Graduate Student Handbook

Oceans and Fisheries (OCF) Graduate Program

Institute for the Oceans and Fisheries (IOF)
University of British Columbia
2202 Main Mall, AERL
Vancouver, B.C. V6T 1Z4

http://oceans.ubc.ca

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Welcome to the Institute for the Oceans and Fisheries (IOF) and the Oceans and Fisheries graduate program (OCF)

This Handbook provides information on the policies for the IOF that affect graduate students. All graduate students and all supervisors are urged to become familiar with these policies. Questions about these policies can be directed to the OCF Graduate Program Officer (GPO) or the Graduate Advisor.

For other information about the Institute, please see IOF's web site at https://oceans.ubc.ca

Getting Started

Indigenous Relations and UBC

The Indigenous peoples of Canada (considered "Aboriginal" by legal definitions), includes First Nations (status and non-status "Indians", also a legal term but is considered offensive to many Indigenous people), Métis (a unique culture that developed among descendants of the First Nations and early European fur traders, primarily in Manitoba, Saskatchewan, and Alberta), and Inuit (from northern Arctic communities). Out of the ~600 distinct First Nations groups in Canada, around 200 nations exist within BC and have lived in this area for 10,000 years before European contact and colonization. Government policies that formed and continue to shape Canada have amounted to the genocide of Indigenous peoples (2019 National Inquiry: https://www.mmiwg-ffada.ca/). Many of these policies, such as forced sterilizations and residential schools, have officially ended (in 1973 and 1996, respectively), although their intergenerational effects are ongoing. The 2019 report also highlighted policies remaining in place today, including lack of police protection and the over-apprehension of children, that contribute to the ongoing oppression of Indigenous peoples in Canada. Reconciliation is the collective effort to engage with this reality, understand the continuing impacts of colonialism, and work collaboratively for a better future.

The City of Vancouver is within the overlapping traditional territories of the xʷməθkʷəy̓əm (Musqueam), sḵwx̱wú7mesh (Squamish) and səl̓ílwitulh (Tsleil-Waututh) Nations, while UBC is situated on the land of the xʷməθkʷəy̓əm. Land acknowledgments are the most common way members of the University can begin to participate in reconciliation with the xʷməθkʷəy̓əm people. At UBC, a land acknowledgment is usually given before public events, presentations, and ceremonies, and sounds like this:

> *I would like to acknowledge that we are gathered today on the traditional, ancestral, and unceded territory of the Musqueam people.*

Land or territorial acknowledgments are important because they publicly give recognition that the University is on land that was taken from the xʷməθkʷəy̓əm people without a legal treaty ("unceded"), and this land still retains traditional and ancestral value to the xʷməθkʷəy̓əm. Recognizing and acknowledging the injustice inherent in UBC's occupation of xʷməθkʷəy̓əm land is a necessary first step towards reconciliation. For students who may not be familiar with Indigenous peoples in BC and Canada, land acknowledgements can be a first introduction to this history. Still, they can be seen as an empty gesture if not followed by meaningful action. Therefore, it is vital to critically engage with actions and events on campus, and what can be done to actively support the xʷməθkʷəy̓əm and other Indigenous communities beyond land acknowledgments at UBC.

For more information about reconciliation efforts at UBC, the xʷməθkʷəy̓əm people, and to learn how to support Indigenous communities and students at UBC and beyond

- xʷməθkʷəy̓əm and UBC webpage:
  http://aboriginal.ubc.ca/community-youth/musqueam-and-ubc/
- Booklet of principles for collaboration with the xʷməθkʷəy̓əm community:
  https://bit.ly/2SqRKKj
- More information about land acknowledgments at UBC:
  https://students.ubc.ca/ubclife/welcome-musqueam-territory
  https://blogs.ubc.ca/campusenvironments/land-acknowledgments/
- UBC's "Aboriginal Portal" offers a broad introduction to Indigenous relations on the Vancouver campus, current events and news: http://aboriginal.ubc.ca/
- Wherever you're from within Canada or the U.S., Indigenous peoples have lived there for thousands of years. Find out who those peoples are and take the time to learn more about the communities who call this land home: https://native-land.ca/
- The UBC-Aboriginal Timeline documents UBC's key historical moments with Indigenous peoples, while locating these moments in broader contexts at institutional, provincial, and national levels (i.e., UBC, BC, and Canada): https://timeandplace.ubc.ca/timeline/
- Learn why the terminology we use when referring to Indigeous peoples is important, and which terms are the most respectful, in the *UBC Indigenous Peoples: Language Guidelines*. This booklet also contains a guide for giving land acknowledgments:
  http://assets.brand.ubc.ca/downloads/ubc_indigenous_peoples_language_guide.pdf
- The Indigenous Foundations website is a great information resource on key topics relating to the histories, politics, and cultures of the Indigenous peoples of Canada:
  https://indigenousfoundations.arts.ubc.ca
- First Peoples Writing is a blog that showcases written and creative works by students in UBC's First Nations Study Program: http://blogs.ubc.ca/isujblog/
- Find and learn about Indigenous public art on campus: http://aboriginal.ubc.ca/map-indigenous-public-art/
- The Social Justice Institute's booklet, *resisting the university: an alternative orientation handbook*, addresses Indigenization efforts at UBC and is available for download here:
  http://thetalon.ca/wp-content/uploads/2018/09/resisting-the-university-an-alternative-orientation-booklet-2.pdf

Resources specific to Indigenous students

- UBC's hub for Indigenous students lists scholarship and funding opportunities, programs and services specific to First Nations, Métis, and Inuit students, Indigenous-specific spaces on campus, information on preparing for life at UBC, and links to Indigenous student associations:
  https://you.ubc.ca/aboriginal-students-ubc/
- The Talking Stick weekly newsletter for Indigenous student updates, like free Tuesday lunches at the Longhouse and other events (e-mail fnhl.community@ubc.ca to sign up).

- The "Supporting Aboriginal Graduate Enhancement" (SAGE) mailing list for Indigenous graduate students in all departments. It shares opportunities and events such as writing groups, job postings, conferences, and relevant lectures (e-mail grad.sage@ubc.ca).
- UBC.caISES (Canadian Indigenous Science and Engineering Society, a subchapter of the American Indian Science and Engineering Society - AISES) is an Indigenous science student club with networking and volunteer opportunities (email ubc.caises@gmail.com).

Who is who at IOF

IOF Director:

Prof. Evgeny Pakhomov

Office: AERL 234

Tel: (604) 827 5564 or e-mail: e.pakhomov@oceans.ubc.ca

Graduate Program Team

Graduate Program Officer (GPO)

Eden Fellner

Office: AERL 230

Tel: (604) 822 2731   or e-mail: graduate.program@oceans.ubc.ca.

Eden is the resource person for all inquiries about graduate school, the admission of graduate students and the day-to-day administration of the M.Sc. and Ph.D. graduate student programs. She can also provide interpretation of policies and procedures. As the GPO she is responsible for all graduate records and student appointments in the IOF. Eden is your first point of contact and information as well as the liaison between graduate students, department faculty and staff in the G+PS. She also handles onboarding tasks (such as issuing keys, setting up copier codes, creating Oceans email accounts, and more), and room bookings.

IOF Manager, HR & Operations

Neil Maclean

Office: AERL 232

Tel: (604) 822 4329 or e-mail: n.maclean@oceans.ubc.ca

Neil is responsible for Human Resources, Academic Support, IT, policies and procedures for the unit, and also oversees the implementation of the Institute's strategic plan, including IOF's Equity, Diversity and Wellness Initiative.

IOF Manager, Finance & Facilities

Scott Finestone

Office: AERL 231

Tel: (604) 827 5999 or e-mail: s.finestone@oceans.ubc.ca

Scott is responsible for the IOF budget and finances, as well as the Institute's facilities and IOF's Health and Safety initiative. Also included in his portfolio are office and desk space allocations.

IOF Communications Manager

Katherine Came

Office: AERL 233

Tel: (604) 827 4325 or e-mail: k.came@oceans.ubc.ca or iofcommunications@oceans.ubc.ca

Katherine is responsible for IOF website(s), social media, internal communications, and event coordination. She is the person to see if you need media relations support, including media training, and

media release coordination. She is the liaison with UBC Science Communications, as well as UBC Media Relations, and also works with UBC's brand and marketing team.

Finance Specialist
Office: AERL 240
Tel: (604) 822 3843 or email: finance@oceans.ubc.ca
The Finance Specialist deals with purchasing of goods and services for IOF faculty, staff and students, as well as reimbursement for travel or other expenses approved by your supervisor.

Graduate Committee team

The Graduate Program Officer (GPO) is always your first point of contact, followed by the Graduate Advisors.
For problems of a more personal character, students are encouraged to contact their Supervisor, the IOF Student Liaison Officer, a Graduate Advisor, the IOF Director, or one of UBC's student support services (including Student Services (https://students.ubc.ca/), the Office of the Ombudsperson for Students (https://ombudsoffice.ubc.ca/), or the Graduate Student Society Advocacy (https://www.grad.ubc.ca/campus-community/student-support-services).
See https://www.grad.ubc.ca/campus-community/student-support-services for more comprehensive list of services available to graduate students.

IOF Graduate Committee members
Chair: Villy Christensen

Committee:
- Murdoch McAllister
- Brian Hunt
- Marie Auger-Méthé
- Brett van Poorten

The Graduate Committee administers several aspects of the Oceans and Fisheries Graduate Program including admissions and awards.

Graduate Advisors

Marie Auger- Méthé
Tel: (604) 822 1658 or e-mail:
m.auger-methe@oceans.ubc.ca

Murdoch McAllister
Tel: (604) 822 3693 or e-mail:
m.mcallister@oceans.ubc.ca

Student Liaison
Brett van Poorten
Tel: (604) 368 5006 or e-mail: b.vanpoorten@oceans.ubc.ca

IOF Student Society

Current co-presidents are Sara Cannon and Fanny Couture. They can be reached at e-mail: iofstudentsociety@oceans.ubc.ca

As the IOF is an interdisciplinary department, the Society facilitates regular events with a goal of creating a stronger sense of community amongst students across labs and departments. All students are welcomed to participate in the Society's monthly meetings, which include updates from executive members and planning of upcoming events. The meetings are held from 12-1pm on the first Tuesday of every month in the Hakai Node (Rm. 216, AERL Building). Students are also invited to join the IOF Student Society Facebook group.

The Society hosts regular events including:
- Whistler Ski trip: Students escape to the slopes for a weekend of outdoor fun
- Fish n' Chips: A bi-weekly/monthly informal seminar where IOF students are invited to give hour long presentations on their current and past work
- Deep Sea Data Squad (DSDS): This group meets every Wednesday from 10-12pm in the Hakai Node for a co-working session in R with the idea of helping each other better understand R programming and create a supportive coding community
- Semi-regular events: BBQ, beach clean-ups, movie nights, fundraisers

The Society help support travel to conference through awards, including 4 yearly $500 travel award and variable Pacific Ecology and Evolution Conference (PEEC) funding.

Graduate Student Society (GSS)

The GSS is an organization of graduate students at UBC, dedicated to serving the academic, social and cultural interests of it's over 10,000 members (http://gss.ubc.ca). GSS, together with G+PS, coordinate orientation sessions for new students during late August/early September: http://orientation.grad.ubc.ca

Alma Mater Society (AMS)

The AMS is the student society of UBC Vancouver and represents more than 66,000 undergraduate and graduate students at UBC's Vancouver campus and the affiliated colleges. The AMS also operates student services, student owned businesses, faculty constituencies, resource groups and student clubs. In addition to offering services to students, the AMS is an advocate of student issues and ensures the needs of students are presented to the University Administration and the Provincial and Federal governments.
http://ams.ubc.ca

UBC Faculty of Graduate and Postdoctoral Studies (G+PS)
Coordinates and maintains the quality of all Master's and Doctoral programs at the University. Administers awards and scholarships, as well as policies, procedures, and guidelines for graduate students across the campus. G+PS also provides travel grants for graduate students presenting at conferences. The travel grant is valued at up to $500 and can be awarded once per degree program (https://www.grad.ubc.ca/awards/graduate-student-travel-fund).

For policy questions, check with the GPO before heading to G+PS.
http://grad.ubc.ca

UBC Student Services
- Enrolment Services (Registrar's Office): http://students.ubc.ca
- Student Health Services: https://students.ubc.ca/health
- Disability Resource Centre: https://students.ubc.ca/campus-life/diversity-campus/disability
- UBC Counselling Services: http://students.ubc.ca/livewelllearnwell/counselling-services

UBC Equity office
- Equity Office: http://equity.ubc.ca

UBC Science
- UBC Science Graduate studies: https://science.ubc.ca/grad

Expectations and Resources for Creating a Respectful Climate

All students at UBC are expected to adhere by the UBC Student Code of Conduct (CoC) and can be held responsible for violating the terms of the CoC, even when not on campus and/or when interacting with people who are not associated with the University. Please familiarize yourself with the CoC here: https://students.ubc.ca/campus-life/student-code-conduct

Faculty and staff both also have CoC's that they are expected to follow: https://bog.ubc.ca/?page_id=8706

The IOF Student Society's Equity, Diversity, and Inclusion Committee

IOF has a department-wide Equity and Diversity Committee, and the IOF Graduate Student Society (IOFGSS) also has its own Equity, Diversity and Inclusion (EDI) Committee. Both of these committees are working to improve the climate of the department and to provide support to anyone who needs it. Contact information for members of the student committee and faculty representatives who have agreed to provide support for students is on the next page.

These representatives will not take action on anyone's behalf. They cannot file complaints or host meetings, for example. Instead, the mandate of the EDI Committee is to provide guidance by sharing the options that are available on campus, attending meetings with you so that you are not alone (if you wish), accompanying you to appointments with university officials, or just lending a sympathetic ear if you need someone to talk to. Conversations with the EDI Committee or Faculty Liaisons are confidential unless you share that you have a desire to hurt yourself or someone else (in which case they are obligated to report it).

The IOF Student Society's Equity, Diversity, and Inclusion (EDI) Committee has been working to create resources that provide information about EDI policies, initiatives, and support within IOF and across UBC. Here are two documents that the Committee created (with assistance from the Equity and Inclusion Office):

- The Expectations and Resources for Creating a Respectful Climate: This describes university policies surrounding EDI, guidelines and resources for what students can do if they have a problem and/or need support, and what we, the IOF Student Society EDI committee, can do to help, along with our contact info. Importantly, the university has Codes of Conduct (for students, staff, and faculty) that we are all expected to adhere to, whether on or off campus and even when interacting with people who are not associated with the University. We encourage everyone to become familiar with these Codes of Conduct (links are in the document).
- The second document is an Introduction to Indigenous Relations at UBC, and we hope it will be a valuable resource for everyone, but especially those who are new to BC and/or Canada, and those who are unfamiliar with the University's efforts for reconciliation (including territorial acknowledgments) and why they are so important and necessary. It includes a list of resources for

Indigenous students at UBC, as well as resources for non-Indigenous students who would like to learn more and provide support.

Further reading regarding CoC's and policies at UBC:
- The UBC Student's Guide to Discrimination and Harassment
  https://equity3.sites.olt.ubc.ca/files/2016/08/equity_student_guide_d_and_h.pdf
- UBC's Discrimination and Harassment Policy
  https://universitycounsel2.sites.olt.ubc.ca/files/2019/08/Discrimination-Policy_SC7.pdf
- UBC's Statement on Respectful Environment
  http://www.hr.ubc.ca/respectful-environment/
- UBC's Policy for Responding to At-Risk Behaviour
  https://universitycounsel2.sites.olt.ubc.ca/files/2019/08/At-Risk-Behaviour-Policy_SC13.pdf
- UBC Policy on Conflict of Interest and Conflict of Commitment
  https://universitycounsel2.sites.olt.ubc.ca/files/2019/08/COI-Policy_SC3.pdf
- Respectful Dialogue and Debate: Principles and Practices
  https://equity3.sites.olt.ubc.ca/files/2010/06/Respectful-Dialogue-and-Debate-Principles-and-Practices-1.pdf

What should you do if you experience behaviour violating these CoC's?
The most important thing to know is that if you have experienced behaviour that violates the CoC's, **you** are in the driver's seat; you decide how things proceed. You have a number of options, both formal and informal.

Informal pathways
Informal pathways are those that are done outside of making a formal complaint through the University. For example, you could request a meeting with the person who violated the CoC to talk about what you experienced. The EDI committee can help you find someone to mediate such a meeting and could attend to provide support if requested. If you would prefer to speak with someone outside of IOF, the Office of the Ombudsperson can provide informal assistance: https://ombudsoffice.ubc.ca/how-we-can-help/

Formal pathways
You always have the option to place a complaint by following the University's formal pathways, with or without contacting the EDI committee. Formal pathways depend somewhat on the type of behaviour and which policy it violates. You can make a complaint by reaching out to the following at UBC:
- Access and Diversity https://students.ubc.ca/about-student-services/centre-for-accessibility
- Equity and Inclusion Office https://equity.ubc.ca/
- Office of the University Counsel https://universitycounsel.ubc.ca/coi/

Other resources
There are a number of other organizations on campus who offer various forms of support, including:
- Counseling services https://students.ubc.ca/health/counselling-services#make-an-appointment
- GSS advocacy services http://gss.ubc.ca/advocacy/

- Law Students Legal Advice Clinic https://www.lslap.bc.ca/
- Positive Space Campaign https://equity.ubc.ca/resources/positive-space/
- Pride Collective https://www.prideubc.com/
- The Speakeasy https://www.ams.ubc.ca/student-services/speakeasy/
- UBC Vice (support for substance use/abuse) https://www.ams.ubc.ca/student-services/vice/
- Wellness Centre https://students.ubc.ca/health/wellness-centre

Contact information for faculty EDI liaisons

Simon Donner, simon.donner@ubc.ca
Brett van Poorten, b.vanpoorten@oceans.ubc.ca

Contact information for graduate student EDI representatives

Sara Cannon (she/her/hers), queer secanno@gmail.com, cell: 604-789-2433 Office: Geography 210F	Santiago De La Puente (he/him/his) s.delapuente@oceans.ubc.ca Cell: 604-500-9542 Office: IOF 313.16	Sarah Dier-McComb (she/her/hers) s.diermccomb@oceans.ubc.ca Cell: 902-809-5890 Office: IOF 214.03
Vanessa Fladmark (she/her), Indigenous (Haida Nation), v.fladmark@oceans.ubc.ca, Cell: 778-888-8219 Office: ESB 2013	Lian Kwong (she/her/hers) l.kwong@oceans.ubc.ca Cell: 604-363-9227 Office: ESB 2013	Ravi Maharaj (he/him/his) r.maharaj@oceans.ubc.ca 604-600-2954
Juliano Palacios Abrantes (he/him/his) Latino Americano j.palacios@oceans.ubc.ca	Rebecca Schijns (she/her) r.schijns@oceans.ubc.ca Cell: 647-457-7712 Office: IOF 314.06	

Accommodation for Graduate Students

Campus Housing

There are four residences on campus designed to house grad students: Fairview Crescent, Thunderbird, Marine Drive Residence, and Acadia Park. Places are allocated on a first-come, first served basis so apply early (before Feb 1). https://vancouver.housing.ubc.ca/

There are three residences run independently of UBC Housing.
- Green College: https://greencollege.ubc.ca/
- St. John's College: http://stjohns.ubc.ca/
- St. Andrew's Hall: https://www.standrews.edu/

Additional housing options are available on the UBC Housing website: https://vancouver.housing.ubc.ca/other-housing/more-campus-housing/

Off Campus Housing

Vancouver is a world-class city, and as such the demand for accommodations is very competitive and cost of living is high (rated highest in Canada). Before your arrival, please ensure that you have made the adequate financial and accommodation arrangements.

For details on costs and expenses, please visit G+PS' Cost of Living Estimate: https://www.grad.ubc.ca/prospective-students/tuition-fees-cost-living/cost-living

Several resources are available to help find housing:
- The GPO or the student's Supervisor will be able to send out a notice to current IOF students asking if anyone has a room to rent
- The Alma Mater Society (AMS) has the UV Rentsline: https://www.uvrentsline.com/
- UBC Housing has a section on off campus housing, which provides information on neighourboods, costs, inspection checklists, etc.: https://vancouver.housing.ubc.ca/other-housing/off-campus-housing/
- Housing boards and notices around campus: There are notice boards across campus; check ones at the Grad Student Centre, AMS Nest, the UBC bus loop, departmental notice boards, etc.
- Local papers: the Vancouver Sun (https://classifieds.vancouversun.com/vancouver/real-estate-for-rent/search), and Vancouver Courier (http://classifieds.vancourier.com/vancouver/real-estate-rentals/search) have classified ads.

Note: Be careful when applying for housing through anonymous online services, (e.g., Craigslist, Kijiji, etc.). There have been attempts to defraud new UBC students. Always get someone to verify the legitimacy of a rental before paying anything.

Daycare and School for children of graduate students

UBC Child Care Services

UBC has a daycare system, after school care, and summer care for school-aged children. Due to the high quality, and the number of UBC Vancouver's community with children there are long waitlists for this service. Waitlists can by up to 2 ½ years! Contact them as soon as you can.

UBC Child Care Services (https://childcare.ubc.ca/) operates licensed group care for children, from infancy through elementary school age, to families of the UBC Vancouver community. These services are an ancillary operation within the department of Student Housing and Hospitality Services.

UBC CCS employs skilled, educated and certified Early Childhood Educators. It currently exceeds provincial licensing regulations regarding staff training requirements, and values and supports on-going professional development and education for its staff. It is a unionized worksite; the early childhood educators are members of the BCGEU.

Most UBC CCS centres, including the out-of-school child care programs, are located near the family housing residences and a small forest that provides many opportunities. In addition, two full day centres, and three future programs, including a drop-in program are located in the midst of the campus core.

Osprey Occasional Care

UBC also has an occasional daycare, Osprey, located in the AMS Nest, which tends to have space available: http://www.childcare.ubc.ca/osprey/

Off campus child care

While, the City of Vancouver does not manage childcare facilities or maintain waiting lists for childcare spaces, they do provide a page that provides information about getting childcare in Vancouver. All facilities, including those owned by the City, are managed by independent operators or community associations. Enrolment policies and waiting lists are established and maintained by the operator of each facility. Please contact a childcare operator directly in order to secure a childcare space or to be placed on a waiting list.
https://vancouver.ca/people-programs/getting-childcare.aspx

Vancouver School Board

The Vancouver School Board web page provides enrollment details and deadlines: http://vsb.bc.ca

Getting set up

Brand new to the University of British Columbia? Here are a few steps that you must take to make sure you have an identity within UBC systems.

Campus-Wide Login (CWL)
The Campus-Wide Login (CWL) system provides access to most of the University's online systems, such as the Student Service Centre, educational software, Virtual Private Networking, UBC Library, and much more.
https://it.ubc.ca/services/accounts-passwords/campus-wide-login-cwl

Most of these resources are only accessible off campus using the Enhanced CWL log-in. This requires an authentication device, which can be a mobile, tablet, landline, or E-CWL dongles. E-CWL OTP Token are available for $10 at the UBC bookstore. https://knowit.ok.ubc.ca/pdf-974.html

UBC Card
Your multipurpose UBC card identifies you as a valid UBC student. Mandatory for student verification during exams, it also grants you access to:
- UBC Library services (book loans, study room bookings)
- UBC Bookstore e-Money purchases
- Food Services' dining convenience and discounts
- Meal plans for Housing residents
- Keyless entry to various UBC buildings
- Study rooms, classrooms
- Transcript ordering

The UBC Card Office is located in the UBC Bookstore. http://ubccard.ubc.ca

This document will cover many of the steps needed to get settled at UBC, however we also suggest that you participate in Orientation opportunities that the university offers:

UBC G+PS Orientation

The General Graduate Student Orientation will be held in January and August/September before the start of each new semester. Dates will be announced on their website here: http://orientation.grad.ubc.ca

There are a few sessions that day; please ensure that you attend as many of the relevant ones as possible:
- **International Student Welcome:** An interactive session with International Student Advisors to learn about key topics such as study permits, work authorization, and health insurance. **All new international students should plan to attend this important session.**

- **Lunch and Campus Resources Fair:** Meet other new grad students while browsing approximately 50 campus resource units and student activity and interest groups.

- **G+PS Welcome:** An afternoon of inspiration, important resources, and getting to know fellow graduate students, the UBC campus and the city of Vancouver. A panel of faculty and graduate students will also present tips and strategies for thriving in grad school, with time for Q&A.

http://orientation.grad.ubc.ca/events/gradstart-orientation-welcome/

IOF Welcome

IOF has its own Orientation session for students, which takes place the first week of September.

Once you have your UBC Card you can access UBC library services: http://www.library.ubc.ca/

Compass Card and U-Pass
Vancouver's transit system (Translink) has a special U-Pass Compass Card for UBC students which provides an unlimited all-zone transit (bus, Skytrain, Seabus) pass. Fees for this are $41/month and assessed with student fees. More information is available at https://www.translink.ca/Fares-and-Passes/U-Pass.aspx or https://planning.ubc.ca/vancouver/transportation-planning/u-pass-compass-card

The initial Compass Card is issued at the UBC Card Office in the Bookstore. A valid UBC Card is required to be shown to pick up the Compass Card. The UBC Card Office will have vending machines ready to issue the cards. Once a student has the Compass Card, it must be linked to the U-Pass account so that the card can be used as a monthly transit pass. To take transit in the following month, a U-pass must be requested on or after the 16th of the month at http://upassbc.translink.ca. This MUST be done each month that you are registered at UBC.

Wireless Internet Access
UBC hosts several wireless networks to support students, faculty and staff on campus and at partner institutions. https://it.ubc.ca/services/email-voice-internet/wireless-internet-access

Health Coverage
Students who have just arrived in B.C. must apply for coverage for British Columbia's Medical Services Plan (MSP): http://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp. There is a waiting period of 3 months from the date of entry to B.C., before applicants become eligible for MSP coverage. MSP is free for Aboriginal students, Canadian citizens and permanent residents (starting January 2020), and there are low monthly premiums for international students. British Columbia's Medical Services Plan covers visits to doctors, hospitals and many medical specialists, but it does not cover prescription drugs, dental visits, vision care, etc. The Extended MSP offers additional benefits over and above the basic MSP. Please read below to see the additional things that AMS/GSS covers over and above the basic MSP.

Students who qualify may be eligible for premium assistance for MSP (via the link above), and for BC Fair Pharmacare coverage: http://www.studentcare.ca/rte/en/UniversityofBritishColumbiaAMSGSS_Health_HealthCoverage_PrescriptionDrugs_BCFairPharmaCare

New International students are automatically enrolled in a mandatory medical coverage (iMed) for the first 3 months in the program – the fee is assessed as part of the student fees. iMed only covers emergency medical costs during the 3-month waiting period.

AMS/GSS Extended Medical Plan
Graduate students are automatically enrolled in the AMS/GSS Extended Medical Plan and fees are assessed with student fees. If a student has other coverage he or she can opt out, but this must be done by the deadline. Students who are low-income can also apply for waivers to have the cost of

this plan covered by the AMS/GSS. Extended Health covers prescription drugs, dental visits, vision care, health practitioners, travel health coverage, and more. The cost for this service is assessed with student fees. Several physicians and vendors provide discounted rates for UBC students through the STUDENTCARE Network:
(http://studentcare.ca/RTEContent/Document/EN/Network_Listings/BC_1_Studentcare.pdf).

Graduate students have the option to add dependents to their Extended Health coverage at additional cost. This must be done during the open enrollment period (September 1 – 30 each year). For more information, visit: http://gss.ubc.ca/main/services/health-dental

Getting set up at IOF

Access (keys and keycards)
Keys are either electronic (linked to your UBC student card) or standard keys. Keys and keycard access for the AERL building will be ready on the first day of classes. If additional access is required (e.g. labs), students are advised to check with their supervisor who will coordinate with the GPO.

Note that there is a $20 deposit required for a standard key and a picture ID must be shown when collecting these. The deposit will be refunded when the key is returned to Parking and Access Control Services.

Mail
Mailboxes are located at the east end of the common office space on the 2nd floor and at the west end of the 3rd floor. We strongly recommend that these are used for UBC and research purposes only: no personal mail.

Pay
In order to initiate pay, IOF students must complete the "New to IOF form" (Tab 1) and send it to their supervisor. The supervisor will complete Tab 2, and forward the entire package to the GPO, including the Direct Deposit forms and Tax forms (links embedded in the New to IOF form).
http://oceans.ubc.ca/files/2019/02/NewtoIOF.xlsx

UBC pays on the 15th and last day of the month. If there are any problems with your pay, the GPO should be informed. Each student can access his or her appointment information at www.mps.ubc.ca.

Computer accounts, email, and audio-visual equipment
Before your program begins, the GPO will set up an email account for you. The standard email address format will be: firstinitial.surname@oceans.ubc.ca. All IOF students will be added to the student e-mailing list: students@oceans.ubc.ca.

For issues with internet connectivity or email service problems, contact UBC IT (822-HELP or www.it.ubc.ca/SOS).

The main meeting rooms in AERL are all AV equipped and you can connect with VGA, HDMI or wirelessly with a laptop or mobile device. AERL rooms can be booked through the GPO. If you book a room somewhere that is not AV equipped, the IOF has a bookable laptop computer and projector. Contact the Communications Manager to book.

Book ahead for important events (Committee meetings, Comprehensives, etc.).

Placing orders for lab supplies and equipment

Students must consult with, and get approval from, their supervisor before ordering supplies and work with IOF Finance staff to place orders.

Seminars

Notices are distributed by email, posted on bulletin boards around AERL, and on the IOF website each week advertising upcoming seminars and lectures.

Registering for courses

Student Services Centre (SSC)

This is where students can register for (add and drop) courses, check fees, pay fees online, accepting awards/scholarships, and keep their address and email information up to date.
https://ssc.adm.ubc.ca/sscportal/

SSC Contact information

The contact information listed in the SSC is the one that the Faculty of Graduate Postdoctoral Studies (G+PS) and Enrolment Services (Registrar's Office) will use. It is essential that students keep it up to date.

Note: UBC's Payroll office does not have access to student information via the SSC, so it is important that students keep their address current in both the SSC and in the Faculty & Staff Self-Serve portal: www.msp.ubc.ca

Registering for courses with SSC

First, ensure that you have reviewed the section later in this document on Graduate Program Requirements for details on Oceans and Fisheries (OCF) M.Sc. and Ph.D. degree requirements for courses.

Reminder: UBC has two academic sessions in each year: the winter session runs from September 1-April 30, and the Summer session runs from May 1-August 31. Our graduate students must be registered in courses in both the Winter and Summer terms (as indicated in the Graduate Program Requirements).

Adding/dropping courses

Students can add and/or drop courses via the SSC up until the second week of term. After that, students must complete an add/drop form (with the required signatures) and submit it to the OCF GPO.

Information for international students

A good source of information is International Student Development at International House (1783 West Mall) (ISDIH). If there are any questions regarding visas, health care, etc., ISDIH can be contacted for inquiries. Check out ISDIH's International Student Guide located at http://students.ubc.ca/international .

UBC has a helpful pre-arrival checklist for International Students: students.ubc.ca/campus/prepare-to-arrive

Social Insurance Number

Immediately after new graduate students arrive in Vancouver, they should visit a Service Canada Centre to apply for a Social Insurance Number (SIN). UBC students cannot be paid until they have one and they cannot be paid retroactively.
For details see www.servicecanada.gc.ca/eng/sc/sin/index.shtml.

This website will explain the application procedures. The closest Service Canada Centre is located at 1263 West Broadway, Vancouver, British Columbia. (Broadway and Birch Street). A study permit and passport must be brought along. Service Canada will require these documents in order to issue the number.

Students are required to forward a copy of their study permit and SIN confirmation receipt to the OCF Graduate Program Officer as soon as they are available – you cannot be appointed/hired without them.

Note that SIN's have expiry dates that correspond to the study permit expiry date. Both must be kept up to date.

Study Permit or Visa

A copy of a student's study permit must be provided to the Graduate Program Officer as soon as possible – students cannot receive any form of payment from UBC until a copy of the study permit, and SIN, have been submitted. Study permit extensions take some time to process, so students are urged to plan ahead. For further information please see the Citizen and Immigration Canada website: www.cic.gc.ca/english/study/study.asp .

Health Insurance

Students must apply for coverage for the Medical Services Plan (MSP) as soon as they arrive in BC – there is a waiting period of up to 3 months from the date of entry to BC, before they become eligible for coverage. Check online for more information at www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp .

All international students are enrolled in a mandatory medical coverage (iMed) for the first 3 months in the program – the fee is assessed as part of the student fees. iMed only covers emergency medical costs.

Note: MSP covers visits to doctors, hospitals and many medical specialists. Extended Health covers prescription drugs, dental visits, vision care, health practitioners, travel health coverage and more.
http://gss.ubc.ca/health-dental/

Tuition Fees and Student Fees

Graduate students are personally responsible for payment of tuition and student fees. The OCF minimum funding provides students with enough support for tuition fees, but students are personally responsible for paying both their tuition and their assessed student fees (please see Funding section for more details)

Tuition Fees
Tuition fees are to be paid in three installments annually, and must be paid by the student. If your tuition is 'covered' by the OCF program, please keep in mind that this means YOU must pay it either by accepting an award in the system, or by paying the fees up front and being reimbursed over the term through TA-ships, GRA appointments or other means of support.

If a student does not pay the fees on time, the student's records will be placed on "financial hold", all registration activities will be blocked, and the student will be charged a penalty fee.

Note that there are student fees in addition to tuition fees.

Student fees
Student fees cover AMS and GSS fees, Medical and Dental Extended Health Plans, Sports and Athletics, U-Pass/Compass Card, etc. You can "opt out" of some of these fees. Information can be found at www.grad.ubc.ca/prospective-students/tuition-fees-cost-living/graduate-student-fees

All fees for the year are subject to adjustment, and UBC reserves the right at any time to change fees without notice. This includes tuition and student fees.

M.Sc. tuition

The IOF's minimum funding policy for the OCF M.Sc. is calculated as $20,000 plus the cost of domestic tuition for each of the first two years of the M.Sc. student's program.

Note: This means that while the cost of domestic tuition is 'covered', the student is still responsible for payment of tuition and fees.
- Tuition fees of Canadian M.Sc. students for, e.g., 2019-20 were $4995.78 for the first and second year of study, payable in three installments of $1,665.26. Afterward, continuing fees for 2019-2020 are paid in installments of $760.80. Please check https://www.grad.ubc.ca/prospective-students/graduate-degree-programs/master-of-science-oceans-fisheries for up-to-date-tuition fee amounts.
- Tuition fees of international M.Sc. students for, e.g., 2018-19 were $8776.74, payable in three installments of $2,925.58. The continuing fees after the second year of study are also paid in installments of $2,925.58. Please check https://www.grad.ubc.ca/prospective-students/graduate-degree-programs/master-of-science-oceans-fisheries for up-to-date-tuition fee amounts.
- Full-time international students are automatically considered for and, if eligible, generally awarded the International Tuition Award (https://www.grad.ubc.ca/awards/international-tuition-award). This award covers up to $3,200/year of the fees of international graduate students who do not have an external scholarship that pays tuition. See your letter of admission for details.

The IOF's minimum funding policy for OCF Ph.D. is currently calculated as $23,000 plus tuition for each of the first four years of the Ph.D. student's program. To be considered, tuition must not be funded from other sources and students need to be registered in a course (e.g. FISH 699).

Note: This means that while the cost of tuition is 'covered', the student is still responsible for payment of tuition by accepting the GSI Award in the SSC which will then be applied to their tuition fees.

- Tuition fees of Canadian Ph.D. students for, e.g., 2019-20 were $4995.78 for the first four years of study, payable in three installments of $1,665.26. Afterward, continuing fees for 2019-2020 are paid in installments of $760.80. Please check https://www.grad.ubc.ca/prospective-students/graduate-degree-programs/phd-oceans-fisheries for up-to-date-tuition fee amounts.
- Tuition fees of international Ph.D. students for, e.g., 2018-19 were $8776.74, payable in three installments of $2,925.58. The continuing fees after the fourth year of study are also paid in installments of $2,925.58. Please check https://www.grad.ubc.ca/prospective-students/graduate-degree-programs/phd-oceans-fisheries for up-to-date-tuition fee amounts.
- Full-time international students are automatically considered for and, if eligible, generally awarded the International Tuition Award (https://www.grad.ubc.ca/awards/international-tuition-award). This award covers up to $3,200/year of the fees of international graduate students who do not have an external scholarship that pays tuition. See your letter of admission for details.

IOF Funding Policy

UBC has a minimum funding policy for Ph.D. students ($18,000/year for the first four years) but no minimum funding policy for M.Sc. students. Departments can require higher minimums so you will see a lot of variety from one Department to the next.

The Institute for the Oceans and Fisheries (IOF) has a funding policy that guarantees a minimum level of support to all Ocean and Fisheries (OCF) students. The minimum level of support is intended to assist with various aspects of student life including the cost of living and tuition, and may change yearly to account for changes in these costs, see below for the exact amount.

One of the IOF's requirements for admission of a graduate student is proof of this minimum level of support, either through an award held by the prospective student or grant funds held by the Faculty member that wishes to recruit the student. Support can be in the form of a combination of teaching assistantships (TA), awards/scholarships, or research assistantships (GRA) paid from the supervisor's research grants. Current funding details are as follows:

M.Sc. Students

- M.Sc. students will have minimum funding support of $24,996 per year (calculated as $20,000 plus cost of domestic tuition) during the first two years of their studies. The guarantee of provision for the second year will require that the student has achieved satisfactory progress in their first year of study.

- The student's progress will be assessed every year by the Supervisory Committee during the annual Committee meeting. One of the main goals of these meetings is to assess whether the student can complete their degree within two years. It is the responsibility of the student, supervisor, and Committee to develop a project that can be completed within two years.

- If a student has not made satisfactory progress, the Committee will check the appropriate box on the annual Committee meeting form and will provide the student with a set of milestones to be achieved during the next six months. Students on probation will continue to receive financial support but they must schedule their next Supervisory Committee meeting within six months. If the student has not achieved the milestones during the probation period then financial support can be withdrawn and the student may have to withdraw from the graduate program.

- All students are expected to apply for the scholarships and awards for which they are eligible. If received, these will automatically count towards reaching the minimum funding level for their stipend.

- To achieve the minimum level of support, a student may be required to TA up to two terms per year.

- While the IOF has negotiated TAship placements to teach biology and intro-level statistics classes, we cannot guarantee a student a placement in the associated departments, as these depend on qualifications, training session attendance, satisfactory TA evaluation scores, and professional behaviour in previous TAships. Therefore, the supervisor is required to have sufficient funding to cover the student stipend in case no TAship is found for the student. Supervisors are expected to inquire with their student and OCF GPO or other suitable academic units for potential placement options.

- Students are responsible for paying both their tuition and their student fees as assessed in the SSC.

Ph.D. Students

- Ph.D. students will have a minimum funding amount of $23,000 per year plus the tuition fee amount during the first four years of their studies. The guarantee of provision for year 2-4 will require that the student has achieved satisfactory progress in the previous year of study.

- The student's progress will be assessed every year by the Supervisory Committee during the annual Committee meeting. One of the main goals of these meetings is to assess whether the student can complete their degree within four years. It is the responsibility of the student, supervisor, and Committee to develop a project that can be completed within four years.

- If a student has not made satisfactory progress, the Committee will check the appropriate box on the annual Committee meeting form and will provide the student with a set of milestones to be achieved during the next six months. Students on probation will continue to receive financial support but they must schedule their next Supervisory Committee meeting within six months. If the student has not achieved the milestones during the probation period then financial support

can be withdrawn and the student may have to withdraw from the graduate program.

- All students are expected to apply for the scholarships and awards for which they are eligible. If received, these will automatically count towards reaching the minimum funding level for their stipend.

- To achieve the minimum level of support, a student may be required to TA up to two terms per year.

- While the IOF has negotiated TAship placements to teach biology and intro-level statistics classes, we cannot guarantee a student a placement in the associated departments, as these depend on qualifications, training session attendance, satisfactory TA evaluation scores, and professional behaviour in previous TAships. Therefore, the supervisor is required to have sufficient funding to cover the student stipend in case no TAship is found for the student. Supervisors are expected to inquire with their student and OCF GPO or other suitable academic units for potential placement options.

- Students are responsible for paying both their tuition and their student fees as assessed in the SSC. During the first four years of Ph.D. student's program, they will receive a GSI Award in the SSC which they need to accept in order for it to be applied against their tuition. Note: students must be enrolled in a course (e.g. FISH 699) to get the award.

Teaching Assistantships

The IOF does not have an undergraduate program so it is unable to offer TAships.

The GPO will send out calls for TAships that are available in other departments by email when they become available. OCF Graduate students who'd like to TA would need to seek a teaching assistantship with other departments with an undergraduate program and courses compatible with the graduate student's background and training. Students can also consider contacting:

- Zoology: coordinator@zoology.ubc.ca or Lian Chen (lchen@zoology.ubc.ca). The Zoology Department currently has an agreement with the IOF to allow some of its TA-ships to graduate students in the OCF program. TA positions are typically assigned to graduate students in late summer for one or both terms or in December for the 2nd winter term.

- Statistics: https://www.stat.ubc.ca/teaching-assistants-graduate-and-undergraduate

- Earth and Ocean Sciences: gradsec@eoas.ubc.ca

- Botany: alice.liou@botany.ubc.ca

- Land and Food Systems: https://blogs.ubc.ca/lfsta/online-ta-application/

Students interested in a TAship should contact the department in which they would like to apply for a TAship in either in early July or early November. Once allocated a TAship, students should contact the instructor directly regarding duties and scheduling issues, and contact the OCF GPO as soon as possible about any scheduling conflicts between assigned positions and courses.

TAships often require the supervisor's approval, and students are expected to discuss potential TA positions with their supervisor prior to applying for a TAship position. There is a preference system for hiring TA's, based on length in program and experience (see CUPE Collective Agreement article 13.03 for full details).

The maximum time allowed for TA work is determined through the CUPE collective agreement. The current rules are that the total time commitment for an academic term cannot exceed 192 hours. The average number of hours per week is 12 and the maximum hours per week is 24. One day duties cannot exceed eight hours without the TAs consent.

Graduate Research Assistantships (GRA)

Many students are paid Graduate Research Assistantships directly from their supervisor's research grant. This represents a major way in which a student's pay is brought from the amount given by teaching assistantships and awards to the total support required by the department.

GRAs are given in support of the student's own research towards their degree, but work unrelated to the student's research program should not be required. Satisfactory progress towards the student's research is expected for payment of a GRA. It is the student's responsibility to inform their supervisor and the OCF Graduate Program Offer of their current sources of funding and TAships. It is the responsibility of the student's supervisor to confirm to the student the level of funding they will allocate them that year and to inform the OCF GPO of the sources of support funding to the student and amounts from each. It is the responsibility of the OCF GPO to verify that the proposed total amount meets the IOF funding requirements.

Graduate students may be hired as a Graduate Academic Assistant (GAA) for additional pay for work unrelated to their degree, and these wages may be counted towards their minimum level of support depending on circumstances. The Graduate Advisors will need to be consulted for approval in such instances. Just as for TAship, to ensure that this work does not hinder thesis or dissertation progression, the total time commitment for an academic term cannot exceed 192 hours, the average number of hours per week is 12, the maximum hours per week is 24, and one day duties cannot exceed eight hours without the student's consent.

All students and other members of each lab, whether paid by GRA, GAA or not, are expected to contribute to the shared chores of a lab and to fulfill weekly requirements of the supervisor. The latter category can include lab meetings, one-on-one meetings, seminar attendance, etc. The total time for tasks required by the supervisor can be up to an average of five hours per week across the four academic terms in the year. Thus, because the two winter terms are 15 weeks each and the two summer terms are seven weeks each, supervisors can request a total of 210 hours (42 weeks x 5 hours) for shared lab chores, meetings, seminars, etc. over a 12-month period. Any additional work not directly related to a trainee's own research must be paid either through an hourly wage at the GTA1 marking rate or through an additional GRA.

Awards

All students are expected to apply for all financial awards for which they are eligible, especially if they currently do not hold enough funding to reach the minimum requirements of the IOF or to support activities such as travel to a conference. These may include NSERC and SHHRC Postgraduate Scholarships (for Canadians and permanent residents), Killam Doctoral Scholarships, and Affiliated

Fellowships, all of which are administered through the same application process with a deadline in mid-September. For a detailed list of graduate award opportunities see: https://oceans.ubc.ca/graduate-program/funding/awards/. The GPO will send out regular email notices of upcoming award deadlines.

Graduate Student Travel Fund

All graduate students are eligible for the Graduate Student Travel Fund, once per degree program. The Travel Fund provides one-time travel support to a maximum of $500 per graduate student who presents a paper or poster at an official conference or symposium. (Student workshops are ineligible). Full details at www.grad.ubc.ca/awards/graduate-student-travel-fund.

Duties of graduate students and supervisor

Success in the IOF graduate program depends on the working relationship between the student and the supervisor(s). With this in mind, all students and supervisors should read the Handbook of Graduate Supervision (https://www.grad.ubc.ca/handbook-graduate-supervision) provided by the G+PS.

Students should also consult the Intellectual Property Guide (https://www.grad.ubc.ca/intellectual-property-guide) for issues related to intellectual property, plagiarism, and publication.
In addition, at the beginning of the term of study, the supervisor and students should discuss such things as:

- Expected work hours, vacation times, etc.
- Frequency and scheduling of regular meetings between supervisor and student
- Lab policies and etiquette, sharing of resources, sharing of lab duties
- Expectations about lab meetings, departmental seminars, journal clubs, etc.
- Policies about opportunities to attend scientific meetings
- Policies about authorship on papers and intellectual property
- Policies about leave (illness, parental, etc.)

The IOF has a letter of agreement (see link in the Forms section) that the supervisor and student will review together and sign within the first week of the student's initiation of graduate studies. This letter describes their respective responsibilities and general University and IOF policies. A copy of the sign document shall be provided to the GPO who will keep it in the file for the student. The supervisor is expected to advise on the research that will form the student's thesis or dissertation. In the event of conflict over such policies, other members of the Supervisory Committee or one of the Graduate Advisors can be called on as mediators.

Student Responsibilities

Student Declaration

Upon registering, a student has initiated a contract with the University and is bound by the following declaration:

> "I hereby accept and submit myself to the statutes, rules and regulations, and ordinances (including bylaws, codes, and policies) of The University of British Columbia, and of the faculty or faculties in which I am registered, and to any amendments thereto which may be made while I am a student of the University, and I promise to observe the same."

The student declaration is important. It imposes obligations on students and affects rights and privileges including property rights. You must not enrol as a student at the University if you do not agree to become bound by the declaration above. By agreeing to become a student, you make the declaration above and agree to be bound by it.

Graduate Student Responsibilities

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:

- Show dedicated efforts to gain the background knowledge and skills needed to pursue your research project successfully.
- With your supervisor, develop a plan and timetable for completion of all stages of your thesis or dissertation project, adhere to the schedule and meet appropriate deadlines.
- Meet with your supervisor regularly and report fully on progress and results.
- Maintain continuous 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, GPO 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

Academic Honesty and Standards

All work submitted by students (including, without limitation, essays, dissertations, theses, tests, examinations, reports, presentations, problem sets, and tutorial assignments) may be subjected to review by the University for authenticity and originality.

The University may use software tools and third party services including Internet-based services such as Turnitin. By submitting work, you consent to your work undergoing such review and being retained in a database for comparison with other work submitted by students. Please see the Policies and Procedures section of the G+PS website for details.

G+PS' Handbook of Graduate Supervision has more information on the student responsibilities.

Role of Supervisor

Your supervisor is the key person in your graduate degree program. Supervisors are there to help their graduate 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 also ensure that their students' work meets the standards of the University.

Some specific responsibilities of a graduate supervisor

Research
- 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.
- acknowledges appropriately the contributions of the student in presentations and in published material, in many cases via joint authorship.

Consultation
- is accessible to the student for consultation and discussion of the student's academic progress and research. The frequency of meetings varies depending on the discipline, stage of work, nature of the project, independence of the student, full- or part-time status, 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.

Administration
- assists the student in being aware of current graduate 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

- ensures that recommendations for external examiners of doctoral dissertations are made to the GPO and forwarded to G+PS in a timely manner.
- assists the student to comply with any changes that need to be made to the thesis or dissertation after the thesis or dissertation defense.

Well-being
- ensures, with the cooperation of other faculty and staff in the IOF, 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 strive to achieve consensus and resolve the differences.

Who can be a supervisor?
Any faculty member who is a member of G+PS is eligible to serve as a graduate student supervisor. For complete information, see Policies and Procedures / Supervision.
The UBC Calendar has the full Senate policy on membership in G+PS.

Co-Supervision
Supervision of a student can be shared by two co-supervisors. At least one co-supervisor must meet the criteria above. Other appropriately qualified individuals may be approved to serve as co-supervisors.
In all cases where G+PS must approve a Supervisory role for a non-member, the request must be made when the Committee is formed.

The Handbook of Graduate Supervision has more information on the roles and responsibilities of supervisors.

Supervisory Committee

All graduate students are required to have a Supervisory Committee.

Generally, it is the student's responsibility to organize the Committee meetings.

Supervisory Committees are composed primarily of research faculty members from the IOF who hold tenure stream professorial board appointments. Students may add a Committee member who does not have a research, tenure stream professorial board appointment at UBC, with the approval of the GPO and G+PS. The proposed Committee member must:

1) provide expertise that is not already available from a UBC faculty member,
2) provide an independent voice from other Committee members, and
3) have the qualifications to supervise graduate research at the standard of excellence at UBC.

A memo from the supervisor, addressing all three criteria, is required for approval.

Supervisory Committees must conform to the policies listed in this section and should be formed

within the first academic term. Students should consult with their supervisor regarding faculty members suitable to act as members of their Committee. Choice of members of the Supervisory Committee is a joint decision between the student and supervisor. Once the student's Supervisory Committee has been formed, students are required to fill out the Supervisory Committee Form which must be signed by the student, the supervisor, and the GPO.

Changes to the Supervisory Committee must be submitted via G+PS' Change to Supervisory Committee form (https://www.grad.ubc.ca/forms/change-Supervisory-Committee). Requested changes to supervision should follow the policies laid out by G+PS (https://www.grad.ubc.ca/faculty-staff/policies-procedures/supervision).

M.Sc. Students

OCF Master's students must have a minimum of three faculty members on their Committee (including the supervisor). Committee members are usually UBC IOF faculty members holding the rank of Assistant Professor, Associate Professor, or Professor.

Two Committee members can be either an adjunct member of the IOF or some other UBC academic unit or a non-IOF UBC research faculty with a tenure stream professorial board appointment. A justification for any non-IOF Committee members should be provided to one of the Graduate Advisor along with the Committee form.

Special permission allows for Supervisory Committees to include senior instructors, honorary faculty, adjunct faculty, off-campus professionals and/or faculty members from other universities so long as the majority of the Committee consists of UBC faculty holding the ranks above. A letter justifying the appointment and a copy of the individual's curriculum vitae should be submitted to the GPO.

Ph.D. Students

OCF Doctoral students must have a minimum of four faculty members on their Committee (including the supervisor). Committee members are usually UBC IOF faculty members holding the rank of Assistant Professor, Associate Professor, or Professor.

Two Committee members can be either an IOF adjunct member or honorary professor or some other UBC academic unit or a non-IOF UBC research faculty with a tenure stream professorial board appointment.

A justification for any non-IOF Committee members should be provided to one of the Graduate Advisor along with the Committee form.

Special permission allows for Supervisory Committees to include senior instructors, honorary faculty, adjunct faculty, off-campus professionals and/or faculty members from other universities so long as the majority of the Committee consists of UBC faculty holding the ranks above. A letter justifying the appointment and a copy of the individual's curriculum vitae should be submitted to the GPO.

If there are changes to the composition or distribution of roles on a doctoral student's Supervisory Committee after candidacy, G+PS must be notified so that the Committee can be re-confirmed. Requested changes to supervision should follow the policies laid out by G+PS.

Annual Committee meetings

The G+PS requires that graduate students meet with their full Committee at least once a year. Students who have not had a Supervisory Committee meeting within the previous 12 months are not eligible for awards, and their supervisors who have not attempted to schedule a Committee meeting once every 12 months are not eligible to accept new graduate students. All new students are encouraged to meet with their Committee within the first six months of starting the program.

Prior to the Supervisory Committee meeting, students will provide the members of the Committee with a brief progress report of 1-2 pages. If the first meeting of the Supervisory Committee occurs within six months of the program state date, the student can provide a brief introduction and training history with a general plan for research. For Ph.D. Supervisory Committee meetings that also serve as the proposal defense, the student will provide the full dissertation proposal instead of the brief progress report.

For all other Supervisory Committee meetings, the short progress report should include the following content:
1) date the student started in the program,
2) list of course taken and grades,
3) summary of research conducted so far,
4) research plan for the future,
5) sources of funding, and
6) papers published or in preparation.

Supervisory Committee meetings should normally last one hour in length. Students should prepare a brief presentation on research progress and future planning. Approximately half of the meeting time (~20-30 minutes) should be for open discussion. Annual Committee meetings can be organized via teleconferencing.

After each Supervisory Committee meeting, the Committee Meeting Form and the Student Progress Report must be submitted to the GPO.

The Handbook of Graduate Supervision has more information about working effectively with your Supervisory Committee.

Ending the Student-Supervisor Relationship

There are several reasons why a change of supervisors may be the best option for both the graduate student and supervisor; from the supervisor leaving the university to incompatibility to funding. In such

situations, either the student or the supervisor can initiate a meeting with the IOF GPO, who will attempt to help resolve the situation. The Graduate Advisors will keep the Director informed of the situation and if needed, the IOF Director will step in to help with the situation.

If a change is necessary, and the student has not already found a new supervisor, the original supervisor should provide assistance in this process. The new supervisor will take over the guidance the graduate student's academic program, and in situations where issues of financial support arise, they should be resolved among the parties in reasonable ways to best support the student.

If no resolution can be achieved, the problem may ultimately be taken to the Dean of G+PS. The Dean of G+PS will check to ensure that each previous level of problem resolution has been explored to the fullest extent before proceeding further.

G+Ps has guidelines on ending a student/supervisor relationship: https://www.grad.ubc.ca/handbook-graduate-supervision/ending-relationship

Disagreement within Supervisory Committee
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 primary supervisor is expected to help resolve the differences.

If there continues to be difficulty within the Committee, the student should bring the issues to the GPO.

Oceans and Fisheries Graduate Program Requirements

M.Sc. requirements

A Master's degree is expected to take approximately two years, although faster progress is encouraged.

The M.Sc. degree requires a combination of course work and research for a minimum total of 30 credits. M.Sc. students are required to conduct research towards their degrees. Although research conceived independently of the student's supervisor is encouraged, the minimum requirement for the M.Sc. degree is to successfully complete directed research.

The student is expected to develop his or her own thesis research project with the guidance of the supervisor, however, it is the responsibility of the supervisor to ensure that the M.Sc. student takes on a thesis research project that can be completed within two years. The project should be of publishable quality, but not need extend beyond the equivalent of either one or two papers, depending on whether the 12 or 18 credit thesis option is taken, and may constitute part of a larger body of work.

Thesis research is expected to address gaps in knowledge in the fields of research associated with oceans and fisheries and offer an original contribution. The focal area of the thesis could address some theoretical or applied ocean, fisheries, aquatic resource management or conservation problems or academic questions.

The M.Sc. in Oceans and Fisheries (OCF) offers two streams:
- a 12-credit thesis stream, and 18 credit coursework, or
- an 18-credit thesis stream, with 12 credits of coursework.

Both the 12 and 18 credit versions allow for the same fields of research to be addressed as outlined above. The same types of research approaches and methodologies could be applied in either the 12 or 18 credit versions of FISH 549. However, the minimum requirements differ between the two options.

12 credit thesis stream

For a 12 credit Master's thesis (FISH 549A), it is expected that a minimum of one chapter of novel research is completed that offers an original contribution[1]. This chapter of novel research must:
1) address at least one overarching thesis research question,
2) document well-designed experiments, surveys or a rigorous data compilation from previous experiments or surveys, and
3) document analyses of the data obtained within the thesis research that rigorously address the focal thesis research question.

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[1] https://www.grad.ubc.ca/handbook-graduate-supervision/graduate-thesis

Of the remaining 18 credits of coursework, students are **required** to complete:
- FISH 500 (3) and
- FISH 520 (6), as well as
- nine (9) credits of electives from three of the six following categories:
    1. Ocean and Fisheries assessment and scientific methods: EOSC 478, FISH 504, FISH 505, FISH 509, FISH 510, EOSC 573, EOSC 578, or EOSC 510;
    2. Ecological, economic & social studies: FISH 501, FISH 502, FISH 506, FISH 508, EOSC 575, or RES 510;
    3. Governance & Policy: FISH 503, FISH 507, RES 586, FISH 520;
    4. Aboriginal ocean and fisheries management: FISH 506;
    5. Conservation Science: BIOL 416, or RES 506;
    6. Science Communication: ANTH 478, FRST 544, or FRST 545.

18 credit thesis stream

An 18 credit Master's thesis (FISH 549B) requires at least two chapters of novel research, each focusing on separate but closely related thesis research questions which also yield original contributions[2].
These chapters of must
1) address at least one overarching thesis research question,
2) document well-designed experiments, surveys or a rigorous data compilation from previous experiments or surveys, and
3) document analyses of the data obtained within the thesis research that rigorously address the focal thesis research question.

Of the remaining 12 credits of coursework, students are **required** to complete:
- FISH 500 (3) and
- nine (9) credits of electives from three of the six following categories:
    1. Ocean and Fisheries assessment and scientific methods: EOSC 478, FISH 504, FISH 505, FISH 509, FISH 510, EOSC 573, EOSC 578, or EOSC 510;
    2. Ecological, economic & social studies: FISH 501, FISH 502, FISH 506, FISH 508, EOSC 575, or RES 510;
    3. Governance & Policy: FISH 503, FISH 507, RES 586, FISH 520;
    4. Aboriginal ocean and fisheries management: FISH 506;
    5. Conservation Science: BIOL 416, or RES 506;
    6. Science Communication: ANTH 478, FRST 544, or FRST 545.

Requirements for both 12 and 18 credit thesis streams

Master's students must register in required courses and electives prior to their first winter term. For the first summer term, and subsequent winter terms and summer terms students are expected to register in FISH 549. Master's students may register in elective courses also in their second year with approval from their Supervisory Committee. No more than 3 credits in both masters' streams can be in senior

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[2] https://www.grad.ubc.ca/handbook-graduate-supervision/graduate-thesis

undergraduate courses. The academic program must be approved by the Supervisory Committee and one of the IOF GPO.

A minimum of 68% must be obtained in any course taken by a student. However, up to 6 credits of coursework with grades of 60-67% may be counted towards a master's program without penalty. For more information, visit: www.grad.ubc.ca/current-students/managing-your-program/satisfactory-progress-masters-students

M.Sc. Thesis Defense

M.Sc. thesis serves as an essential review of the candidate and their research, and is a fundamental component of the program.

It is important that discussions related to how to do the research and what will be expected from the dissertation take place early in the graduate student's program. The specifics of the various sections will vary by the nature of the research topic, the graduate student and the supervisor/Supervisory Committee, so it is suggested that these discussions be regularly revisited at formal meetings of the graduate student's Supervisory Committee.

M.Sc. thesis defenses are scheduled by the GPO. After approval by the Supervisor, copies of the thesis must be distributed to the members of the student's Supervisory Committee for approval, with at least two weeks allowed for reading and comments. A hard copy or pdf file copy of the thesis can be provided to each examiner, depending on the preference of the examiner.

After the thesis has been approved by the Committee the examination may be scheduled. A PDF copy of the thesis must be given to the GPO, together with the signed "Approval of M.Sc. Thesis for Oral Defense" for (see Forms section). A minimum of two weeks must be allowed between submission of the thesis to the GPO and the examination.

The examining Committee will comprise the Supervisor, one Committee member, a Departmental examiner, and an independent exam Chairperson. The Chairperson is responsible to the IOF Director and to the G+PS, and will act as moderator of the exam. The chairperson should be an IOF faculty member who has not been involved in the M.Sc. candidate's thesis research.

The M.Sc. examination serves as a departmental review of the candidate and their research. An audience is welcome and encouraged. The examination will proceed as follows:
1. The student will present a brief summary of the thesis (not to exceed 25 minutes in length).
2. This will be followed by an oral examination in the general area of the thesis. Each examiner should ask questions for approximately 15-20 minutes.
3. Members of the audience should be asked if they have any questions for the candidate.
4. Members of the examining Committee will be given the option of a brief second round for follow-up questions.

5. Following the examination, the candidate and audience members will be asked to leave the room and the Committee will hold an in-camera session. The Supervisor will give an opinion of the student and the student's performance during the examination.

6. It will be at the discretion of the other Committee Members to ask the supervisor to submit either a pass or fail grade and leave the room. If the supervisor is asked to leave, the written grade will not be revealed to the other Committee Members before they each offer theirs, but will be included in the final determination.

7. Each of the remaining members of the Committee will then assign either a pass or fail for the thesis. The examining Committee may recommend that the thesis is acceptable in the form presented, or it may request changes be made to the thesis. Responsibility for ensuring that such changes are made will lie with the Supervisor.

8. If the thesis is deemed "outstanding" a note should be made in the Chair report that the Committee feels the thesis should be put forward for a thesis award and the rationale for doing so.

9. A fail will be assigned if at least two of the three examiners assign a failing grade and must be accompanied by a written summary outlining the reasons for this decision. There is no recourse for a student who fails the exam.

10. The Exam chairperson will then recall the student (and Supervisor) and announce the decision. The Committee members may then sign the Thesis Approval Form be signed, or ask that the student first make required revisions.

11. The Exam chairperson will complete a M.Sc. Examination Report and submit it, with the supervisor's signature, to the GPO within five working days of the examination day.

12. After all members of the Examining Committee have signed the Thesis Approval Form, the candidate will submit their thesis electronically as a single pdf file to the Library's electronic repository, electronic repository, cIRcle, where it will be available 'open access.' In addition, a .PDF file copy must be submitted to the OCF GPO who will commit the file to the OCF thesis file repository.

13. The thesis grade will not be entered until the final copy of the thesis is received.

More information about thesis preparation can be found at:

- Dissertation & Thesis Preparation: www.grad.ubc.ca/current-students/dissertation-thesis-preparation
- Final Dissertation & Thesis Submission: www.grad.ubc.ca/current-students/final-dissertation-thesis-submission

M.Sc. Timeline Checklist

At the end of their two-year program, M.Sc. students are expected to complete an oral defense of their Master's thesis.

If any checklist items are not met within the specified timelines, the GPO will follow-up with the supervisor and student and notify the Graduate Advisors to seek solutions to re-establish progress.

First month

- ☐ Meet with supervisor to discuss expectations of both the student, and supervisor, degree requirements, policies and timelines. Sign the IOF letter of agreement.
- ☐ Discuss coursework, composition of the Committee, and research plan with supervisor.
- ☐ Register for required coursework: FISH 500 for both 12 and 18 credit thesis streams, FISH 520 for 12 credit thesis stream students.
- ☐ Register for elective credit coursework.

Within the first three months

- ☐ Introductory meeting with Supervisory Committee (minimum attendance: supervisor and one Committee member), to discuss coursework, composition of Committee, research plan.

First year

- ☐ Full Committee established.
- ☐ Begin coursework. Note 12 credits must be completed within the first 18 months if transferring to Ph.D. (G+PS and IOF requirement).
- ☐ Apply for scholarship funding, if necessary.
- ☐ Identify research project. If this has not occurred within first 8 months, IOF requires that the supervisor must provide a project that can be completed in a reasonable (<18 months) time.
- ☐ Convene Committee meeting to discuss proposed research (< 8 months after start). The meeting should occur before the end of the winter term and no later than April. G+PS requires at least one Committee meeting every 12 months.
- ☐ Begin research.

Second year

- ☐ Convene Committee meeting to discuss research results from first year, possible further research, timeline to thesis completion (G+PS requirement: at least one Committee meeting every 12 months).
- ☐ Complete research.
- ☐ The student will complete writing the thesis by the end of the second year.
- ☐ If the student and supervisor would like the student to transfer to a Ph.D., ensure that the student has completed the necessary requirements within first 18 months.

After 2nd year

- ☐ The student will complete writing the thesis by the end of the second year.
- ☐ Receive thesis approval from supervisor. This may be an iterative process.

- [ ] Submit to Supervisory Committee members, at least two weeks before approval by the Committee is required.
- [ ] Obtain approval by Supervisory Committee.
- [ ] Identify members of the examining Committee with help from the GPO (supervisor, one other member from Supervisory Committee, and departmental examiner). Schedule thesis defense date and time.
- [ ] The GPO receives and submits approved version to members of the M.Sc. examining Committee at least two weeks before defense date.
- [ ] Thesis examination
- [ ] Submission of signed thesis approval form and final thesis (electronically as a single pdf file to G+PS through the UBC online information system, cIRcle, and one pdf copy to the OCF GPO.

Transferring to a Ph.D.

If the student, with their supervisor's approval, wishes to upgrade to the Ph.D. program without completing the M.Sc., they must meet the following requirements:

- The student must have completed 12 credits of course-work with a First-Class average (80%+) within the first 18 months of study.
- After completion of the required course-work, and within 18 months of starting date, the M.Sc. Supervisory Committee (minimum three members) must recommend in writing to the GPO that the student be transferred to the Ph.D. program. The Committee should discuss who to add to the Committee (four total members required).
- A Ph.D. thesis proposal must be approved at a meeting by the full four-person Committee. The Department will then make a recommendation to the G+PS for this transfer. All transfers have to be approved by the G+PS.

Once the thesis proposal has been approved, the Comprehensive Exam can be scheduled.
Note that it is IOF policy that the Ph.D. Comprehensive Exam must be taken within 18 months of starting graduate school at UBC, even for students transferring from the M.Sc. to Ph.D. program. For more general information on transferring from an MSc to a PhD program see:
https://www.grad.ubc.ca/faculty-staff/policies-procedures/advancement-candidacy.

Students are advised to discuss the consequences of a transfer with their supervisor and the GPO before applying for a transfer.

Ph.D. requirements

A Doctor of Philosophy (Ph.D.) in Oceans and Fisheries degree program is expected to take four years, although faster progress is encouraged. Original research, supervised by a faculty member, constitutes the major component of work toward the Ph.D. degree.

Candidates admitted to the Ph.D. program are required to take FISH 500. Additional coursework is to be selected in consultation with the student's Supervisory Committee and is to be approved by the IOF GPO.

It is IOF policy that all Ph.D. students are required to present a research proposal and pass a comprehensive examination on their research area within 18 months of registering at the University.

All Ph.D. students must register in their thesis course (FISH 699) two times per year — once at the beginning of September for the winter term and again in April for the Spring/Summer term.

For the Winter Term:

- Ph.D. students should register in FISH 699, Section 100.
- If it is their first year of Ph.D. studies, Ph.D. students should also register in FISH 500(3).
- Ph.D. students are encouraged to consider registering in elective courses of interest in

their first and second years. The Supervisory Committee may recommend that the student take courses relevant to his or her area of research. Ph.D. students can follow courses for credit or audit.

For the Summer Term:
- Ph.D. students should register in FISH 699, Section 940

If students have any problems with registering for courses check with the GPO.

By G+PS policy, students failing a course require a departmental recommendation to continue. Students failing more than one course normally will be required to withdraw. A student who obtains more than one grade below 68% will normally be required to withdraw.

All Ph.D. students are required to present a research proposal and pass a comprehensive examination on their research area within 18 months of registering at the University.

For more information, visit: https://www.grad.ubc.ca/current-students/managing-your-program/satisfactory-progress-doctoral-students

Research Proposal
Each Ph.D. student is required to submit to the department a research proposal that has been accepted by their supervisor and Supervisory Committee prior to scheduling the comprehensive exam. The comprehensive examination is separate and distinct from the evaluation of the thesis proposal.

Contents and Format
The candidate is expected to review the literature and develop the questions and methodologies to be used in the research carried out for the dissertation requirement of the Ph.D. degree. The proposal should not exceed 25 double-spaced pages in length, using a 12-point font size. The proposal might spend 5-10 pages on background and 3-4 pages on each of 3-4 projects/chapters, discussing research questions and methods.

Procedure
1. The student should discuss the contents of the proposal with their supervisor.
2. The supervisor should then approve a draft of the proposal before it is sent to the Supervisory Committee. This reading should be done in a timely fashion by the supervisor (within two weeks of receiving the draft). Committee members should be advised ahead of time that the proposal will be given to them on a particular date, so that time conflicts can be addressed.
3. The Supervisory Committee should be given pdf copies of the proposal (or a hard copy if requested) and allowed a minimum of two weeks for reading and comments.
4. The student and Supervisory Committee should meet to discuss the contents of the proposal and the proposed research. 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 for the student to do.

5. At the end of this meeting, the Committee should make a decision (*in camera* if requested by any member) about whether to approve the proposal. Until the proposal is accepted, the student may not proceed with the Comprehensive Exam.
6. The Comprehensive Exam cannot be *officially* scheduled until the proposal is approved, although a projected time may be set to be left free in everyone's calendars.

To allow time for preparation for the Comprehensive Exam, the Committee meeting to discuss the research proposal meeting should be held no less than 1 month in advance of the Comprehensive Exam. Thus, the Supervisory Committee should be given a draft proposal no less than six-seven weeks prior to the expected date of the Comprehensive Exam. Many proposals require some re-writing before approval, so allowing even more time before the expected Comprehensive Exam date is recommended.

Comprehensive Exam

All Ph.D. students are required to take an oral comprehensive exam given by members of their Supervisory Committee. To schedule a comprehensive exam, students must follow the procedures outlined in the IOF Comprehensive Examination description and timeline information document.

Purpose of the examination

The comprehensive exam serves two functions:
1) to create an opportunity for general learning in student's field of study and
2) to evaluate the preparation of the student for doctoral level study.

Scope of the examination

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 thesis defense and is not designed to query the specifics of the student's proposed research. The examination will cover the general area of the student's research. Each candidate is expected to be able to discuss any other areas that are closely related to their own research work.

Timing of the examination

It is IOF policy that this examination must be completed within 18 months of initial registration. Thus, a M.Sc. student who transfers to the Ph.D. degree program after one year will have only six months after the date of transfer to complete the examination. Students are advised to complete the examination before becoming deeply involved in their research work.

Extensions beyond 18 months require the written approval of one of the Graduate Advisors. Students are expected to have successfully passed their comprehensive examination within 24 months from the date of initial registration. A student who is not admitted to candidacy within 36 months from date of initial registration must withdraw from the program.

Scheduling the Exam

Ph.D. candidates must include the exam Chair, who must be one of the members of the graduate Committee, in the initial scheduling emails and polls. If a Ph.D. candidate waits to contact the Chair until after he or she has scheduled the exam, it may be necessary to reschedule if the Chair is not available.

Requirements and preparation

- **Readings:** Before taking the comprehensive exam, it is recommended that students contact all members of their Committees at least three months in advance of the expected exam date for suggestions on readings and other preparation for the exam. Students are encouraged to develop a reading list and submit this to their Supervisory Committee for comments as part of their preparation for the Comprehensive Exam.
- **Proposal:** Before taking the comprehensive exam, a student must submit to the department a written research proposal which has been approved by their supervisor and Supervisory Committee.

Examination Committee

The Examination Committee will consist of all members of the Supervisory Committee (minimum of 4 but a maximum of five) plus the Chair. If a Supervisory Committee has more than five members, then the membership of the Examination Committee must be limited to five. To schedule a Comprehensive Exam, please follow the instructions in the Comprehensive Examination description and timeline information document (see link in the Forms section). If one member of the Supervisory Committee is not available because of leave, substitution may be made upon the advice of the GPO or arrangements made for teleconferencing. Although the Supervisory Committee may include members who do not hold a professorial board appointment in the research stream, pass or fail decisions will be made by UBC research faculty members only.

Examination protocol

The exam will begin with a brief introduction by the Chair.

The student will then give a 20-30-minute presentation. This presentation should discuss the state of knowledge about the questions in the proposal, and defend the reasons for asking those questions. This presentation is not meant to be a discussion of the methodology in the proposal, which should be discussed in a normal Committee meeting leading up to the exam.

Each member of the examination Committee will then be given a maximum of 15 minutes for questions assessing the student's general knowledge of the subject area. The supervisor is the last one to ask questions, and the Chair does not pose questions.

Then each Committee member will be given the opportunity for a second round of questions, not to exceed five minutes each. This second round is intended for clarification of issues previously raised and not for new lines of questioning except in unusual circumstances.

Results of the examination

Following the examination, the candidate will be asked to retire from the room, and the Committee will hold an in-camera session. The Supervisor will be asked to introduce the candidate in general, but will not register an opinion on pass or fail until after all other Committee members have discussed the exam and registered an opinion. The Supervisor may then be asked to retire from the meeting. The remaining Committee members will discuss the candidate and then vote which may be by written secret ballot, if requested by the Chair or a voting member of the Exam Committee. The pass/fail decision made by the Supervisor will not be revealed to the Committee members until after completion of their discussion and vote.

The pass/fail decision will be by simple majority of the votes cast by members of the Examination Committee. In the event of a tie, the deciding vote will be cast by the Chair.

In the event of a marginal pass, the Committee may apply conditions (e.g., course work, directed readings). The Committee must then determine the arrangements for ensuring that the conditions are met. These should be included in the Chair's report.

The Chair will then recall the candidate and Supervisor to the meeting and announce the result of the vote. Written notification of the decision made by the Examination Committee will be sent to the GPO. The candidate will either pass or fail the examination. A candidate who fails the first attempt must pass a second examination that will be scheduled to take place within six months of the first examination. Failure to pass a second examination will result in the student being required to withdraw from the graduate program.

Dissertation and dissertation defense

The Doctoral Dissertation exam is administered through the G+PS.
G+PS provides extensive documentation regarding most aspects of the defense and thesis. Information about the deadlines and protocols for these examinations. This information can be found at the G+PS website at www.grad.ubc.ca/current-students/final-doctoral-examination. Please note that that the deadlines for scheduling these exams are sometimes quite early in the term.

More information is available on the G+PS site:
- Dissertation & Thesis Preparation: www.grad.ubc.ca/current-students/dissertation-thesis-preparation
- Final Dissertation & Thesis Submission: www.grad.ubc.ca/current-students/final-dissertation-thesis-submission

Ph.D. Timeline Checklist

Doctor of Philosophy (Ph.D.) students in the Oceans and Fisheries degree program are expected to take four years to complete their comprehensive examination and dissertation defense.

First month

- ☐ Meet with supervisor to discuss expectations of both student and supervisor, degree requirements, policies and timelines. Sign the IOF letter of agreement.

- ☐ Discuss coursework, composition of the Committee, and research plan with supervisor.

- ☐ Register in required coursework (FISH 500).

Within the first four months

- ☐ Introductory meeting with Committee (minimum attendance: supervisor and one Committee member), to discuss coursework, composition of Committee, research plan.

After eight months (First two terms)

- ☐ Full Committee established.

- ☐ Register in any other coursework the Committee has recommended.

- ☐ Apply for scholarship funding, if necessary. Note: NSERC, Affiliated Fellowships, and Killam scholarships have similar application processes, with a deadline of mid-September.

- ☐ Identify research project.

- ☐ Obtain reading list for comprehensive exam from each Committee member, or prepare a reading list and submit it to Committee members for approval (recommended). Begin preparations.

- ☐ Convene Committee meeting to discuss proposed research. Note: G+PS requires that there be at least one Committee meeting every 12 months.

- ☐ Begin research.

By end of first 15 months

- ☐ IOF requires that the research proposal be prepared and approval obtained from Supervisor. Notify the Committee that the proposal is coming their way at least a week in advance. Distribute to Committee members at least two weeks in advance of Committee meeting.

- ☐ IOF requires that the Committee meeting be convened to discuss proposed research and the suitability of the research proposal. The Committee must approve the research proposal at least two weeks before officially scheduling the comprehensive exam.

By end of first 18 months

- ☐ Comprehensive exam must be held within 18 months of starting Ph.D. (*G+PS & IOF requirement*). To schedule a comprehensive exam, students must check with the GPO.

Following 2-4 years

- ☐ Convene regular Committee meetings to discuss research results from first year, further research plans, coursework and timeline to thesis completion (G+PS requires at least one Committee meeting every 12 months).

- ☐ Complete research.

- ☐ Ideally, the student will complete writing the thesis by the end of the fourth year.

(Preferably) End of 4th year

- ☐ At least three months before completing the thesis, the supervisor and GPO need to submit the external examiner form to G+PS. The supervisor must be confident that the thesis is nearly ready to be submitted to G+PS.

- ☐ Approval of thesis by supervisor. This may be an iterative process.

- ☐ Submit thesis to Supervisory Committee members, at least four weeks before their approval is required.

- ☐ Obtain approval by Supervisory Committee.

- ☐ Identify members of the examining Committee (primary supervisor, a minimum of one and a maximum of two other members of Supervisory Committee, two university examiners, the external examiner, and the exam chair).

- ☐ Schedule thesis defense date: should take place less than 8 weeks after submission of the request the external examiner form to G+PS, and 6-7 before the proposed defense.

- ☐ Defend dissertation.

- ☐ Submission of thesis approval form and final thesis (electronically as a single pdf file to G+PS through the UBC online information system, cIRcle, and one hard copy to the OCF Graduate Program).

For more information, see G+PS' doctoral examination planning tool and checklist:

www.grad.ubc.ca/forms/doctoral-examinations-planning-tool-checklist-candidates-supervisors

Leave, Parental Leave, and Extensions

Leave of Absence

Leave can be granted by G+PS for personal, health, or other reasons to have time completely away from her/his academic responsibilities. The leave period is not included in the time period for completion of the degree. Leave, not including parental leave or leave to pursue concurrent programs, is limited to one year. A leave will begin normally on the first day of term, for a period of four, eight or 12 months. A request for leave must be submitted to the IOF GPO in writing and should have the written approval of the supervisor.

More information: www.grad.ubc.ca/current-students/managing-your-program/leave-absence

Parental Leave

A graduate student who is bearing a child or who has primary responsibility for the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. A request for parental leave should be made through the GPO for a minimum leave of four months to a maximum leave of twelve months. The leave period is not included in the time period for completion of the degree.

Extension

Expected time frame to complete the MSc is 2 years. Expected time frame to complete the PhD is 4 years.

However, there is a five-year time limit for the completion of a Master's program and a six-year time limit for the completion of a Doctoral program. If an extension beyond that is needed, the research supervisor must make a request to one of the department Graduate Advisors.

The request must explain the reasons for the extension and include a detailed timeline for completion. Extension requests will not be approved without a committee meeting in the prior 12 months, and the timeline for completion must be approved by the supervisory committee. Extensions will not be granted beyond two years.

More information: www.grad.ubc.ca/current-students/managing-your-program/program-extensions

Forms

All forms can be found:

- **https://oceans.ubc.ca/graduate-program/current-students/grad-program-forms/**

On this page you will find:

General

- **Letter of understanding & agreement between graduate students & supervisors** (Word)

  This template can be completed by the graduate student and their supervisor (Voluntary but recommended). The form should then be returned to the GPO.

- **Supervisory Committee Form** (Word)

  This form should be submitted to the GPO when a student is creating or making changes to his or her Supervisory Committee.

- **Committee Meeting Form** (Word)

  This form should be taken to annual Committee meetings and signed by the student's supervisor and each Committee member. The form must then be returned to the GPO.

- **Registration/Change of Registration** (PDF)

  This form is used for adding, dropping, auditing courses after the registration online deadline. The student can submit this to Graduate Studies, with a copy given to the GPO.

Masters (M.Sc.)

- **M.Sc. Thesis Approval Form** (PDF)

  This form should be submitted to the GPO once the Committee has approved the thesis for defense.

Doctoral (Ph.D.)
Comprehensive Examination

- **Doctoral Comprehensive Examination Report** (PDF)

  To be completed by the Committee Chair after the graduate student takes the comprehensive exam. It must be return to the GPO.

Ph.D. Thesis (Doctoral dissertation)

- **Nominations for External Examiners for Doctoral Dissertation** (PDF)

  Graduate student or GPO to send this to Faculty of Graduate and Postdoctoral Studies directly *at least 8 weeks prior to the intended date of submission of the dissertation for external examination.* A copy must be given GPO for administrative purposes.

- **Approval of University Examiners for Doctoral Dissertation**(PDF)

  Graduate student or GPO to send this to Faculty of Graduate and Postdoctoral Studies directly, *a minimum of 4 weeks prior to the scheduled final doctoral oral examination*. A copy must be given GPO for administrative purposes.

- **Graduate Program approval of doctoral Dissertation for external examination form** (Word)

  Graduate student or GPO to send this to Faculty of Graduate and Postdoctoral Studies directly. A copy must be given GPO for administrative purposes.

- **Doctoral Dissertation Exam checklist** (Word)

  A handy tool for graduate students who are preparing for their dissertation examination.

- **Chair's Report on the Final Doctoral Examination** (Word)

  The Chair of the Committee must submit this to the Faculty of Graduate and Postdoctoral Studies, with a copy going to the GPO.

- **Ph.D. Thesis Approval Form:**
  This form should be submitted to the GPO once the Committee has approved the thesis for defense.