GRADBOOK 2021-22

Policies & Procedures
for Forestry Graduate Students

THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Forestry

Contents

Using the Gradbook

NEW STUDENTS

Welcome to the Faculty of Forestry! Our goal is for you to have a positive and successful academic 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.**

CONTINUING 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? Please don't hesitate to ask. 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

COVID-19 CONSIDERATIONS

The 2021/22 academic year will be incredibly unique as the pandemic has brought challenging circumstances to us all. Whether you are participating in your studies remotely or in-person, we appreciate your attention and dedication to staying knowledgeable on COVID-19 details at UBC:

- **UBC COVID-19 Info Page** (https://covid19.ubc.ca/campus-return-plan/): This website contains useful FAQs and resources for UBC faculty, staff and students. It is updated regularly, following advice from provincial and federal health agencies.
- **Graduate-specific information** from G+PS (www.grad.ubc.ca/COVID-19).
- The **Keep Learning website** (https://keeplearning.ubc.ca/) is designed to support your transition to online classes, and includes a compilation of resources to help you learn more effectively, understand the technologies used at UBC, and take care of yourself while learning online.
- **COVID-19 Safety Plans (for those on campus):** For details, please read UBC's New COVID-19 Safety Plans (https://srs.ubc.ca/covid-19/covid-19-safety-plans/).

MUSQUEAM & UBC

The UBC Vancouver campus is located on the traditional, ancestral, and unceded territory of the Musqueam people. The land it is situated on has always been a place of learning for the Musqueam people, who for millennia have passed on their culture, history, and traditions from one generation to the next in this location.

It is common at UBC events to begin with an acknowledgement of Musqueam territory. Learn more at https://indigenous.ubc.ca/indigenous-engagement/musqueam-and-ubc/.

DIVERSITY AND INCLUSION

The success of UBC is linked to being a diverse and welcoming place for all. Explore resources to learn more about diversity on campus and how you can help promote an inclusive environment. Diversity and inclusion are core values of the Faculty of Forestry. Our community is made up of many different backgrounds, nationalities, and ethnicities; individuals with distinct skills, perspectives, and expertise. Our diversity and global identity further strengthen UBC as a top institution in Canada and abroad. Find out more about the Forestry Diversity & Inclusion Crew.

WHO'S WHO

You have joined one of the largest graduate programs on campus, with over 350 students from 35+ countries registered in seven different graduate degree programs. All academic-related administration services are through the Forestry Graduate Program unit in the Dean's Office. In addition, grad students belong to a specific department within Forestry. All professional master's program students are affiliated with FRM. Thesis program students (PhD, MASc, MSc) follow the department affiliation of their research supervisor.

GRADUATE PROGRAM OFFICE CONTACTS FOR CURRENT STUDENTS

Forestry Graduate Programs

Faculty of Forestry (FoF) Graduate Programs Office
academic administration of all grad students in Forestry

Faculty of Graduate and Post-Doctoral Studies (G+PS)
final say for all graduate students at UBC

Forest Resources Management (FRM)

Forest & Conservation Sciences (FCS)

Wood Science (WS)
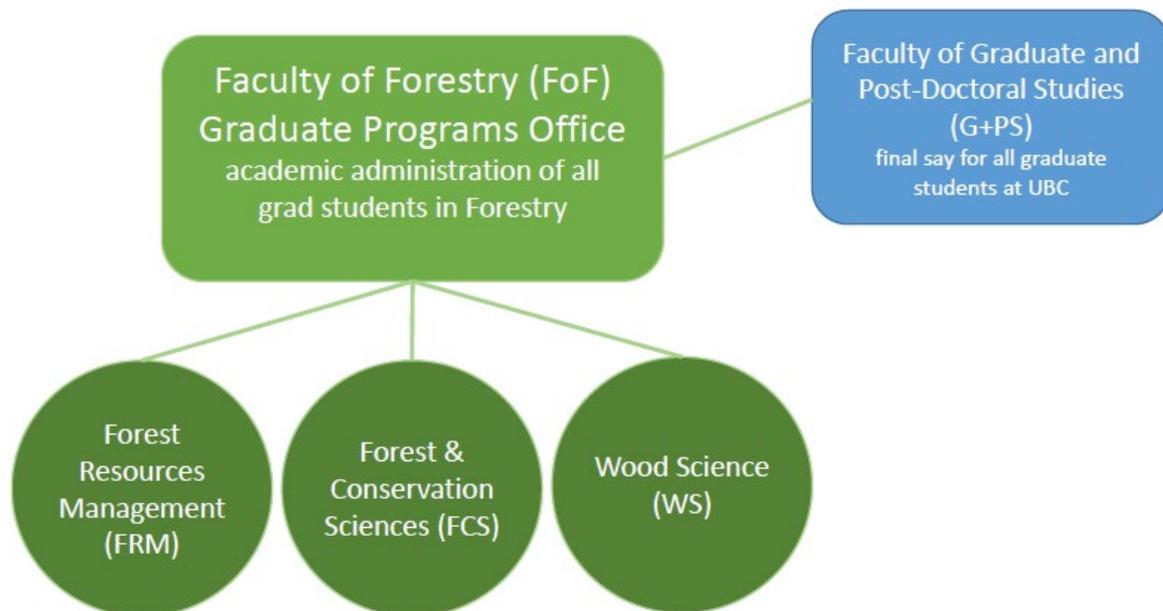
The Graduate Program office is located in the Forest Science Centre on the second floor (FSC 2644, 2651, 2653). We are here to assist you with any aspect of your program, so please do not hesitate to reach out if you have a question, or are uncertain of where to go for help! Email is the best channel to contact Graduate Program Office staff. But we are also happy to meet with you in person, virtually via Zoom or have a phone conversation. Find contact information for specific staff via https://forestry.ubc.ca/students/graduate-student-portal/graduate-student-advising/.

Department offices will have information about COVID-19 safety plans that pertain to your particular program or research group; deal with "housekeeping" related items like building keys and access; and for students with GRA/GTA employment the department staff manage your payroll details.

- Forest Resources Management (FSC 2045) Contact: Scheyla Weiss, dept secretary.
- Forest and Conservation Sciences (FSC 3041) Contact: Natasha Thompson, dept admin support.
- Wood Science (CAWP 2900) Contact: Forestry Wood Reception wood.reception@ubc.ca

FORESTRY GRAD NEWS EMAIL LIST
The email address provided in your program application has been added to the "frstgrad-news" list-serv. This is separate from the SSC so if your email address changes, please let us know! Important notices are sent out to the list-serv on a regular basis, particularly on Fridays via our "Grad Weekly" newsletter. All registered Forestry graduate students are required to stay on the list-serv through to program completion.

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.

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

USEFUL WEBSITES & FORMS
In addition to this handbook, the Forestry Grad Student Resources & Forms page (https://forestry.ubc.ca/students/graduate-student-portal/) is also an important resource for locating various guides, forms and other helpful links to campus services.

INTELLECTUAL PROPERTY GUIDELINES
It is your responsibility to be aware of UBC's Intellectual Property and Scholarly Activity policies (www.grad.ubc.ca/intellectual-property-guide).

ACADEMIC HONESTY AND STANDARDS
The Faculty of Forestry places the utmost importance on honest scholarship. The UBC Faculty of Graduate and Postdoctoral Studies maintains an online Academic Honesty and Standards resource page (www.grad.ubc.ca/current-students/student-responsibilities/academic-honesty-standards), which we expect all new students to review in detail.

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 plagiarism (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 (thesis programs).
- Review the information provided at UBC Library's Academic Integrity Resource Centre (https://learningcommons.ubc.ca/resource-guides/understand-academic-integrity/).

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.

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 details the minimum level of student funding that you have been promised (if any). Please review this information thoroughly.

FINANCIAL SUPPORT

Professional Program Master's Students

Merit-based university awards are very limited for students enrolled in our professional Master's degrees (MF, MIF, MSFM, MGEM, and MUFL). The funding opportunities that are available are outlined on the respective program's 'Tuition & Funding' info page. Other funding opportunities that may arise during the academic year will be communicated to the respective cohort(s) as applicable.

Thesis Students

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 $22,000 annually for the first 4 years of the doctoral program.

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 PhD Four-Year-Fellowships (4YF) or 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 financial support website (https://forestry.ubc.ca/students/future-graduate-students/financial-support/) or an overview of major awards and scholarships.

As well, please bookmark the [link](#) to our deadlines calendar for upcoming award competitions.

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

GRADUATE STUDENT SAFETY PROTOCOL (NON-COVID-19)
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 (https://safety.forestry.ubc.ca/) for more information, as well as a contact list of Safety Committee members in each department office. Safety Committee members are able to provide you with procedures and recommendations.

TRAVELLING ABROAD FOR YOUR STUDIES*
*COVID-19 has significantly restricted university activity related travel for both domestic and international students. Be sure to refer to the Safety Abroad website for more information.

The UBC Student Safety Abroad Registry (https://safetyabroad.ubc.ca/ CWL log-in required) is mandatory for all students undertaking a university activity outside of Canada. This applies to both domestic and international students.

"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)

Refer to the [Safety Abroad Information Sheet](#) in the Appendix section for further information.

LEAVE OF ABSENCE
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 not

permitted 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 for completion of the degree.

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

Students must request leaves *in advance* as retroactive requests are normally not approved by G+PS. Email gayle.kosh@ubc.ca 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.

If you are an international student, taking a leave may have implications to your Study Permit. Be sure to review UBC's International Student Advising Website (https://students.ubc.ca/international-student-guide/immigration/taking-break-courses).

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 (www.grad.ubc.ca/faculty-staff/policies-procedures/parental-accommodation) on the G+PS website or contact the Forestry Graduate Program Office if you require clarification (gayle.kosh@ubc.ca).

PARENTAL LEAVE FUNDING SUPPORT
The Faculty of Forestry is exploring ways to better support parents in academia. As such, MA/Sc and PhD students with funding packages (awards and/or stipends) being suspended for a Parental Leave may apply to the Graduate Program for funding replacement coverage up to 12 consecutive months. Students who are self-funded are not eligible for this funding, nor are students whose stipends and/or awards have already expired. Students must first receive any Parental Leave funding they may be eligible for through other sources, e.g. students with NSERC scholarships can apply to receive a supplement equivalent to the value of their monthly stipend for up to 12 months; students receiving stipends from a faculty member's NSERC grant are eligible to receive up to 12 months of payment at their current stipend rate.

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.

The only Forestry graduate-level programs that permit part-time status are the MASc and MSc. This part-time category ('Schedule B' tuition), 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 made, MA/Sc students are not permitted to switch. MA/Sc 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. This G+PS webpage on student status provides further details (www.grad.ubc.ca/faculty-staff/policies-procedures/student-status).

DEGREE CONFERRAL & CEREMONIES

UBC confers degrees and holds graduation ceremonies twice a year, in May and November. In addition to the degree parchment being issued, this is also when the student's transcript is updated to show degree conferred. In order to be approved for degree conferral students must apply to graduate online via the SSC. There are graduation application and program completion deadlines for each graduation period. Learn more at https://graduation.ubc.ca/

The Forestry Graduate Program office sends a detailed completion checklist to each student as they near the end of their program.

USE OF DEGREE STANDING DESIGNATIONS

It is a matter of academic integrity that students, both current and former, correctly represent their degree program status and credentials (www.grad.ubc.ca/current-students/student-responsibilities/use-degree-status-designations).

Students in master's programs should not identify themselves as degree candidates (e.g., MSc candidate) because candidacy is not an officially recognized degree program status at the master's level while it is at the doctoral level. The appropriate designation is to merely identify as a student (e.g., MASc student in Forestry).

Students in doctoral programs may identify themselves as degree candidates only when they have been officially advanced to candidacy (by completing all required coursework, passing the comprehensive examinations, and having an approved dissertation proposal), and not before. This degree program status should be expressed in words (e.g., PhD candidate, PhD all-but-dissertation) and not using acronyms that might be misunderstood by non-academics. In particular, acronyms such as PhD(c) or PhD (ABD), for example, should not be used as they could be mistaken for a conferred degree with some specialization.

Former students who have not earned their credential may identify themselves as former students (e.g., former UBC PhD student in Forestry), but should not give any indication that they maintain any current degree status.

RESOURCES WITHIN THE FOREST SCIENCE CENTRE (FSC)
COVID-19 IMPACTS TO FSC ACCESS

IMPORTANT - The following information describes FSC hours, student spaces and services available during *non-pandemic times*. COVID-19 Safety Protocols are affecting FSC hours and access, and are subject to change. Be sure you are familiar with the most up-to-date access protocol and hours by referring to the Forestry COVID-19 Safety Plan. **If in doubt, speak with your Supervisor/Director and/or your department office prior to accessing the building.**

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

Graduate Student Lounge and 4th Floor Lunch Space

The FGSA has a small student lounge (FSC 1715) 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.

Accessing the Lounge (FSC 1715): The lounge door has a coded lock that is opened as follows – (press) 2-3-5-#.

In addition to the FSC 1715 lounge, there is also reserved lunch space for graduate 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 www.sustain.ubc.ca/ for complete information.

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 U-lock as cables are easily cut. UBC offers other secured bicycle parking space throughout campus; please visit https://planning.ubc.ca/vancouver/transportation-planning/transportation-options/cycling/bicycle-lockers for more information.

The FSC building has secured bike racks in the loading bay (east wall) and in the underground parking area: inquire with the Dean's Office receptionist (FSC 2nd floor) for more info.

Shower Facilities
There are showers available in the main floor washrooms of FSC (1340/1341 by the loading bay) as well as the second floor washrooms in the Centre for Advanced Wood Processing (CAWP) building.

UBC and Forestry Information Technology
Forestry IT (forestry.ithelp@ubc.ca) provides technical resources, services, and support for most needs of the Faculty's graduate student body.

Refer to the Appendix Section for more detailed information about computer accounts, IT policies, email, printing, etc.

STUDENT ASSOCIATIONS
Forestry Graduate Student Association (FGSA)

FGSA is group of students from around the world connected by one thing we love, forests (contact info.fgsa@gmail.com)! Our association is 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 organizations (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

International Forestry Students' Association (IFSA) at UBC

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.

UBC Graduate Student Society (GSS)

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.

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

MINIMUM ACADEMIC PROGRESS DEFINITIONS AND EXPECTATIONS

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

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

Grade Requirements

All courses taken within your program registration affect your overall GPA, even courses taken as extra to your graduation requirements (if permitted). Master's students are required to complete all courses with a passing grade that is 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 professional Master's students are required to register themselves in the course sections required for their respective degree, unless otherwise notified.

AUDITING COURSES

Due to the intensive nature of the professional Master's degrees, auditing of courses is usually not permitted. The exception is the MF program; auditing of extra courses may be permitted if approved by the Program Director.

DIRECTED STUDIES

Only MF and MSFM students are permitted to register in Directed Studies. 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 (https://forestry.ubc.ca/students/graduate-student-portal/).

A Directed study permits graduate students to pursue a previously studied topic in greater depth. It may also be used to substitute for a traditional course that is not offered. A content outline is developed through consultation between the student and the instructor or supervising faculty member, to suit the needs and interests of the student and the special competence of the instructor.

UNDERGRADUATE COURSES

MF and MSFM students: If approved by your Program Director, some 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 (MSc or MASc). 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.

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 (jorma.neuvonen@ubc.ca) for further information.

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. The essay is an important opportunity for training in rigorous thinking and effective writing. Unlike a thesis project, the Major Essay does not involve original research and is not overseen by a supervisory committee.

Before beginning work on the major essay, each student must decide on the general nature of their essay subject and secure an Essay Advisor from the Faculty of Forestry. **Advise the Forestry Graduate Program office of this decision by submitting the [Major Essay Notification form](#) no later than the end of your first term at UBC.**

Refer to the [Appendix section](#) of this manual for detailed essay requirements, procedures and submission deadlines.

Major Essay vs Directed Study
As part of the UBC MF course requirements, students may register in up to 6 credits of [Directed Study](#) under the supervision of a UBC faculty member. This is *in addition* to the MF Major Essay. Major Essay and/or For TRANSFOR-M students, Directed Study may be based on the same topic as the thesis component of the student's European degree. However, all work submitted to UBC for credit within the MF program must be based on original material written under supervision by a UBC faculty member.

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

- Required: FRST 544 – Technical Communications (3-credits).
- Strongly Recommended:
    - FRST 545 – Technical Writing (3-credits);
    - FRST 547 – Forestry in BC (3-credits), if you are new to British Columbia and/or have a non-forestry background.

- The remaining course electives may be selected 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.

Change of Registration Deadlines for 2021-22:

- **September 20, 2021:** Term 1 deadline for adding courses, dropping courses (with no "W"), or changing course registration from credit to audit (or vice versa).
- **October 29, 2021:** Term 1 deadline for withdrawing from a course (withdrawal standing of "W" recorded on a student's academic record).
- **January 21, 2022:** Term 2 deadline for adding courses, dropping courses (with no "W"), or changing course registration from credit to audit (or vice versa).
- **March 4, 2022** Term 2 deadline for withdrawing from a course (withdrawal standing of "W" recorded on a student's academic record).

MF Completion Procedures

Program completion and approval for graduation is overseen by the Forestry Graduate Program office. Students are responsible for meeting deadlines (see Appendix) to ensure their program is closed within a specific term or degree conferral period. Once all requirements are completed, the Director of Graduate Student Academic Services will notify the Faculty of Graduate and Postdoctoral Studies, at which time registration will be officially closed. A program completion checklist will be sent to all students as they near the end of their last term.

Application to Graduate

Program completion is a separate process from having the degree conferred. As you near the end of your program be sure to submit an Application to Graduate (via the SSC) in order for your degree certificate to be issued and degree conferral noted on your transcript, even if you are not planning to attend the actual ceremony. See the earlier section, *Degree Conferral & Ceremonies,* for more information.

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:
  - Economics and administration of forestry (3 credits): FRST 537c
  - Forest policy (3 credits): FRST 523
  - Directed studies in specialization and/or supplementary coursework (6 credits)

MSFM Completion Procedures

All MSFM students are expected to complete graduation requirements by the end of the Winter Term (April 30). Successful program completion in the Winter Term will make the student eligible for May degree conferral. Once all requirements have been completed, the Director of Graduate Student Academic Services will notify the Faculty of Graduate and Postdoctoral Studies, at which time registration will be officially closed. A program completion checklist will be sent to all students as they near the end of their last term.

Application to Graduate

Program completion is a separate process from having the degree conferred. As you near the end of your program be sure to submit an Application to Graduate (via the SSC) in order for your degree certificate to be issued and degree conferral noted on your transcript, even if you are not planning to attend the actual ceremony. See the earlier section, *Degree Conferral & Ceremonies,* for more information.

Master of International Forestry (MIF)

MIF students are expected to complete all 31 credits for degree requirements in three terms:

- 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 by the end of their third term (Summer Period). Depending on the scope of the final project/placement, this may be as early as end of May, or as late as end of August. As most MIF students will spend their last term off-campus as part of their placement project, it is vital that you verify deadlines prior to leaving campus, in order to ensure your program is closed within the specific period you are aiming for. Once all requirements have been successfully completed, the Director of Graduate Student Academic Services will notify the Faculty of Graduate and Postdoctoral Studies, at which time registration will be officially closed. A program completion checklist will be sent to each student before the end of the Winter Term (April 30, prior to leaving campus for the placement).

Application to Graduate

Program completion is a separate process from having the degree conferred. As you near the end of your program be sure to submit an Application to Graduate (via the SSC) in order for your degree certificate to be issued and degree conferral noted on your transcript, even if you are not planning to attend the actual ceremony. See the earlier section, *Degree Conferral & Ceremonies,* for more information. MIF students are eligible for degree conferral in November assuming that they complete requirements prior to end of Summer Term (August 31). Proof of completion letters are available to students for the period between program completion and degree conferral in November.

Master of Geomatics for Environmental Management (MGEM)

MGEM students must complete a minimum of three terms of registration with 30 course credits:

- 7 core geomatics courses:
    - GEM 500 (3), GEM 510 (3), GEM 511 (3), GEM 520 (3), GEM 521 (3), GEM 530 (3), GEM 540 (3)
- 5 management & leadership and policy analysis courses:
    - FCOR 500 (1.5), FCOR 501 (1.5), FCOR 502 (1.5), FCOR 503 (1.5), FCOR 599 (3)

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 Director of Graduate Student Academic Services will notify the Faculty of Graduate and Postdoctoral Studies, at which time registration will be officially closed. A program completion checklist will be sent to all students near the end of the final term.

Application to Graduate

Program completion is a separate process from having the degree conferred. As you near the end of your program be sure to submit an Application to Graduate (via the SSC) in order for your degree certificate to be issued and degree conferral noted on your transcript, even if you are not planning to attend the actual ceremony. See the earlier section, *Degree Conferral & Ceremonies,* for more information.

Master of Urban Forestry Leadership (MUFL)

The MUFL is a 14-month course-based degree program consisting of 30 credits. In 2021/22 it will be taught 100% online.

- 7 core urban forestry courses:
    - UFOR 500 (3), UFOR 511 (1.5), UFOR 512 (3), UFOR 521 (3), UFOR 522 (3), UFOR 523 (1.5), UFOR 531 (6)
- 5 management & leadership and policy analysis courses:
    - FCOR 500 (1.5), FCOR 501 (1.5), FCOR 502 (1.5), FCOR 503 (1.5), FCOR 599 (3)

Students will need to complete the **MUFL Capstone form** with approval from the Program Director before they can register for UFOR 531.

MUFL Completion Procedures

All MUFL students are expected to complete graduation requirements by the end of the Summer Term (August 31). Successful program completion in the Summer Term will make the student eligible for November 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 Director of Graduate Student Academic Services will notify the Faculty of Graduate and Postdoctoral Studies, at which time registration will be officially closed. A program completion checklist will be sent to all students near the end of the final term.

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 visit
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 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 at 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 copy of the Change of Registration Form (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).

A Directed study permits graduate students to pursue a previously studied topic in greater depth. It may also be used to substitute for a traditional course that is not offered. A content outline is developed through consultation between the student and the instructor or supervising faculty member, to suit the needs and interests of the student and the special competence of the instructor.

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

Change of Registration Deadlines for 2021-22:

- **September 21, 2021:** Term 1 deadline for adding courses, dropping courses (with no "W"), or changing course registration from credit to audit (or vice versa).
- **October 29, 2021:** Term 1 deadline for withdrawing from a course (withdrawal standing of "W" recorded on a student's academic record).
- **January 21, 2022:** Term 2 deadline for adding courses, dropping courses (with no "W"), or changing course registration from credit to audit (or vice versa).
- **March 4, 2022:** Term 2 deadline for withdrawing from a course (withdrawal standing of "W" recorded on a student's academic record).

TRANSFER CREDITS

Course credits taken outside of your MASc or MSc (e.g. from a different university, as an undergraduate, or as an unclassified student) may be transferrable to your current program up to a maximum of 12 credits provided that:

- the courses were not used to satisfy the requirements of another degree credential;
- the courses were not used as part of the basis of admission to your current program;
- at least "B" (UBC 74%) standing or equivalent was obtained in the course(s);
- the courses being considered for transfer credit must have been taken within five years of commencement of your current program.

Procedure for requesting transfer credit: your supervisor must submit a written request to the Director of Graduate Student Academic Services (gayle.kosh@ubc.ca) that provides an academic justification for allowing the transfer credit on a course-by-course basis. If approved, a recommendation will be made to G+PS who will provide the formal approval and update the student's transcript.

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** members, two of whom must be members of the Faculty of Graduate and Postdoctoral Studies (G+PS), including the supervisor. 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 Director of Graduate Student Academic Services 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 Office.** Forms are available from the program office and a writable PDF version is also available on the Forestry website (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 which we expect students to complete within their first year and ideally their first term.
  - *Exemption requests:* Keep in mind that we generally only consider exemptions in cases of a student having a prior graduate degree, a background of university-level teaching or demonstrable practice at presenting at conferences. Should the student already have the requisite background, they should discuss an exemption with their supervisor. If supported, the supervisor must then submit a rationale memo to the Forestry Graduate Program office (gayle.kosh@ubc.ca) for review by the Associate Dean. IMPORTANT: Exemption approvals are not automatic. Students are responsible for registering in FRST 544 in their first term and then may drop it, if approved. An exemption does not reduce the total credits required for your degree.
- **Recommended courses:** 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). A Directed study permits graduate students to pursue a previously studied topic in greater depth. It may also be used to substitute for a traditional course that is not offered. A content outline is developed through consultation between the student and the instructor or supervising faculty member, to suit the needs and interests of the student and the special competence of the instructor.

Thesis:

- All thesis students must successfully complete directed research, write, and defend a thesis. These 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 that 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.

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.

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.

If the student and the Supervisory committee are in favour of a transfer, the request form should be signed by the student and Supervisor and submitted to the Director of Graduate Student Academic Services at least two weeks prior to the start of the term in which the transfer will take effect. As well, the supervisor must provide details of the student funding package they will provide, which must align with Forestry's minimum doctoral stipend policy of $22,000 annually for the first four years of registration. 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. Therefore, the funding package must cover the remaining time left in the first four years.

After transferring, in order to maintain registration at the doctoral level students must:

- be Admitted to Candidacy within 36 months of their initial registration 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.

Students are strongly advised to review G+PS thesis submission procedures well in advance of program completion.

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. We recommend at least 2 weeks allowed for reading and comments.

The defense date and time is arranged with the committee by the student and/or supervisor but is scheduled by the Graduate Program office. Please refer to the defense preparation checklist for more details. **Important:** Virtual defense protocols are in place as of August 2020.

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 is normally 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, but must have an arm's-length relationship with the student. The NDE must be confirmed far enough in advance of the defense to allow time for reading of the thesis. 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.

In non-pandemic times, Master's defenses are open to the public. Virtual defenses taking place during COVID-19 have restricted attendance; refer to the virtual protocol for more information.

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 or virtual session 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 formally submit their 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](#) in advance.

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.

Although the Faculty of Forestry expects most thesis-based Master's students to complete their degree within three years, UBC sets a maximum five-year time limit for completion. Under exceptional circumstances, the Research Supervisor may make a request for an extension beyond five years 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 visit www.grad.ubc.ca/faculty-staff/policies-procedures/academic-progress.

THESIS REGISTRATION

All doctoral students are required to register in their thesis (FRST 649) every term from program start to finish. For a more in-depth review of registration policy, please refer to 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 (for credit or audit) 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 at 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 (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).

A Directed study permits graduate students to pursue a previously studied topic in greater depth. It may also be used to substitute for a traditional course that is not offered. A content outline is developed through consultation between the student and the instructor or supervising faculty member, to suit the needs and interests of the student and the special competence of the instructor.

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.

Change of Registration Deadlines for 2021-22:
- **September 21, 2021:** Term 1 deadline for adding courses, dropping courses (with no "W"), or changing course registration from credit to audit (or vice versa).
- **October 29, 2021:** Term 1 deadline for withdrawing from a course (withdrawal standing of "W" recorded on a student's academic record).
- **January 21, 2022:** Term 2 deadline for adding courses, dropping courses (with no "W"), or changing course registration from credit to audit (or vice versa).
- **March 4, 2022:** Term 2 deadline for withdrawing from a course (withdrawal standing of "W" recorded on a student's academic record).

TRANSFER CREDITS
As per the UBC Calendar, doctoral students are not normally eligible for transfer credit. In doctoral programs where there is a prescribed amount of coursework; students may be eligible for course exemptions on the basis of previous courses taken.

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** members, two of whom must be members of the Faculty of Graduate and Postdoctoral Studies (G+PS), including the supervisor. 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.

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 Office.** Forms are available from the program office and a writable PDF version is available on the Forestry website (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. Students are expected 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 2-3 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 2-3 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 2-3 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 Director (gayle.kosh@ubc.ca).

Examination Requirements and Preparation

Scope

Before the exam, the Examination Committee defines to the student 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.

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.

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 2-3 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 or arranging a Zoom virtual meeting, as well as exam paperwork and forms). The Forestry Graduate Program office will distribute the formal notice of examination to the examining committee and student approximately two weeks in advance of the exam.

Format
Important: As of August 2020, comprehensive exams are held virtually. Please refer to the virtual comp exam planning info sheet in the Appendix section for further details.

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 attend. 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 or virtual session 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 Director 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 (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 at 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 (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 a maximum of six-years 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

- [Grad Student Forms, Links, Online Reference Guides](#)
- [Campus Security – "What should I do if…"](#)
- [Information Technology (IT)](#)
- [UBC Respectful Environment Information](#)
- [UBC Policy on Discrimination and Harassment](#)
- [UBC Safety Abroad Mandatory Registry](#)
- [Guidelines for use of UBC Brand and Marketing Materials in Business Cards, and Use of Degree Status Designations](#)

- Thesis Programs
  - [Expectations for Students and Their Supervisors](#)
  - [Thesis Student Responsibilities](#)
  - [Supervisor Responsibilities](#)
  - [Research Masters Timeline to Completion](#)
  - [Master's Defense Planning Checklist](#)
  - [Virtual Master's Defense Protocol](#)
  - [Tips for Presenting Virtually](#)
  - [PhD Timeline to Completion](#)
  - [PhD Comprehensive Examination Virtual Protocols](#)
- MF Program:
  - [Major Essay Procedures and Grading Rubric](#)
  - [MF Completion Deadlines](#)

CAMPUS SECURITY: "WHAT SHOULD I DO IF…"?

Ever second-guessed whether to call Campus Security? Are you wondering what those blue phones are for around campus? Have an evening class and are hesitant to walk to the bus or residence in the dark?

Find out the answers to these questions and many more by checking out [UBC Campus Security's "What Should I Do if…" page](#).

They offer a wide range of services and provide answers to all sorts of questions, including crime prevention tips, safety services, lost/stolen property (including bikes, keys, compass cards, etc.).

UBC AND FORESTRY INFORMATION TECHNOLOGY

Forestry IT is here to provide technical resources, services, and support for most needs of the Faculty's graduate student body.

Forestry IT Staff

Hours of operation: **8:30 AM to 4:30 PM, Monday to Friday**.

Each department has one dedicated IT staff person.

Email them at forestry.ithelp@ubc.ca

UBC IT Information: *https://it.ubc.ca/*

Accounts

Accounts to access web sites and logon to computer systems are handled at the Central IT level. It is called the Campus Wide Login, or CWL for short. When you become a graduate student, your CWL will be created and you will receive information on generation of a password. Do not forget the username or password as this account is linked to everything that is you at UBC. Once you have a CWL, its use is governed under UBC Policy SC14.

Once you have your CWL and understand its use under policy, you can logon to your faculty member's system using the account.

UBC IT Policies

As required under Policy SC14, Acceptable Use and Security of UBC Electronic Information and Systems, the UBC CIO has published Information Security Standards, which are mandatory for all Users of UBC Electronic Information and Systems. Detailed information on the Standards are here. Relevant standards are under the section User Standards.

As a graduate student at UBC, you are required to observe all relevant UBC Policies and Information Security Standards. Any serious transgression of the UBC Policies and Information Security Standards will result in your access privileges being revoked. Reinstatement will require a meeting with the Associate Dean, Graduate and Postdoctoral Studies.

As a graduate student, and holding a TA'ship, you are required you take the online Privacy Fundamentals course.

Email

FASmail is an enterprise email service for staff, faculty and thesis-based graduate students of the University of British Columbia. The FASmail service furthers the academic mission of the University by providing timely and immediate communications access to the University, other institutions, organizations and individuals. Under Freedom of Information and Protection of Privacy Act (FIPPA), students should restrict their communications to FASmail and avoid using Gmail etc. except for personal business.

Features of the service include:

- 8GB mailbox and calendar.
- Safe and secure mail storage using the UBC Storage Grid.
- Free/Busy Look-ups for booking meetings, rooms and equipment.
- Email addresses and calendars of all departmental contacts using the service in one address book.
- Ability to schedule meetings and accept meeting requests.
- Options to delegate mailbox and calendar access to different users.
- Virus protection and spam prevention using Sophos PureMessage.
- The Outlook Web App provides an Outlook-like experience using a wide variety of web browsers.
- Support for hosting departmental email domains.

FASmail is accessible via the [Outlook Web App](), and through any standards-based desktop email application, that supports the following protocols: Outlook Anywhere, Exchange Web Services, Secure POP, Secure IMAP, Secure SMTP, MAPI and ActiveSync.

Non-thesis graduate students are not eligible for FASmail. See your Program Coordinator for more information.

Important! For your publications, use the [UBC alumni service]() as the email on your publications.

It is important that you have a lifetime ability to received emails related to your academic work.

Undergraduate Computing Labs

The undergraduate computing labs (FSC 1404, 1406, 1937 and 2942) are restricted to undergraduate teaching or any graduate level courses scheduled in the undergraduate computing labs. Graduate student CWL accounts will not be able to login to the systems and you will have to email the Associated Dean Academic *pro tem* ([peter.marshall@ubc.ca]()) to request access if you are taking a graduate level course that is using the undergraduate computing labs.

Personal Equipment

The IT staff do not deal with personal equipment, you can seek their advice, but the Faculty policy is that there is no support for personal equipment.

Printing

Printing is provided either by your supervisor or through the Departmental copiers. Inquire with your Dept. IT person for help.

Computer Purchasing and Repair

Faculty policy insists that all members purchasing computer equipment on your faculty member's research grant funding do so through the Forestry IT. This ensures all items are properly setup, inventoried, and registered. Discuss and get approval from your supervisor before asking your Dept. IT person to order any equipment.

Department IT staff will help with any repairs of UBC owned machines only.

Software Purchasing and Recommendations

Personal Equipment

Graduate students can download Microsoft Office and the anti-virus from [UBC IT's download site]().

Be aware the software expires annually and will need to be renewed. When you graduate and leave UBC, the software expires, it is not perpetual.

UBC Owned Equipment

A number of packages are free for UBC owned equipment but we do not list them here. Email your Department IT person for help.

Recommendation

Forestry software are PC based and it is advisable to have a PC rather than a Mac. Trying to make a Windows based package run under a Mac is not satisfactory. When working with your Dept. IT person, match the hardware and OS to the needs of the applications you will be using during your graduate career. This always works the best. Note that M1 based Macs, there is nothing one can do to get PC software to work on it.

Network Access (Wireless and Wired)

Wireless Network (Wi-Fi)

There are a number of wireless networks on campus and the most important ones are:

UBCSecure - available for all faculty, staff, or students requiring a CWL.

UBCVisitor - Visitors to the campus who are not guests of UBC faculty or staff can use our visitor network for light web browsing at no charge.

EDUROAM - The "eduroam" network is a collaborative network that provides students, staff and faculty roaming wireless access at partner institutions.

Use UBCSecure for all Wi-Fi connections.

Wired

All wall ports are for UBC owned machines and required the computer to be registered with Forestry IT before the port works. Forestry policy prevents personal equipment from using room ports for network access.

Phones

Android Devices: http://autoconnect.it.ubc.ca

iPhone/iTouch/iPad Devices: http://autoconnect.it.ubc.ca

Device Encryption

At UBC, we are regulated by the Freedom of Information and Protection of Privacy Act (FIPPA), which requires us to protect personal information from unauthorized collection, use, or disclosure. In support of the law, UBC policy requires that all mobile devices storing personal information must be encrypted. More information is available on the [UBC Privacy Matters website](#).

All devices, UBC owned or personal, that contain personal information of other people than yourself must be encrypted. If you are receiving emails from other students, this is implicit permission and one need not encrypt your device. Anything else is generally viewed as needing encryption. Contact your Departmental IT person for advice.

Contact & Other Information

	Web, Collaboration and Teaching Resources

UBC Teams: [Microsoft Teams | UBC Information Technology](#)
UBC OneDrive: [Microsoft OneDrive | UBC Information Technology](#)
UBC Systems Status: https://status.it.ubc.ca/
Forestry teaching technology support: https://teachingsupport.forestry.ubc.ca/get-help/ or LT Hub:
lt.hub@ubc.ca

	Software

UBC site licenses: https://it.ubc.ca/services/desktop-print-services/software-licensing
Microsoft OS/Tools: https://signup.azure.com/studentverification?offerType=3
Forestry specific software: offered by the Self Service Portal; additional? Email forestry.ithelp@ubc.ca
GIS Software: gis.forestry@ubc.ca, info at [UBC Geospatial Technology and Resources | UBC GIS](#)
UBC VPN: https://myvpn.ubc.ca

	Copyright/Privacy & IT Standards

Copyright guidelines: https://copyright.ubc.ca/guidelines-and-resources/copyright-guidelines/
Privacy guidelines: https://universitycounsel.ubc.ca/access-and-privacy/
IT Procedures and guidelines: https://cio.ubc.ca/information-security-standards-resources

	IT Equipment Quotes & Purchasing

Quotes: forestry.ithelp@ubc.ca and state what Dept. you are from and supervisor name
Purchasing: forestry.finance@ubc.ca
Bare minimum Faculty Desktop Standard: CPU = i5 gen 10, RAM = 16 GB, disk = 512 GB SSD

	Faculty Shared Drive

Faculty shared drive usage: administrative & business, teaching and research files.
Access permissions or further information: forestry.ithelp@ubc.ca
Mapping the Shared Drive

- Windows: [\\files.ubc.ca\team\FRST](#)
- Mac: **smb://files.ubc.ca/team/FRST**
- Both work off campus under UBC's VPN

Further Information: https://it.ubc.ca/services/web-servers-storage/teamshare-storage-service/setup-documents

---

UBC Respectful Environment Information

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 is 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

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

Sustainability at UBC is not just a word to define—it is 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.

UBC STUDENT SAFETY ABROAD*

*Student travel abroad is affected by COVID-19. Information below may not be current depending on the status of the pandemic; refer to the above web link for the most current information.

[UBC's Student Safety Abroad Program](#) is designed to provide students with the necessary resources to support a safe experience abroad. The Program is based on the requirements outlined in [UBC's Student Safety Abroad Policy SC12](#).

This is done by:

- offering advice for assessing and mitigating risks,
- making it easier for UBC to assist you if you encounter critical incidents,
- if you're intending to go to locations with increased travel warnings, offering a clear and simple process for adjudicating your travel proposals,
- if you're intending to go to locations with increased travel warnings, providing tools to prepare you for regional hazards.

How does the policy affect me as a student?

The policy applies to you if you're traveling outside of Canada for **any** university activity – this includes conferences, research, volunteering, service learning, varsity sports, and studying abroad.

In most cases, you will be travelling to regions where all you will need to do is register your travel details, emergency contacts, and review pre-departure materials to prepare you for a safe journey.

If you're traveling to a location with an increased travel warning, you will need to get permission to travel and undertake additional preparation for risks associated with your location.

For details, visit the [Get Started](#) page.

Student Safety Abroad Registry. The [registry](#) is a required component for all students traveling internationally for university activities. It helps you gather information and mitigate travel risks, and registers your details for assistance in case of emergency.

Travel Insurance. You are required to have [travel and medical insurance](#) while travelling abroad on university activities. Not all travel and medical insurance plans are equal. You are responsible for assessing your own international health coverage needs and plans that are available to ensure you have sufficient coverage while away.

In an Emergency. UBC is committed to [providing well-supported programs](#) that contribute to safe international learning experiences. However, critical incidents may occur while students are abroad that require an effective and timely response to mitigate the impact. Each situation requires a context specific response in terms of required resources and appropriate procedures. The university looks to support students in any reasonable way that it can.

GUIDELINES FOR GRADUATE STUDENTS: USE OF UBC BRAND AND MARKETING MATERIALS IN BUSINESS CARDS, AND USE OF DEGREE STATUS DESIGNATIONS

Registered UBC Forestry graduate students are welcome to create business cards that indicate your current student status. However, please note that UBC policy and rules strictly prohibits students, alumni and outside organizations from using university brand and marketing materials without specific permission. This includes not only logos on business cards but also letterhead and other stationary, websites and other electronic communication.

When identifying yourself as a UBC graduate student, be sure to follow the G+PS Guidelines which are as follows:

- Students in master's programs should not identify themselves as degree candidates (e.g., MSc candidate) because candidacy is not an officially recognized degree program status at the master's level while it is at the doctoral level. The appropriate designation is to merely identify as a student (e.g., MASc student in Forestry, or MSFM student).
- Students in doctoral programs (viz., EdD, DMA, PhD) may identify themselves as degree candidates only when they have been officially advanced to candidacy (by completing all required coursework, passing the comprehensive examinations, and having an approved research proposal), and not before. This degree program status should be expressed in words (e.g., PhD candidate, PhD all-but-dissertation) and not using acronyms that might be misunderstood by non-academics. In particular, acronyms such as PhD(c) or PhD (ABD), for example, should not be used as they could be mistaken for a conferred degree with some specialization.
- Former students who have not earned their credential may identify themselves as former students (e.g., former UBC MF student in Forestry), but should not give any indication that they maintain any current degree status.

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 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, and the scholarly integrity policy SC6, and the University Industry Liaison Office).
- 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: www.grad.ubc.ca/handbook-graduate-supervision

When you register as a graduate student at UBC, you are 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 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.

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 Office 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.

TIPS FOR PREPARING FOR YOUR VIRTUAL DEFENSE OR PRESENTATION

Some considerations when leading a virtual conversation.

- Decide in advance what space you will use. Try to choose a room without a distracting background, and keep in mind that light shining through a window may make it difficult for others to see you. If your space options are limited, UBC Forestry has prepared a set of Zoom backgrounds; consider using one: https://brand.forestry.ubc.ca/downloads/
- If you live with someone, be sure they know the date and time of your defense/exam, so they do not accidentally disturb you for those two hours. At the same time, realizing that many of us live in close quarters with others and often without dedicated workspace, try not to worry if distractions due to housemates, children etc. do occur. We are in the midst of a global pandemic and all doing the best we can. People will understand.
- Make sure that your internet can handle the video call. If you share your home with others, consider asking them to stay offline or at least not use services that take up a lot of bandwidth, such as streaming Netflix or doing video calls themselves.
- Dress professionally, as you would have for your in-person defense/comp exam.
- Practice. Once you have a suitable space designated, practice using it and the same technology you will use during your defense/comp exam. Have your supervisor or someone else test that they can hear you and see your presentation. Ask whether your lab members can help by providing feedback and asking questions remotely, just as others will during the actual event.
- In advance of the defense/exam, be sure that you have decided with your supervisor how they will 'call you back' to the proceedings when the in camera session is completed, e.g. admit back in from waiting room, text, phone call.

- We recommend that you join the virtual meeting ~10 minutes prior to the scheduled start time to ensure/test screen sharing, audio, etc. and give yourself a few moments to settle in. Check in advance with your supervisor and the exam chair to see if they are able to do the same; this will help ensure that everything is ready for the exam to begin promptly, once the remaining examining committee members join.
- At the beginning of the call, make sure everyone can see and hear everything they need to. Encourage people to speak up if they have a technical issue, e.g. cannot hear you well.
- If possible, use a microphone and/or headset.
- Sit close to your camera and set your camera as close as possible to eye-level, so that your face is seen square on.
- Look into the camera "naturally". Think of it like making eye contact in a regular conversation, so that you are seen as engaged and connected.
- Go on "MUTE" when you are not speaking, but act as if you not on mute, e.g. nod your head, give a thumbs up, smile and be engaged. Remember to "unmute" when it's your turn to speak.
- Turn off your computer notifications and silence your mobile devices. Dings and dongs come across the audio and are very distracting.
- Speak slowly and remember to pause when you advance your presentation so that the "visual" catches up with the "audio" part. Often there is a delay.
- Remember to check in with your audience "does everyone see my screen?" "Are there any questions on what I just covered?" etc.
- Format your presentation for easy viewing online, and consider eliminating transitions or animations because they might be glitchy. Use a large font so that there is less text on each slide — the viewing screen will be smaller than in a regular talk.
- Distribute a PDF version of your presentation to your examining committee in advance, in case members have difficulties seeing what you are sharing on screen, and number each slide so that it is easy for everyone to navigate to the same one if needed.
- When leading with text, highlight the text section that you are discussing to guide your audience.
- Have a virtual celebration planned for afterwards! Plan ahead to Zoom in with some friends and/or family, and remotely raise a glass to celebrate your well-earned achievement!

VIRTUAL COMPREHENSIVE EXAMINATION PLANNING INFORMATION

In response to the growing concerns surrounding the COVID-19 virus, we have developed a process to support total virtual participation in a doctoral comprehensive exam. This protocol mirrors the recently created G+PS process for virtual doctoral examinations.

This applies to all Forestry comprehensive examinations held until further notice.

Note that the usual quorum requirements and other planning details still apply.

ACCEPTABLE PLATFORMS
The preferred platform is Zoom. Please familiarize yourself with the Privacy information as outlined on UBC's IT information page. If preferred, UBC's Virtual Meeting Room (Skype for Business) may also be used.

AGREEMENT FROM ALL PARTICIPANTS
Be sure that ALL required participants have confirmed their agreement and ability to participate remotely using the chosen platform at the date and time selected. (Note: as the Grad Program office arranges a Chair, you do not have to confirm these details with them.)

ADVANCE NOTICE & WHO SETS THE VIRTUAL MEETING
Once the student and supervisor have confirmed a defense date, time and virtual platform, please notify the graduate program office at least two weeks in advance. Our staff will then schedule the meeting in Zoom and send out (~7-10 days prior) the formal exam notification (procedures and protocol) to all participants, as well as the Zoom meeting link.

Zoom meeting configuration will be as follows:
- Host capabilities assigned to both the Supervisor and the Chair;
- Waiting room enabled;
- All participants able to join before host(s);
- Video on.

CLOSED PARTICIPATION
The comprehensive exam is always a closed event. The Zoom URL or VMR Room ID **must not** be circulated to anyone but the committee and student.

SYSTEM PERFORMANCE AND ADVANCE TESTING
The quality of both the audio and visual components will depend greatly on the quality of each participant's internet connection. The recommendation is to connect from a computer that is hard-wired into an internet connection rather than using Wi-Fi.

For optimal system performance, **do not** connect from a remote desktop session.

If there are any concerns about how to use the online platform, refer to the UBC info page. Please test your connection prior to the exam. If you have difficulty with your test session, contact a Forestry IT person at forestry.ithelp@ubc.ca at least two days in advance of the examination.

As we cannot control the quality of each participant's internet connection, participants must be prepared for technical issues (e.g. poor audio or visual quality, dropped connections) and the Chair should be prepared to uphold the responsibilities as outlined in the section below.

RESPONSIBLITIES OF THE CHAIR
The following information will also be detailed in the formal exam notification sent to all participants 7-10 days in advance:

- The Chair has the authority to discontinue a remote connection at any time they judge that it is interfering with the proper conduct of the examination.
- The defense must be halted if one or more participants drop from the connection or loses audio, until the participant's connection or audio is restored.
- If the connection or audio cannot be restored after 30 minutes or if the total amount of time lost exceeds 60 minutes, the Chair **must** suspend the exam and notify gayle.kosh@ubc.ca immediately. The Forestry Graduate Program office will communicate with the student and their Supervisor regarding rescheduling.