

Graduate Supervision in the Department of Educational Studies

All PhD, EdD, and MA students are assigned a supervisor, or two co-supervisors, at admission. MEd students are assigned an advisor. The policies below pertain to the supervision of students in thesis-based programs only.

Composition of supervisory committees for Master's theses and Doctoral dissertations in EDST (passed at EDST Department meeting October 15, 2015)

1. All supervisory committee membership must meet G+PS requirements.
2. Supervisory committees of doctoral students in the Department of Educational Studies (PhD and EdD) have a minimum of three members: either one supervisor and a minimum of two members, or two co-supervisors and a minimum of one member. The supervisor or at least one of the co-supervisors should be a faculty member in EDST.
3. Supervisory committees of MA students in the Department of Educational Studies have a minimum of two members: either one supervisor and at least one member, or two co-supervisors (with possibly an additional member). The supervisor or at least one of the co-supervisors should be a faculty member in EDST.
4. Please note that examining committees for MA students should have a minimum of three members, including an examiner who has not been involved in the supervision of the thesis. This means that for MA supervisory committees with only two members, both of these members need to present for the thesis defense.
5. Associate Members of the Department of Educational Studies as defined by UBC Faculty Relations count as "faculty member in EDST" for the purposes of supervision.
6. Requirements 2 through 5 apply to all new supervisory committees formed, and changes to supervisory committees made, after October 15, 2015.

Role of pre-tenure faculty on doctoral student research supervisory committees (passed at EDST Department Meeting, February 16, 2017)

Pre-tenure EDST faculty can serve as sole supervisors of doctoral students after their third-year review and with the permission of the Head, taking into consideration the faculty member's supervisory experience at the doctoral level. This experience can involve having co-supervised a doctoral student for a number of years, having served on doctoral supervisory committees, and/or having taken a G+PS supervision workshop for new faculty.

Role of soon-to-retire and retired faculty on student research supervisory committees (passed at EDST Department Meeting, March 14, 2019)

A soon-to-retire or retired faculty member who wishes to do so may continue to serve as a member of student research supervisory committees (master's and doctoral). If that member has been serving as research supervisor, arrangements should be made to formalize a co-supervision relationship with another qualified faculty member who will likely remain employed at UBC until the student completes program requirements. The responsibilities to be assumed by each co-supervisor should be discussed among the co-supervisors and the student and

should be acceptable to all. If agreement cannot be reached on the allocation of responsibilities, unresolved matters will be referred first to the EDST Graduate Advisor and, if still unresolved, to the EDST Head. This co-supervision arrangement should be formalized no later than the date of retirement and recorded in the student's file.

In assigning supervisors to new PhD and MA students, consideration should be given to the expected retirement dates of faculty. A person who expects to retire within two years of the beginning of a PhD student's program should be assigned only as a co-supervisor with another qualified member. Faculty who are within one year of their date of retirement should not be assigned to supervise incoming PhD or MA students.

Each year, the Head will notify the Chairs of the PhD and MA Admissions Committees of known retirement dates of faculty.

**PhD supervisory committees with a restricted mandate
(passed at EDST Department Meeting, October 15, 2020)**

Normally, the committee overseeing the comprehensive exams of EDST PhD students is the supervisory committee. However, situations can arise in which a PhD student has been unable to form or re-form a full supervisory committee but needs to write the comprehensive exam to be able to progress in their program. In such situations, a pro tem doctoral committee with a restricted mandate of overseeing the comprehensive exam can be formed. Such a committee must nonetheless meet all G+PS and EDST requirements of a doctoral committee. In addition, it should be communicated in writing to the student, copied to the EDST Graduate Advisor, that the members of a pro tem supervisory committee with a restricted mandate are committing only to overseeing the student's comprehensive exam. If the student passes the comprehensive exam, a supervisory committee needs to be formed for the purpose of overseeing the research proposal and dissertation writing. This supervisory committee may, but does not have to, include some or all members of the pro tem supervisory committee with a restricted mandate.