

# GGE 6910 - Graduate Seminar Regulations and Guidelines

This course, for both Master's students and doctoral candidates includes the oral and written presentation of technical papers. The purpose of the seminar course is:

- to provide training for the preparation and presentation of theses and technical papers, and
- to facilitate the exchange of ideas between students, staff, and invited guests.

## Format

The paper will be presented at a one-day seminar conference, held once in each of the fall and winter terms (usually November and March). The general style of scientific conferences will be followed. The dates of the seminar conferences will be set at the beginning of each academic term. A Call for Papers will be issued with deadlines specified.

## General Regulations

- All graduate students registered for a degree are required to register for GGE 6910. GGE 6910 is a full year course and requires registration for the fall and winter terms of a given school year. Students are required to register in GGE 6910 every term until its requirements have been met. An "INP," meaning "in progress," will be assigned until the student has met all requirements.
- Course-based MEng students are not required to present a paper. Report-based MEng candidates are required to present one paper. MScE candidates are required to present two papers. The topic of one of the papers shall be the proposed research. PhD candidates are required to present two papers (in addition to their research proposal). The topics of the seminar papers must reflect graduate level studies and need to be approved by the student's supervisor. Papers previously presented or submitted for review to a scientific journal or conference are accepted. However, the written submission must follow both the template and formatting of GGE6910. Papers prepared for another GGE course cannot be presented in GGE6910 unless significant changes/updates are made.
- Attendance and participation at the seminar conferences is compulsory for ALL graduate students until the residency requirement for the degree is fulfilled, or until the required number of seminar conference papers has been presented, whichever time period is longer.
- GGE 6910 is a course in partial fulfillment of requirements for an advanced degree and is assigned a mark.
- It is highly recommended that MScE and PhD students present one paper per term during the second year of study.

## Written Submission

The full text of seminar conference presentations must be submitted in writing, in the form of a technical paper, to the faculty member in charge of the course, after approval by the student's supervisor (see below), **at least three weeks prior to the oral presentation.** The paper must be 2,500 - 3,000 words (excluding abstract and references) and follow this template [here](#). It is the student's responsibility to make arrangements for typing.

The technical content, the composition, and the form and format of the paper will be reviewed by the student's supervisor and another faculty member. (A rubric of the written submission evaluation is available [here](#)). Errors, omissions, and deficiencies found must be corrected and a final copy together with the review sheet submitted to the faculty member in charge before the oral presentation can be made. All papers are kept on the student's file in the Department. Those who are interested in receiving a copy of a paper should contact the author.

# Oral Presentation

Speakers will receive detailed instructions on the time, length, manner of the presentation, preparation of visual aids, etc. A presentation will be done only if the written submission is accepted for presentation.

The assessment of the oral presentation will be performed by the faculty members present. (A rubric of the oral presentation evaluation is available [here](#).)

# Marking Scheme

GGE 6910 is a course in partial fulfillment of requirements for an advanced degree (MScE, PhD, or Report-based MEng) and is assigned a mark, which appears in the student's transcript and counts in the Cumulative GPA. The marking scheme for GGE6910 is as follows:

MScE and PhD students (2 papers):

- Written Submission 1: 25%
- Oral Presentation 1: 25%
- Written Submission 2: 25%
- Oral Presentation 2: 25%

Report-based MEng (1 paper):

- Written Submission 1: 50%
- Oral Presentation 1: 50%

Numerical marks are converted to letter grades according to:

A+	A	A-	B+	B	B-	C+	C	D	F
90-100	80-89	75-79	70-74	65-69	60-64	55-59	50-54	45-49	0-44

A mark of **B- or higher** is required **for each item**. If this is not achieved, the student must repeat the written and/or oral part.

# Plagiarism and Referencing

The material in this section is from Cull [2004]. Cull, B. (2004). "Plagiarism: A how-not-to guide." UNB Libraries. [Online] 24 March 2004. <http://media.lib.unb.ca/research/Plagiarism.pdf>

The UNB Undergraduate Calendar defined plagiarism as

- quoting verbatim or almost verbatim from a source (such as copyrighted material, notes, letters, business entries, computer materials, etc.) without acknowledgement;
- adopting someone else's line of thought, argument, arrangement, or supporting evidence (such as, for example, statistics, bibliographies, etc.) without indicating such dependence;
- submitting someone else's work, in whatever form (film, workbook, artwork, computer materials, etc.) without acknowledgement;
- knowingly representing as one's own work any idea of another.

If you directly copy, paraphrase, or use another person's words or ideas without properly giving them credit by citing the source, you are plagiarizing—whether you had intended to cheat or not. Universities do not take plagiarism lightly. The possible consequences of plagiarism range from an awkward confrontation with your instructor to expulsion from university.

## Dishonesty in Publication

It is a violation of academic honesty to knowingly publish information that will mislead or deceive readers. This includes the falsification or fabrication of data or information, as well as the failure to give credit to collaborators as joint authors or the listing as authors of others who have not contributed to the work. Plagiarism is also considered a form of dishonesty in publication.

## English Competence

The Department expects graduate students to be able to express themselves correctly in the English language. Problem sentence construction, word usage, and punctuation are all covered in the [Style Manual](#). For extensive help with the English language, you can seek the help of the UNB Writing and Study Skills Centre. Their Web site is <http://extend.unb.ca/wss/> Use of spelling and grammar-checking capabilities available within word processing software can be a good start, but should not be relied upon on its own. As an informal check, students are encouraged to have capable colleagues and friends inside and outside the Department proofread their written submissions as an independent check of spelling, grammar and clarity of communication. As another means of providing informal feedback, free or fee-based online proofreading services are available at the student's own risk from such sites as <http://www.grammarly.com/>, <http://www.paperrater.com>, <http://proofreading.org>, <http://www.gingersoftware.com>, <http://webshop.elsevier.com> and others. Local specialists in the UNB community may undertake in-person proofreading for a fee. Keep in mind that no online sites and few professional proofreaders are content experts in geodesy and geomatics engineering, so the ultimate responsibility for the quality of a written submission always remains with the student.