

University of British Columbia
Department of Educational Studies:

Graduate Supervision

(updated: Tuesday, May 5th, 2020)

The following compilation offers the most up-to-date links to online resources regarding the various aspects of graduate work and particularly supervision in the Department of Educational Studies (EDST). These links are available either on the website of [UBC](#), that of the [Faculty of Graduate Studies](#), that of the [Faculty of Education](#), or that of [EDST](#).

Please note that, despite every effort, links provided in this compilation may become outdated due to site redesign and change in information display. If a link does not lead you to the desired page, copy the title of the resource you are looking for and past it into UBC's main website search engine.

Efforts will be made by EDST Graduate Advisors to update the links once a year.

The compilation contains the most important resources which would be needed by both graduate students and faculty members who serve as supervisors, whether in the MA, PhD, or EdD Programs. The compilation does not replace the existing and most up-to-date information which is offered on the institutional websites. The purpose of this compilation is just to provide a quick and easy tool to students, staff and faculty to access resources relevant for supervision. Efforts should be made by users to check and secure the most up-to-date information.

The links provided as part of the present compilation provide information on the various aspects of graduate supervision. The compilation is divided into the following five sections:

1. Steps to program completion of doctoral and masters' programs in EDST.
2. Supervision and thesis examination guidelines: Within EDST, Within UBC, respectively.
3. General resources for graduate students.
4. Resources on language, writing, and scholarly integrity.
5. Miscellaneous online resources

1. Steps to Program Completion:

	Doctoral supervision	MA Supervision
Admission offer (acceptance)	X	X
Coursework (core+electives)	X	X
Supervisory committee	X	X
Comprehensive Examination	X	
Proposal writing & approval	X	X
Advancement to Candidacy	X	
Ethics approval (as applicable)	X	X
Writing & thesis approval	X	X
Nomination of examiners	X	X
Oral exam (defence)	X	X
Submission of final document (= when clock/tuition stops)	X	X
Student <i>must apply</i> to graduate	X	X

Graduate Programs in EDST and Requirements: [Click here.](#)

Program Worksheets, by Program Area: [Click here.](#)

2. Supervision and Thesis Examination Guidelines:

■ Guidelines Within Educational Studies:

New Student Handbook: [Click here](#).

PhD Student Handbook: [Click here](#).

Graduate Student/Supervisor Expectations: [Click here](#).

Policy on the composition of supervisory committees: [Click here](#).

Role of Soon-to-Retire & Retired Faculty on Student Research Supervisory Committees: [Click here](#).

Statement on Student Progress (2005): [Click here](#).

PhD Comprehensive Examination Procedures: [Click here](#).

Advancement to Candidacy: [Click here](#).

Final Doctoral Examination: [Click here](#).

Guidelines for the Examination of the EdD Dissertation (2020): [Click here](#).

MEd Graduating Papers and MA Theses: [Click here](#).

Academic Appeal Process: [Click here](#).

■ Guidelines by the Faculty of Graduate and Postdoctoral Studies (G+PS):

Information for Supervisors: [Click here](#).

Principles of Graduate Supervision: [Click here](#).

Building an Effective Graduate Student-Supervisor Relationship: [Click here](#).

The Graduate Game Plan (Student Progress): [Click here](#).

Supervision of Graduate Students by Non-members of the Faculty of Graduate and Postdoctoral Studies: [Click here](#).

Non-members of the Faculty of Graduate and Postdoctoral Studies as Supervisory Committee Members: [Click here](#).

Dissertation & Thesis Preparation: [Click here](#).

Final Dissertation & Thesis Submission: [Click here](#).

Final Doctoral Examination: [Click here](#).

3. General Resources for Graduate Students:

Faculty of Graduate and Postdoctoral Studies: [Click here](#).

Graduate Pathways to Success: [Click here](#).

Graduate Students Society (GSS): [Click here](#).

Equity & Inclusion Office: [Click here](#).

Office of the Ombudsperson for Students: [Click here](#).

Student Services: [Click here](#).

4. Resources on Language, Writing, & Scholarly Integrity

English Language Institute: [Click here](#).

The Writing Centre: [Click here](#).

Research Commons: [Click here](#).

Centre for Teaching, Learning and Technology: [Click here](#).

UBC Policy on Scholarly Integrity: [Click here](#).

5. Miscellaneous Online Resources for Faculty Members:

The **Admissions and Records Manual** defines the administrative responsibilities of graduate advisors and graduate program staff in relation to the Faculty of Graduate & Postdoctoral Studies, familiarizes them with tools they will use, and provides step-by-step directions for handling Graduate Studies-related administrative tasks. Find it at: <https://faculty-staff.grad.ubc.ca/>

The **Policies and Procedures** section of the G+PS website provides access to all policies and procedures passed by Senate and the Board of Governors. There is helpful information about areas such as course registration, academic progress, grading practices, low scholarship, comprehensive examinations, and candidacy. Find this at: <https://www.grad.ubc.ca/faculty-staff/policies-procedures>

The **International Evaluation Manual** is provided by G+PS to help faculty and staff screen applicants for admission to graduate programs. The manual outlines, for each country or territory, minimum admission requirements, names and descriptions of degrees, common grading scale, list of recognized accredited institutions, and minimum first-class requirements. See: <https://faculty-staff.grad.ubc.ca/> . Campus-wide-login is needed to access the manual.

The **Administration Resources & Templates** section provides useful tools and templates to assist with many activities, including acceptance and refusal letters, GPA calculators, tracking progress to candidacy, sample extension timeline, and preparing curriculum proposals. See: <https://www.grad.ubc.ca/faculty-staff/admin-resources-templates>

The **Helping Graduate Students in Crisis** section is designed to assist in managing crisis situations, such as serious injury or death, mental breakdown including the expression of suicidal comments, a missing person, or a serious crime or attack. There is a team of people at UBC (Crisis Intervention Team), consisting of medical, mental health, law enforcement, Campus Housing, and Faculty representatives, who are experienced in dealing with students in crisis. See: <https://www.grad.ubc.ca/faculty-staff/helping-graduate-students-crisis> . There is additional information on **assisting students in distress** on the main UBC website. See: <https://facultystaff.students.ubc.ca/assisting-students-distress>

The section on **Information for Supervisors** contains many useful elements. There is a template letter and an **expectations document** which supervisors can use to help start their relationships with students on a strong foundation and prevent conflicts. These documents (along with the associated information alluded to in them) meet the requirements of the UBC Policy 85 stipulation that "research conditions for all involved in a research team should be outlined in a letter from the Principal Investigator before team members become engaged", and many programs make the use of such a document mandatory for all incoming students. A helpful outline of both supervisor and student responsibilities are also included in this section. Please see: <https://www.grad.ubc.ca/faculty-staff/information-supervisors/supervising-graduate-students>. There is also a document on **writing strong recommendation letters** for students to help assist faculty who are new to the process: <https://www.grad.ubc.ca/faculty-staff/information-supervisors/writing-strong-letters-recommendation>; and information about the **Student Safety Abroad Registry** for students who are travelling abroad during their studies for a variety of reasons: <https://www.grad.ubc.ca/faculty-staff/information-supervisors/student-safety-abroad-registry>.

To provide guidance on all matters relating to **scholarship funding**, see: <https://www.grad.ubc.ca/faculty-staff/scholarships-awards-funding>

UBC has a **Respectful Environment** statement that is relevant to many of the problems faced by graduate advisors: <http://www.hr.ubc.ca/respectful-environment/>

There are many resources to promote student **academic success** in the UBC Student Services Centre. See: <https://students.ubc.ca/academic-success>

UBC's Equity & Inclusion office is committed to ensuring that UBC is a community in which human rights are respected and equity and diversity are integral to university life. See <http://equity.ubc.ca/> . The office works to uphold two University policies; Employment Equity and Discrimination and Harassment.

International Student Development provides knowledgeable and sympathetic information and guidance to international students. See: <https://students.ubc.ca/about-student-services/international-student-advising>

Counselling Services offers a variety of mental health resources to help students have the best university experience possible. See: <https://students.ubc.ca/health-wellness/mental-health-support-counselling-services>

Access & Diversity provides leadership on issues of accessibility for people with disabilities, from academic accommodations to housing assistance. See: <https://students.ubc.ca/about-student-services/access-diversity>