

forestry
university of british columbia

GRADBOOK

2016/17

Policies & Procedures for Graduate Students



THE UNIVERSITY OF BRITISH COLUMBIA

Table of Contents

Information Applicable to all Forestry Graduate Students	3
Useful Websites.....	3
Student/Supervisor Agreement Letter	3
Academic Honesty and Standards	4
Graduate Student Safety Protocol.....	4
Travelling Abroad for Your Studies	5
Leave of Absence.....	5
Parental Accommodation	6
Full- and Part-time Study.....	6
Financial Support	6
Degree Conferral & Ceremonies: Dates & Deadlines (rolling graduation).....	7
Being a Master’s Student (MAsc, MSc, MF, MIF, MSFM, MGEM)	8
Supervisor and Supervisory Committee Annual Committee Meeting Reports	8
Course Availability	8
Grade Requirements for all Master’s Students	8
Directed Studies	9
Auditing Courses	9
Change of Registration Deadlines for 2016/17:	9
Master Degree Requirements	9
Extension of Time Allowed for Degree Completion.....	16
Being a PhD Student.....	19
Supervisor and Supervisory Committee.....	17
Annual Committee Meeting Reports	17
Degree Requirements	17
Course Requirements	18
Auditing Courses	18
Change of Registration Deadlines for 2016/17:	18
Research Proposal.....	19
PhD Comprehensive Examination	19
Admitted to Candidacy	22
Scope, Structure and Formatting of a Doctoral Dissertation.....	23
Dissertation Defense Procedures.....	23
Extension of Time Allowed for Degree Completion.....	23
Appendices	24
Graduate Student / Supervisor Expectations	25
Graduate Student Roles & Responsibilities	29
Supervisor Responsibilities	30
Research Masters Timeline to Completion:	31
Master’s Defense Preparation checklist.....	32
MF Major Essay Grading Rubric and Completion Deadlines.....	36
UBC Respectful Environment Information	44
UBC Policy on Discrimination and Harassment	44
Sustainability at UBC.....	46
Student Associations	46

New Students

Welcome to the Faculty of Forestry! Our goal is for you to have a positive and successful experience at UBC. This manual is a tool to help you achieve that success; it lays out the policies and procedures of both the Faculty of Graduate and Postdoctoral Studies (G+PS) and the Faculty of Forestry that specifically affect you. It is important for you to be aware of the responsibilities that are yours as a graduate student.

Current Students & Supervisors

The Gradbook is for you too. Participating in a graduate program includes some administrative reporting. Please be pro-active in knowing your responsibilities – the Gradbook is your guide in this regard. Questions or concerns? Don't hesitate to ask. We welcome you to drop by the program office or send us an email. Please keep the Gradbook as a reference guide to use throughout the year and look for an updated version at the beginning of every Fall Term.

Information Applicable to all Forestry Graduate Students

USEFUL WEBSITES

Faculty of Forestry Graduate Program: <http://www.forestry.ubc.ca/students/graduate/>

Faculty of Graduate & Postdoctoral Studies Current Student Links: www.grad.ubc.ca/current-students

Forestry Graduate Student Association (FGSA): <http://fgsa.forestry.ubc.ca/>

International Forestry Students' Association of BC (IFSA): <http://ifsa.forestry.ubc.ca>

UBC Graduate Student Society (GSS): www.gss.ubc.ca/

International Student Resources: <http://students.ubc.ca/international>

Access & Diversity Office: <http://students.ubc.ca/about/access>

Student Wellness Centre: <http://students.ubc.ca/livewell>

UBC Student Service Centre: <https://ssc.adm.ubc.ca/>

UBC Student Abroad Travel Registry: <https://secure.students.ubc.ca/global/safetyabroad/index.cfm>

STUDENT/SUPERVISOR AGREEMENT LETTER

All newly admitted Forestry graduate students are required to sign a Program Agreement letter, which is also signed by the Associate Dean and the student's research supervisor or program director. The agreement letter outlines the minimum level of student funding that has been promised (if any), and also details responsibilities and expectations for scholarly integrity and conduct. For more information about UBC's Intellectual Property and Scholarly Activity policies, please refer to this website: www.grad.ubc.ca/intellectual-property-guide

ACADEMIC HONESTY AND STANDARDS

The Faculty of Forestry places the utmost importance on honest scholarship and expects our graduate students to follow UBC policies on maintaining academic integrity. The UBC Faculty of Graduate Studies maintains an online Academic Honesty and Standards resource page, which we expect all new students to review in detail: <https://www.grad.ubc.ca/current-students/student-responsibilities/academic-honesty-standards>

How to Avoid Plagiarism

- Plagiarism is intellectual theft. It occurs when an individual submits or presents the oral or written work of another person as his or her own. This applies to draft work and oral presentations as well as to final submissions. Failing to properly cite the work of another also constitutes plagiarism, even if it is accidental. Familiarize yourself with UBC's policies on this topic: <https://www.grad.ubc.ca/current-students/student-responsibilities/dealing-plagiarism>
- Take steps to improve your academic communication skills by taking the Forestry communication courses, FRST 544 and FRST 545.
- Review the information provided at UBC Library's Academic Integrity Resource Centre: <http://learningcommons.ubc.ca/resource-guides/avoiding-plagiarism/>
- If in doubt – ask! The Faculty of Forestry's Assistant Dean of Communications, Dr Sue Watts, welcomes inquiries from graduate students on this subject:
Phone: 604-822-6316 Email: sue.watts@ubc.ca

The Faculty of Forestry Graduate Program takes seriously UBC's high standards of academic integrity. Our professors, course instructors and teaching assistants will immediately investigate and report any instances in which they suspect that cheating or plagiarism has occurred in a student's work.

GRADUATE STUDENT SAFETY PROTOCOL

Graduate students may encounter a range of potential hazards while pursuing their degrees, including but not limited to lab work or research in the field. Given the wide range of activities undertaken by our graduate students, it is important that each of you discuss with your research supervisor or program director the safety protocols and procedures that will pertain to your academic work and research.

Refer to the Faculty of Forestry Safety website for more information, as well as a contact list of Safety Committee members in each department office: <http://safety.forestry.ubc.ca/>. Safety Committee members are able to provide you with procedures and recommendations.

TRAVELLING ABROAD FOR YOUR STUDIES

All UBC students travelling outside Canada on university activities must register in advance with the UBC Safety Abroad Registry. This applies to both domestic and international students.

<https://secure.students.ubc.ca/global/safetyabroad/index.cfm> (use your CWL log-in).

“University Activity” includes:

- any travel undertaken by a student to fulfill a requirement for academic progress (e.g. research in the field or at a university abroad; taking a course abroad for transfer credit)
- officially organized by the university
- paid for in whole or in part from university funds, including without limitation, third-party research or other funds administered by the university (e.g. attending a conference)

The Safety Abroad website provides students with:

- A quick and easy online mechanism to register travel dates and complete essential documents
- Instructions and reminders on safe travel abroad
- Travel reports status updates on the region you will be studying or working in
- A process to request approval for travel to countries with Level 3 and 4 advisories

LEAVE OF ABSENCE

Please refer to the Faculty of Graduate and Postdoctoral Studies (G+PS) website for full details about program leaves of absence: <https://www.grad.ubc.ca/faculty-staff/policies-procedures/leave-status>

In general, leave will be granted when a student is best advised for personal, medical, or parental reasons to have time completely away from their academic responsibilities. While on leave, graduate students are expected to not undertake any academic or research work related to the program for which they have taken a leave of absence. Access to the University’s facilities and resources, including faculty supervision, while on a leave of absence may be limited. The leave period is not included in the time period for completion of the degree.

Students must request leaves in advance as retroactive requests are normally not approved. Email the Forestry Graduate Program office, outlining the type of leave and time period you are in need of. Leaves must begin at the start of term (September, January, and May) and are granted for 4, 8 or 12 months. Once approved, you will receive an email detailing leave guidelines and expectations.

PARENTAL ACCOMMODATION

This policy makes it possible for a student to maintain full-time student status during an eight-week period surrounding the arrival of a new child under the age of six (newborn or newly-adopted), with all the benefits of such status, by standardizing a minimum level of academic accommodation during that period.

Parental Accommodation is different from a Parental Leave of Absence; please refer to specific details on the G+PS website (<https://www.grad.ubc.ca/faculty-staff/policies-procedures/parental-accommodation>) or contact the Forestry Graduate Program manager if you require clarification (gayle.kosh@ubc.ca).

FULL- AND PART-TIME STUDY

UBC automatically classifies all graduate students as full-time ('Schedule A' tuition) regardless of the student's credit load each term. A full-time graduate student may not commit more than 12 hours per week to any paid employment unrelated to their studies or research, including TA duties. www.grad.ubc.ca/faculty-staff/policies-procedures/student-status

For the thesis-based Master's degree only, there is the option of being classified as a part-time student, which assesses yearly tuition at a lower rate, but over a longer period of time (called 'Schedule B'). Note that students must submit the approval forms in advance of the start of their program! As well, Master's students considering part-time classification are advised:

- they are not eligible for interest-free status government loans, University fellowships or scholarships;
- they are not eligible for teaching or research assistantships, student housing, or assigned desk space;
- the 5-year maximum time allowed for the program still applies to part-time students.

FINANCIAL SUPPORT

The minimum total funding package suggested to Supervisors for MAsc/MSc students admitted for 2016/17 is \$18,200 annually for the first 2 years of the master's program or a valid alternate funding plan, and \$21,000 annually for the first 3 years of the PhD program or a valid alternate funding plan. As always, supervisors should discuss tuition and student fees with their students. It is understood that supervisors may package together funding from any combination of awards, teaching assistantships, or research assistantships (stipends for research work paid from a professor's research grants). Financial support may be adjusted accordingly if the student is successful in receiving a major scholarship or other additional funding or awards.

These suggested minimum funding amounts do not apply to students enrolled in our course-based degrees (MF, MIF, MSFM, MGEM), and may not be possible for research-based students in the social sciences.

Thesis-based students are expected to be proactive in applying for merit-based awards for which they are eligible, and supervisors are expected to ensure that adequate support is maintained. Students and their supervisors are expected to review the student's funding plan on an annual basis.

Funding packages are described to the student in the Program Agreement letter sent from the Associate Dean as part of the Offer of Admission package.

Award Resources for Current Students

Students are expected to apply for all financial awards for which they are eligible. As part of their funding agreement, students with Strategic Recruitment Fellowships (SRF) or PhD Four-Year-Fellowships (4YF) are required to apply in the major award competitions for which they are eligible.

All award applications are coordinated through the Forestry Graduate Program office unless otherwise noted.

Please refer to our website for an overview of major awards and scholarships:

<http://www.forestry.ubc.ca/graduate/financial-support/>

As well, please bookmark the link to our deadlines calendar for upcoming award competitions:

<http://www.forestry.ubc.ca/students/graduate/financial-support/deadlines-calendar/>

Updates on funding availability are communicated to current grad students throughout the year via the Weekly E-News sent to the forestry graduate student list-serv.

DEGREE CONFERRAL & CEREMONIES: DATES & DEADLINES (ROLLING GRADUATION)

UBC awards degrees four times per year: in February, May, September and November, at which time the student's transcript is updated with proof of degree conferral information. In order to be approved for degree conferral you must apply online via your student account. There are completion deadlines for each conferral period. The Forestry Graduate Program office sends out detailed completion information as students reach the end of their program.

Important: UBC issues degree parchments and holds graduation ceremonies only two times each year, in May (for degrees conferred in February and May) and November (for degrees conferred in September and November).

<https://www.grad.ubc.ca/faculty-staff/policies-procedures/graduation>

Being a Master's Student (MASc, MSc, MF, MIF, MSFM, MGEM)

For an in-depth review of G+PS policy on Program of Study and Academic Progress, please see this website: www.grad.ubc.ca/faculty-staff/policies-procedures/academic-progress

SUPERVISOR AND SUPERVISORY COMMITTEE ANNUAL COMMITTEE MEETING REPORTS

The Faculty of Graduate & Post-doctoral Studies requires that graduate students in thesis programs meet with their full committee at least once a year. **A completed committee meeting form must be signed by the student and all committee members, and submitted to the Forestry Graduate Program manager.** Forms are available from the program office and a writable PDF version is also available on the Forestry website: <http://www.forestry.ubc.ca/students/graduate/student-resources-forms/>. *All new students are encouraged to meet with their committee within the first 4 months of starting their program.*

COURSE AVAILABILITY

Course availability varies from year to year. Refer to the online schedule to verify current academic year offerings: <https://courses.students.ubc.ca/cs/main?pname=subjarea&tname=subjareas&req=0>

GRADE REQUIREMENTS FOR ALL MASTER'S STUDENTS

All courses taken within your program registration affect your overall GPA, even electives that you may decide to take as 'extra' to your graduation requirements. Master's students are required to complete all courses with a passing grade (defined as minimum 60%). G+PS policy dictates that a student who fails a course will be required to repeat it or take another course in lieu of; this requires a recommendation made on the student's behalf from the Forestry Graduate Program office to the Dean of G+PS. Notices are sent to affected students at the end of term. Students failing more than one course normally will be required to withdraw. Master's students may not count more than six credits of Pass standing (defined as grades between 60-68%) towards graduation requirements.

For a more in-depth review of course registration policy, please refer to this website:

www.grad.ubc.ca/faculty-staff/policies-procedures/course-registration

DIRECTED STUDIES

A maximum of 6 credits of Directed Studies may be taken within a graduate degree program. The content and expectations of the Directed Study must be pre-approved by the Forestry Graduate Program office via the submission of a Directed Study Approval form (available on our website and in the program office).

<http://www.forestry.ubc.ca/students/graduate/student-resources-forms/>

AUDITING COURSES

Students may audit a course with permission of the instructor. A paper Change of Registration form (<http://www.forestry.ubc.ca/students/graduate/student-resources-forms/>) must be signed by the student and instructor, and submitted to the Forestry Graduate Program office for approval and processing before the change of registration deadline each term. **Be sure to clarify audit requirements with the instructor at the beginning of the course, as expectations for auditing students may vary.**

CHANGE OF REGISTRATION DEADLINES FOR 2016/17:

- **September 20, 2016:** Term 1 deadline for adding courses, dropping courses (with no "W"), or changing course registration from credit to audit (or vice versa).
 - **October 14 2016:** Term 1 deadline for withdrawing from a course (withdrawal standing of "W" recorded on a student's academic record).
 - **January 17, 2017:** Term 2 deadline for adding courses, dropping courses (with no "W"), or changing course registration from credit to audit (or vice versa).
 - **February 10, 2017:** Term 2 deadline for withdrawing from a course (withdrawal standing of "W" recorded on a student's academic record).
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MASTER DEGREE REQUIREMENTS

MASc and MSc programs:

To qualify for graduation, MSc and MASc students are required to complete a thesis (6, 12, or 18 cr) and coursework (24, 18, or 12 cr) for a minimum total credit combination of **30**.

Course work:

- Students should select courses in consultation with their supervisor and committee.
 - **Required: FRST 544** (3cr) is the only required course. Should the student already have a strong background in presentation of research material, they should discuss an exemption request with the course instructor, sue.watts@ubc.ca. If agreed to and supported by the student's supervisor, an exemption may be made to the Forestry Graduate Program office.
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- **Recommended:** Students who are from outside of British Columbia or from non-forestry backgrounds are strongly encouraged to take FRST 547 (Forestry in British Columbia). FRST 545 (Technical Writing) is also recommended.
- **Undergraduate course allowance:** A maximum of 6 undergraduate credits are allowed to be counted towards graduation, upper-level only (numbered 300-499).
- **Directed Study credit allowance:** A maximum of 6 credits of Directed Studies may be taken as part of course credit requirements. The content and expectations of Directed Study must be pre-approved by the Forestry Graduate Program office via the submission of a Directed Study Approval Form (available on our website and in the program office). [http://www.forestry.ubc.ca/students/graduate/student-resources-forms/](http://www.forestry.ubc.ca/students/graduate/student-resources/forms/)

Thesis:

- All thesis students must successfully complete directed research and write and defend a thesis. Theses can be worth 6, 12 or 18 credits (see below), with the corresponding number of required course credits adjusted accordingly.
- Students will be able to select the thesis option that they wish to pursue when first registering, and the Grad Program Office will contact supervisors near the end of the student's first term to confirm that the student is registered in the thesis option that is most appropriate for the student.
 - o **6-credit thesis option.** The 6-credit thesis option is selected when a student wishes to have a small research project as part of an otherwise course-based degree. The thesis (as opposed to the essay option in the MF credential) should be based on independent, original research by the student.
 - o **12-credit thesis option.** The 12-credit thesis option is selected when a student wishes to pursue this mix of research and courses in their Master's program.
 - o **18-credit thesis option.** The 18-credit thesis option is selected when a student wishes to pursue a larger, independent research project which will be of such quality and scope that journal publication is expected. Students selecting this option must have experience and demonstrated aptitude in conducting research, analyzing data, and writing. This will be checked at the time of registration.

Transferring to a PhD Program from a Research Master's Program

To transfer to the PhD program without completing Master's thesis requirements, a student needs to:

- complete one year of study in the Master's thesis program with a minimum overall average of 80% in 12 credits, of which at least 9 credits must be at the 500 level, and at least 9 credits must be at 80% or above;
- show clear evidence of research ability.

If the student and the Supervisory Committee are in favour of a transfer, the Supervisor makes the request in a memo to the Forestry Graduate Program office which justifies the request and documents the approval of all committee members and the student. All transfers have to be approved by the Faculty of Graduate & Post-doctoral Studies.

Transfer directly into a Doctoral program is normally accomplished after the first year of study and will not be permitted after completion of the second year in a Master's program. Retroactive requests are not approved. Once transferred into the PhD program, students must be admitted to candidacy within 36 months of the initial start date of their Master's program (preferably within 24 months).

Structure and Formatting of a Master's Thesis

The Faculty of Graduate Studies has a single structure and format to be followed for UBC theses and dissertations. It provides considerably more flexibility than the previous structures outlined for traditional and manuscript-based theses and dissertations. For example, manuscript-based chapters can now be incorporated into theses and dissertations that otherwise follow the structure and format of the traditional thesis. Full details: <https://www.grad.ubc.ca/current-students/dissertation-thesis-preparation>

Students are strongly advised to review G+PS thesis submission procedures well in advance of program completion: <https://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission>

Master's Thesis Defense

Preparation

After the thesis has been approved for defense by the Supervisor, copies of the thesis must be distributed to all members of the student's Supervisory Committee, with at least 2 weeks allowed for reading and comments.

Master's exams are scheduled by the Graduate Program Manager. Please refer to the Appendix section for a complete defense preparation checklist.

Examining Committee

The examining committee is comprised of:

- the research supervisor,
- at least one other supervisory committee member,
- a non-departmental examiner (NDE),
- and the Chairperson.

The NDE may be from a Faculty of Forestry department outside of the Supervisor's, or from another UBC department, and must be a member of the Faculty of Graduate Studies. In cases where all supervisory committee members other than the supervisor are from another faculty/department, the NDE may be from

the same department as the supervisor. The student's supervisor is responsible for securing an eligible NDE for the defense.

The Chair must be a Forestry faculty member who has not been directly associated with the preparation of the thesis. The Chairperson is responsible to the Associate Dean and to the Faculty of Graduate Studies, and acts as moderator of the exam. The student's supervisor is responsible for securing an eligible Chair for the defense.

It is permissible for a member of the examining committee to participate remotely (e.g. skype or speaker phone) if quorum cannot be met otherwise. It is the student's responsibility to arrange for the appropriate AV equipment and necessary IT support.

Master's defenses are open to the public.

Defense Procedures

The Master's examination serves to test the student's overall grasp of their chosen field, particularly their ability to synthesize knowledge presented in their thesis research and coursework. It proceeds as follows:

The student presents a brief summary of the thesis (not to exceed 20 minutes). Each examiner then asks questions in the general area of the thesis for 15-20 minutes, with the option of a brief second round for follow-up questions. The Chairperson may ask a question or two out of interest or for purposes of clarification but is not expected to do so. The Chair then invites questions from the audience. The exam should not exceed 2 hours. Following the examination, the candidate and audience members are asked to leave the room and the committee holds an in-camera session.

The Chair and Examining Committee must arrive at a decision (Honours, Pass, or Fail) based on each examiner's assessment of the content and presentation of thesis, and the candidate's oral defense.

Honours designation is for outstanding Masters theses, defined as those within the top 10% of Masters theses defended in the year. This designation must be assigned at the close of the thesis defense and must be justified in detail within the Chair report. The Honours designation must be reserved for theses that are truly outstanding, based on the following criteria:

- novel, original, innovative research
- broad, complex or otherwise difficult topic
- rigorous in design, analysis and interpretation
- thorough, synthetic analysis
- well-written – clear, concise, cogent
- high anticipated impact
- relevant and important to policy or practice
- intellectual independence of student in idea formulation

An Honours thesis is expected to excel in several (but not all) of these areas. The Chair of the examining committee must, in their report, justify the nomination in detail, with reference to these criteria. An Honours designation (“H”) will appear as the grade for the thesis on the student’s transcript.

Theses receiving Honours designation will be entered into the annual competition for **Best Master’s Thesis**, but a nomination letter from the supervisor will be required (at a later date) for this competition.

The Examining Committee may recommend that the thesis is acceptable in the form presented, or it may request changes be made to the thesis before the G+PS Thesis Approval form is signed. Responsibility for ensuring that such changes are made lie with the Supervisor. If a student fails to satisfy the Examining Committee as to their ability, the examination may be adjourned and reconvened within one month. Failure to meet the required standards a second time will result in the student being asked to withdraw from the degree program. A re-examination will be a closed session.

The Chairperson will then recall the student and announce the decision. The Chairperson may ask at this time that the Approval Form be signed by the Committee or may ask that the student first make required revisions. After members of the Examining Committee have signed the signature form, the candidate must deliver a copy of the thesis to the Faculty of Graduate Studies in order to have their program closed (thesis receipt issued) and be eligible for convocation. Students are advised to carefully review G+PS formatting and submission requirements: www.grad.ubc.ca/current-students/dissertation-thesis-preparation

The Chair is responsible for conveying the consensus decision of the examining committee in a detailed email or memo addressed to the Associate Dean. It should include the names of the Examination Committee members who attended, examiners’ comments on the thesis and the defense, and any concerns regarding the examination. If revisions are required to the thesis, the person or persons responsible for approving the final version should be specified.

MASTER DEGREE REQUIREMENTS

Master of Forestry (MF) – TRANSFOR-M program

This section only outlines the degree requirements for the MF portion of the TRANSFOR-M program. Requirements for the European exchange year of TRANSFOR-M are separate; contact Jorma Neuvonen for further information: jorma.neuvonen@ubc.ca.

MF students are expected to complete their degree requirements in 24 months.

To qualify for graduation, MF students are required to complete a Major Essay (3 or 6 cr) and coursework (27 or 24 cr) for a minimum total credit combination of **30**.

Essay:

The purpose of the essay is to provide an opportunity for each student to undertake independent study under direction of a faculty member, in a subject area of interest. A substantial effort is expected of every student. The quality of the work must be good, the English must be acceptable, and statements must be substantiated by references or data where appropriate. The essay is an important opportunity for training in rigorous thinking and effective writing. *Refer to the Appendix section of this manual for detailed essay requirements and submission deadline.*

Course work:

- Students should select courses in consultation with their TRANSFOR-M advisor.
- **Required: FRST 544** (3cr) is the only required course. Should the student already have a strong background in presentation of research material, they should discuss an exemption request with the course instructor, sue.watts@ubc.ca. If agreed to and supported by the student's supervisor, an exemption may be made to the Forestry Graduate Program office.
- **Recommended:** Students who are from outside of British Columbia or from non-forestry backgrounds are strongly encouraged to take FRST 547 (Forestry in British Columbia). FRST 545 (Technical Writing) is also recommended.
- **Undergraduate course allowance:** A maximum of 6 undergraduate credits are allowed to be counted towards graduation, upper-level only (numbered 300-499).
- **Directed Study credit allowance:** A maximum of 6 credits of Directed Studies may be taken as part of course credit requirements. The content and expectations of Directed Study must be pre-approved by the Forestry Graduate Program office via the submission of a Directed Study Approval Form (available on our website and in the program office). <http://www.forestry.ubc.ca/students/graduate/student-resources-forms/>

Transfer from an MF Course-Based to a Thesis-Based Program

Note: this applies to MF students outside of the TRANSFOR-M program. A Master's student enrolled in a course-based MF program may be allowed to transfer to a thesis-based program. To be eligible for transfer, the student must apply to the Forestry Graduate Program office to change programs before the end of their first year of study and must meet the following criteria:

- The student has identified a faculty member who has agreed to supervise their thesis.
- The student has a "do-able project" as judged by their potential supervisor.
- The student has a preliminary thesis proposal.
- In their first year, the student obtained an 80% average in 12 credits of which at least 9 credits were at the 500 level, and at least 9 credits were at 80% or above.

The student must also have research or scholarship funding to support their studies.

MF Completion Procedures

Completion of MF students is overseen by the Forestry Graduate Program office. Once all course requirements have been met and the graduating essay has been successfully completed, the student should notify the Graduate Program manager, who will submit the necessary program-completion notification to the Faculty of Graduate Studies on the student's behalf. Successful program completion in the Winter Term will make the student eligible for May degree conferral. Refer to the Appendix section for complete details about essay grading and submission deadlines. Application to Graduate is required. A program completion checklist will be sent to all students to ensure that necessary "housekeeping" action-items are completed, e.g. key return, computer account closure, etc.

MASTER DEGREE REQUIREMENTS

Master of Sustainable Forest Management (MSFM)

- A minimum of three terms of registration with completion of 21 required credits (FRST 555, FRST 556, FRST 557, FRST 558) or approved alternates, and
- 12 elective credits. A maximum of 6 credits may be completed at the undergraduate 300 or 400 level. Electives are chosen in consultation with the program director from three pools, and must be completed in the fall and winter terms. Elective pools:
 1. Economics and administration of forestry (3 credits)
 2. Forest policy, globalization (3 credits)
 3. Directed studies in specialization/supplementary coursework (6 credits)

MSFM Completion Procedures

All MSFM students are expected to complete graduation requirements by the end of the Winter Term (April 30). Once all course requirements have been successfully completed, the program director will notify the Forestry Graduate Program manager, who will submit the necessary program completion notification to the Faculty of Graduate Studies on the student's behalf. Successful program completion in the Winter Term will make the student eligible for May degree conferral. Application to Graduate is required. A program completion checklist will be sent to all students to ensure that necessary "housekeeping" action-items are completed, e.g. key return, computer account closure, etc.

MASTER DEGREE REQUIREMENTS

Master of International Forestry (MIF)

A minimum of three terms of registration with completion of 31 required credits: FRST 519, FRST 522, FRST 534, FRST 543, FRST 553, FRST 559, FRST 560, FRST 562, FRST 526 (internship or directed study).

MIF Completion Procedures

All MIF students are expected to complete graduation requirements within the third term (Summer Period). Depending on the scope of the final project/internship, this may be as early as May or as late as August. Once all course requirements have been successfully completed, the program director will notify the Forestry Graduate Program manager, who will submit the necessary program-completion notification to the Faculty of Graduate Studies on the student's behalf. Successful program completion in the Summer Term will make the student eligible for September degree conferral and the November graduation ceremony. Application to Graduate is required. A program completion checklist will be sent to all students to ensure that necessary "housekeeping" action-items are completed, e.g. key return, computer account closure, etc. prior to their leaving campus.

MASTER DEGREE REQUIREMENTS

Master of Geomatics for Environmental Management (MGEM)

- A minimum of three terms of registration with completion of 30 credits: 27 core credits as listed below, plus 3 elective credits.
- GEM 500, GEM 510, GEM 511, GEM 520, GEM 521, GEM 530, GEM 540, GEM 580, GEM 599.

MGEM Completion Procedures

All MGEM students are expected to complete graduation requirements by the end of the Winter Term (April 30). within the third term (Summer Period). Once all course requirements have been successfully completed, the program director will notify the Forestry Graduate Program manager, who will submit the necessary program completion notification to the Faculty of Graduate Studies on the student's behalf. Successful program completion in the Winter Term will make the student eligible for May degree conferral. Application to Graduate is required. A program completion checklist will be sent to all students to ensure that necessary "housekeeping" action-items are completed, e.g. key return, computer account closure, etc.

EXTENSION OF TIME ALLOWED FOR DEGREE COMPLETION

- **MASc, MSc:** Although the Faculty of Forestry expects most thesis-based Master's students to complete their degree within three years, UBC sets an overall five-year time limit for completion. Under exceptional circumstances, a request for an extension may be made by the research supervisor to the Associate Dean. The request must detail the reasons for the extension and must include a detailed timeline for completion. Extensions will not normally be granted beyond one year.
 - **MF:** Students are expected to complete program requirements within 24 months (6 terms).
 - **MIF, MSFM, MGEM:** Students are expected to begin and complete their degree in three terms, within their respective cohort group.
-

Being a PhD Student

For an in-depth review of G+PS policy on Program of Study and Academic Progress, please refer to:

www.grad.ubc.ca/faculty-staff/policies-procedures/academic-progress

SUPERVISOR AND SUPERVISORY COMMITTEE

All graduate students in a thesis-based program are required to have a Supervisor and a Supervisory Committee. Supervisors are confirmed before students are offered admission. Supervisory committees consist of at least three faculty members who are members of the Faculty of Graduate and Postdoctoral Studies (G+PS), including the supervisor; normally two of these are from the Faculty of Forestry. The third member and additional members may be from another UBC department, another academic institution or from a non-academic organization, if they have the appropriate background to fully participate in all committee responsibilities. In this situation, a written request must come from the supervisor to the Forestry Graduate Program office, and be accompanied by an up-to-date CV of the individual.

Committees should be formed as soon as possible. Choice of members of the supervisory committee is a joint decision between the student and supervisor. Once a committee has been formed, the Forestry Graduate Program office should be notified. For a more in-depth review of Supervision guidelines, refer to:

www.grad.ubc.ca/faculty-staff/policies-procedures/supervision (doctoral information is at the top; scroll down to the bottom for Master's supervision details). Information for supervisors is here: www.grad.ubc.ca/faculty-staff/information-supervisors

ANNUAL COMMITTEE MEETING REPORTS

The Faculty of Graduate & Post-doctoral Studies requires that graduate students in thesis programs meet with their full committee at least once a year. **A completed committee meeting form must be signed by the student and all committee members, and submitted to the Forestry Graduate Program manager.** Forms are available from the program office and a writable PDF version is also available on the Forestry website:

<http://www.forestry.ubc.ca/students/graduate/student-resources-forms/>. *All new students are encouraged to meet with their committee within the first 4 months of starting their program.*

DEGREE REQUIREMENTS

Original research supervised by a faculty member constitutes the major component of work toward the PhD degree in Forestry. PhD students are required to complete all recommended courses, prepare a research proposal and pass a comprehensive examination within 24 months of the start of their program in order to be Admitted to Candidacy (ATC).

COURSE REQUIREMENTS

Doctoral students who enter with a Master's degree are not required to take any courses. However, the supervisory committee may recommend that the student take courses relevant to their area of research, and students are expected to complete these courses.

Doctoral students admitted without a Master's degree are required to complete a minimum of twelve credits with an overall 80% minimum average, of which at least nine credits must be at the 500 level or above and at least nine credits must be at 80% or above. These requirements must be completed during the first year of study. Master's students who wish to transfer to the PhD program must complete similar requirements; please refer to the 'Transferring to a PhD' section of this handbook.

Doctoral students are required to complete all courses with a passing grade (defined as 68% or above). G+PS policy dictates that students failing a course require a recommendation from the Associate Dean to continue. Students failing more than one course will normally be required to withdraw.

AUDITING COURSES

PhD students may audit a course with permission of the instructor. A Change of Registration form must be signed by the student and instructor, and submitted to the Forestry Graduate Program office for approval and processing by the add/drop deadline. Be sure to clarify audit requirements with the instructor at the beginning of the course, as expectations for auditing students may vary.

For a more in-depth review of course registration policy, please refer to: www.grad.ubc.ca/faculty-staff/policies-procedures/course-registration

CHANGE OF REGISTRATION DEADLINES FOR 2016/17:

- **September 20, 2016:** Term 1 deadline for adding courses, dropping courses (with no "W"), or changing course registration from credit to audit (or vice versa).
- **October 14 2016:** Term 1 deadline for withdrawing from a course (withdrawal standing of "W" recorded on a student's academic record).
- **January 17, 2017:** Term 2 deadline for adding courses, dropping courses (with no "W"), or changing course registration from credit to audit (or vice versa).
- **February 10, 2017:** Term 2 deadline for withdrawing from a course (withdrawal standing of "W" recorded on a student's academic record).

RESEARCH PROPOSAL

The candidate is expected to review the literature and develop research questions and methodologies to be used in subsequent research carried out for the dissertation requirement of the PhD degree.

Procedure for Proposal Approval

The student should develop the proposal in consultation with his/her supervisor. The supervisor should approve a draft of the proposal before it is sent to the Supervisory Committee. This reading should be done in a timely fashion by the supervisor (within two weeks of receiving the draft). Committee members should be advised ahead of time that a copy of the proposal will be given to them on a particular date, and a minimum of two weeks allowed for reading and comments.

Contents of the proposal and the proposed research should be discussed at a Committee meeting. This meeting should be a discussion, not an examination, but the committee must be able to make a decision about whether the proposed thesis is feasible and is appropriate for doctoral research. At the end of this meeting, the committee should decide if they approve the proposal, or if further changes are needed. Once the proposal is approved, the student must submit to the Forestry Associate Dean of Graduate & Postdoctoral Studies a copy of the research proposal, along with written confirmation of approval from each committee member. The research proposal must be approved by the Supervisory Committee before the student can be admitted to candidacy, which should be within 24 months of enrolment.

PHD COMPREHENSIVE EXAMINATION

All PhD students are required to take an oral comprehensive exam set by members of their supervisory committee.

Purpose

The intent of the Comprehensive Examination is to determine if the student has acquired:

- the basic core of knowledge of their discipline,
- a thorough understanding of their research area, and,
- the specialized skills required for the research project and for the analysis and interpretation of the results.

It is expected at this stage in their program that students will be able to **synthesize and conceptualize**, and have attained a **scholarly breadth and thoughtfulness** that will allow them to handle appropriate questions that may not have been put to them before. The examination should **forecast the student's ability to think independently and to perform independent, creative research**.

Scope

The Comprehensive Examination is intended to test the student's understanding of the chosen field of study as a whole and the student's preparation for the thesis research to follow. This examination is not a defense of the research proposal and is not intended to query the specifics of the proposed research. The Supervisory Committee will define before the examination the areas and scope of questioning. Each member of the Supervisory Committee will cover an area of questioning and will define the limits of that area for the student.

Timing

This examination must be completed within 24 months of initial registration. Thus, a Master's student who transfers to the PhD degree program after one year will have only 12 months after the date of transfer to complete the examination. Extensions beyond 24 months require the approval of the Associate Dean.

Requirements and Preparation

Students must have written a draft research proposal and distributed it to their Supervisory Committee before taking the Comprehensive Exam. The proposal does not have to be approved by the Supervisory Committee prior to the exam, but should be in a sufficient state that the examining committee will be able to understand the student's areas of general and specific interest.

At least 4 months in advance of the expected exam date, students should contact all members of their committee for suggestions on readings and other preparation for the exam.

Pre-Comprehensive Meeting & Examination Scheduling

At least 2 months prior to the examination, the student and the Supervisor will schedule a pre-comprehensive meeting with the Associate Dean to discuss the examination format and the student's preparation plan.

Scheduling of the examination must be done through the Graduate Program Manager (GPM). The student will give a copy of the current research proposal to the Chair and the Non-departmental Examiner (NDE) at least two weeks prior to the examination.

The formal notice of examination will be forwarded to the examining committee and student approximately two weeks in advance of the exam. Before the notice is sent out, the GPM will contact the candidate to confirm that they are ready to proceed with the exam as scheduled.

Examination Committee

The Examination Committee consists of the Supervisory Committee, a Chair and a Non-departmental Examiner (a faculty member in a department different from the supervisor). In cases where all members other than the supervisor are from another faculty/department, the NDE may be from the same department as the supervisor. The Chair of the Examination Committee is the Associate Dean or designate. If one member of the supervisory committee is not available, the exam may proceed. If more than one member is not available substitutions may be made upon approval of the Associate Dean. The Committee may include other qualified individuals who are not UBC faculty members (i.e. PDFs, Research Associates, faculty from other universities), but pass or fail decisions will be based primarily on recommendations of UBC faculty members.

The PhD Comprehensive Examination is a closed examination. Only the candidate, the Examination Committee, and guests invited by the Chair on the recommendation of the Supervisor and approved by the candidate, are eligible to attend.

Examination format

The comprehensive examination may be oral or a combination of written and oral. The format is decided jointly by the student and supervisor. If there is a written component, the format and timelines are set by the committee upon approval of the Associate Dean.

Examination protocol

The exam will begin with a brief introduction by the Chair. The student may then present a brief (usually 10-minute) talk on their research area and the context of their research project. This presentation is not meant to be a discussion of the methodology in the proposal, which should be discussed in normal committee meetings separate from the exam.

The Chair will determine the order in which examiners pose questions. Each member of the examination committee will have 12 - 15 minutes to pose questions, ending with the supervisor(s) and Chair. Each committee member will then have the opportunity for a second set of questions, not to exceed five minutes per examiner, unless an examiner feels that further questions are needed before he/she can provide a recommendation.

Upon conclusion of the second round of questions, the student will be asked to retire from the room and the examining committee will meet in-camera to evaluate the student's performance in all aspects of the exam (written responses if applicable, presentation and oral responses) relative to the expectations listed under "Purpose". The recommendation will be based on consensus of the examining committee. The Chair will then recall the candidate and will announce the committee's recommendation, as follows:

- **Pass.** A pass is recommended when the student has satisfied the committee that he/she has met the expectations stated under "Purpose". A recommendation for Pass is appropriate when the committee is of the unanimous opinion that the student will be able to successfully complete a PhD program of UBC standard within the allowed period of time and with the level of independent and creative thought expected of a UBC PhD graduate.
- **Adjourn.** The examination will be adjourned if the student has demonstrated gaps in knowledge that have caused the committee to doubt that the student was adequately prepared for the examination. The examination may also be adjourned if the committee detects weaknesses in the student's ability to effectively communicate their knowledge, which could be surmounted with further preparation or inclusion of a written examination component (in addition to an oral examination). An adjournment may only be considered if the student is within the first 32 months of their program.

The examining committee must identify the knowledge gaps and suggest mechanisms for addressing the gaps through additional courses, readings or discussion. The committee should also agree on the specific conditions for the second (final) examination, including the time frame and the nature of the second examination, which must take place within four months of the first exam.

The Chair will then recall the student and verbally inform them of the committee's decision.

The student will also be informed of identified areas of weakness and advised as to how to improve their understanding of these areas and/or their communication skills. The Chair will include in their report to the AGDR, the specific knowledge gaps identified and the recommended remedial measures as well as the recommendations regarding the second examination. The Associate Dean will then inform the student in writing of the decision and accompanying requirements.

The examination committee usually remains unchanged for the second examination. The second examination will be audio recorded or videotaped. Failure to receive a Pass in the second examination will result in the student being required to withdraw from the graduate program.

- **Fail.** The candidate will fail the exam if the examining committee is not satisfied that the candidate's performance has met the expectations outlined in the *Purpose* section of this document, and that there is no evidence of insufficient exam preparation guidance. Failure will be recommended when the examining committee is of the unanimous opinion that the student will not be able to successfully complete a PhD program of UBC standard within the required time frame and with the level of independent and creative thought expected of a UBC PhD graduate.

In the case of a recommendation for failure, before recalling the student, the Chair will dismiss all members of the examining committee except the supervisor(s). The Chair will then verbally inform the candidate of the committee's recommendation. The Chair's report will be written and submitted to the ASSOCIATE DEAN as soon as possible, after which the Associate Dean will inform the student in writing, and invite the student to meet with them.

ADMITTED TO CANDIDACY

All students should be admitted to candidacy within 24 months of initial enrolment and will be required to withdraw if not ATC within 36 months. To be Admitted to Candidacy, a student must have:

1. completed all required course work,
2. had the thesis proposal approved by all members of the Supervisory Committee, and
3. passed the comprehensive examination.

In the interest of ensuring that doctoral students clearly understand the importance of academic honesty and ethical conduct, in May 2012 the UBC Academic Policy Committee of Graduate Council developed a student pledge to be signed by all doctoral students before they can advance to candidacy. In the pledge, students confirm the following:

- that they will ensure that formal ethical approval is obtained from the appropriate UBC Research Ethics Board for any aspect of their research that requires it;
- that they will conduct all their work with the highest standards of academic honesty and take care to avoid plagiarism; and
- that they will keep their contact information up to date in UBC’s Student Information System (SIS), and check their email regularly.

This pledge and accompanying information is on the second page of the “Recommendation for Advancement to Candidacy” form, which the Graduate Program Manager will arrange for the student and supervisor to sign when all ATC requirements have been met.

SCOPE, STRUCTURE AND FORMATTING OF A DOCTORAL DISSERTATION

On March 18, 2010, the Faculty of Graduate Studies Council endorsed a new single structure and format to be followed for UBC theses and dissertations. The new structure provides considerably more flexibility than the previous structures outlined for traditional and manuscript-based theses and dissertations. For example, manuscript-based chapters can now be incorporated into theses and dissertations that otherwise follow the structure and format of the former traditional thesis.

The dissertation must be a coherent document that provides a complete and systematic account of the student's research. It may incorporate work from submitted, accepted or published journal articles, which may or may not have co-authors. Full details on the scope expected by G+PS for a doctoral dissertation can be found here: <http://www.grad.ubc.ca/current-students/dissertation-thesis-preparation/scope-doctoral-dissertation>

Students are strongly advised to review G+PS formatting submission procedures well in advance of program completion. Formatting approval from G+PS is required before the draft dissertation is submitted to the External Examiner. Detailed information can be found on the G+PS website: <https://www.grad.ubc.ca/current-students/dissertation-thesis-preparation>

DISSERTATION DEFENSE PROCEDURES

The Doctoral Dissertation exam is administered through G+PS. Full details can be found at: <http://www.grad.ubc.ca/current-students/final-doctoral-examination>.

EXTENSION OF TIME ALLOWED FOR DEGREE COMPLETION

Although the Faculty of Forestry expects PhD students to complete their degree within five years, UBC provides an overall six-year time limit for the completion of a Doctoral degree. Under exceptional circumstances, a request for an extension must be made by the research supervisor to the Associate Dean. The request must detail the reasons for the extension and must include a detailed timeline for completion. Extensions will not normally be granted beyond one year.

Appendices

- Expectations for Students and Supervisors
- Graduate Student Responsibilities
- Thesis Supervisor Responsibilities
- Research Masters Timeline to Completion
- Master's Defense Planning Checklist
- PhD Timeline to Completion
- Instructions and Grading Rubric for MF Major Essay
- UBC Respectful Environment Information
- UBC Policy on Discrimination and Harassment
- Sustainability at UBC
- Student Associations

GRADUATE STUDENT / SUPERVISOR EXPECTATIONS

Excerpted from the Faculty of Graduate Studies website. A PDF file of this agreement letter can be downloaded from <https://www.grad.ubc.ca/current-students/supervision-advising>

The document is for students and their supervisors. Ideally, supervisors and students will discuss the document, retain copies of the document, and have a copy of the document placed in a student's file. Discussion of expectations can foster open communication between **supervisors and students and prevent misunderstandings that might otherwise arise. This document is not a replacement for University rules.** To the extent that any statements in this document contradict University of British Columbia policies, rules, or regulations, the University of British Columbia policies, rules and regulations prevail. Ultimately, successful completion of a graduate program of study is the student's responsibility.

Mutual understanding of expectations between students and their supervisors is critical to the success of a graduate program. This document is intended to be read and discussed by students and their supervisors at the onset of the students' programs. This document may be re-visited and modified over time as necessary, with any revised versions held by students and supervisors and kept on students' files. Students undertaking work at the master's level will find some of the points outlined are specific to doctoral students.

Name of Supervisor and Date: _____

As your supervisor, you can expect me to:

- Demonstrate commitment to your research and educational program, and offer stimulation, respectful support, constructive criticism, and consistent encouragement.
- Assist with identification of a research topic that is suitable for you and manageable within the scope of your degree.
- Have sufficient familiarity with your field of research to provide guidance as a supervisor.
- Assist you in gaining access to required facilities or research materials for your projects.
- Discuss your financial support issues and assist with scholarship applications and/or providing advice on academic employment opportunities.
- Provide guidance in the ethical conduct of research and model research integrity.
- Discuss with you the implications of engaging with activities/work unrelated to your thesis topic.
- Provide information about my availability for meetings and expectations about preparation for meetings.
- Assist you in planning your research program, setting a time frame, and adhering as much as possible to the schedule.
- Encourage you to finish up when it would not be in your best interest to stay longer.
- Be accessible for consultation and discussion of your academic progress and research at a minimum of once a term. [On average, our meetings will be held _____.]
- Minimize my expectations for activities/work that may interfere with your thesis completion.

- Institute a supervisory committee (with appropriate input from you) and prepare for committee meetings, which will occur on a regular basis (at least once a year) to review your progress and provide guidance for your future work.
- Support you in your preparation for the comprehensive examination and admission to candidacy which will be completed within 36 months of program initiation.
- Act as a resource about managing program requirements, deadlines, etc.
- Attend your presentations in appropriate venues and join in associated discussion.
- Submit recommendations for external examiners and university examiners for the doctoral dissertation within the time frames required by the Faculty of Graduate and Postdoctoral Studies.
- Acknowledge your contributions, when appropriate, in published material and oral presentations [Discuss policy regarding authorship, etc. of papers] in accordance with good scholarly practice and the University of British Columbia scholarly integrity policies.
- Provide reasonable expectations about work day hours and vacation time in accordance with University of British Columbia policies.
- Clarify my preferred style of communication with students about areas, such as student independence, approaches to conflict, direct questioning, and mentoring.
- Explain my expectations for mode of address, professional behaviour (e.g. punctuality), when to seek assistance, response to constructive criticism, and academic performance expectations.
- Assist you to overcome any cultural difficulties with norms and expectations.
- Respond thoroughly (with constructive suggestions for improvement) and in a timely fashion to submitted, written work.
- Promote a research environment that is safe and free from harassment.
- Assist in managing conflict or differences among members of the supervisory committee.
- Make arrangements to ensure adequate supervision if I am absent for extended periods, e.g. more than a month.
- Encourage you to present your research results within and outside the University. [Approximately how often? _____.]
- Provide mentoring in academic writing.
- Provide advice and mentorship with respect to career opportunities, which may be assisted by resources, skills, professional development, and other avenues.
- Other:

supervisor signature

supervisor print name

date

Name of Student and Date: _____

As your student, you can expect me to:

- Take responsibility for my progress towards my degree completion.
- Demonstrate commitment and dedicated effort in gaining the necessary background knowledge and skills to carry out the thesis.
- At all times, demonstrate research integrity and conduct research in an ethical manner in accordance with University of British Columbia policies and the policies or other requirements of any organizations funding my research.
- In conjunction with you, develop a plan and a timetable for completion of each stage of the thesis project.
- As applicable, apply to the University or granting agencies for financial awards or other necessary resources for the research.
- Meet standards and deadlines of the funding organization for a scholarship or grant.
- Adhere to negotiated schedules and meet appropriate deadlines.
- Keep you and the Faculty of Graduate and Postdoctoral Studies informed about my contact information.
- Meet and correspond with you when requested within specified time frames.
- Report fully and regularly on my progress and results.
- Maintain my registration and ensure any required permits or authorizations are kept up to date until the program is completed.
- Be thoughtful and reasonably frugal in using resources.
- Behave in a respectful manner with peers and colleagues
- Conform to the University and departmental/school requirements for my program.
- Meet at regular intervals with my supervisory committee (no less than yearly).
- Progress to my candidacy defense (including completion of my comprehensive exam) within 36 months of the initiation of my program.
- Keep orderly records of my research activities.
- Develop a clear understanding concerning ownership of intellectual property and scholarly integrity (refer to UBC policy on Patents and Licensing, <http://www.universitycounsel.ubc.ca/files/2013/06/policy88.pdf> , and the scholarly integrity policy 85, <http://universitycounsel.ubc.ca/files/2013/04/policy85.pdf> , and the University Industry Liaison Office, www.uilo.ubc.ca).
- Take any required training programs that are discussed and agreed.
- Work at least regular workday hours on my research project after course-work has been completed.
- Discuss, with you, the policy on use of computers and equipment.
- Complete my thesis and course work within timelines specified by the Faculty of Graduate and Postdoctoral Studies and suitable for my discipline.
- Finish my work and clear up my work space when program requirements have been completed.
- Return any borrowed materials on project completion or when requested.

- Explain to you my comfort with modes of communication (e.g. formal or informal, use of questioning) and independent activities.
- Make it clear to you when I do not understand what is expected of me.
- Describe my comfort with approaches to our academic relationship, e.g. professional versus personal.
- Contribute to a safe workplace where each individual shows tolerance and respect for the rights of others.
- Respond respectfully to advice and criticisms (indicating acceptance or rationale for rejection) received from you and members of my supervisory committee.
- Inform you in a timely manner about any of my presentations to facilitate attendance.
- Discuss, with you, my career plan and hopes for professional growth and development.
- Other:

student signature

student print name

date

GRADUATE STUDENT ROLES & RESPONSIBILITIES

Excerpted from the *Grad Studies Handbook of Graduate Supervision*. See more at: <https://www.grad.ubc.ca/handbook-graduate-supervision>

When you register as a graduate student at UBC, you're making a commitment to devote the time and energy needed to engage in research and write a thesis or dissertation. Your supervisor has a right to expect substantial effort, initiative, respect and receptiveness to suggestions and criticisms.

As a graduate student, you must accept the rules, procedures and standards in place in the program and at the university and should check the University Calendar for regulations regarding academic and non-academic matters. You are expected to:

- Make a commitment and show dedicated efforts to gain the background knowledge and skills needed to pursue your research project successfully.
- In conjunction with your supervisor, develop a plan and timetable for completion of all stages of your thesis project, adhere to a schedule and meet appropriate deadlines.
- Meet with your supervisor when requested and report fully and regularly on progress and results.
- Maintain registration throughout the program and (for international students) ensure that study permits and (where applicable) employment authorization documents are kept up to date.
- Keep your supervisor, graduate program advisor and Enrolment Services informed about your contact information.
- Give serious consideration to the advice and criticisms received from your supervisor and other members of your supervisory committee.
- Keep your work space tidy, safe and healthy; show tolerance and respect for the rights of others.
- Be thoughtful and reasonably frugal in using resources provided by your supervisor and the University, and assist in obtaining additional resources for your research or for other group members where applicable.
- Conform to University, Faculty and graduate program requirements, including those related to deadlines, dissertation or thesis style, conflict of interest.
- When your degree program requirements have been met, terminate your work and clean up your work space.
- Return borrowed materials to your supervisor, graduate program, library or reading room, etc. when your project has been finished or when return is requested.

The following suggestions can make your life a lot easier:

- Review the literature regularly and keep your literature survey up-to-date
- Maintain exemplary records of your experimental/theoretical work (so that others can replicate your results)
- While your supervisor is required to be reasonably available for consultation, it is your responsibility to keep in touch with your supervisor
- Make yourself available to your supervisor for regular meetings at mutually acceptable times
- Follow the university's policy regarding ownership of intellectual property

SUPERVISOR RESPONSIBILITIES

Excerpted from the Grad Studies Handbook of Graduate Supervision. See more at: <https://www.grad.ubc.ca/handbook-graduate-supervision>

Your supervisor is the key person in your graduate degree program. Graduate education is greatly affected by the nature of the supervision and the quality of communication between students and their supervisors. When students work closely and effectively with their supervisors, they will improve the quality of their dissertations or theses and their educational experiences. Supervisors should be available to help their students at every stage, from formulation of their research projects through establishing methodologies and discussing results, to presentation and possible publication of dissertations. Graduate supervisors must also ensure that their students' work meets the standards of the University and the academic discipline. Some specific responsibilities of a graduate supervisor:

- assists the student with the selection and planning of a suitable and manageable research topic.
- is sufficiently familiar with the field of research to provide guidance and/or has a willingness to gain that familiarity before agreeing to act as a supervisor.
- is accessible to the student for consultation and discussion of the student's academic progress and research. The frequency of meetings will vary according to the discipline, stage of work, nature of the project, independence of the student, etc. For many, weekly meetings are essential; for others, monthly meetings are satisfactory. In no case should interaction be less frequent than once per term.
- establishes (with input from the student and colleagues where appropriate) a supervisory committee, and convenes a meeting, at least annually, to evaluate the student's progress.
- responds in a timely and thorough manner to written work submitted by the student, with constructive suggestions for improvement and continuation. The turnaround time for comments on written work should not normally exceed three weeks.
- makes arrangements to ensure continuity of supervision when the supervisor will be absent for extended periods, e.g. a month or longer.
- when necessary, assists the student in gaining access to facilities or research materials.
- ensures that the research environment is safe, healthy and free from harassment, discrimination and conflict. When there is a conflict in advice or when there are different expectations on the part of co-supervisors or members of the supervisory committee, the supervisor is expected to endeavor to achieve consensus and resolve the differences.
- assists the student in being aware of program requirements, deadlines, sources of funding, etc.
- encourages the student to make presentations of research results within the University and to outside scholarly or professional bodies as appropriate.
- encourages the student to finish up when it would not be in the student's best interests to extend the program of studies.
- acknowledges appropriately the contributions of the student in presentations and in published material, in many cases via joint authorship.
- ensures that recommendations for external examiners of doctoral dissertations are made to the graduate program advisor and forwarded to the Faculty of Graduate Studies in a timely manner.
- assists the student to comply with any changes that need to be made to the thesis after the thesis or dissertation defence.

RESEARCH MASTERS TIMELINE TO COMPLETION:

First month

- Meet with supervisor to discuss expectations of student and supervisor, degree requirements, policies and timelines.

First term

- Meet with supervisor to discuss coursework, composition of committee, research plan.
- Confirm credit level of thesis work (6, 12, or 18 credits).

First two terms

- Establish supervisory committee. Three faculty members including supervisor, normally at least 2 members from Forestry.
- Complete coursework.
- Apply for scholarship funding. Tri-council scholarships all have the same application process, with a deadline in mid-September. Apply for Faculty of Forestry internal awards in April.
- Identify research project. If this has not occurred within first 8 months, the supervisor must provide a project which can be completed in a reasonable (<18 months) time.
- Convene committee meeting to discuss proposed research. Submit committee meeting report to the Grad Program office: <http://forestry.sites.olt.ubc.ca/files/2012/06/masters-student-supervisory-ctee-mtg-form-6.pdf>
- Begin research.

Second year

- If you wish to transfer to a PhD, ensure that you have completed requirements and your supervisor has submitted the transfer request before the end of your fifth term (20 months), and preferably by the end of your first year.
- Convene committee meeting to discuss research results from first year, possible further research, timeline to thesis completion. Submit committee meeting report to the Grad Program office: <http://forestry.sites.olt.ubc.ca/files/2012/06/masters-student-supervisory-ctee-mtg-form-6.pdf>
- Complete research.
- Complete writing the thesis by the end of the second year.
- Plan for your thesis defense. Refer to the defense planning checklist at: <http://forestry.sites.olt.ubc.ca/files/2012/06/Planning-Your-Masters-Defense-for-students.pdf>
- Defend and submit thesis.
- Submit final thesis to G+PS for formal program closure. Refer to G+PS formatting requirements: www.grad.ubc.ca/current-students/dissertation-thesis-preparation
- Apply to graduate. See www.graduation.ubc.ca for deadlines.

MASTER'S DEFENSE PREPARATION CHECKLIST

Review defense procedures as outlined in the Forestry Gradbook.

The Gradbook can be downloaded from: <http://www.forestry.ubc.ca/students/graduate/student-resources-forms/> (first item at the top of the web page). In the Gradbook, the defense procedures are in the section entitled, "Being a Master's student".

Receive thesis approval from your supervisor. Before your exam can be booked, your supervisor must send the Graduate Program Manager notification (email is fine) that your thesis is ready for defense. At this point, you should distribute copies of your thesis to your supervisory committee, with at least two weeks allowed for reading and comments.

Confirm your examining committee members. The examining committee must include your supervisor, at least one other member of your supervisory committee, plus a **Chair** and a **Non-departmental Examiner (NDE)**. Your supervisor is responsible for confirming people for the Chair and NDE positions.

- The *Chair* acts as moderator of the exam, and needs to be a Forestry faculty member who has not been directly associated with the preparation of the thesis.
- The *NDE* may be from a Faculty of Forestry department outside of your supervisor's, or from another UBC department, and must be a member of the Faculty of Graduate and Postdoctoral Studies. *Remember that a copy of your thesis must be sent to the NDE well in advance of your exam date.*

Set the date. Coordinate a defense date and start time with your examining committee (two hours are needed). *Once a date is confirmed, notify the grad program office so we can book a room.* We'll send out the official defense notice to your examining committee (and you), and will also advertise the defense to the Forestry community. Your defense is open to the public. Please provide us with at least 10 days advance notice.

- **Practice, AV Equipment, Room Set-Up.** The Boardroom (or alternate) is reserved for you up to one hour ahead of your exam start, so you have plenty of time to set up before the defense begins. The boardroom has a full AV system – you are responsible for familiarizing yourself with operation of any of the AV equipment in advance of your exam day. We highly recommend that you book a practice session to run through your presentation and thus avoid last-minute technical glitches. It is permissible for a member of the examining committee to participate remotely (e.g. skype or speaker phone) if quorum cannot be met otherwise. It is the student’s responsibility to arrange for the appropriate AV equipment and necessary IT support.

- **Apply to graduate.** The application is available on-line through your Student Service Centre account. Completion of this application is required for degree conferral, regardless of whether you plan on attending a graduation ceremony. UBC confers graduate degrees in Feb, May, Sept and Nov each year. Refer to this link: <https://www.grad.ubc.ca/faculty-staff/policies-procedures/graduation>

- Be sure you have reviewed **G+PS thesis formatting & final thesis submission procedures:** Your program (and tuition assessment!) is not closed until after your defended, approved thesis is submitted to GP+S and you have received their thesis receipt. If it’s important for you to receive the thesis receipt as soon as possible after your defense, do not wait until the last-minute to check your formatting. Most students require at least minor formatting changes prior to their receipt being issued.
 - Formatting: www.grad.ubc.ca/current-students/dissertation-thesis-preparation .
 - Post-defense thesis submission procedures: <https://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission>
 - After the defense, your exam Chair will give you the various forms you need to submit along with your thesis.

- **Program Completion Release Form.** Your exam Chair will also provide you with a completion checklist / release form, which outlines a number of action- items you are responsible for completing before you leave campus for the final time, e.g. returning keys and equipment, closing computer accounts, etc. If you are planning to depart Vancouver soon after your defense, be sure to leave yourself enough time to look after these responsibilities.

Questions? Don’t hesitate to ask: gayle.kosh@ubc.ca / 604.827.4454

PHD TIMELINE TO COMPLETION:

First month

- Meet with supervisor to discuss expectations of student and supervisor, degree requirements, policies and timelines.

First term

- Meet with supervisor to discuss coursework, composition of committee, research plan.

First two terms

- Establish supervisory committee. Three faculty members including supervisor, normally at least 2 members from Forestry. Submit CV for any non-UBC committee members to ASSOCIATE DEAN for approval by G+PS.
- Begin coursework the committee has recommended or is required for students without Master's degrees. Must be completed with a passing grade (68%).
- Apply for scholarship funding. Major Tri-council scholarships all have the same application process, with a deadline in mid-September. Apply in April for Faculty of Forestry internal awards.
- Identify research project.
- Convene committee meeting to discuss proposed research. Submit committee meeting report to the Grad Program office: <http://forestry.sites.olt.ubc.ca/files/2012/06/phd-student-supervisory-ctee-mtg-form-5.pdf>
- Begin research.

By end of 18 months

- Prepare the research proposal and obtain approval from supervisor.
- Convene committee meeting to discuss proposed research and comprehensive exam. Submit committee meeting report to the Grad Program office: <http://forestry.sites.olt.ubc.ca/files/2012/06/phd-student-supervisory-ctee-mtg-form-5.pdf>
- Revise proposal as necessary to get approval of all committee members.
- Ask each committee member for areas of examination or reading list for comprehensive exam. Begin preparing for exam.
- Contact Graduate Program Manager to book pre-comprehensive meeting with student, supervisor and ASSOCIATE DEAN.

By end of 24 months

- Complete coursework.
- Take comprehensive exam.
- Have proposal approved by supervisory committee.
- Admission to Candidacy.

Following years

- Convene regular committee meetings to discuss research results from first year, further research plans, and timeline to thesis completion. Submit committee meeting report to the Grad Program office: <http://forestry.sites.olt.ubc.ca/files/2012/06/phd-student-supervisory-ctee-mtg-form-5.pdf>
- Complete research.
- Complete writing the thesis by the end of the fourth year.
- Sit Doctoral Exam and submit thesis to G+PS.
- Apply to graduate. See www.graduation.ubc.ca for deadlines.

Doctoral Exam Preparation (begins 4 months prior to defense):

- **Carefully review G+PS regulations for Doctoral Oral Examination scheduling:** www.grad.ubc.ca/current-students/final-doctoral-examination
- Submit External Examiner form to G+PS 4 months before completing thesis.
- Obtain approval of thesis by Supervisor. This may be an iterative process.
- Submit thesis to supervisory committee at least 2-3 weeks before approval is required.
- Obtain approval of supervisory committee.
- Submit thesis to G+PS for transmission to External Examiner.
- Identify members of the examining committee (Supervisor, External Examiner, University Examiner, 2-3 members of supervisory committee, Chair).
- Schedule thesis defense.

MF MAJOR ESSAY GRADING RUBRIC AND COMPLETION DEADLINES

FRST 548A/B – 3/6 credits

PURPOSE:

The purpose of the essay is to provide an opportunity for each student to undertake independent study under direction of a faculty member, in a subject area of interest. A substantial effort is expected of every student. The quality of the work must be good, the English must be acceptable, and statements must be substantiated by references or data where appropriate. The essay is an important opportunity for training in rigorous thinking and effective writing.

For the 3-credit essay, the minimum length requirement is 5000 words. The six-credit essay should be approximately double.

REFERENCES:

A writing handbook for students in the Faculty of Forestry (“A Writing Guidebook for the Natural Sciences”) was developed in 2006. An electronic copy is available free of charge from:

<http://www.forestry.ubc.ca/courses/writing-guidebook/>

PROCEDURES:

1. **Before beginning work on the major essay, each student must decide on the general nature of their essay subject and advise the Forestry Graduate Program office of the name of the faculty member who will be acting as their Essay Advisor.** Another faculty member will be required for Second Reader after the essay is completed (selected by the student and their Essay Advisor).
2. **Each student should consult their Essay Advisor periodically.** Weekly or bi-weekly meetings, at a time mutually agreed upon, are recommended. It is essential for a good learning experience that a healthy collaboration be developed between the faculty member and student. Frequent contact and stimulating dialogues will help make the essay a rewarding experience for all parties.
3. **Registration and Program Completion Date:** Students are required to register into the essay course number (FRST 548 A or B) each term, from program start to completion. Their program completion date will be determined based on the date that the essay final version is submitted to their Advisor for grading, or the end of the term in which all program course work is completed, whichever is later.
4. **It is the responsibility of the student to discuss with their Essay Advisor and Second Reader agreeable deadlines** for submission of a first draft (for feedback and further revision), and submission of a final version for grading. *If you are aiming for a specific Program Completion date, you must meet applicable deadlines in order to avoid registration and tuition assessment past that date.*

NOVEMBER 2016 MF DEGREE CONFERRAL DEADLINE:

These deadlines are for MF students who have completed all course work by August 31 but require additional time to work on their essay. You are required to register in FRST 548 A/B in Fall 2016 term and pay tuition.

The essay must be submitted to your Advisor and Second Reader for final grading on or before **October 7, 2016**. In addition, an electronic copy should be send to the Forestry Graduate Program office at this time.

This deadline assumes that the student’s Advisor and Second Reader will submit the final essay grade to the Forestry Graduate Program office no later than October 21, 2016 (this is a FIRM Deadline). STUDENTS PLEASE NOTE! Some faculty may require a longer turnaround time for grading, and thus require you to submit your final essay EARLIER than October 7 – be sure to discuss this with them well in advance. It is your responsibility to ensure that they are given enough turnaround time to submit a grade by the Oct. 21 deadline.

FALL TERM 2016 (DECEMBER 31, 2016) MF COMPLETION DEADLINE:

For students intending to complete all program requirements in the Fall 2016 Term (i.e. avoid Term 2 registration and fees), the essay must be submitted to their Advisor and Second Reader for final grading on or before **December 10, 2016**. In addition, an electronic copy should be send to the Forestry Graduate Program office at this time. A program end date of December 31 will not be guaranteed in the case of late submission.

This deadline assumes that the student’s Advisor and Second Reader will submit the final essay grade to the Forestry Graduate Program office no later than January 6, 2017. STUDENTS PLEASE NOTE! Some faculty may require a longer turnaround time for grading, and thus require you to submit your final essay EARLIER than December 10 – be sure to discuss this with them well in advance. It is your responsibility to ensure that they are given enough turnaround time to submit a grade by the January 6 deadline.

This assumes that the student’s course work will also be complete before the end of the Fall 2016 term. Students who complete degree requirements by the end of Dec. are eligible for degree conferral in Feb. 2017.

FEBRUARY 2017 MF DEGREE CONFERRAL DEADLINE:

These deadlines are for MF students who have completed all courses in the Fall Term, but require additional time to finish their essay. You are required to register in FRST 548 A/B for both terms and pay tuition. The essay must be submitted to your Advisor and Second Reader for final grading on or before **January 6, 2017**. In addition, an electronic copy should be send to the Forestry Graduate Program office at this time.

This deadline assumes that the student’s Advisor and Second Reader will submit the final essay grade to the Forestry Graduate Program office no later than January 20, 2017. This is a FIRM deadline! **STUDENTS PLEASE NOTE:** Some faculty may require a longer turnaround time for grading, so be sure to discuss this with them well in advance. Final essay grades submitted late will result in your degree conferral being delayed to the next graduation period in May 2017.

MAY 2017 MF DEGREE CONFERRAL DEADLINE:

For students intending to graduate in May 2017, the essay must be submitted to their Advisor and Second Reader for final grading on or before April 14, 2017. In addition, an electronic copy should be send to the Forestry Graduate Program office at this time.

The above deadline assumes that the student's Advisor and Second Reader will submit the final essay grade to the Forestry Graduate Program office no later than April 28, 2017 in order for the student to be approved for May graduation.

STUDENTS PLEASE NOTE! The grade submission deadline is firm. Some faculty may require a longer turnaround time for grading, and thus require you to submit your final essay EARLIER than April 14 – be sure to discuss this with them well in advance! It is your responsibility to ensure that they are given enough turnaround time to submit a grade by the April 28 deadline.

All of the above information assumes that the student's course work will also be complete by the end of April 2017.

SEPTEMBER 2017 MF DEGREE CONFERRAL DEADLINE:

For students intending to graduate in September 2017, the essay must be submitted to their Advisor and Second Reader for final grading on or before August 4, 2017. In addition, an electronic copy should be send to the Forestry Graduate Program office at this time.

The above deadline assumes that the student's Advisor and Second Reader will submit the final essay grade to the Forestry Graduate Program office no later than August 18, 2017 in order for the student to be approved for Sept. graduation.

STUDENTS PLEASE NOTE! The grade submission deadline is firm. Some faculty may require a longer turnaround time for grading, and thus require you to submit your final essay EARLIER than August 4 – be sure to discuss this with them well in advance! It is your responsibility to ensure that they are given enough turnaround time to submit a grade by the August 18 deadline.

All of the above information assumes that the student's course work will also be complete by August 18. Students with essays submitted and graded *after* August 18 but *on or before* August 31 will be eligible to have their student accounts closed within the Summer Term and avoid Fall Term registration and fees. However, degree conferral will be delayed to the November conferral period.

MAJOR ESSAY MARKING PROCESS:

The essay will be read, marked and commented upon by the Advisor and by a second faculty member (Reader). One hardcopy will be returned to the student with the Advisors' comments. Students are reminded that plagiarism constitutes serious academic misconduct and that it can result in penalties up to and including permanent withdrawal from the University. Students are encouraged to learn about what plagiarism entails and to discuss ways of avoiding it with their essay advisor or the Associate Dean.

Treat the formal submission of your essay as final. However, essays deemed unacceptable for a variety of reasons may be returned to the student for modifications prior to assigning a final grade. Advisors should discuss the situation with the Associate Dean before a decision is reached. The usual consequence of an essay being returned for modifications is a delay in when a student can graduate.

Grading Rubric for Essays - Master of Forestry Students

Level of achievement	Criteria
(35 %) Quality of Analysis	
Outstanding (90-100)	An excellent understanding of the relevant issues is demonstrated. Very good critical thinking and/or analysis skills are evident. In addition, the argument of the paper contains originality, the assertion of ideas that go beyond those offered in the supporting documentation.
Excellent (80-89)	An excellent understanding of the relevant issues is demonstrated. Very good critical thinking and/or analysis skills are evident.
Good (68-79)	A good understanding of the relevant issues is demonstrated. Some critical thinking and/or analysis skills are evident, but the thrust of the paper is primarily descriptive.
Fair (55-67)	A marginal understanding of the relevant issues is demonstrated. Evidence of critical thinking and/or analysis is minimal.
Unacceptable (≤ 54)	A very poor understanding of the relevant issues is demonstrated. There is little or no evidence of critical thinking and/or analysis.

(35 %) Quality of documentation, supporting evidence, and use of data	
Outstanding (90-100)	The topic is very well-researched. The author has selected the most appropriate and up-to-date materials and applied them very effectively to support the main arguments of the paper. If data are presented, the data support the arguments and are well documented. Potential ambiguities are identified and dealt with.
Excellent (80-89)	The topic is well-researched. The author has selected appropriate and up-to-date materials and applied them effectively to support the main arguments of the paper. If data are presented, the data support the arguments and are well documented. Potential ambiguities are identified and dealt with.
Good (68-79)	One of the characteristics of an excellent answer is omitted or poorly done.
Fair (55-67)	Two of the characteristics of an excellent answer are omitted or poorly done.
Unacceptable (≤ 54)	Three of the characteristics of an excellent answer are omitted or poorly done.
(10%) Organization	
Outstanding (90-100)	The paper addresses its topics in a logical order. Each paragraph has one major idea. All main ideas are supported by well-explained evidence. Connections between paragraphs are clear. There is an introductory and concluding paragraph. Overall, the content and flow of the argument is extremely clear from the beginning to the end of the paper.
Excellent (80-89)	The paper addresses its topics in a logical order. Each paragraph has one major idea. All main ideas are supported by well-explained evidence. Connections between paragraphs are clear. There is an introductory and concluding paragraph.
Good (68-79)	One of the elements of logical development is poorly done.
Fair (55-67)	Two of the elements of logical development are poorly done.
Unacceptable (≤ 54)	Organization unclear; paragraph structure poor; transitions poor; the essay is hard to follow.

(10%) Writing Style and References	
Outstanding (90-100)	The paper can be read quickly, with no pauses to puzzle out the meaning at any point.
Excellent (80-89)	Uses appropriate vocabulary, sentence length, and punctuation. Language is clear and concise. It exhibits a clear awareness of audience (preference for third person or first person, no use of second person). Active voice dominates. Sources are clearly identified and consistently cited.
Good (68-79)	Some sentences are too long; others have passive voice when active voice would work. Word usage is not always correct, and some sentences are unclear.
Fair (55-67)	Contains many inappropriate uses of the features of this category, such as too many words, addressing a vague audience, and misused words.
Unacceptable (≤ 54)	The author seems completely unaware of audience, sentences are clumsy, and meaning is obscured.
(10%) Grammar	
Outstanding (90-100)	Absolutely no errors in grammar.
Excellent (80-89)	Consistently correct subject/verb agreement. Correct sentence structure, consistency in person, tense, and number, and clear pronoun references. Spelling is correct.
Good (68-79)	A few errors in grammar
Fair(55-67)	Many errors in grammar.
Unacceptable (≤ 54)	Grammar is below any reasonable standard of acceptance at a post-secondary institution.

Grading Sheet for Master of Forestry

MAJOR ESSAY (FRST 548A/B)

Criterion	Levels of Achievement					Points Achieved
	Outstanding (90-100)	Excellent(80-89)	Good (68-79)	Fair (55-67)	Unacceptable (54 and lower)	
Quality of Analysis (35)						
Quality of Documentation (35)						
Logical Development (10)						
Writing Style (10)						
Grammar (10)						

Graded by: _____

Date: _____

Essay Credit Level (3 or 6 credits): _____

Grade (%): _____

Master of Forestry

MAJOR ESSAY (FRST 548A/B)

Overall Comments

Quality of Analysis:

Documentation and supporting evidence:

Logical Development, Mechanical Style, and Grammar:

UBC RESPECTFUL ENVIRONMENT INFORMATION

(re-printed from <http://www.hr.ubc.ca/respectful-environment/>)

In late September 2008, President Toope introduced UBC's Respectful Environment Statement for Students, Faculty and Staff. The Statement speaks to our freedoms and our responsibilities, and provides the guiding principles to support us in building an environment in which respect, civility, diversity, opportunity and inclusion are valued.

Many of us live by the **Golden Rule** or the **Ethic of Reciprocity**.

"Treat others the way **you** would like to be treated"

Have you heard about **The Platinum Rule**?

"Treat others the way **they** want to be treated"

This rule means that you recognize that service is not about what you want to give; it's about what others want to receive. Ask people what they want. Listen to their answers.

Apply the Golden Rule to avoid harming others, and apply the Platinum Rule to provide people with the things that they value or that are important to them.

Please refer to the above web link to read the full UBC Respectful Environment Statement.

UBC POLICY ON DISCRIMINATION AND HARASSMENT

(re-printed from: <http://equity.ubc.ca/discrimination/>)

What is Discrimination?

Discrimination, whether intentional or unintentional, is unfair, differential treatment of individuals and groups based on prejudice, ignorance, fear or stereotypes. Discrimination imposes burdens on, or denies opportunities to, individuals or groups and is unfair because it is not based on actual academic or job performance, or any other form of competence.

Discrimination is based on the erroneous assumption that a particular individual shares attributes, usually negative, stereotypically associated with a group to which he or she is perceived to belong.

Examples of Discrimination

- Rejecting applications from persons with physical disabilities on the assumption that they cannot adequately do the job
- Asking only female applicants about their day-care arrangements
- Isolating co-workers because of their sexual orientation
- Denying women promotions to management because the employer believes women are not committed to their careers
- Refusing to hire persons of certain cultural backgrounds because the employer is uncomfortable with their perceived differences from the "majority" of employees
- Rejecting applications of graduate students from certain cultures because some group-differences research suggests that they are less intelligent than candidates from other cultures
- Evaluating students negatively because the instructor disapproves of their political beliefs or cultural perspectives
- Denigrating ethno-cultural contributions to academic fields of study and subject material

The 13 Grounds of Prohibited Discrimination

The B.C. Human Rights Code identifies thirteen grounds of prohibited discrimination. Discriminating on any of these 13 grounds violates the Human Rights Code and UBC's Policy on Discrimination and Harassment. Discriminating on any of the following 13 grounds, which the B.C. Human Rights Code declares prohibited grounds of discrimination, violates both the Human Rights Code and UBC's Policy on Discrimination and Harassment.

- Age
- Ancestry
- Colour
- Family Status
- Marital Status
- Physical and Mental Disability
- Place of Origin
- Political Belief
- Race
- Religion
- Sex (including gender and pregnancy)
- Sexual orientation
- Unrelated criminal conviction

What is Harassment?

Harassment, a form of discrimination, is a comment, conduct or behaviour that humiliates, intimidates, excludes and isolates an individual or group based on the BC Human Rights Code's thirteen grounds of prohibited discrimination. Harassment is unwanted and unwelcome attention from a person who knows, or ought to know, that the behaviour is unwelcome. Harassment can range from written or spoken comments to unwanted jokes, gifts, and physical assault, and may be accompanied by threats or promises regarding work or study opportunities and conditions. Harassment can be either a single incident or a series of related incidents.

Examples of Harassment

Repeated derogatory comments or jokes based on one of the prohibited grounds

- Unwelcome staring, stalking or touching
- Unwanted sexual innuendoes and come-ons
- Racist, sexist or homophobic graffiti, cartoons, posters or screen-savers displayed in a common work/study area
- Persistent unwanted contact after the end of a consensual relationship
- Mocking a person's accent to ridicule that person
- Discussing the culture of other classmates, co-workers, or colleagues in a disrespectful or ridiculing manner
- Refusing to reschedule lunch-time tutorials that conflict with a student's religious practices/prayers
- Threatening to fire people for taking maternity or parental leave
- Imitating a co-worker's speech impediment to put down that person
- Disparaging comments about mature students' place in higher education

SUSTAINABILITY AT UBC

(Reprinted from <http://sustain.ubc.ca/our-commitment>)

Sustainability at UBC isn't just a word to define—it's a term that defines us and how we interact with the world.

UBC's strategic plan, **Place and Promise**, commits all aspects of the University—its infrastructure, research, teaching and learning elements—to exploring and exemplifying [social](#), [economic](#) and environmental sustainability.

The [Sustainability Academic Strategy](#), a mid-level plan created through a collaborative process involving students, staff and faculty, informs the UBC strategic planning process and provides recommendations around specific academic themes and actions. It also articulates UBC's approach to sustainability:

- *We see sustainability not as a prescribed set of outcomes, but as the emergent property of a societal conversation about what kind of world we want to live in, informed by some understanding of the ecological, social and economic consequences of different courses of action.*

Our commitment transforms the entire UBC campus into a [living laboratory](#)—a societal test-bed for sustainability. In this way, the University's physical plant becomes a testing ground in which staff, students, faculty members, researchers and partners test, study, teach, apply and share lessons learned, technologies created and policies developed. Through our partnerships, outcomes are applied beyond the campus, ensuring the University acts as [agent of change](#) to address some of society's most pressing sustainability challenges.

To meet our commitments, UBC has implemented [strategic sustainability plans](#), developed an ambitious program of [campus initiatives](#) and established processes to track our progress. We are proud of the external recognition and [awards](#) we've received and are eager to tell [our story](#) so that other post-secondary institutions and communities might learn--and teach us--how to make a world of difference.

STUDENT ASSOCIATIONS

FGSA (Forestry Graduate Student Association)

<http://fgsa.forestry.ubc.ca/> info.fgsa@gmail.com



We are a group of students from around the world connected by one thing we love, forests! Our association is basically a social club, open to all graduate students in the UBC Faculty of Forestry. We strive to foster a sense of community within the student body and our objectives include:

- Organizing and hosting social events for graduate students
- Representing forestry graduate students in other campus organisations (e.g. the Graduate Student Society and the Faculty of Graduate Studies)
- Supporting graduate students who strive to build connections within the greater academic and professional forestry community

The International Forestry Students' Association at UBC

The International Forestry Students' Association (IFSA) is the largest global network of forestry students. It unites more than 3,000 students in 74 member associations in 54 countries. Its main goal is to promote global cooperation and broaden knowledge among students of forestry and related sciences. In addition, it seeks to provide a voice for youth in international policy processes. IFSA's main meeting – the International Forestry Students' Symposium (IFSS) – takes place every year in a different country. IFSS is a two-week symposium where more than 130 forestry students gather to learn and discuss the latest forestry issues.

Since 2010, the Faculty of Forestry at UBC has been an active member of IFSA. Several of our students have acted as officials and have participated in two IFSSs in Finland and Turkey. Furthermore, British Columbia has been selected as the host for IFSS 2014 and UBC's Faculty of Forestry will be the main organizer. This is a great opportunity to display the natural beauty and forest practices of the province to students coming from all regions of the world. Many forestry graduate and undergraduate students are actively working for making IFSS 2014 a great success!

For more information or to become an active member of IFSA-UBC (no fee), contact us at:

ifsa.ubc@gmail.com
<http://ifsa.forestry.ubc.ca/>

UBC Graduate Student Society (GSS)

The Graduate Student Society (GSS) is the independent voice of graduate students on campus. Society's mission statement is:

- The UBC Graduate Student Society represents and advocates on behalf of all UBC Graduate Students to the University, the Government, and the public.
- We provide academic, professional, social, and recreational services to our members, and act as stewards of the Thea Koerner House Graduate Student Centre.

GSS is the organisation that:

- advocates for and protects the interests of graduate students at UBC;
- supports graduate students in their studies or facing academic problems;
- organises social, sport, and recreational events;
- publishes The Graduate Magazine monthly and the annual Graduate Student Handbook.
- operates the Thea Koerner House Graduate Student Centre, including Koerner's Pub, Thea's Lounge, and more.

The GSS Advocates on such issues as:

- Timely payment of research stipends, teaching assistant stipends, and major scholarships
- Communication between departments and administration at UBC
- Improved relations between supervisors and students
- <http://gss.ubc.ca>