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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 Weekly Colloquia, 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 pedagogical 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

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Research Areas</th>
<th>Phone</th>
<th>Office</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Shannon Hoff</td>
<td>Hegel; Political &amp; Continental Philosophy; Feminist Philosophy</td>
<td>864-8341</td>
<td>AA3103</td>
<td><a href="mailto:shoff@mun.ca">shoff@mun.ca</a></td>
</tr>
<tr>
<td>Dr. Scott Johnston</td>
<td>Pragmatism; Philosophy of Education; American Philosophy</td>
<td>864-6924</td>
<td>ED5002</td>
<td><a href="mailto:sjohnston12@mun.ca">sjohnston12@mun.ca</a></td>
</tr>
<tr>
<td>Dr. Joël Madore</td>
<td>Political Philosophy; Philosophy of Religion; Kant</td>
<td>864-8340</td>
<td>AA3098</td>
<td><a href="mailto:joel.madore@mun.ca">joel.madore@mun.ca</a></td>
</tr>
<tr>
<td>Dr. Sean McGrath*</td>
<td>Metaphysics; Phenomenology; German Idealism</td>
<td>864-3754</td>
<td>AA3066</td>
<td><a href="mailto:sjoseph.mcgrath@gmail.com">sjoseph.mcgrath@gmail.com</a></td>
</tr>
<tr>
<td>Dr. Seamus O’Neill</td>
<td>Ancient &amp; Medieval Philosophy; Metaphysics; Neoplatonism</td>
<td>864-8332</td>
<td>AA3100</td>
<td><a href="mailto:sjoneill@mun.ca">sjoneill@mun.ca</a></td>
</tr>
<tr>
<td>Dr. Suma Rajiva</td>
<td>Early Modern Philosophy; Kant; Descartes to Hume</td>
<td>864-8307</td>
<td>AA3107</td>
<td><a href="mailto:srajiva@mun.ca">srajiva@mun.ca</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>864-2668</td>
<td>AA3070</td>
<td></td>
</tr>
<tr>
<td>Dr. Arthur Sullivan</td>
<td>Philosophy of Language and Mind; Logic; Epistemology</td>
<td>864-8333</td>
<td>AA3105</td>
<td><a href="mailto:arthurs@mun.ca">arthurs@mun.ca</a></td>
</tr>
<tr>
<td>Dr. Peter Trnka</td>
<td>Epistemology; Ethics and Politics; Philosophy of Science</td>
<td>864-8338</td>
<td>AA3067</td>
<td><a href="mailto:ptrnka@mun.ca">ptrnka@mun.ca</a></td>
</tr>
</tbody>
</table>

* On leave September 2018 – December 2018

## Per-Course and Contractual Instructors Teaching Graduate Courses

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Research Areas</th>
<th>Phone</th>
<th>Office</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Craig Cramm</td>
<td>Environmental Philosophy; French Philosophy</td>
<td>864-8336</td>
<td>AA3101</td>
<td><a href="mailto:cgcramm@mun.ca">cgcramm@mun.ca</a></td>
</tr>
<tr>
<td>Dr. Jay Foster</td>
<td>Philosophy of Science; Ontology</td>
<td>864-8336</td>
<td>AA3101</td>
<td><a href="mailto:ajfoster@mun.ca">ajfoster@mun.ca</a></td>
</tr>
<tr>
<td>Dr. Stephen Gardner</td>
<td>Logic; Philosophy of Mathematics; Metaphysics</td>
<td>864-8336</td>
<td>AA3101</td>
<td><a href="mailto:sgardner@mun.ca">sgardner@mun.ca</a></td>
</tr>
</tbody>
</table>

## Department Head

Dr. Suma Rajiva, (709) 864-2668 and (709) 864-8307, AA3070 and AA3107, srajiva@mun.ca

## Graduate Officer

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

## Administrative Assistant

Tamara Lynch, (709) 864-8336, AA3069, tamaral@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. Tamara Lynch’s office is AA3069.

By Post

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

By Email

Tamara Lynch
Email: tamaral@mun.ca

By Phone

Tel: (709) 864-8336
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.

The Kiefte Library

The Kiefte 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 Kiefte 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.

<table>
<thead>
<tr>
<th>If you are looking for help with …</th>
<th>Contact</th>
</tr>
</thead>
</table>
| Graduate program requirements and regulations, general advising | Philosophy Graduate Officer  
Seamus O’Neill  
sjoneill@mun.ca |
| Graduate Admissions | Admissions Officer (SGS)  
Kim Hearn  
klewis@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)  
Julie Bowering  
jbowering@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  
Tamara Lynch  
tamaral@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 $10,000 - $18,000 for the 1-year program

Ph.D. funding ranges from $14,000 - $22,000 per-year for 4 years.

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 $1,250 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:


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/sgs/edge.php

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:


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

https://www.mun.ca/sgs/current/funding/Travel_Request_Form_October_2017.pdf

For more information please contact the School of Graduate Studies via sgs@mun.ca.
Graduate Course Offerings (Fall, 2018)

*All incoming Graduate Students must register for PHIL 6000, the Graduate Seminar

PHIL 6000 – Graduate Seminar
Dr. Seamus O’Neill
Monday & Wednesday, 10:30-11:45 pm

This seminar is designed to introduce the Master’s and Doctoral student to the process of initiation, production, and dissemination of scholarly research in philosophy. Topics may include selection, bibliographic research, draft writing, writing for conferences and publications, building a literature database, and writing a C.V. Students will work through texts selected from their own research interests and present at least some of their research in class. Students will produce a final paper suitable for a conference presentation and will present it a Departmental conference at the end of the semester.

PHIL 6012 – Modern Philosophy
Dr. Joël Madore
Monday & Wednesday, 3:30-4:45 pm

Theorists Marcel Gauchet and Charles Taylor portray modernity as a “disenchanted world,” where secularization has led to the withering away of religion. Does this claim, however, also hold for faith? What if Modernity promoted, rather than resisted, faith? What if the latter arose as an answer to the despair that accompanies the solitude of a world without God? Does the disenchantment characteristic of modernity toll the death knell of faith or does it call for its emergence?

To answer these queries, we will proceed inductively and begin from the contemporary secularist theories that have articulated the concept of a “disenchanted” society, i.e. the disappearance of religion as the structuring principle of the human community (at least in the Western World). This section will focus particularly on the contribution of Marcel Gauchet. The second section will examine the philosophy of Immanuel Kant, in particular his thoughts on faith contained in Religion within the Boundaries of Mere Reason. Kant depicted the modern, secular landscape as cold and rational, yet it is precisely within this context that his call to believe resonates: if we cannot find happiness and meaning within this world, nothing in his philosophy prevents us from grounding our moral and political resolve in the hope that our duty is not done in vain. Thirdly, and more briefly, we will turn to Pascal’s account of grace and faith in response to the “eternal silence of infinite spaces” he so beautifully depicted. We will conclude retrospectively with the Book of Job, as a work of literature that announced, more than two thousand years ago, the rise of faith in a world marked by the decline of the religious.

PHIL 6013 – Seminar in Contemporary Philosophy: Modality and Free Will

Dr. Stephen Gardner
Monday 7:00-9:30 pm
The first part of the course involves Quine, Goodman and Kripke on metaphysics, modality and natural kinds, and the second part of the course we will read Peter van Inwagen and Dan Dennett on free will. If there is enough time at the end we may look at Nick Bostrom, however I doubt we have enough time after we get through Dennett and van Inwagen.

Key ideas include: free will, voluntarism, determinism, necessity, and possibility.

The texts I have ordered are:

(1) *Naming and Necessity* (Kripke)
(2) *An Essay on Free Will* (van Inwagen)
(3) *Elbow Room* (Dennett)

**PHIL 6015 – Philosophy of Science**

Dr. Jay Foster
Monday, Wednesday, Friday 2:00-2:50 pm

Description TBA

**PHIL 6044 – Seminar in Special Topics/Major Authors and Texts: Kant’s Critique of Judgment**

Dr. Suma Rajiva
Tuesday & Thursday, 10:30-11:45 am

This seminar will be devoted to a close reading of Kant’s third Critique, the Critique of Judgment. In this work Kant develops influential accounts of the beautiful, the sublime and artistic activity; he also develops a theory of biological science, and connects this to a discussion of theology.

However Kant also uses the discussion of these issues to achieve a larger, more systematic goal for his own critical philosophy. In the first and second Critiques (the Critique of Pure Reason and the Critique of Practical Reason) Kant develops accounts of knowledge and morality in which we know and exist in a world of sensible appearances while also belonging to a world of transcendent morality. This generates, according to Kant, an “incalculable gulf between the domain of the concept of nature, as the sensible, and the domain of the concept of freedom, as the supersensible” a gulf which presents the judging subject with difficulties both theoretical and practical. How can we act morally in the sensible world if it is so removed from the world of morality? In the Critique of Judgment Kant develops an account of reflective judgment in aesthetics and teleology which tries to bridge the gap between these two worlds. Through reflective judgment we are able to think of nature and freedom as united in ourselves and in the world aesthetically and teleologically.

We will try to read all of the third Critique but will focus primarily on the aesthetic and systematic concerns, though also dealing briefly with Kant’s teleology, biological and otherwise. If time permits, we will also look at some background material from thinkers in order to see at
least part of the context of Kant’s own discussion (these might include selections from Aristotle, Boileau, Hume, Shaftesbury, Pope, Burke, Baumgarten, and others).

Required Texts

Immanuel Kant, *Critique of the Power of Judgment*, translated by Paul Guyer and Eric Matthews (Cambridge, 2000) (Paperback) Please get this particular edition/translation. (it is available or on order at the bookstore)

**PHIL 6045 – Seminar in Continental Philosophy: Ecology and Some Political Theologies**

Dr. Craig Cramm
Tuesday & Thursday, 8:30-9:45 pm

Description: This seminar will explore the recent theological turn in continental thought in light of ecological concern; this will encompass a brief genealogy, followed by its current formation, especially its ecological amendment.

Selected Authors and their (on order) required Texts: Carl Schmitt’s *Political Romanticism/or Political Theology*, Giorgio Agamben’s *The Kingdom and the Glory* and Alain Badiou’s *Saint Paul.*

*These texts and authors are incorporated into their various philosophical and theological contexts, opening up a variety of explorations (viz. student interests). Schmitt, for example, is contextualized through Spinoza, Bakunin, and Erik Peterson. Agamben's neo-trinitarianism opens onto Linn Marie Tonstad's eco-gendered trinitarianism.
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 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 two other graduate Philosophy courses (either two from 6011-6016, or one from 6011-6016 and one from Philosophy 6101-6102)
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)
2. 12 credit hours in Philosophy 6011-6016
3. 3 credit hours in Philosophy 6101-6102

List of MA Philosophy Courses

Philosophy 6000: The Graduate Seminar (Required)

Author Seminars

Philosophy 6011: Ancient and Medieval Philosophy – Detailed study of one philosopher in the ancient and/or medieval period.

Philosophy 6012: Modern Philosophy – Detailed study of one philosopher in the modern period.

Philosophy 6013: Contemporary Philosophy – Detailed study of one philosopher in the contemporary period.

Area Seminars

Philosophy 6014: Metaphysics – Detailed examination of one problem in metaphysics.


Philosophy 6016: Ethics and Political Philosophy – Detailed examination of one problem in ethics and/or political theory.

Tutorials

Philosophy 6101: Selected Texts
Philosophy 6102: Current Issues

* 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 Master’s 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.
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 a 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 65 and 80 pages (17,000 – 20,000 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**

<table>
<thead>
<tr>
<th>During …</th>
<th>M.A. students will be …</th>
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</thead>
<tbody>
<tr>
<td>Fall Semester: September - December</td>
<td>Doing Fall Coursework, including: Philosophy 6000: Graduate Seminar &amp; 2 other Graduate Philosophy Courses</td>
</tr>
<tr>
<td>Winter Semester: January - April</td>
<td>Doing Winter Coursework, including: 3 Graduate Philosophy Courses</td>
</tr>
<tr>
<td>April - May</td>
<td>Writing their thesis proposal</td>
</tr>
<tr>
<td>Mid-May</td>
<td>Submitting the thesis proposal for review and comments by faculty</td>
</tr>
<tr>
<td>May-August</td>
<td>Writing the thesis in consultation with the supervisor</td>
</tr>
<tr>
<td>Mid/End of August</td>
<td>Submitting the thesis for examination</td>
</tr>
<tr>
<td>Mid/End of September</td>
<td>Making revisions to the thesis, if required</td>
</tr>
<tr>
<td>October</td>
<td>Graduating and attending Convocation</td>
</tr>
</tbody>
</table>
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)
2. 12 credit hours in Philosophy 6011-6102

List of Ph.D. Philosophy Courses

Philosophy 6000: The Graduate Seminar (Required)

History of Philosophy

Philosophy 6011: Ancient and Medieval Philosophy – Detailed study of one philosopher in the ancient and/or medieval period.

Philosophy 6012: Modern Philosophy – Detailed study of one philosopher in the modern period.

Philosophy 6013: Contemporary Philosophy – Detailed study of one philosopher in the contemporary period.

Area Seminars

Philosophy 6014: Metaphysics – Detailed examination of one problem in metaphysics.


Philosophy 6016: Ethics and Political Philosophy – Detailed examination of one problem in ethics and/or political theory.

Tutorials

Philosophy 6040-6099: Selected Topics

Philosophy 6101: Selected Texts

Philosophy 6102: Current Issues

* 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.

Supervisory Reports

1. 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).
2. 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.

**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.
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 and will be graded by one of the advisory committee members, or, if someone strong enough in the language is unavailable in the committee, then by another faculty member named by the Dean of Graduate Studies in consultation with the Head.

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).

1. The student will have up to three hours for the examination.
2. The examination shall be scheduled with the Department’s Graduate Officer at least one month prior to the examination.
3. The student may bring a print dictionary, but no electronic devices.
4. The student will translate a passage or passages that amount to one single-spaced page of text (about 500 words). The passage should be derived from the texts within the student’s area of study.
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 no more than 12 texts.

4. 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.

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 Area and 1 Breadth question.

7. 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 exam is normally hand-written. No books, cue cards, or computers will be allowed in the examination room. Cellular phones should be put away.

8. The Committee will read the essays within a 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.

9. 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.
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

YEAR 1

<table>
<thead>
<tr>
<th>During …</th>
<th>Ph.D. students will be …</th>
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</thead>
<tbody>
<tr>
<td>Fall Semester: September - December</td>
<td>Doing Fall Coursework, including:  &lt;br&gt; Philosophy 6000: Graduate Seminar &amp; 1 or 2 other Graduate Philosophy Courses</td>
</tr>
<tr>
<td>Winter Semester: January - April</td>
<td>Doing Winter Coursework, including:  &lt;br&gt; 2 or 3 Graduate Philosophy Courses (to complete the 15 credit hours (5 courses))</td>
</tr>
<tr>
<td>Summer Semester: May - August</td>
<td>Reading and thinking about their Statement of Research</td>
</tr>
</tbody>
</table>

By the end of Year 1 the student will have:
- Completed all Course Work (15 credit hours)

YEAR 2

<table>
<thead>
<tr>
<th>During …</th>
<th>Ph.D. students will be …</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester: September</td>
<td>Producing a 2-3 page Statement of Research and submitting it to the supervisor</td>
</tr>
<tr>
<td>Fall Semester: September - December</td>
<td>Working on their second language requirement on their own, OR, begin taking their first course in their second language</td>
</tr>
<tr>
<td>Fall Semester: September - December</td>
<td>With the Supervisory Committee, drafting the reading list for the Comprehensive Exam, based on the Statement of Research</td>
</tr>
<tr>
<td>Fall Semester: September - December</td>
<td>Beginning to work through the Comprehensive Exam reading list</td>
</tr>
<tr>
<td>Winter Semester: January - April</td>
<td>Working through the Comprehensive Exam Reading List</td>
</tr>
<tr>
<td>Winter Semester: January - April</td>
<td>Continuing to work on their second language requirement on their own, OR, begin taking their second course in their second language</td>
</tr>
<tr>
<td>Summer Semester: May</td>
<td>Writing their in-house essays for their Comprehensive Examination</td>
</tr>
</tbody>
</table>
Summer Semester: May - August | 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

By the end of Year 2 the student will have:
- Completed the Comprehensive Examinations
- Completed the Second Language Requirement

YEAR 3

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

By the end of Year 3 the candidate will have:
- Chosen a dissertation topic
- Defended the Thesis Proposal
- Made considerable progress on the dissertation through the proposal process

YEAR 4

<table>
<thead>
<tr>
<th>During …</th>
<th>Ph.D. students will be …</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester: September - December</td>
<td>Writing the dissertation</td>
</tr>
<tr>
<td>Winter Semester: January - April</td>
<td>Writing the dissertation</td>
</tr>
<tr>
<td>Summer Semester: May - August</td>
<td>Writing the dissertation</td>
</tr>
<tr>
<td>End of Summer Semester</td>
<td>Submitting the dissertation</td>
</tr>
<tr>
<td>End of Summer Semester</td>
<td>Defending the dissertation</td>
</tr>
<tr>
<td>The following Fall</td>
<td>Graduating and attending Convocation</td>
</tr>
</tbody>
</table>

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 usually be Philosophy1002: 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 – 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:

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

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 require 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 2 – 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
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 3 – 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.