



Faculty of Education

Department of Educational Studies

New Student Handbook A-Z

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www.edst.educ.ubc.ca

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Welcome to the Department of Educational Studies (EDST). This document provides useful information for those who have been admitted to one of our graduate programs. *Please read it and use it.* UBC is a large, complex and dynamic university with many programs, services and opportunities for growth. The information below is intended to help you make a smooth transition into your program. Some of this information will be important to act on as soon as you receive notification that you have been accepted into the program, while other information will be more relevant later on.

A. Accepting Our Offer of Admission

In most cases, students admitted to graduate programs at UBC receive an email from the Faculty of Graduate and Postdoctoral Studies (G+PS) via the online application system, and a letter with more detailed information from the Department. The email from G+PS is your official offer of admission. It is very helpful to know as soon as possible whether you will be accepting the offer of admission, so please send us an email (addressed to grad.edst@ubc.ca), letter or fax (604.822.4244) once you make your decision. If you decide not to accept our offer, this may open a space in the program for another applicant, so please let us know as soon as you can. If you find that you cannot begin the program when you expected, please contact the Graduate Program Assistant or Graduate Advisor to discuss deferring your admission or reapplying for a later start date.

B. Working With Your Supervisor or Advisor

In the welcome letter you received from the department you will find the name and contact information of your supervisor (PhD/MA), advisor (on-campus MEd programs) or cohort advisor (EdD /cohort-based MEd programs). This person is responsible for answering questions you have about the department and your program, for advice about applying for scholarships or fellowships, for completing a Program of Study Worksheet and discussing supervision with you, and for providing guidance in the early stages of your program. It is important to contact your supervisor or advisor as soon as possible after being admitted, but certainly before you register for courses. Once courses are opened for registration, many fill up quickly, so to avoid disappointment, meet with your supervisor or advisor and make sure you understand the requirements of your program. Many students continue to working with the supervisor or advisor they were initially assigned, while others change. Please note that you can change supervisors. Often this happens because another faculty member is a better match to your areas of interest and expertise. Sometimes a change occurs because of differences in styles of communication and sometimes change occurs due to personality differences. Please use the form available from <http://edst-educ.sites.olt.ubc.ca/files/2015/05/EDST-Change-of-Supervisor-Form.pdf> and consult with the EDST Graduate Advisor if you have questions about this process.

C. Preparing to Meet With Your Supervisor or Advisor

Before meeting with your supervisor, there are several things you should do to prepare. First,

read the [Steps to Graduation](#) document for your degree program. This document lists the important events in your degree program from acceptance through to graduation. The timeline for your degree gives you a good idea of the normal sequence in which these events occur and highlights policies and procedures you should know about. Second, download and read the [Program of Studies Worksheet](#) for your degree program and specialization. This worksheet contains information about required courses and provides space to indicate what elective courses you intend to take. If you don't find the worksheet for your specific program on the website, please contact the Graduate Program Assistant at grad.edst@ubc.ca. Third, download the Supervision Principles (also from the Policies and Forms section of the website). This document provides definitions and sets out the roles and responsibilities for supervisors and research supervisors. Lastly, visit the [Courses](#) section of the department's website to see the courses listed for your beginning term. Review the course offerings for that session and list the required courses that are scheduled and any elective courses that are attractive to you. You can also visit the websites of other departments to see what courses they offer that might be of interest. Research methods courses are offered by several departments in the Faculty of Education. To see a consolidated listing of all research methods courses, visit the "[Current Students](#)" page of the website of the Office of Research in the Faculty of Education (ORE).

When you meet with your supervisor or advisor, they will complete the Program of Studies Worksheet with you. It is not necessary to identify all courses in your program before you begin, but completing this form is an important first step in getting started with your studies. You can complete the top half of the form before meeting with your supervisor. A copy of the signed worksheet should be provided to you by your supervisor and the original will be placed in your file.

D. Registering For Courses and Maintaining Registration

You can register for courses online through the Student Service Centre (<https://ssc.adm.ubc.ca/sscportal/servlets/SRVSSCFramework>). Incoming students receive a date on which they can begin the registration process. In order to access the Student Service Centre, you will need to set up your Campus-Wide Login (CWL). This provides you with an ID and password that you can use to access the SSC along with other secure electronic services on campus, including the web-based email system. To create a CWL account, visit <https://www.cwl.ubc.ca/SignUp/>. We encourage students to register in courses as soon as possible for two important reasons. First, by registering as soon as you can, you get the best selection of courses. Some courses do fill up quickly so registering early gives you greater choice. Second, courses with low enrolments may be cancelled, so registering early will decrease the chances of this happening.

If a course you wish to take is full when you attempt to register, it is a good idea to check back periodically to see if the course has new spaces. Some students add and drop courses as they make final decisions about what to take and these decisions can open up space for additional students. If you absolutely need a course (it may be a required course in your program) and it is full, contact the instructor, explain your circumstances, and ask if you can show up at the first

class session to see if space is available. Students also add and drop courses during the first week of classes, so check occasionally during the first week to see if space has opened up in the course you want.

All graduate students admitted to the Faculty of Graduate and Postdoctoral Studies must register when they begin their studies. Students must remain continuously registered until the degree is completed. If you become ill, or need to take a leave for professional, parental, or other reasons, please discuss this with your supervisor or advisor and request a leave of absence. If granted, you will be registered as “on leave” (see also section I in this Handbook). Failure to register for two consecutive terms may result in the student being required to withdraw. Please keep in mind that it is also advantageous to the student to maintain continuous registration from the income tax point of view.

Revenue Canada’s educational allowance (Line 323, Tuition and education amounts of the General Tax Return) is designed to help students reduce their income taxes by taking into account tuition fees for certain types of education, and education amounts. For other Topics/services specifically for students, please visit the Revenue Canada website “Students and Income Tax”: www.cra-arc.gc.ca/E/pub/tg/p105/

E. Obtaining Your Student Library Card

At UBC, your UBC card is your library card, your student ID card and your voting identification for student elections. Students who are registered on the Student Service Centre (SSC) and require a UBC card with photo should apply in person at the UBC Bookstore. Students should know their student number and must bring one piece of government-issued photo identification, such as a driver’s license, provincial/state identification or passport. Please visit www.ubccard.ubc.ca for open hours and more information.

F. Paying Tuition and Fees

Tuition and fees are due three times a year. This is typically in the first week of September, January and May. The amount of tuition and fees you owe will appear in your account on the Student Service Centre website. Students are expected to register and pay fees continuously from the time of initial enrolment until they complete program requirements.

Please note, too, that you can opt out of the Alma Mater Society (AMS) Medical/Dental plan if you can provide evidence of other coverage. There are deadlines for opting out of this program, so if you intend to opt out, call the Health and Dental Plan Information Line at 1.877.795.4421 or visit the website at <http://www.studentcare.ca/> -~~www.ihaveaplan.ca~~ to learn about the process and the deadline. You can also opt out of some other fees by making a special application. Details about opting out can be found in the Fees section of the University Calendar (www.calendar.ubc.ca/vancouver). Partial or full reimbursement of the Health and Dental Plan fee is available on a need basis from the AMS and GSS through the AMS/GSS Health Plan Premium Assistance Fund. The application form is available at www.gss.ubc.ca/main/health-

[dental-plan-information/](#) and the deadline for the application can be found on this website as well.

All students in both the PhD and EdD programs are regarded as full-time, but Master's students who are Canadian citizens or permanent residents have a choice of paying fees on a full-time (Schedule A) or part-time (Schedule B) basis. See the Fees section of the University Calendar for details on the differences between these two payment schedules. All beginning students are assumed by the university to be full time, so if you plan to be a part-time student paying on Schedule B, you must complete the Application for Part-time Payment Schedule B available on the Faculty of Graduate Studies website and submit it to the EDST Graduate Program Assistant before you begin your program. Read the application carefully because paying on Schedule B means you will not be eligible for certain forms of financial support. Please note that you cannot change your payment schedule once you begin your program, that is, you cannot switch to full time payment if you have signed the Application for Part-time Schedule B form at the beginning of your program and conversely, you cannot switch from Schedule A or full time payment of fees to paying part time fees, once your program has begun. For more information about fees, see www.students.ubc.ca/calendar/index.cfm?tree=14,0,0,0

G. Subscribing to EDST student email list

The Department communicates to students through a Departmental email lists. This is how we inform students about deadlines, awards, research assistantship positions, workshops, and so forth. To be added to this list, please send an email message to erin.hagen@ubc.ca.

NB: sometimes we hear that students unsubscribe from this list because they don't like the number of emails they receive. However, this can result in students missing important deadlines and other information. We *strongly advise* you to subscribed, and remain subscribed, to this list.

H. Updating Contact Information

Please remember to send any change of contact information to the Student Information System (SIS) and the Department so we can maintain an accurate database on our students. Send your change of contact information to our Graduate Program Assistant at grad.edst@ubc.ca.

I. Taking a Leave From Graduate School

If you find that for health, work or other reasons, you must put a hold on your studies for a time, please speak with your supervisor or advisor about requesting a leave of absence from your program. Students are generally permitted a maximum of 12 months of leave during their Master's program and a maximum of 24 months of leave during their Doctoral program. You can request a leave for 4-, 8-, or 12-month periods. See: <https://www.grad.ubc.ca/forms/request-leave-absence>

J. Snail Mail

There are three mailboxes in the mailroom for students, labelled alphabetically by last name. The mailroom is located in PCOH 2002, with EDST and LLED sharing the space (the EDST section is at the end furthest from the door). Mail will have the date that it has been received noted, and all mail left longer than 30 days will be disposed or shredded, so please be sure to keep an eye on the student mailboxes if you choose to ship or mail resources to EDST offices.

K. Photocopiers

Students are charged for copying; be sure to arrange for a student access code and contact the reception. Please provide a 4-digit printer code that you would like to use, along with your full name and student number. You will be contacted at the end of every month if you have an outstanding bill. For voluminous copies, try Copiesmart or other off-campus services (it might be cheaper).

L. Attending New Student Orientations

Each September, EDST holds an orientation for new students to the department. All newly admitted students will be notified of the date, time and location of the orientation. The orientation presents an overview of the department, introduces people in various administrative and academic roles, provides an opportunity to meet other students in your program, and allows you to get answers to your questions. In addition to the department orientation, the Faculty of Graduate and Postdoctoral Studies and other units also schedule sessions for new students. We will do our best to notify all new students about these opportunities to learn more about UBC and the services available to you. All incoming students will be sent email notification of the schedule for this orientation, so please be sure that we have a current email address for you.

M. Applying for Scholarships/Fellowships (2017/18)

Many incoming students are interested in applying for a scholarship or fellowship to support their studies. The most substantial support is provided through two programs. The Social Science and Humanities Research Council of Canada (SSHRC) administers several scholarships/fellowships for domestic master's and doctoral students (go to the SSHRC website, www.sshrc.ca for up-to-date information). Eligible master's students can apply for a Canada Graduate Scholarship (CGSM) and eligible doctoral students can apply for either a Canada Graduate Scholarship (CGS) or a SSHRC Doctoral Fellowship. The University Affiliated Awards are administered by UBC and are open to both master's and doctoral students, including international students. Eligible master's and doctoral students apply for both a SSHRC Fellowship and the Affiliated Awards in the same application.

The departmental deadline for receiving SSHRC/Affiliated Awards applications will be announced via the EDST student email list. Students new to UBC, particularly PhD students whose SSHRC application deadline at UBC is in mid to late September, face a serious time crunch to prepare a competitive application, arrange for letters of reference, and have supporting materials such as original transcripts in by the deadline.

Canada Graduate Scholarships and SSHRC Fellowships are open to Canadian Citizens and Permanent Residents while the Affiliated Awards are open to all full-time students. The competition for these awards is keen so only very strong applications are forwarded by the department to the university adjudication committee. For CGS and SSHRC programs, the university adjudication committee forwards only the strongest applications to Ottawa for consideration.

If you are interested in applying for a CGS, SSHRC or the Affiliated Awards, we urge you to check the following websites for information on eligibility, criteria for assessing applications and the application process. You should also speak to your supervisor early about applying and seek her or his advice about your application. There will also be information sessions offered for applicants by the Department, the Faculty of Education, and the Faculty of Graduate and Postdoctoral Studies so watch your email for announcements and deadlines.

SSHRC/CGS information: www.sshrc.ca

Affiliated Awards information: www.grad.ubc.ca/current-students/scholarships-awards-funding

N. Applying for Teaching, Research and Academic Assistantships

Each year there are a limited number of assistantships available in the department. All graduate teaching assistantships (GTAs) are posted to the department's website. Most GTA positions for the winter session that begins in September are filled during the prior spring and summer, but occasionally a teaching assistantship will be posted and filled on short notice during the winter session. Most teaching assistantships are awarded to experienced students in the second or later year of their program. Graduate research assistantships (GRAs) can become available throughout the year and may or may not be posted as they depend on research funding from individual faculty members. The best way to learn about research assistantships is to talk with faculty members who have projects you may be interested in working on. Make your interest in serving as a GRA known to these faculty members and ask them to notify you if an assistantship becomes available. A few graduate academic assistantships (GAAs) are also available each year and are posted on the EDST website and announced via the email list. These are usually posted and filled in the spring and summer.

O. Travel Grants

There are three sources of funds to support the travel costs of students who are the first author of an accepted paper for presentation at a conference; each award can be accessed once per student's program.

- The Faculty of Graduate and Postdoctoral Studies graduate student travel fund provides for up to \$500 per award. For more information on these awards go to <https://www.grad.ubc.ca/awards/graduate-student-travel-fund>

- In the Faculty of Education, the Office of Research (ORE) offers a similar travel grant for a value of max. \$750 per degree. For more information on ORE awards, visit them in Scarfe 309, Third Floor, Centre Block or at their website, <http://ogpr.educ.ubc.ca/2013/04/24/graduate-student-conference-travel-grant/>
- The Department of Educational Studies Travel and Research Presentation Fund provides travel support to a maximum of \$2,000 per graduate student per degree program. For more information go to <https://edst.educ.sites.olt.ubc.ca/files/2015/01/EDST-Graduate-Student-Travel-and-Conference-Funding-rev-Apr-2015.pdf>
- There are also, on occasion, other forms of travel and conference grants available through G+PS. Keep in touch with them at www.grad.ubc.ca and through notices posted to edst.net

P. Information About Housing and Transportation

The website for UBC Housing and Conferences (www.housing.ubc.ca) provides information about on-campus housing options and application procedures, as well as information about child care programs operated by UBC. The AMS operates Rentsline, www.rentline.com, a website with off-campus rental listings.

All students attending classes on campus have a monthly charge included in their fees to pay for public transit via a U-Pass account. Starting August 16, 2015, the U-Pass account will be linked with the new electronic Compass Card. It is valid from September through April on all public transit routes in the Lower Mainland. You can find details about how to get your pass and its other benefits at <http://planning.ubc.ca/vancouver/transportation-planning/u-pass-compass-card>. Information on getting to the UBC campus from the airport, or by car, bus or train, and the shuttle service between campus residences and the closest grocery store is available from <http://planning.ubc.ca/vancouver/transportation-planning>. You can also view a detailed campus map at www.maps.ubc.ca/PROD/index.php or download a campus map with our departmental location highlighted at <http://edst.educ.ubc.ca/about/contact/>.

Q. Resources For International Students

If you are an international student, you will find a great deal of useful information at the Student Services website, www.students.ubc.ca/international/index.cfm. From this site you can download a Pre-Arrival Guide, and the detailed International Student Handbook, and follow links to additional on-campus resources. This site also has information on the International Student Orientation (highly recommended for all incoming international students) and the services, programs and events at International House. International Student Advisors there can provide information about visas, immigration and employment, medical insurance, and your cultural transition to Canada and UBC.

For students in our department, we have also prepared a list of frequently asked questions: <http://edst.educ.ubc.ca/current-students/student-faq/>

R. Who Does What?

This section lists the different administrative and support roles in the department.

Administrative Posts 2016/17

Department Head	Dr. Ali Abdi – oversees all administrative matters for the department
Deputy Head	Dr. Amy Metcalfe – oversees course scheduling.
Graduate Advisor	Dr. Claudia Ruitenberg – liaison between Graduate and Postdoctoral Studies, individual graduate students, and their supervisory committees.

Peer Advisor

The peer advisor is a graduate student (GAA) hired to assist other students as they navigate graduate school. The peer advisor maintains regular office hours to meet with students to discuss any concerns they may have about their programs; keeps up-to-date information on university resources available for students including those specifically designed to support international students. The advisor can help new students link up with a buddy, if requested. She or he can also help new students establish email accounts and subscribe to the email list. The advisor posts information relevant to graduate students on and assists in organizing departmental orientation sessions and workshops. All meetings between the peer advisor and students are confidential. The peer advisors and their contact information can be found at <http://edst.educ.ubc.ca/current-students/student-support-network-2/>

Program Coordinators

Each program area has a designated coordinator who can answer program-specific questions. The 2016/2017 coordinators are:

Adult Learning and Global Change	Dr. Garnet Grosjean, garnet.grosjean@ubc.ca , 604.822.4553
Adult Learning and Education	Dr. Pierre Walter, ale.coordinator@ubc.ca , 604.822.9231
Higher Education	Dr. Amy Metcalfe, amy.metcalfe@ubc.ca , 604.822.5331
Educational Administration & Leadership	Dr. Gerald Fallon, gerald.fallon@ubc.ca , 604.822.9101
Society, Culture, and Politics in Education	Dr. Taylor Webb, taylor.webb@ubc.ca , 604.822-6381
Director of Ts'kel	Dr. Michael Marker, michael.marker@ubc.ca , 604.822.5289
Chair, PhD Management Committee	Dr. Alison Taylor, alison.taylor@ubc.ca , 604.822-4504

Chair, EdD Management Committee	Dr. Deirdre Kelly, deirdre.kelly@ubc.ca , 604.822.3952
Chair, MA Management Committee	Dr. Mona Gleason, mona.gleason@ubc.ca , 604.822.4762

Again, welcome to the department. If you have other questions about getting started in your program, please contact your supervisor or the EDST Graduate Program Assistant.

Support Staff

EDST has hard-working support staff who keep things running smoothly. Be sure to say hello and get to know them—they are wonderful people and valuable allies! You can find the names of EDST staff and the tasks they are responsible for at <http://edst.educ.ubc.ca/faculty/staff/>

S. Office Space

Student office space is available but scarce. Because of this, space is assigned according to need, following the priority list below:

1. Graduate students with teaching assignments
2. Graduate student representatives and peer academic advisors
3. Graduate student research assistants on faculty grants
4. Senior PhD, admitted to candidacy or MA students
5. All other full-time graduate students
6. Part-time students

Please contact Shermila Salgadoe by email if you would like to request office space.

T. Keys

Students may need building keys for access after hours (most buildings are locked by 6:00 or 7:00 p.m. and on weekends). See reception to request building keys and FOB access.

U. Computers

The Faculty of Education ~~also~~ maintains several large Windows and Mac labs in the basement of the Scarfe Building for the use of all the students in the faculty. Hours are posted on the doors, since classes sometimes occupy the rooms.

V. Graduation

Okay, now you are almost done; courses finished and all marks submitted; graduating papers completed and signed; defenses completed (MA, PhD, and EdD students) and final theses and dissertations uploaded to cIRcle and a receipt obtained. To graduate, these steps must be completed:

1. Send an email to the Graduate Program Assistant (grad.edst@ubc.ca) indicating that you plan to graduate and by what date. The assistant will prepare a checklist to be sent to Faculty of Graduate and Postdoctoral Studies; make sure all of your grades have been

submitted and are on your transcript. Include the title of your thesis or major paper so we can add that to our checklist.

2. Fill in and submit the Application to Graduate form available online through the Student Services System (by the deadline).
3. MEd students submit the completed paper/project in proper style and format as specified by the Department and Supervisor. When both the Supervisor and Second Reader agree that the paper/project is satisfactory, they send the Pass/Fail standing to the Graduate Program Assistant.

Students who complete their program with a Doctoral Dissertation or MA Thesis have to upload these to cIRcle following the instructions provided by G+PS: <https://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission/circle-instructions>

Students who complete their program with a Graduating Paper or Capstone course paper can choose to upload this to the GSS Award Collection of cIRcle: <https://circle.ubc.ca/handle/2429/42591>

1. As part of uploading a file to cIRcle, the student provides contact information for their course instructor/supervisor.
2. The course instructor then receives an automated email from cIRcle asking them to approve the student submission online.
3. The course instructor logs in to cIRcle and approves the submission (the automated email contains full instructions).
4. cIRcle staff receive automated notification of the instructor's approval.
5. cIRcle staff add the record to cIRcle.

Full information and instructions are available from: <http://circle.sites.olt.ubc.ca/gss-graduate-student-society-open-scholar-award/>

W. Helpful Websites

AMS Rentsline	www.rentline.com
Educational Studies	edst.educ.ubc.ca
Faculty of Education	educ.ubc.ca
Faculty of Graduate and Postdoctoral Studies	www.grad.ubc.ca
Graduate Student Society	gss.ubc.ca/main/
Housing and Conferences	www.housing.ubc.ca
Office of Research Services	www.ors.ubc.ca
Student Services	www.students.ubc.ca
International Students	www.students.ubc.ca/international/index.cfm
International House	students.ubc.ca/about/isd

X. Glossary of Commonly Used Acronyms and Terms

AMS Alma Mater Society

CTLT	Centre for Teaching, Learning, and Technology (Instructional Improvement Centre)
ECPS	Department of Educational and Counselling Psychology, and Special Education
EDCP	Department of Curriculum and Pedagogy
EDST	Department of Educational Studies
G+PS	Faculty of Graduate and Postdoctoral Studies
GRA	Graduate Research Assistant
GAA	Graduate Academic Assistant
GTA	Graduate Teaching Assistant
GSS	Graduate Student Society
LLED	Department of Language and Literacy Education
ORE	Office of Research, Faculty of Education
SSC	Student Services Centre
SSHRC	Social Science and Humanities Council of Canada
CGS	Canada Graduate Scholarship

Y. Contact Information/EDST Mailing Address

Department of Educational Studies
The University of British Education Centre at Ponderosa Commons
6445 University Boulevard
Vancouver, British Columbia
V6T 1Z4 Canada
Tel: 604.822.5374
Fax: 604.822.4244
Email: grad.edst@ubc.ca
Website: edst.educ.ubc.ca

All of the information contained here was current as of publication, but due to ongoing changes that occur, phone numbers and websites should be considered as a guide and may change. We hope that this hand-book will help our new colleagues to get to know the department better. Comments or editorial advice should be relayed to the Graduate Advisor.

Z. EDST Faculty Profiles

For more detailed information and list of current and retired faculty members' research projects and publications, go to the EDST website, faculty profile page at <http://edst.educ.ubc.ca/faculty/> Additional information on all faculty members in the Faculty of Education can be found online at the Faculty of Education website at: <http://educ.ubc.ca/>