

GRADBOOK 2017/18

Policies & Procedures for Forestry Graduate Students



THE UNIVERSITY OF BRITISH COLUMBIA

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Using the Gradbook

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

GRADUATE PROGRAM OFFICE CONTACTS FOR CURRENT STUDENTS

The Graduate Program office is located in the Forest Science Centre (FSC) on the second floor.

Yousry El-Kassaby, Associate Dean & Graduate Program Advisor (FSC 2714) – y.el-kassaby@ubc.ca

Gayle Kosh, Graduate Program Manager (FSC 2653) – gayle.kosh@ubc.ca

Ikuko Takahashi, Awards & Records Assistant (FSC 2651) – ikuko.takahashi@ubc.ca

FORESTRY GRAD NEWS EMAIL LIST

The email address you provided in your application will be added to the group email notification list, “frstgrad-news”. This email list is separate from the SSC contact information so if your email address changes, please let the Graduate Program office know so we can update this list. Important notices are sent out to this list on a regular basis, particularly on Thursdays via our “Weekly Email” newsletter – you do not want to miss out on vital information!

STUDENT SERVICE CENTRE (SSC)

The SSC is where you access your student records and services. Please ensure you keep your contact information up-to-date at all times. <https://ssc.adm.ubc.ca>

TUITION DEADLINES

Tuition is assessed three times per year at the start of each term (Sept, Jan, May, or July for MSFM and MGEM students). Check your SSC account for the exact tuition amount and payment due date.

USEFUL WEBSITES & FORMS

Bookmark the Forestry Student Resources & Forms page for links to various online handbooks, guides, forms and other helpful links: <http://www.forestry.ubc.ca/students/graduate/student-resources-forms/>

STUDENT AGREEMENT LETTER

As part of your admissions package you received a Forestry Program Letter of Agreement from the Associate Dean and your Research Supervisor or Program Director. The agreement letter outlines responsibilities and expectations for scholarly integrity and conduct, and also details the minimum level of student funding that you have been promised (if any). Please review this information thoroughly.

INTELLECTUAL PROPERTY GUIDELINES

For additional information about UBC's Intellectual Property and Scholarly Activity policies, 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 and Postdoctoral 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. Steps for avoiding plagiarism:

- 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.

FINANCIAL SUPPORT

Course-based Master's Students

Students enrolled in our course-based degrees (MF, MIF, MSFM, MGEM) are not eligible for the majority of merit-based university award competitions. Any applicable funding opportunities that do become available for current students will be communicated directly to the program cohort as appropriate. Needs-based funding (loans and bursaries) are available through the central student finances office; refer to this website for more details: <https://students.ubc.ca/enrolment/finances/awards-scholarships-bursaries>.

Thesis Students

For 2017/18 admissions, the minimum total funding package for MASc/MSc students is set at \$18,200 annually for the first 2 years of the master's program or a valid alternate funding plan agreed upon with the supervisor and approved by the Associate Dean. For PhD students, the minimum total funding package is set at \$21,000 annually for the first 4 years of the doctoral program, or a valid alternate funding plan agreed upon with the supervisor and approved by the Associate Dean.

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 is dependent on academic progress and may be adjusted if the student is successful in receiving a major scholarship or other additional funding or awards.

Students in thesis programs 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) and other major awards are required to apply in the major award competitions for which they are eligible.

Thesis students and their supervisors are expected to review the student's funding plan on an annual basis. Each student's funding package is described in the Student Agreement letter sent from the Associate Dean as part of the Offer of Admission package.

Award Resources

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.

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.

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.

For thesis programs, there is a part-time category ('Schedule B' or 'Schedule C' tuition), which must be requested and approved as part of the admission process, i.e. prior to the admission offer being confirmed. Once a tuition schedule classification is approved, students are not permitted to change to another (e.g. switch from full- to part-time, or vice versa). Program applicants considering part-time classification are advised that they may not be eligible for interest-free status government loans, teaching or research assistantships, assigned desk space, student housing, and some fellowships or scholarships.

For more information: www.grad.ubc.ca/faculty-staff/policies-procedures/student-status

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

UBC awards graduate-level 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 to graduate online via your student account (SSC). There are completion deadlines for each conferral period. The Forestry Graduate Program office sends out a detailed completion checklist 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). Further details at: <https://www.grad.ubc.ca/faculty-staff/policies-procedures/graduation>

Being a Course-based / Professional Program Master's Student (MF, MSFM, MIF, MGEM)

MINIMUM ACADEMIC PROGRESS DEFINITIONS AND EXPECTATIONS

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

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

Grade Requirements

All courses taken within your program registration affect your overall GPA, even non-required 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%). However, only 6 credits of courses with grades in the C to C+ range (60-67%) may be counted toward graduation. 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.

REGISTRATION

All course-based Master's students are required to register themselves in the course sections required for their respective degree, unless otherwise notified. The exception to this rule is FRST 555 (MSFM August Field Course) and GEM 500 (MGEM August Intensive); the Forestry Graduate Program office will complete this registration for all students as applicable.

AUDITING COURSES

Due to the intensive nature of the course-based degrees, auditing of courses is usually not permitted. The exception is the MF program; auditing may be permitted if approved by the Program Director.

DIRECTED STUDIES

MF, MSFM, MGEM: Directed Studies may be taken to complete your program's elective requirements if approved by your Program Director. The content and expectations of the Directed Study must also be pre-approved by the Forestry Graduate Program office via 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/>

UNDERGRADUATE COURSES

MF, MSFM, MGEM: If approved by your Program Director, elective requirements may be met via enrollment in undergraduate courses, upper-level only (numbered 300-499). For students allowed more than one elective in their program, please note that a maximum of 6 credits of undergraduate course work is permitted.

TRANSFERRING PROGRAMS

Students in the professional degrees are not permitted to transfer to another program. Registration in a different degree without graduating from your current program would require that you voluntarily withdraw and re-apply to the new degree.

The only exception is students in the MF degree who are **unaffiliated** with the TRANSFOR-M program. In this case, they may be allowed to transfer to a thesis-based program. To be eligible for transfer, the student must apply for transfer to the Forestry Graduate Program office 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.

COURSE-BASED DEGREE REQUIREMENTS & PROGRAM COMPLETION PROCEDURES

Master of Forestry (MF)

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

MF students are expected to complete their degree requirements in 24 months, which for TRANSFOR-M students includes the time spent in Europe. To qualify for UBC graduation, MF students are required to complete a Major Essay (FRST 548, 3- or 6-credit options available) and coursework (27- or 24-credits, respectively) for a minimum total credit combination of **30**.

FRST 548 Major Essay:

The purpose of the essay is to provide an opportunity for each student to undertake independent study under direction of a UBC Forestry 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 deadlines.*

Courses:

All courses must be selected in consultation with the Program Director.

- Required:
 - o FRST 544 – Technical Communications (3-credits), and
 - o FRST 547 – Forestry in BC (3-credits).
- Strongly Recommended: FRST 545 – Technical Writing (3-credits).
- The remainder course electives may be selected as appropriate from any department offerings at UBC (students must meet individual course pre-requisites), keeping in mind the undergraduate credit limit as described in the previous section.

MF Completion Procedures

Program completion and approval for graduation is overseen by the Forestry Graduate Program office.

Students are responsible for meeting deadlines in order to ensure their program is closed within a specific term or degree conferral period. Once all requirements have been successfully completed, the Forestry Graduate Program Manager will submit the necessary paperwork to the Faculty of Graduate and Postdoctoral Studies on the student's behalf, at which time registration will be officially closed. 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.

Application to Graduate

Program completion is a separate process from having the degree conferred. Students are required to submit an Application to Graduate (via their SSC account) in order for your degree certificate to be issued and degree conferral noted on your transcript, even if you aren't planning to attend the actual ceremony.

Master of Sustainable Forest Management (MSFM)

MSFM students must complete 33 credits, consisting of:

- 21 required credits (FRST 555, FRST 556, FRST 557, FRST 558) or approved alternates, and
- 12 elective credits, as follows:
 - o Economics and administration of forestry (3 credits): FRST 537c
 - o Forest policy (3 credits): FRST 523
 - o Directed studies in specialization and/or supplementary coursework (6 credits)

MSFM Timeline to Completion Options

There are two paths for completing the program. Note that both require full-time registration, but Option 2 provides a one-year leave period in between the Summer/Fall and Winter Terms:

OPTION 1:

Graduation requirements are completed in ten months. This is the best option for students wishing to devote a concentrated period to study and graduate in the shortest time possible.

- Summer Term 2017 (July-August): MSFM registration and tuition assessment officially begins at the start of UBC's Summer Term Two (July 1). Note that students are not required to arrive on campus until mid-August, which is when the first course (FRST 555 immersion field camp) begins.
- Fall Term (September-December 2017): full-time course work including FRST 556, FRST 557 and electives.
- Winter Term (January-April 2018): full-time course work including FRST 558 and electives.
- Degree Conferral: May 2018 (on-campus requirements completed by end of Winter Term, April 30).

OPTION 2:

Graduation requirements are completed in 22 months. This is the best option for students who are limited in the period of time in which they can be away from employment or family obligations. It allows the first half of the degree to be completed followed by a one-year leave, and then return the following year for program completion. NOTE: UBC assesses a per-term leave of absence fee. See the [tuition page](#) for more details.

- Summer Term 2017 (July-August): MSFM registration and tuition assessment officially begins at the start of UBC's Summer Term Two (July 1). Note that students are not required to arrive on campus until mid-August, which is when the first course (FRST 555 immersion field camp) begins.
- Fall Term 2017 (September-December): full-time course work including FRST 556, FRST 557 and electives.
- Winter Term (January-April 2018): official leave of absence
- Summer Term 2018 (May-August): official leave of absence
- Fall Term 2018 (September-December): official leave of absence
- Winter Term (January –April 2019): full-time course work including FRST 558 and electives.
- Degree Conferral: May 2019 (on-campus requirements completed by end of Winter Term, April 30).

MSFM Completion Procedures

All MSFM students are expected to complete graduation requirements by the end of the Winter Term (April 30). Successful program completion in the Winter Term will make the student eligible for May degree conferral. Students are responsible for meeting deadlines in order to ensure their program is closed within a specific term or degree conferral period.

Once all requirements have been successfully completed, the Forestry Graduate Program Manager will submit the necessary paperwork to the Faculty of Graduate and Postdoctoral Studies on the student's behalf, at which time registration will be officially closed. 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.

Application to Graduate

Program completion is a separate process from having the degree conferred. Students are required to submit an Application to Graduate (via their SSC account) in order for your degree certificate to be issued and degree conferral noted on your transcript, even if you aren't planning to attend the actual ceremony.

Master of International Forestry (MIF)

MIF students are expected to complete degree requirements in three terms. The following 31 credits are required for graduation:

- 28 credits of required courses (FRST 519, FRST 522, FRST 534, FRST 543, FRST 553, FRST 559, FRST 560, FRST 562) or approved alternates,
- A 3 credit internship or project (FRST 526C).

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. As most MIF students will spend their last term off-campus as part of their internship project, it is vital that you verify deadlines prior to leaving campus, in order to ensure your program is closed within the specific time period you are aiming for. Once all requirements have been successfully completed, the Forestry Graduate Program Manager will submit the necessary paperwork to the Faculty of Graduate and Postdoctoral Studies on the student's behalf, at which time registration will be officially closed. A program completion checklist will be sent at the end of the Winter Term (April 30, prior to leaving campus for the internship) to ensure that necessary "housekeeping" action-items are completed, e.g. key return, computer account closure, etc.

Application to Graduate

Program completion is a separate process from having the degree conferred. Students are required to submit an Application to Graduate (via their SSC account) in order for your degree certificate to be issued and degree conferral noted on your transcript, even if you aren't planning to attend the actual ceremony. Successful program completion in the Summer Term will make MIF students eligible for either the September or November degree conferral period; check with the Graduate Program Manager for specific details.

Master of Geomatics for Environmental Management (MGEM)

MGEM students must complete a minimum of three terms of registration with 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.
- At the discretion of the Program Director, specific core course exemptions may be made, in which case an alternate approved course must be taken in lieu of. The Graduate Program Manager must be formally notified about approved core course exemptions in advance, in order to ensure that future degree conferral is not affected.

MGEM Completion Procedures

All MGEM students are expected to complete graduation requirements by the end of the Winter Term (April 30). Successful program completion in the Winter Term will make the student eligible for May degree conferral. Students are responsible for meeting deadlines in order to ensure their program is closed within a specific term or degree conferral period.

Once all requirements have been successfully completed, the Forestry Graduate Program Manager will submit the necessary paperwork to the Faculty of Graduate and Postdoctoral Studies on the student's behalf, at which time registration will be officially closed. 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.

Application to Graduate

Program completion is a separate process from having the degree conferred. Students are required to submit an Application to Graduate (via their SSC account) in order for your degree certificate to be issued and degree conferral noted on your transcript, even if you aren't planning to attend the actual ceremony.

Being a Research-based Master's Student (MASc, MSc)

MINIMUM ACADEMIC PROGRESS DEFINITIONS AND EXPECTATIONS

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

Grade Requirements

All courses taken within your program registration affect your overall GPA, even non-required 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%). However, only 6 credits of courses with grades in the C to C+ range (60-67%) may be counted toward graduation. 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.

REGISTRATION

All MASc and MSc students are required to register themselves in their thesis from program start to finish, as well as the course sections required for their respective degree. For a more in-depth review of registration policy, please refer to this website:

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

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>

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.**

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/>

Undergraduate Courses

Enrollment in undergraduate courses is permissible, upper-level only (numbered 300-499), to a maximum of 6 credits.

Change of Registration Deadlines for 2017/18:

- **September 19, 2017:** Term 1 deadline for adding courses, dropping courses (with no "W"), or changing course registration from credit to audit (or vice versa).
- **October 13, 2017:** Term 1 deadline for withdrawing from a course (withdrawal standing of "W" recorded on a student's academic record).
- **January 17, 2018:** Term 2 deadline for adding courses, dropping courses (with no "W"), or changing course registration from credit to audit (or vice versa).
- **February 9, 2018:** Term 2 deadline for withdrawing from a course (withdrawal standing of "W" recorded on a student's academic record).

FORMATION OF YOUR SUPERVISORY COMMITTEE AND MEMBERSHIP RULES

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; usually two of these are from the Faculty of Forestry, but may also be from another UBC department. The third member may be from 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, either via email or at the time of submission of the first committee meeting report. For a more in-depth review of Supervision guidelines, refer to: www.grad.ubc.ca/faculty-staff/policies-procedures/supervision. Information for supervisors is here: www.grad.ubc.ca/faculty-staff/information-supervisors

ANNUAL COMMITTEE MEETING REPORTS

The Faculty of Graduate & Postdoctoral 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.*

MASC AND MSC DEGREE REQUIREMENTS

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.
- **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/>

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.
 - **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.
 - **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.
 - **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 must:

- complete one year of study in the Master's thesis program with a minimum overall average of 80% in 9 credits at the 500-level;
- show clear evidence of research ability or potential as detailed in a support memo from their supervisor;
- be in good academic and financial standing.

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 & Postdoctoral 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, the student's start date will remain the same, i.e. date of initial registration in the master's program. After being transferred, in order to maintain registration at the doctoral level students must:

- be Admitted to Candidacy within 36 months of the initial start date (and preferably within 24 months).
- complete *an additional 3* credits of course work with first class standing. Therefore doctoral students transferred after partial completion of the master's degree must have completed a total of 12 credits of coursework before the end of year two.

STRUCTURE AND FORMATTING OF A MASTER'S THESIS

The Faculty of Graduate and Postdoctoral 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.

The defense date must be arranged by the student but is 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 and Postdoctoral 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 appropriate 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 and Postdoctoral 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 so that the committee may evaluate the student's performance.

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.

For Honours designation: this must be justified in detail within the Chair report, with reference to the criteria below. An Honours (H) thesis grade will be inputted on the transcript instead of a Pass (P). The Honours designation must be reserved for theses that are *truly outstanding*, based on the following criteria (an Honours thesis is expected to excel in several – but not necessarily all – of these areas):

- 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

The intention is that Honours designation is assigned only to outstanding Masters theses defined as those within the top 10% of theses defended annually.

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 and Postdoctoral 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.

EXTENSION OF TIME ALLOWED FOR DEGREE COMPLETION

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 beyond five years 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.

Being a PhD Student

MINIMUM ACADEMIC PROGRESS DEFINITIONS AND EXPECTATIONS

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

Grade Requirements: PhD Students

All courses taken for credit in your doctoral program must result in a minimum of 68% (B-). If a course is failed (defined as a grade of 0-67%), on the recommendation of the graduate program and the approval of the Dean of the Faculty of Graduate and Postdoctoral Studies, the student may repeat the course for higher standing or take an alternate course. When repeating a failed required course, a minimum mark of 74% must be obtained.

If the graduate program advisor does not make such a recommendation, or if the recommendation is not approved by the Dean of the Faculty of Graduate and Postdoctoral Studies, the student will be required to withdraw. A student who obtains a grade of less than 68% in more than one course will usually be required to withdraw. If progress in research is unsatisfactory, a student will be required to withdraw. The student will be informed of unsatisfactory academic progress in writing before any action regarding withdrawal is taken.

THESIS REGISTRATION

All doctoral students are required to register themselves in their thesis (FRST 649) every term from program start to finish. For a more in-depth review of registration policy, please refer to this website: www.grad.ubc.ca/faculty-staff/policies-procedures/course-registration

COURSES

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 12 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 completed with grades at 80% or above. These requirements must be completed within the first two years. 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.

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>

Auditing

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. **Be sure to clarify audit requirements with the instructor at the beginning of the course, as expectations for auditing students may vary.**

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/>

Change of Registration Deadlines for 2017/18:

- **September 19, 2017:** Term 1 deadline for adding courses, dropping courses (with no "W"), or changing course registration from credit to audit (or vice versa).
- **October 13 2017:** Term 1 deadline for withdrawing from a course (withdrawal standing of "W" recorded on a student's academic record).
- **January 17, 2018:** Term 2 deadline for adding courses, dropping courses (with no "W"), or changing course registration from credit to audit (or vice versa).
- **February 9, 2018:** Term 2 deadline for withdrawing from a course (withdrawal standing of "W" recorded on a student's academic record).

FORMATION OF YOUR SUPERVISORY COMMITTEE AND MEMBERSHIP RULES

All doctoral students 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; usually two of these are from the Faculty of Forestry but may also be from another UBC department. The third member may be from 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: i) an up-to-date CV of the individual; ii) a rationale memo from the supervisor, indicating the particular qualifications that make the nominee suitable; iii) a statement from the nominee assenting to serve on the committee and accepting [committee responsibilities](https://www.grad.ubc.ca/faculty-staff/information-supervisors/supervisory-committee) (<https://www.grad.ubc.ca/faculty-staff/information-supervisors/supervisory-committee>).

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, either via email or at the time of submission of the first committee meeting report. For a more in-depth review of Supervision guidelines, refer to: www.grad.ubc.ca/faculty-staff/policies-procedures/supervision. Information for supervisors is here: www.grad.ubc.ca/faculty-staff/information-supervisors

ANNUAL COMMITTEE MEETING REPORTS

The Faculty of Graduate & Postdoctoral 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/>.

DOCTORAL 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 (if any), 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). A maximum of 36 months to reach ATC is stipulated by the Faculty of Graduate and Postdoctoral Studies; Forestry will allow the additional 12 months to complete ATC requirements if absolutely necessary and recommended by the supervisor. Students who do not achieve Candidacy by 36 months will be required to withdraw.

ADMISSION TO CANDIDACY PROCESS

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 their 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 Graduate Program office a copy of the research proposal, along with written confirmation of approval from each committee member (via signatures on the committee meeting report form, or individual emails that indicate approval). **The research proposal must be approved by the Supervisory committee before the student can be Admitted to Candidacy.**

PhD Comprehensive Examination

All PhD students are required to take an oral comprehensive exam set by members of their supervisory committee. The PhD Comprehensive Examination is a closed examination. Only the candidate and the Examination Committee are eligible to attend. In exceptional circumstances, guests may be invited by the Chair on the recommendation of the Supervisor and approved by the candidate, but this must be discussed with the Associate Dean and approved in advance.

Purpose

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 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.**

Pre-Comprehensive Meeting with the Associate Dean

At least 3 months prior to the examination, it is required that the student and the Supervisor schedule a pre-comprehensive meeting with the Associate Dean to discuss the examination format, the student's preparation plan, status of the research proposal, choice of Non-departmental Examiner, and any other concerns or questions the student may have. Scheduling of the pre-comp meeting should be arranged with the Graduate Program Manager (GPM).

Examination Requirements and Preparation

Scope

The Examination Committee will define before the examination the areas and scope of questioning. Each member of the Committee will cover an area of questioning and will define the limits of that area for the student.

Status of Research Proposal

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.

Timing

This examination should 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.

At least 3 months in advance of the expected exam date, students should contact all members of their Examination Committee, including the Non-departmental Examiner, for suggestions on readings and other preparation for the exam.

In addition to the supervisory committee, the student must also give a copy of the research proposal to the Chair and the Non-departmental Examiner (NDE) at least two weeks prior to the examination.

Arranging a time and date for the exam is the responsibility of the student and supervisor, and may be finalized any time after the pre-comp meeting is held. Once a date has been confirmed with all the examining committee members, the Forestry Graduate Program office should be notified and grad staff will complete the scheduling (reserving an appropriate room and other details). The Forestry Graduate Program office will distribute a formal notice of examination to the examining committee and student approximately two weeks in advance of the exam.

Format

The comprehensive is an oral examination. A combination of written and oral may be possible but must be approved by the Associate Dean at the time of the pre-comprehensive meeting. If a written component is approved, the details and timelines for submission of the written component must be decided upon well in advance by the student and all examining committee members, and communicated to the Associate Dean for final approval.

Examination Committee

Quorum for examination consists of the Examination Chairperson, a Non-departmental Examiner, and at least two members of the supervisory committee (including the Chair and the Research Supervisor). Preference is that all members of the supervisory committee be in attendance. The Chair of the supervisory committee is responsible for ensuring that there will be a quorum.

The Chair of the Examination Committee is the Associate Dean or designate.

If the Examination Committee includes supervisory committee members that are not UBC faculty, pass or fail decisions for the exam will be based primarily on recommendations of the UBC faculty members.

Non-departmental Examiner

The NDE must be a UBC faculty member in a department different from the supervisor, but may still be from the Faculty of Forestry. In cases where all members other than the supervisor are from another faculty/department, the NDE may be selected from the same department as the supervisor, if approved by the Associate Dean.

The NDE must have expertise in the student's area of research or a related field, and must be confirmed far enough in advance of the exam to provide the student with suggestions on readings and other preparation

advice. It is the responsibility of the student and supervisor to select an appropriate NDE, confirm their availability for the examination date and time, and notify the Forestry Graduate Program office.

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 regular 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 they 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 evaluate the student's performance in all aspects of the exam (presentation and oral responses; written responses if applicable) relative to the expectations listed under "Purpose". The recommendation will be based on consensus of the examining committee. However, if the Examination Committee includes supervisory committee members that are not UBC faculty, pass or fail decisions for the exam will be based primarily on recommendations of the UBC faculty members of the 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 they have met the expectations stated under "Purpose". A recommendation for Pass is appropriate when the committee is of the 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 the specific knowledge gaps identified and the recommended remedial measures, as well as the recommendations regarding the second examination. Following the exam, 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.

ADMITTED TO CANDIDACY (ATC)

All Forestry doctoral 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:

1. complete all required course work,
2. have their thesis proposal approved by all members of the Supervisory committee, and
3. have passed the Comprehensive Examination.

In the interest of ensuring that doctoral students clearly understand the importance of academic honesty and ethical conduct, 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 Service Centre (SSC) 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

The Faculty of Graduate and Postdoctoral 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>

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, in preparation for the final doctoral defense.

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 beyond six years 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. If supported by the Associate Dean, the Forestry Graduate Program office will then forward the extension request to the Dean of the Faculty of Graduate and Postdoctoral Studies for final approval. Extensions will not normally be granted beyond one additional year.

Appendices

- UBC Respectful Environment Information
- UBC Policy on Discrimination and Harassment
- Sustainability at UBC
- Student Associations
- Thesis Programs
 - Expectations for Students and Their Supervisors
 - Thesis Student Responsibilities
 - Supervisor Responsibilities
 - Research Masters Timeline to Completion
 - Master's Defense Planning Checklist
 - PhD Timeline to Completion
- MF Program: Instructions and Grading Rubric for Major Essay
- Resources Within the Forest Science Centre (FSC)

UBC RESPECTFUL ENVIRONMENT INFORMATION

(reprinted 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

(refer to this website for complete information (portions reprinted below: <https://students.ubc.ca/campus-life/diversity-campus/discrimination-harassment>)

What is Discrimination?

Discrimination is treatment that burdens or disadvantages someone with no reasonable justification. This involves unfair or different treatment for reasons unrelated to academic or employment performance.

Examples of discrimination include:

- Refusing to allow a student to reschedule an exam because the date conflicts with their religious high holy day.
- Denying appropriate accommodations to persons with a medically certified disability
- Evaluating students negatively because the instructor disapproves of their political beliefs or cultural perspectives

What is Harassment?

Harassment is comment or behaviour that is unwelcome or that has a negative impact on the person.

Harassment can be either a single, serious incident or a pattern of related, repeated incidents.

Examples of harassment include:

- Making racist, sexist, or homophobic jokes or remarks
- Making repeated advances to a person after that person has indicated a lack of interest (verbally, by email, texting or through other forms of social media)
- Mocking a person's accent, culture or religion

- Consistently mis-gendering someone (like a student) or intentionally using the wrong pronoun

In Canada, no one has to tolerate any form of unwelcome or uninvited sexual advances.

Dealing with Discrimination or Harassment

Don't pretend it isn't happening.

Harassment is unlikely to go away if you ignore it. In fact, harassing behaviour may increase if the harasser feels that he or she can get away with it.

Seek advice

Talk to people who will listen carefully and offer constructive support. Speak with an advisor in the Equity and Inclusion Office for information and advice. If you believe you or others are in physical danger, contact the Equity and Inclusion Office, Campus Security, or the police.

Take action

The most efficient way to stop harassment is to confront it immediately and directly. If it is safe to do so, clearly and firmly tell the person who is harassing you to stop. Describe the way you expect to be treated. If you find that speaking to the harasser does not stop the behaviour, or if you do not want to communicate directly with the person, approach a friend for help, a staff or faculty member or someone in your department you may know or the Equity and Inclusion Office .

Keep records

Do not rely on your memory. Carefully record the details of the harassment as soon as it occurs. Also record any attempts to tell the person that the behaviour is unwelcome. Keep as evidence all harassing letters, gifts, emails, texts, voice mail messages, etc., that you receive.

Please refer to the above web link for complete information on UBC Policies related to discrimination and harassment, as well as contacts for seeking advice, assistance and advocacy.

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 and Postdoctoral 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.

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

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>

GRADUATE STUDENT / SUPERVISOR EXPECTATIONS

Excerpted from the Faculty of Graduate and Postdoctoral 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://www.universitycounsel.ubc.ca/files/2015/08/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 and Postdoctoral 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.
- 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:
- 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.

Planning Your Master's Defense?

Congratulations on reaching this point in your program!

Preparation Check List:

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 Research-based Master's student (MASc, MSc)".

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. To meet quorum, 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 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. The NDE should have expertise in the student's area of research or a related field, and must be confirmed far enough in advance of the defense to allow time for reading of the thesis. The student is responsible for providing the NDE with a copy of the thesis.

Set the date. Coordinate a defense date and start time with your examining committee (two hours are required). *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 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, September and November 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 will need to submit along with your thesis.

- **Program Completion Checklist.** Your exam Chair will also provide you with a completion checklist, 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.
- 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.
- 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.
- 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 2017 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 2017 term and pay tuition.

The essay must be submitted to your Advisor and Second Reader for final grading on or before **October 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 October 20, 2017 (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 6 – 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. 20 deadline.

FALL TERM 2017 (DECEMBER 31, 2017) MF COMPLETION DEADLINE:

For students intending to complete all program requirements in the Fall 2017 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 8, 2017**. 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 5, 2018. 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 8 – 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 5 deadline. Keep in mind that UBC closes for Winter Holidays from December 22 to January 2.

This assumes that the student's course work will also be complete before the end of the Fall 2017 term. Students who complete degree requirements by the end of Dec. are eligible for degree conferral in Feb. 2018.

FEBRUARY 2018 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 5, 2018**. 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 19, 2018. 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 2018.

MAY 2018 MF DEGREE CONFERRAL DEADLINE:

For students intending to graduate in May 2018, the essay must be submitted to their Advisor and Second Reader for final grading on or before April 6, 2018. 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 20, 2018 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 6 – 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 20 deadline.

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

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:

RESOURCES WITHIN THE FOREST SCIENCE CENTRE (FSC)

The FSC is open weekdays from 7:00am to 6:00pm. In order to access the building after-hours or on weekends, you must have a valid UBCcard activated for FSC access.

Department offices

Forestry's three departments are:

- Forest Resources Management (FSC 2045)
- Forest and Conservation Sciences (FSC 3041)
- Wood Science (CAWP 2900)

Graduate Student Lounge (FSC 1715) and 4th Floor Lunch Space

The FGSA has a small student lounge on the main floor of the building, toward the end of the long hallway behind the Tim Horton's Restaurant. This room is exclusively for Forestry grad student use.

The lounge has comfortable seating, eating area and a small kitchen. FGSA funds have been used to furnish and maintain this room. Please respect the space and your graduate colleagues by leaving the room cleaner than you found it, particularly in the kitchen area. UBC custodial staff do not clean or maintain the lounge.

Important to remember: The lounge door has a coded lock that is opened as follows – 2-35 (press the “2” button first and then the “3” and “5” buttons simultaneously).

In addition to the FSC 1715 lounge, there is also reserved lunch space for grad students and research staff, located on the 4th floor. Take the elevator by Tim Horton's to Floor 4, turn right and go over the catwalk. This space is reserved for you from 12 –2pm, Monday to Friday.

Sustainability Services Recycling and Composting

UBC is aspiring to be a “Zero Waste” campus where all unwanted products and materials will be treated as a resource that can be used again. To achieve this vision, the FSC building has indoor recycling stations. We recycle food scraps, containers and paper to keep these materials out of the landfill and create a more sustainable campus. Please be part of the change.

Compost containers are also available in many offices, and special item recycling also takes place on a limited basis. Please see this link for complete information: <http://www.sustain.ubc.ca>

Bicycle Storage

Public bike racks are available outside of the FSC building. Unfortunately, bicycle theft is a problem at UBC so please keep your bike safe with a lock. The FSC complex also has secured bike racks in room 0711 in the basement. Space is limited; inquire with the Dean's Office receptionist on the second floor of the FSC for more information. Users must sign a waiver form and provide a \$50 deposit for a bike room key. There are shower facilities available in both the FSC and Centre for Advanced Wood Processing (CAWP) buildings. UBC offers other secured bicycle parking space throughout campus, please see this link for more information:

<http://planning.ubc.ca/vancouver/transportation-planning/transportation-options/cycling>