workplace

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Memorial University of Newfoundland

Respectful Workplace

Approval Date: 2014-10-16

Effective Date: 2018-03-06

Review Date: 2022-10-16

Authority:

The Vice-President
(Administration and Finance)
through the Director of Human
Resources

Purpose

To support a climate of respect in the workplace where individuals or groups of individuals are free from harassment and discrimination; to promote awareness and create an understanding of what is considered harassment; to provide a mechanism to have harassment concerns and complaints addressed and eliminated from the workplace and learning environment; and to respond to Memorial University's responsibility under the [Newfoundland and Labrador Human Rights Act, SNL 2010](#).

Scope

All employees of the University

Memorial University has a separate [Sexual Harassment and Sexual Assault](#) policy.

Definitions

Complainant — An employee who believes that they have been subjected to harassment who seeks recourse pursuant to this Policy.

Complaint — A written statement of allegation concerning harassment by a complainant seeking recourse pursuant to this Policy.

Concern — A situation which is of concern to an employee regarding harassment and which the employee wishes to resolve informally and expeditiously.

Day(s) — A day, other than a Saturday or Sunday, statutory holiday, or other day on which the University is not open for administrative business.

Harassment — Means comments or conduct which are abusive, offensive, demeaning or vexatious that are known or ought reasonably to be known to be unwelcome and which may be intended or unintended. Types of harassment include **Harassment based on Prohibited Grounds of Discrimination** and **Personal Harassment**. Harassment may occur during a single incident or a series of single incidents. Whether or not a single incident constitutes harassment will depend on the nature and type of incident(s). Harassment, for example, does not include:

- a. Interpersonal conflict or disagreement, which is expressed in a respectful manner; or
- b. Performance management, attendance management or workplace discipline, which is expressed in a respectful and appropriate manner.

Legal Authorities — The legal entities, external to the University community, who have the responsibility and jurisdiction to uphold and enforce the law including the [*Criminal Code, R.S.C., 1985. c. C-46*](#), as amended (The Criminal Code).

Non-University Person — Includes but is not limited to volunteers, contractors, their employees and agents, vendors of goods and services and their employees and agents, and visitors to the University, who have an association with the University.

Prohibited Grounds of Discrimination — Race, Colour, Nationality, Ethnic Origin, Social Origin, Religious Creed, Religion, Age, Disability, Disfigurement, Sex (including pregnancy), Sexual Orientation, Gender Identity, Gender Expression, Marital Status, Family Status, Source of Income, Political Opinion.

Respondent(s) — The subject or subjects of a report of alleged Harassment under this Policy.

Retaliation — Any threat of reprisal, attempt to intimidate or adverse behaviour or action, taken against a Member of the University in response to that initial person having:

- invoked this Policy;
- participated or cooperated in any investigation under this Policy; or
- been associated with a Member of the University who has invoked this Policy or participated in any of its processes.

Unit Head — For the purposes of this Policy, Unit Head is the term used to mean Deans, Department Heads, Division Heads, Heads of Schools, Directors, Executive Directors, University Librarian, University Registrar and other senior administrators at a comparable level; Associate Vice-Presidents, Vice-Presidents, the President, as applicable.

University — Memorial University of Newfoundland.

University-related Activity — Any activity that is directly related to or arises out of the operations of the University at any location. All activities on the University's campuses are University-related unless they are within the control of an organization or group external to the University.

Workplace Assessment — An independent third party review of the work environment in a particular unit with goals consistent with the purpose of this Policy.

Policy

1. General

1.1 All employees must respect the rights of other employees of the University. Employees must comply with the provisions of this Policy including the confidentiality obligations and the expectation to participate in any procedures taken under this Policy and its procedures.

1.2 The early resolution of Concerns is a primary objective of this Policy. All attempts should be made to resolve any Concerns or conflict as soon as possible, in a fair and respectful manner without invoking the formal complaint process. Every reasonable effort should be made to resolve the Concern early with open communication and in a responsive manner, which may include mechanisms such as coaching, mediation, training, counselling, facilitation and use of the University's Employee Assistance Program. See [*Procedure for Early Resolution of Respectful Workplace Concerns*](#).

1.3 Unit Heads bear the specific and primary responsibility for promoting an environment free from Harassment. They are expected to act on this responsibility. Unit Heads are to lead by example, to take reasonable measures to ensure an environment that is free from Harassment, to address incidents of possible Harassment that occur in their unit in a timely and confidential manner, and to keep appropriate documentation of action taken. In addition, Unit Heads should seek appropriate advice and guidance to carry out these responsibilities, from either the Office of Faculty Relations or the Department of Human Resources.

1.4 There are two methods for addressing issues of Harassment under this Policy. These are early resolution of concerns or the complaint process.

1.5 This Policy and related Procedures do not restrict the right of individuals to file a complaint with the Newfoundland and Labrador Human Rights Commission, make use of the [*Criminal Code of Canada*](#) or appropriate collective agreements or take other legal action. Complaints that are pursued under one of these processes, may be held in abeyance under this Policy.

1.6 Conflicts in the workplace involving disruptive, threatening or violent behaviour where an employee's personal safety and security may be in danger must be reported immediately to appropriate campus enforcement or security officials on the respective campus or to Legal Authorities, in accordance with the University's *Assessment and Care Protocol*.

2. Complaint Process

2.1 If early resolution is not successful or not appropriate, or the behaviour continues or reoccurs, an Employee may seek to file a Complaint. Such a Complaint may be made by an Employee against another Employee and must:

- pertain to University-related activities,
- be made in writing, and
- be provided to the respondent, in accordance with the [*Procedure for Resolution of a Formal Respectful Workplace Complaint*](#).

3. Jurisdiction

3.1 Non-University Persons who have concerns about Harassment at the University or at a University-related event may express their concerns to the Director of Human Resource, who may refer the concern to an appropriate unit. This Policy and its related Procedures may be used where a Non-University Person expresses a Concern or makes a Complaint against an employee.

3.2 A Concern or Complaint against a Non-University Person should be reported to either the Associate Director (Employee/Labour Relations and Consulting Services) or the Associate Director, Office of Faculty Relations.

1. The Associate Director may deal with the Concern in consultation with the Complainant, where appropriate.
2. Where a Complaint has been made against a Non-University Person, the Associate Director will determine, with appropriate consultation, the steps to be taken.
3. Harassment by a Non-University Person may result in suspension of privileges, such as access to campus or any other action deemed necessary.

4. Workplace Assessment

4.1 Where circumstances warrant, the President or a Vice-President who believes Harassment may have occurred, may, in the best interests of the University, authorize a Workplace Assessment.

5. Frivolous or Vexatious Complaints

5.1 Frivolous, vexatious and/or malicious complaints may constitute grounds for disciplinary action against the complainant.

5.2 Any imposed discipline related to frivolous, vexatious and/or malicious complaints will be taken in accordance with the [*Guide for Non-Bargaining, Management and Professional, and Senior Administrative Management Employees*](#), applicable collective agreements or, for employees not covered by one of the above, the applicable contractual provisions.

6. Time Limits

6.1 Raising a Concern or filing a Complaint should occur no later than twelve months after the last alleged incident of Harassment. Events prior to the twelve (12) month period may be referenced if the incident(s) is relevant and part of a series of incidents that form a pattern of Harassment.

7. Conflict of Interest

7.1 Employees are subject to and must comply with the University's [Conflict of Interest Policy and Procedures](#) and should also refer to the conflict of interest provisions and relevant clauses in [the appropriate collective agreements, Guide for Non-Bargaining, Management and Professional, and Senior Administrative Management Employees](#), or other applicable documents.

8. Confidentiality

8.1 All matters relating to Respectful Workplace Policy activity shall be handled with confidentiality and in accordance with the [Access to Information and Protection of Privacy Act](#), other privacy legislation to which the University is subject, and University policies. All persons involved in any process related to this Policy are expected to maintain confidentiality.

8.2 Delivery of all written statements and reports shall be made in a confidential and secure manner, stating "to be opened by addressed only".

8.3 A breach of confidentiality by any individual with respect to a Concern or Complaint may be subject to disciplinary sanction or other appropriate action.

8.4 Confidentiality may not apply to persons subject to extra-University judicial processes, or where disclosure is permitted by law, or where the health, safety and security of a person or persons is a concern.

9. Records, Reports and Retention

9.1 All records will be handled in accordance with the [Access to Information and Protection of Privacy Act](#), related University policies and other privacy legislation applicable to the University.

9.2 A summary report is prepared annually by the Director of Human Resources and Director of Faculty Relations and made available to the Vice-Presidents' Council concerning the number, type and disposition of Complaints, in a non-identifiable format, and on educational and other activities related to this Policy.

10. Retaliation

10.1 No person shall retaliate against another for bringing forward a Concern or Complaint or for being involved in any process related to this Policy. The University considers Retaliation at any stage to be a serious offence because it may prevent potential complainants, witnesses, administrators or others from coming forward with Concerns or Complaints.

10.2 Any imposed discipline related to Retaliation will be taken in accordance with the [Guide for Non-Bargaining, Management and Professional, and Senior Administrative Management Employees, Student Code of Conduct](#), applicable [collective agreements](#) or, for individuals not covered by one of the above, contractual provisions.

10.3 A breach of confidentiality under Section 8 may constitute retaliation.

11. Appeals

11.1 Complainants and Respondents have the right to appeal or grieve in accordance with the following:

a. In the case of non-bargaining unit employees, appeals shall be filed in accordance with the Complaint and Appeal Procedures as outlined in the [Guide for Non-Bargaining, Management and Professional, and Senior Administrative Management Employees](#).

b. In the case of bargaining unit employees, the Respondent has the right to file a grievance regarding any discipline and the decision of the appropriate Unit Head under the terms of the applicable collective agreement. The Complainant may have the right to file a grievance regarding the finding of the appropriate Unit Head as to whether Harassment has or has not occurred under the terms of the applicable collective agreement.>

c. In the case of Academic Administrators who are not members of a bargaining unit, the appeal shall be directed to two other Vice-Presidents not involved in the case by notice, in writing, within fifteen (15) days of notification of the action to be taken.

For inquiries related to this policy:

Department of Human Resources 709-864-2434

Procedure for Early Resolution Of Respectful Workplace Concerns

Approval Date: 2014-10-16

Responsible Unit:
Department of Human Resources

1. An employee may communicate a Concern to the Responsible Person. This is a role versus a position. The Responsible Person may vary, depending upon the circumstance, as follows:

a. In case of staff, the Responsible Person may be the supervisor, manager, Unit Head, the Human Resources Advisor, the Associate Director (Employee/Labour Relations and Consulting Services) Department of Human Resources, as appropriate, OR the campus Human Resources Administrator.

- b. In the case of faculty, the Responsible Person may be the head of the academic unit, the Associate Director, Office of Faculty Relations, the Associate Director (Employee/Labour Relations and Consulting Services), or the campus Human Resources Administrator.
2. The Concern may be, but is not required to be, in writing.
 3. Every reasonable attempt should be made to resolve the Concern prior to moving to formal mechanisms. Normally, the early resolution process will not exceed one (1) month.
 4. An employee may be accompanied by another person of his/her choice.
 5. The Responsible Person will consider whether other University policies, such as [Sexual Harassment and Sexual Assault](#) and [Conflict of Interest](#), apply. See Related Documents section. All matters that are sexual in nature must be referred to the [Sexual Harassment Advisor](#). If the Sexual Harassment Advisor believes, after consultation with relevant parties, that a Concern based on Sex, Sexual Orientation, Gender Identity or Gender Expression would be better handled under this Procedure, the Sexual Harassment Advisor will so advise the Responsible Person.
 6. Following an examination of the Concern, the Responsible Person may determine that the conduct or behaviour described falls within the parameters of the Respectful Workplace Policy.
 7. If it is determined that the matter does not fall within the parameters of the Respectful Workplace Policy, the employee raising the Concern will be so advised.
 8. If it is determined that the matter falls within the parameters of the Respectful Workplace Policy, the Responsible Person will discuss the Concern with the employees involved, with the goal of reaching a mutually acceptable resolution.
 9. It may be necessary that interim measures be taken while a Concern is being resolved. Such measures will be precautionary, not disciplinary. The Responsible Person hearing the Concern may initiate interim measures. In situations where an employee believes that his/her personal safety or the safety of others is an issue, the employee shall report the situation immediately to appropriate campus enforcement or security officials on the respective campus or Legal Authorities.

Procedure for Resolution of a Formal Respectful Workplace Complaint

Approval Date: 2018-03-06

Responsible Unit:
Department of Human
Resources

An employee may file a formal Respectful Workplace Complaint in accordance with the procedures indicated below.

1. The Complaint shall:

a. be in writing, indicating that it is a Complaint;

b. set out the particulars of the allegations, including the dates, times and nature of the allegations and the names of any witnesses to the alleged behaviour;

c. be signed and dated; and

d. be submitted to the Reviewer, who for purposes of this Procedure is one of: the Associate Director, Office of Faculty Relations or the Associate Director (Employee/Labour Relations and Consulting Services), Department of Human Resources, as appropriate.

2. Upon receipt of the Complaint, the Reviewer shall initially review the Complaint, and within ten (10) days:

a. determine whether other University policies, such as [Sexual Harassment and Sexual Assault](#) and [Conflict of Interest](#), apply. See Related Documents section. All matters that are sexual in nature must be referred to the Sexual Harassment Advisor. If the Sexual Harassment Advisor believes, after consultation with relevant parties, that a Complaint based on Sex, Sexual Orientation, Gender Identity or Gender Expression would be better handled under this Procedure, the Sexual Harassment Advisor will so advise the Reviewer.

b. determine whether the Complainant should be advised that the Complaint is more appropriately addressed initially under the [Procedure for Early Resolution of Respectful Workplace Concern](#).

c. decide not to proceed where in their opinion the Complaint :

- is not within the jurisdiction of the *Respectful Workplace Policy*, or
- is frivolous and/or vexatious, or
- is made outside the prescribed time limits, or
- is being or has been addressed by a grievance under a collective agreement, another complaints process or the [Newfoundland and Labrador Human Rights](#) process or some other legal process.

In cases where the Reviewer determines not to proceed, the Reviewer will advise the Complainant, in writing.

In making these determinations, the Reviewer may seek advice, as appropriate.

3. Normally, the Complaint requires an investigation. There may be circumstances where the Complainant and the Respondent agree to an informal resolution without proceeding to an investigation. An investigation results in a determination of whether or not the *Respectful Workplace Policy* has been violated. During the investigation process, the Complainant and the Respondent may be accompanied by another person of his/her choice.

4. The Vice-President, as appropriate, appoints an investigator. Any employee who has been involved in the Concern or Complaint shall not be the investigator. The investigator may be internally or externally appointed. No person shall be selected where there is a real or perceived conflict of interest or reasonable apprehension of bias.
5. Where the Vice-President is absent or unable to act, a senior officer of the University, such as an Associate Vice-President, may act on behalf of the Vice-President.
6. Within ten (10) Days following a determination to proceed, the Reviewer shall deliver a copy of the statement of Complaint and a copy of the *Respectful Workplace* Policy and Procedures to the Respondent(s). If the Respondent(s) chooses to respond, the response must be in writing and submitted within ten (10) Days.
7. The investigator will undertake an investigation and submit a written investigative report within forty (40) Days from the date the Respondent received a copy of the Complaint. The report will contain the summary of the evidence, any conclusions reached, and the finding with respect to Harassment. The investigative report is provided to the Vice-President who initiated the investigation, and who within five (5) Days will provide copies to the Complainant and to the Respondent.
8. The investigative report is confidential and shall not be communicated verbally, duplicated or circulated. However, the Complainant and the Respondent may share the report with their duly appointed representative(s).
9. Upon receipt of the investigative report, both the Complainant and the Respondent may choose to respond. Any response must be in writing and submitted within five (5) Days.
10. The Vice-President, as appropriate, shall decide, based on the investigative report and the responses, if any, from the Complainant and the Respondent, whether Harassment has or has not occurred. The Vice-President may seek advice, as appropriate.
11. The Vice-President shall provide a written decision and any action that may be taken within an additional five (5) days. If discipline is to be imposed, the Respondent will be notified at that time.
12. The Vice-President shall consult with the applicable line authority before implementing a recommendation or taking other remedial, preventative, or disciplinary action.
13. In the case of Complaints against Associate Vice-Presidents, Vice-Presidents and the President, the matter shall be referred to the person to whom the Respondent reports, who in the case of the Associate Vice-Presidents is the applicable Vice-President, in the case of the Vice-Presidents is the President and in the case of the President is the Chair of the Board of Regents. A similar process that follows the steps, as outlined above, shall be invoked.
14. Any imposed discipline shall be taken in accordance with the [Guide for Non-Bargaining, Management and Professional, and Senior Administrative Management Employees](#), applicable

collective agreements, or, for employees not covered by one of these, the applicable contractual provisions.

Relevant University Policies – Integrity in Scholarly Research

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Memorial University of Newfoundland

Integrity in Scholarly Research

Approval Date: 2001-02-12

Effective Date: 2016-04-26

Review Date: 2021-05-01

Authority:

The President

Principle

Memorial University of Newfoundland is committed to excellence in scholarly activities and as such is committed to ensuring that the highest standards of ethical conduct and scholarly integrity are understood and practiced.

Purpose

To ensure that the University community understands and practices the highest standards of integrity in pursuing scholarly research.

Scope

All persons who pursue scholarly research including students, faculty members and staff of Memorial University and all research conducted by those persons regardless of the geographic location of the research.

Where required, the minimum requirements set out in the [Tri-Agency Framework: Responsible Conduct of Research](#) (the Framework), as it is amended from time to time, must be met in the conduct of research at Memorial University. The Framework describes Agency policies and requirements related to applying for and managing Agency funds, performing research, and disseminating results, and the processes that Institutions and Agencies follow in the event of an allegation of a breach of an Agency policy. The Agencies require that all researchers applying for, or in receipt of, Agency funds comply with the Agency Policy.

In the case of students, the application of this policy is subject to the appropriate Procedures Governing [Academic Misconduct for Undergraduate Students](#) and [Academic Behaviour for Graduate Students](#) and, where required, the minimum requirements set out in the [Tri-Agency Framework: Responsible Conduct of Research](#) (the Framework).

Where United States Public Health Service (USPHS) funds are involved, allegations of research misconduct involving any person, including students, shall be dealt with in accordance with the minimum requirements of the U.S. Office of Research Integrity or other appropriate offices of the U.S. Department of Health and Human Services, including U.S. Federal regulation 42 CFR Parts 50 and 93, as amended or replaced from time to time, and the “Statement on Dealing with Allegations of Research Misconduct Under USPHS Research-related Activities for Foreign Institutions”.

This policy should be read in conjunction with the [Tri-Agency Framework: Responsible Conduct of Research](#) and the policy statements of the [U.S. National Institutes of Health on integrity in research](#), the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, second edition \(2010\)](#), and Memorial University policies on [research with humans](#), [research using animals](#) or the [procedures involving biohazards or radiation hazards](#).

Policy

1.0 Integrity in Scholarly Research

1.1 Scholarly activity varies among the disciplines. It includes the actual conduct of research as well as publication of original work, artistic or engineering design, and performance in the arts or in professional areas.

1.2 As a scholarly community, the University and all its individual members have a responsibility to maintain the highest standards of scholarship, specifically:

- citing the contributions of others;
- obtaining permission to use the unpublished work of others and duly acknowledging the work;
- respecting the privileged access to information or ideas obtained from confidential manuscripts or applications;
- ensuring that data resulting from scholarly activity are accessible for a reasonable period of time, except where such access could violate the anonymity of subjects or the confidentiality of data;
- using all University and research resource responsibly, including support staff as well as funds, equipment, materials, and research subjects.
- being rigorous in scholarly activity including experimental design and interpretation of research results.

1.3 The researcher is responsible for the safe storage of primary data resulting from scholarly activity. He/she will ensure that such material will be accessible (except where such access could

violate the anonymity of subjects or the confidentiality of data) for a period of five years unless a funding council or agency specifies a longer time.

1.4 In the event of an investigation taking place under this policy, an investigator making a claim that data were accidentally destroyed must have corroboration.

1.5 When a researcher leaves the University, he/she must arrange access and safe storage of records with his or her immediate supervisor.

1.6 No member of the University community should exploit students. Specific examples of exploitation of students would be:

- engaging students to perform services not related to their program of study, or using human subjects in cases where individuals might reasonably fear that to refuse would be detrimental to their interests.
- failing to give proper recognition to the ideas, work or assistance of individuals or to obtain, where appropriate, prior permission for the use of work done;
- encouraging graduate students to prolong research beyond the point where an acceptable thesis could be submitted, in order to further the interests of the faculty member.

2.0 Gross misconduct in academic research

2.1 All accusations of misconduct in academic research are taken seriously, and dealt with under the [Procedure for Investigating Reports of Misconduct in Research](#).

2.2 Gross misconduct in academic research means:

- fabrication, falsification, or plagiarism but not factors intrinsic to the process of academic research, such as honest error, conflicting data or differences in interpretation or assessment of data or of experimental design; or
- willful or deliberate destruction or destruction resulting from the failure to take reasonable measures to ensure the safety of one's own research data within a period of five (5) years after publication of the research results, or the deliberate tampering with or destruction of the research of another; or
- once the results of the research have been published, refusal without good and sufficient reason, to provide access to the data that resulted in the published document, for the purpose of verification by bona fide academic researchers for a period of five (5) years from the date of publication; or
- failure to respect agreements concerning privileged access to information or ideas obtained from confidential manuscripts or applications; or
- the use of unpublished scholarly work of others without their permission when that permission is explicitly required; or
- significant failure to comply with relevant federal or provincial statutes or regulations or national or international standards for the protection of researchers, human subjects, or the health and safety of the public, or for the welfare of laboratory animals, or significant failure to meet other legal requirements that relate to the conduct of research; or

- failure to reveal any relevant and substantial conflict of interest to the agencies funding the University member's research, to those who commission such research, to an editor or to an agency requesting the University member to undertake reviews of research grant applications or manuscripts for publication, or to an agency requesting the University member to test products, processes or services for sale or distribution to the public; or
- failure to reveal to the University any material financial interest, either by the University member or a close relative, in a company that contracts with the University to undertake research, or to supply goods or services directly pertaining to the University member's research. Material financial interest includes ownership, substantial stock holding, a directorship, substantial honoraria or consulting fees but does not include routine stock holding in a large publicly traded company.

3.0 Responsibilities of personnel who supervise research and of academic administrators

3.1 Senior academic administrators and Faculty members engaged in scholarly activity are responsible for modeling ethical behaviour, emphasizing the importance of integrity in research and translating these ideas into practice.

3.2 Academic administrators will create a climate for ethical practice in scholarly work by promoting widespread general awareness and knowledge of ethical guidelines, by encouraging openness in discussion of ongoing research, and by appropriately assigning responsibility for students, researchers and large research teams.

3.3 Research supervisors will impart to research staff, students and postdoctoral fellows their responsibilities to maintain the highest levels of integrity. Research supervisors will ensure that research staff and students have adequate advice and instruction about experimental design, data recording and retention, and its interpretation. While there are some universal expectations for such processes, it is recognized that there are differences in disciplines and investigative protocols which the responsible investigator can best impart to staff and trainees. Research supervisors should promote full discussion of ongoing research within research groups and teams.

3.4 University administrators or their delegates will deal expeditiously and fairly with all allegations of academic fraud following the [Procedure for Investigating Reports of Misconduct in Research](#) or more detailed procedures that may be found in collective agreements covering some individuals.

3.5 Any allegations involving University administrators will be dealt with following the appropriate procedures, with the exception that if an allegation involves the President, the allegation will be directed to the Chair of the Board of Regents who will then follow the procedures.

3.6 Investigations will be conducted as quietly and confidentially as possible. In such cases where an investigation results in the President taking disciplinary action, any publicity associated with the investigation or the discipline will not take place until all appeals within the University are exhausted (including receipt of the arbitral decision if the recommended discipline has been

grieved and proceeds to arbitration or until after the deadline for advancing the grievance to arbitration has passed).

3.7 The University administration will promptly disclose all confirmed misconduct to funding agencies, collaborating scientists and institutions, journal editors, professional associations, licensing boards, and potential employers who request oral or written references, regardless of any potential or perceived adverse publicity.

3.8 In cases where a funding agency has been informed of an ongoing investigation the administration will promptly inform the funding body of the outcome of the investigation and of any discipline subject to the considerations above.

4.0 Protection of Complainants

4.1 The President will take whatever action he or she deems appropriate in the circumstance to protect persons who make allegations of scholarly misconduct from reprisals.

4.2 The University shall use its best efforts:

a) to minimize disruption to the scholarly activities of a complainant and of any third party whose research may be affected by the securing of evidence relevant to the allegation during the course of the formal investigation; and

b) to ensure that any such disruption not negatively affect future decisions concerning the careers of those referenced in (a) above.

For inquiries related to this policy:

Office of Research Services (709) 864-8251

Procedure for Investigating Reports of Misconduct in Research

Approval Date: 2016-04-22

Responsible Unit: Office of
the Vice-President
(Research)

All allegations of misconduct in research must be made in writing, must specify the misconduct alleged, and must be signed and directed to the President.

Regardless of the nature of the concern, the institution has a responsibility to examine the allegations and reach a conclusion, including cases where an accused leaves Memorial University before the matter is resolved.

The following procedures should be used except where they might conflict with more detailed procedures specified in a collective agreement. Where required, the University shall comply with the requirements set out in the [Tri-Agency Framework: Responsible Conduct of Research](#) as amended from time to time, which sets out the responsibilities of institutions, researchers and the agencies in respect of the responsible conduct of research, including the procedures to be followed in the event of a breach of an Agency requirement, or an allegation thereof.

Where an allegation of research misconduct involves United States Public Health Service (USPHS) funds, the University shall comply with the requirements of the U.S. Office of Research Integrity (ORI) or other appropriate offices of the U.S. Department of Health and Human Services (HHS), including U.S. Federal regulation 42 CFR Parts 50 and 93, as amended or replaced from time to time. The President shall notify the ORI of all such allegations received and Memorial University shall then work with ORI or other appropriate offices of the HHS to develop and implement a process for responding to the research misconduct allegations. The University will submit appropriate reports (in English) to ORI that describe the process followed in conducting the investigation, the evidence on which the conclusions of the investigation are based, and if a finding of research misconduct is made, the administrative actions that are taken against the accused. The *Statement on Dealing with Allegations of Research Misconduct Under United States Public Health Service (USPHS) Research-related Activities for Foreign Institutions* is hereby incorporated by reference. The University shall comply with the process set out below except as otherwise necessary to comply with the foregoing.

1. The President will undertake a preliminary consideration of the allegations based on the signed complaint and, if desired by the President, an interview with the complainant.
2. If, in the judgment of the President, there is not sufficient substance to warrant investigation, the President will inform the complainant and no further action will be taken.
3. If, in the judgment of the President, there is sufficient substance to warrant investigation, the President will notify the person who is the subject of the allegations, in writing, that he or she is under investigation. Such notification will be within twenty (20) working days of receipt of the allegation. The President will explore whether the matter may be resolved without completion of the investigation.
4. The investigation, if any, will be conducted by one or more persons appointed by the President for this purpose. A person accused of scholarly misconduct will not be required to meet with the investigator or investigators. Where the accused has grievance rights under a collective agreement, normally the investigation will be conducted by one individual.
5. The written notice of the investigation will include a copy of the signed allegations to allow the accused an opportunity to respond, and will advise the accused of his or her right to be accompanied or represented in any meeting concerning the allegations.
6. The University member named in the allegations shall be given a copy of the investigation report and will be given adequate opportunity to know any evidence presented in the report and

to respond to that evidence if he or she chooses to do so. The investigation will be conducted and the process concluded in a timely manner consistent with the circumstances of the case.

7. The President may take disciplinary action against those who make reckless, malicious or bad faith accusations against others involving misconduct in scholarly research.

8. If, during the course of investigation, an outside agency or publisher has been informed of the allegations before a final decision has been rendered, the President will inform the agency or publisher of the final disposition of the allegations.

9. Reports of investigations that lead to discipline of employees or where employees are found culpable but no discipline is imposed, will be kept in the personal file of the employee subject only to any time limitations imposed by collective agreements.

10. If a formal investigation sustains an accusation of gross misconduct in research in relation to research that is funded by an outside agency or has been published or submitted for publication, the President shall so inform the agency or publisher concerned of the decision. Notice to such agencies or publishers shall be the only release of information permitted before the conclusion of all grievance and arbitration procedures arising from the case. Where appropriate, this notice shall inform those parties that the conclusion is subject to grievance and arbitration procedures.

11. Where there is a finding that no scholarly misconduct has occurred, or an arbitration board decides that no discipline is to be invoked, then the University will, at the sole discretion of the accused, ensure that all documentation is either destroyed or transferred to the accused, except that it will retain any arbitration report, which will be a public document. The University will take such steps as may be necessary and reasonable to protect the reputation and credibility of members of the University community who are wrongfully accused of misconduct in academic research, including written notification of the decision to all agencies, publishers or individuals who were informed by the University of the investigation.