

iSchool Doctoral Studies Handbook of Policies and Procedures*

Revised September 2015
Last Updated on May 2020

*Consult digital copy for the most up-to-date information

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Preface

This Policies and Procedures Handbook for the iSchool PhD program has been developed as a guide for faculty members and students. The policies and procedures set out have been formulated within the overall regulations of The University of British Columbia and the specific regulations and guidelines of the Faculty of Graduate and Postdoctoral Studies.

Purpose of the Program

The purpose of the iSchool doctoral program is to prepare students to be leaders in the fields of research, teaching, and administration related to archival, library, and information science. The program is designed to provide advanced research training for outstanding students who have already obtained a graduate degree in archival studies, library and information studies, or equivalent; it culminates in the production of a piece of original research.

The primary markets for graduates of this doctoral program are university programs in archival/information studies; public institutions or government departments such as national/provincial/state archives, university libraries, and information policy departments; and private industry where high level research, management, and product development are required.

Role of Doctoral Students in the iSchool

Doctoral students are valued members of the iSchool community and are expected to participate in and contribute to the academic life of the school and university through attendance at colloquia and public lectures, participation in the Annual iSchool Research Day, and by serving as student representatives on committees and taking up available Teaching Assistant and Research Assistant positions.

Communication and PR

The iSchool website includes a list of current doctoral students together with brief profiles. It is the responsibility of students to ensure that the iSchool Information Assistant has current and updated information for the website. Students who reach candidacy will be provided with iSchool personal business cards, upon request.

The school communicates with PhD student through email directly and via the iSchool PhD List – PHD-ADMIN@LISTS.UBC.CA. It is the students' responsibility to ensure that they are signed up for this list and receiving messages, as important notices are distributed through this channel.

Administration of the Program

Faculty of Graduate and Postdoctoral Studies

The Faculty of Graduate and Postdoctoral Studies (Graduate Studies) works in conjunction with individual schools and faculties to administer graduate programs. Among the responsibilities of Graduate Studies are approving curriculum changes, determining or verifying the admissibility of students applying for the PhD program, approving leaves of absence and extensions, coordinating fellowships and awards, and determining whether students are eligible to graduate. For more information about Graduate Studies' responsibilities see the Faculty web site (www.grad.ubc.ca).

Director of iSchool

As the chief administrative officer and spokesperson for the School, the Director has overall responsibility for the administration of iSchool programs, including the PhD program. The Director delegates to committees and individual faculty members the direct responsibility for implementing the PhD program policies and procedures.

Doctoral Studies Committee

The iSchool Doctoral Studies Committee (DSC) is responsible for the development and administration of the PhD program, for ensuring that the quality of the program is maintained and regulations adhered to, and for the counselling of students.

The members of the DSC are all iSchool faculty members who are members in good standing of the Faculty of Graduate and Postdoctoral Studies, i.e. engaged in an active program of teaching, research and publication. The Director, the Chair of the DSC, and all other eligible iSchool faculty members are automatically members of the Committee. In practice, a subcommittee of the DSC is appointed each year by the Director to manage the program and to report to and consult with the full DSC at monthly Faculty Meetings. One PhD student, chosen by the PhD students, is also a member of this subcommittee.

Chair of the Doctoral Studies Committee

The Chair of the Doctoral Studies Committee participates in the administration of the PhD program by:

1. coordinating the selection and admissions process for PhD applicants and chairing the Subcommittee on PhD Admissions,
2. chairing meetings of the DSC and the DSC Subcommittee and administering the program on behalf of the DSC,
3. conferring with the DSC on matters of policy, procedure, and regulation that require their attention and/or approval,
4. monitoring procedures for qualifying examinations and dissertation defences
5. working with the Graduate Advisor, Director, and the staff of the Faculty of Graduate and Postdoctoral Studies to keep them apprised of matters that require their attention,
6. approving the composition of dissertation committees, with the Director,

7. acting as a general adviser and counsellor to PhD students on matters of program and general welfare, and conferring with iSchool advisers and supervisors on students' progress throughout their programs,
8. reporting to iSchool Faculty Meetings, on behalf of the DSC, matters of interest to the faculty as a whole, or matters that require iSchool faculty approval, and
9. promoting the doctoral program within the University, nationally, and internationally.

Dissertation Committees

Dissertation committees are established and administered as set out in the Dissertation section of the Handbook.

Course Requirements

Students entering the doctoral program with an approved master's degree will be required to take four six-credit (2-term) courses. Generally, students would take LAIS 605 (Research Methods), LAIS 607 (Doctoral Pro-Seminar), a second course on data analysis, and LAIS 608 (Academic and Research Practices in LAIS). Students who take LAIS 609B (Archival Theory, offered occasionally), may opt out of LAIS 608.

In most cases, courses additional to these courses will be recommended to students. In consultation with the student's adviser, the student may be required to take courses in the SLAIS Master of Library Studies program or the Master of Archival Studies program to enhance the knowledge acquired in the student's master's degree and to provide sufficient background for the doctoral courses. Doctoral students will be strongly encouraged to take graduate level courses from other UBC departments that will increase their knowledge in their chosen area of research. These courses are chosen in consultation with the student's adviser, and are additional to those required for ARST 621 or LIBR 621.

Requirements for the PhD program are:

Year 1

- LAIS 605 (3) Advanced Seminar in Research Methods;
- At least one additional 3 credit course on data analysis (at the 500 level). The course must be pre-approved by the student's supervisor.
- LAIS 607 (3) Doctoral Proseminar;

AND AT LEAST ONE OF THE FOLLOWING:

- LAIS 608 (3) Academic and Research Practices in Library Archival and Information Studies;
- LAIS 609B (3) Archival Theory

For the above, alternative courses can be approved based on consultation between the student and their supervisor.

Year 2

- LAIS 620 (6) Advanced Study in Major Area;
- LAIS 621 (6) Advanced Study in Minor Area.

Additional coursework as recommended by the research supervisor and/or doctoral committee

Note that the LAIS 620 and 621 courses may be satisfied through a combination of supervised reading and attending/auditing formal courses. Assignments and grading schemes will be set by the Program Advisor in consultation with any course instructors involved. Qualifying examinations (written and oral components) are a required component of the 620 and 621 courses and the final grades for these courses are based on 50% coursework and 50% qualifying examination grade.

LAIS 699: Dissertation

Residency requirement

The iSchool doctoral program requires that students be resident in the Vancouver area for a minimum of 16 months. This time period may be broken into two segments of 12 months and 4 months at the discretion of the student's adviser and the Chair of the Doctoral Studies Program. The University of British Columbia considers all doctoral students to be full-time throughout their studies. However, in consultation with the adviser and the Chair of the Doctoral Studies Program, a student may engage in concurrent paid employment that does not interfere with full-time study.

Registration requirement

All doctoral students admitted must register when they begin their studies and they must remain continuously registered until the degree is completed, except for periods when a formal leave of absence has been approved by Graduate Studies. Failure to register for two consecutive terms may result in the student being required to withdraw. Students are assessed fees until the end of the month in which they submit the final version of their thesis to Graduate Studies.

Examination requirements

Doctoral students must successfully complete three examination milestones:

1. Qualifying Examinations in both the major and minor area. These are the culmination of the LAIS 620 and 621 courses and should be completed within 24 months of initial registration (see special section)
2. Proposal Defence. This should be completed within 30 months of registration. (see special section)

Note: Once the student has completed both the Qualifying Exams and Proposal Defence, the student is admitted to candidacy. A "Recommendation for Advancement to Candidacy" form is then sent to the Faculty of Graduate and Postdoctoral Studies who enter the designation "Admitted to Candidacy" on the student's transcript (Appendix A. Current version of form located at www.grad.ubc.ca/forms >> [Forms for Faculty and](#)

Staff.

A student who is not admitted to candidacy within 36 months of initial registration must withdraw from the program. Extension of this period may be permitted by the Dean of Graduate Studies in exceptional circumstances.

3. Dissertation Defence. This must be completed within six years of initial registration (see special section)

Program Adviser

A Program Adviser will be assigned to each student as soon as the student is accepted, with the adviser's agreement. The adviser must be a member of the Faculty of Graduate and Postdoctoral Studies and must be either a tenured faculty member or tenure-track member who has held a tenure-track appointment for at least one year. The adviser is chosen on the basis of expertise in the student's proposed field of research, and normally, the Program Adviser is also the student's instructor in the course work for the major subject. The Program Adviser MAY ultimately become the student's dissertation supervisor.

The student is free to select a different program adviser from the one assigned. The student should seek an adviser who is able and willing to spend the time and effort necessary for the advising role, and with whom a productive and comfortable working relationship can be established. Students should seek advice from the Chair of the DSC or from the Director when they wish to change, and should notify the Chair once a change has been made.

The Program Adviser's responsibilities are as follows:

1. at the beginning of the student's program, to interview the student in depth, discuss the content of the projected area of study, and the possible selection of courses outside the School,
2. to act as mentor and to meet with the student on a regular basis throughout the course of the adviser's term of responsibility (usually two years),
3. to supervise the student in the Advanced Study in a Major Area reading course (usually in the second year)
4. to aid the student in defining his/her field of research and course of studies, and in preparing for the comprehensive examinations,
5. to report on the student's progress annually to the DSC, and
6. to consult with the Chair of the DSC regarding any change in the student's program, extensions of time required for completing course work, and general progress of the student through the program.

Dissertation Supervisor & Supervisory Committee

Upon successful completion of the qualifying examinations, the student will enter the dissertation stage of the program. From the beginning of work on the dissertation proposal through completion of the dissertation, each student has a dissertation supervisor. The supervisor will be appointed by the Doctoral Studies Committee at the request of the student and with the agreement of the faculty member, who must hold a doctoral degree, be a member of the Faculty of Graduate and Postdoctoral Studies, and must be either a tenured member or tenure-track member who has held the tenure-track appointment for at least one year. The supervisor's agreement is recorded in the student's file. If the supervisor's availability to work with the student is compromised by lengthy scheduled or unexpected absences, the Chair of the DSC, in consultation with all concerned, may appoint a new supervisor.

The supervisor, after discussion with the student and other faculty members, will suggest other members of the Supervisory Committee to be approved by the DSC. The role of the Supervisory Committee is to provide support to the student by broadening and deepening the range of expertise and experience available and to offer advice about and assessment of students' work.

The student and Dissertation Supervisor should consult together and agree upon the constitution of the committee. The Supervisory Committee must be comprised of at least three faculty members (including the supervisor), some of whom may be from outside the iSchool. With the approval of the Dean of the Faculty of Graduate and Postdoctoral Studies, the committee may also include qualified persons who are not faculty members. While a committee may contain more than three members, the majority of the committee must be members in the UBC Faculty of Graduate Studies.

Any request to change the Dissertation Supervisor must be submitted in writing by the student to the Chair of the DSC after the student discusses the change with both the current Supervisor and proposed Supervisor. Students retain the right to change supervisors with impunity. Approval for the change and the selection of another Dissertation Supervisor is recorded in the student's file.

The Dissertation Supervisor's responsibilities are as follows:

1. to assist in choosing the Supervisory Committee and to confirm the eligibility of all members selected,
2. to meet regularly with the student and facilitate progress toward completion of the research,
3. to arrange with the iSchool support staff and the DSC Chair to schedule the dissertation proposal presentation,
4. to liaise with the Graduate Advisor and iSchool staff to schedule the dissertation defence with the Faculty of Graduate and Postdoctoral Studies;
5. to secure appropriate signatures from Dissertation examiners and assure that all required paperwork is submitted in accordance with iSchool, Faculty of Graduate and Postdoctoral Studies, and University procedures.

Doctoral Candidates should arrange periodic meetings of their Supervisory Committee, at a frequency of no less than once per year. More frequent meetings are strongly recommended.

Guidance in carrying out these responsibilities may be obtained from the Graduate Studies website at <https://www.grad.ubc.ca/faculty-staff/policies-procedures>.

Annual Evaluation of Academic Progress

The progress of all students working toward the PhD will be reviewed regularly and at least once each year. Any student who is found to be making unsatisfactory progress, as shown by course work, the qualifying exams examinations, progress on the dissertation, or other requirements of iSchool, may be required to withdraw.

Normally, the Chair of DSC and members of the DSC Subcommittee will direct evaluations for all students in the early fall. In extraordinary circumstances, the students, the adviser, or the Director may call an ad hoc evaluation meeting at any time.

Evaluation Goals and Procedures

The major purpose of the evaluation is to provide the student with the Faculty's joint assessment of his/her progress in the program and of his/her plans for the following year.

All students will take part in the evaluation, which is conducted through an annual review report prepared by each student and reviewed by his or her advisor or supervisor. A notice and evaluation forms will be sent out to the PhD Student list at least 3 weeks prior to the report submission date. Students are asked to complete the form and submit that, together with a current CV to their advisor/supervisor, who then reviews the materials and submits them, together with a brief Advisor's Report, to the Chair of the DSC.

All members of the DSC Subcommittee review the materials submitted and meet to discuss each student's progress. The DSC Chair compiles responses and prepares individual letters to provide feedback to students. The DSC Chair also prepares a summary report of the process and outcomes and presents this to the full DSC at a faculty meeting.

On the basis of the review materials, the faculty members present shall determine whether the student's progress is:

1. Satisfactory,
2. Unsatisfactory in some areas (progress is questionable in key areas, but the student should remain in the program), or
3. Unacceptable.

The student's progress should be described as "Satisfactory" only when all the following criteria are met:

1. The student achieves a minimum of 68% (B-) in all courses. The student must maintain an overall B (72-75%) average, however, a grade of less than 75% will raise concern about the student's level of competence in the assessed area.
2. The student is able to work productively with faculty and other students in coursework, research, and teaching.
3. In his/her first year, the student is able to:
 1. understand the methods and substance of the fields of library, archival or information studies,
 2. communicate his/her understanding to other people, and
 3. give evidence of the ability to conduct research under supervision.
4. After his/her first year, the student is able to proceed at a reasonable pace in demonstrating:
 1. an accomplished mastery of the methods and substance of the fields of library, archival or information studies,
 2. the ability to analyze and synthesize diverse data, theories, and methods,
 3. the potential ability to develop and defend an original research proposal, and
 4. the ability to carry out all stages of the research process independently.

If the student's progress is determined to be "Unsatisfactory in some areas" or "Unacceptable," the Chair of the DSC will arrange a meeting with the Advisor/Supervisor and the student to discuss the issues and concerns. Every attempt should be made to give the student an opportunity to improve his/her areas of deficiency. In general, students whose progress is unsatisfactory should not be counselled to leave the program until they have been at this status level for at least one year. Students whose progress is unacceptable should be counseled to consider the options available. A student may withdraw from active participation in the program at his/her request. See section on "on-leave status" below.

Qualifying Examinations

Overview

The qualifying exams for the iSchool PhD program (sometimes referred to as "comprehensive examinations" in other programs) consist of two parts – examination of the major area, and examination of the minor area. Examination of the major area consists of a written and an oral component; examination of the minor area has only a written component. Note that the faculty member who advises you through your course work and your qualifying exams is known as an adviser. This is usually (but not always) the same person who supervises your work as you write your dissertation, who is known as your supervisor

Examination Committee

The student and his/her adviser will assemble an Examination Committee that will adjudicate the major and minor areas by setting the exam questions and assessing the answers. The Examination Committee will consist of the adviser and either two or three other faculty members. These are normally faculty who have served as instructors to the student or have

supervised reading courses in one or more of the areas of study. The student's adviser will chair the Committee.

Questions on the Major and Minor Written Examinations

The Examination Committee will set the questions for both the major and minor area exams. The questions will be based on Reading Lists for both areas approved by the Committee at least two months – preferably six months – before the exams.

Structure of the Examinations

The following policies apply:

1. Qualifying examinations are expected to occur within 24 months of starting the program, as required by the Faculty of Graduate and Postdoctoral Studies.
2. Examinations in both the major and minor areas normally will be taken within a one month period
3. The format for the written examinations in both the major and minor areas is a take-home examination to be completed during an 11-day period, Friday to Monday, including two weekends.
4. Following the major area written examination by no more than seven days, there will be an oral examination of not more than three hours in the major area.
5. The oral examination committee for the major area consists of at least three members of Examination Committee
6. The oral examination is chaired by the Chair of the DSC and there is no audience present
7. Each examination will consist of four questions, from which the student chooses two to answer. In terms of length, approximately 4,000 words would constitute a minimal answer for each question, with 6–7,000 words judged more acceptable in most cases.
8. In both the major and minor areas, the student will be expected to demonstrate his/her critical ability and mastery of the area through:
 1. comprehensive knowledge of the main issues or problems,
 2. incisive evaluation of current and past research,
 3. rigorous analysis, organization and synthesis of information,
 4. clear written, and oral (major area only) communication of information

Assessment of Exams

The major and minor examinations will be assessed separately. If the papers written to answer the examination questions present all the qualities listed in (8) above, the Committee will assign a grade and the student will receive an Unconditional Pass. The grade will constitute 50% of the final grade for the associated course, either LAIS 620 or 621.

If an aspect of the papers written for either examination is weak, the student may receive a Conditional Pass and be asked by the Committee Chair to revise that paper and submit it for re-assessment within one month. After the Committee assesses the revised paper, the student will receive an Unconditional Pass or an Adjournment (see below).

If the student does not pass an examination, the student will receive an Adjournment. The Chair informs the student in writing of this decision, and the options of writing the examination(s) a second time, appealing the failing grade, or withdrawing from the program. A candidate will be permitted to re-write the examination(s) only once, within six months of the first examination. The student is responsible for scheduling the re-writing.

Students must pass examinations in both the major and minor areas to progress further in the doctoral program. Failure to pass on the second attempt will mandate withdrawal from the program. UBC procedures for appeal of assigned academic standing are detailed in the [Academic Regulations section](#) of the UBC Calendar.

Oral Examination of Major Area

The purpose of the oral examination is to allow the student to provide context for his/her written exam answers and to demonstrate additional depth and breadth of knowledge in the area. The questions of the oral examination will be related to the two questions answered by the student in the examination of the major area. Examiners' questions will be based on peripheral or related material that contributes to a complete answer to the questions posed.

If the student receives an Adjournment (i.e. permission to write the exam a second time) in the written examination of the major area, the student will not be allowed to take the oral examination until he/she passes the written examination in the major area. If the student receives a Failure (no-credit after writing the exam a second time), the student will not be allowed to take the oral examination.

At the beginning of the oral exam the student may take the opportunity to expand on his/her answers to the written exam questions, amplifying the answers or outlining the key points. This speaking opportunity must take no longer than 15 minutes, and may be strictly oral or aided only by a power point presentation (i.e. the student is not allowed to read a prepared paper). The student may bring into the oral examination only a copy of the written exam and the notes or software for the 15-minute presentation.

Proposal Defence

Students demonstrate their ability to complete a sound project of original research by presenting and defending the dissertation proposal to their Dissertation Committee. The proposal defence should be completed within 30 months of initial registration, and must be completed within 36 months of initial registration. Once the Supervisor has approved the proposal, the other members of the Student's committee must be given time to review the proposal and must agree in writing that the student is ready to proceed to the defence. (These discussions may occur over email.) At that time, the Supervisor will contact the iSchool Program Assistant and DSC Chair to schedule the defence. The Dissertation Committee must unanimously approve the dissertation topic and research plan before the student may be admitted to candidacy for the doctoral degree.

Purposes of the Defence

The purposes of the defence are:

1. to ensure that the student has a clear understanding of the research he/she proposes to conduct,
2. to ensure that all Committee members have a clear conception of the research proposed,
3. to reach agreement on the methodology to be followed for the dissertation research, and
4. to ensure that all Committee members formally approve of the student's topic and research plan.

The Dissertation Committee must unanimously approve the dissertation topic and research plan before the student may be admitted to candidacy for the doctoral degree. If the proposal is not approved by the student's Dissertation Committee, the student will be permitted to re-defend the proposal once. The candidate may modify or revise the written or presentation parts of the Defence, or both. Rejection of the Defence a second time will normally result in a recommendation to the Faculty of Graduate and Postdoctoral Studies that the student's registration be terminated.

Organization of the Research Proposal

The format guidelines stated below are intended to be flexible. The student, in consultation with the supervisor, is free to adapt the formatting as long as the content of the proposal is complete. A well-designed proposal should provide the basis for the first two or three chapters of the final dissertation. In most cases, the proposal should be at least 30 pages long.

The proposal should consist of:

1. Title page, with student's name, working title, and names of Committee members
2. Table of contents
3. Introduction, including an explanation of the Research Question
4. Literature review
5. Methodology
6. Information on issues relating to ethical review and their resolution, if applicable
7. Planning information – Timeline, itemized budget, if applicable, any other appropriate planning information
8. Reference list – Citations and references should be made in accordance with a recognized style manual, such as *APA*.

Presentation of the Proposal

The following guidelines apply to the presentation of the proposal:

1. The student should work with the supervisor on the initial draft of the proposal. Once the supervisor has approved the proposal for general distribution, the student should solicit feedback from the committee at large.
2. After the supervisor has approved the draft of the proposal for defence, the supervisor will ask the iSchool Program Assistant to contact the DSC Chair and each member of the

student's Committee to determine and schedule a time convenient for the defence. The Program Assistant will add the names of the student's committee to the Student Information Service Centre (SISC).

3. The student must deliver copies of the proposal to each member of his/her Committee no later than two weeks before the scheduled defence.
4. The proposal defence will be scheduled to last 1–2 hours and will be chaired by the DSC Chair; if the Chair is unavailable or is a member of the Supervisory Committee, the meeting will be Chaired by another member of the DSC.
5. The student will give a 20 minute presentation at the beginning of the defence.
6. Members of the Committee will then provide comments and questions to the student.
7. To facilitate frank discussion of the defence, the student will be asked to leave the room while the committee comes to their determination.
8. Any concluding comments will be given directly to the student.
9. The supervisor will give to the student in written form all recommendations for changes to the proposal.
10. If the defence is successful, the Committee members will sign two copies of the title page, one of which the supervisor will return to the student, with the other being placed in the student's file.

Dissertation Defence

A full description of the policies that apply to UBC dissertations and the oral defence can be found on the Faculty of Graduate and Postdoctoral Studies website at www.grad.ubc.ca. The following key information is excerpted from those policies or is approved information not included in those policies.

The student must complete the defence within six years of initial registration. If the doctoral degree is not awarded within this period, the student's eligibility for the degree will be terminated and the student will be required to withdraw from the program. Under exceptional circumstances, extensions may be granted by the Dean of the Faculty of Graduate and Postdoctoral Studies.

When the final defence has been scheduled and before it has taken place, a "mock" defence will be held at the iSchool. The student will contact the DSC Chair to schedule the mock defence. The DSC Chair will chair the meeting. With the exception of the student's supervisor, the examiners for the final defence may not attend, but all other faculty members and students will be invited. The iSchool Program Assistant will assist with the scheduling and advertising of the event to faculty and PhD students.

The final oral examination or dissertation defence is open to all members of the University and to the public. It is the responsibility of the Supervisor to announce the date and time of the defence and to invite members of the iSchool community to attend.

The final oral examination or dissertation defence is open to all members of the University and to

the public. The examination can be scheduled no sooner than eight weeks after the submission of the approved thesis to the Faculty of Graduate and Postdoctoral Studies. The Faculty of Graduate and Postdoctoral Studies strongly discourages the scheduling of defences during two blackout periods – the month of August and from December 15 to January 15. Specific information on the University's regulations regarding the oral defence can be found at:

<https://www.grad.ubc.ca/current-students/final-doctoral-exam/doctoral-exam-guide/doctoral-examination-final-oral-defence>

The dissertation must be presented according to the procedures and in the form as described by the Faculty of Graduate and Postdoctoral Studies at <https://www.grad.ubc.ca/current-students/final-doctoral-exam/final-doctoral-examination-guide>. A timeline and a plan of action may be planned using the [Doctoral Examinations Planning Tool and Checklist for Candidates and Supervisors](#).

The examination will be conducted by:

1. an external examiner, who may or may not attend the examination in person,
2. two university examiners, one of which must be from a department unaffiliated with the Student/Research Supervisor, and
3. a minimum of two to a maximum of three members of the candidate's dissertation committee.

A Chair will be appointed by the Faculty of Graduate and Postdoctoral Studies to chair the defence.

Following a successful PhD defence, the Supervisor will send a notice of the outcome to the iSchool Faculty and PhD Student lists and submit an announcement to the iSchool Digest. The Supervisor will coordinate with the iSchool Information Assistant to organize a tea to celebrate the successful program completion.

Status and Completion

On-leave Status

A student who finds it necessary to interrupt his/her program may apply to the Dean of Graduate Studies for on-leave status. Leave is granted when a student is best advised for personal, health, or other reasons to have time completely away from his/her academic responsibilities. Leave, not including parental leave, or leave to pursue concurrent programs is limited to one year (UBC Calendar, Faculty of Graduate and Postdoctoral Studies). Further information regarding on-leave status can be found in the [UBC Calendar](#) and on the Graduate Studies website at www.grad.ubc.ca under "Current Students - Managing Your Program."

Statute of Limitations

A student is expected to complete all requirements for the degree within a period of six years from initial registration. Extenuating circumstances not of the student's making may justify allowing the student additional time to complete his or her degree program. A request for a one year's extension will be received favourably if it is fully justified and supported by the student's Graduate Program Advisor.

A student should discuss the possibility of an extension with his or her Supervisor and Graduate Advisor. Each request must be accompanied by a completed Request for Extension form and a memo justifying the request for extension, including a written report from the last Supervisory Committee meeting and a schedule (Extension Timeline) showing how the program will be completed in the extension period requested.

If a student fails to register for two consecutive terms, the student will be considered to have abandoned his or her program. In these cases, should the student wish to continue in the program, the student must re-apply for admission. In special cases, the student may be re-instated with the permission of the Dean of the Faculty of Graduate and Postdoctoral Studies, in accordance with the Faculty Policy on Re-Instatement found on the Graduate Studies' website at www.grad.ubc.ca under "Managing your Program - Readmission & Reinstatement."

Voluntary Withdrawals

A student who wishes to withdraw voluntarily from the doctoral program must notify his/her supervisor in writing in order to obtain the approval of the dean, department head or director, and the graduate adviser in the home department. Further information on the policies governing Withdrawals is available on the Graduate Studies website at www.grad.ubc.ca under "Current Students - Managing Your Program."