

## THE PH.D. PROGRAM GUIDELINES

- |   |  |
|---|--|
| 1. Introduction                         | 7. The Program                                   |
| 2. Admission Requirements               | 8. Comprehensive Examinations                    |
| 3. Assessment of Applications           | 9. Dissertation Proposal                         |
| 4. Assignment / Selection of an Advisor | 10. Advancement to Candidacy                     |
| 5. Registration and Residency           | 11. Ph.D. Dissertation                           |
| 6. Supervisory Committee                | 12. Dissertation Defense & Graduation Procedures |

### 1. INTRODUCTION

Doctoral degree programs are governed by the policies of the Faculty of Graduate Studies, <http://www.grad.ubc.ca/policy/>, *The University of British Columbia Calendar*, and by policies specific to each department. All students should consult a current online *UBC Calendar* <http://www.calendar.ubc.ca/vancouver/>

Graduate programs are guided by three administrative levels: the Faculty of Graduate + Postdoctoral Studies (G+PS), the Office of Research Education (ORE) in the Faculty of Education, and the Department. The Faculty of Graduate + Postdoctoral Studies is located in the Graduate Student Centre, Thea Koerner House, 6371 Crescent Road (ph. 604-822-2848). The Office of Research Education is located in Scarfe 309 and is directed by the Associate Dean of Graduate Education and Research (604-822-5512). At the department level, graduate programs are directed by the Department Head, the Graduate Advisor, and the Graduate Advisory Committee.

The Ph.D. program in the Department of Curriculum and Pedagogy is designed for advanced studies and research on teaching and learning within educational settings. It consists of coursework, comprehensive examinations, and a dissertation, and is governed by the policies of the Faculty of Graduate Studies.

It is suggested that all potential candidates contact faculty members whose areas of interest coincide with their own, prior to submitting an application to discuss their letter of intent and to help develop a clear focus for the application.

### 2. ADMISSION REQUIREMENTS

Admission requires:

(a) a Master's degree with high standing in a relevant educational discipline,

(b) a sample of work demonstrating scholarly writing, (c) a letter of intent describing the focus of the proposed research, and  
(d) proficiency in the English language. Proof of such proficiency is usually a degree from an institution in which English is the language of instruction, or a score of at least 92 on the Test of English as a Foreign Language (TOEFL), or a minimum overall band score of 6.5 with a minimum score of 6.0 in each component of the academic (NOT general) International English Language Testing Service (IELTS) test,  
(e) The support of three referees, and  
(f) an electronic copy of all transcripts from post-secondary institutions to be uploaded to the online application system. For students possessing a thesis-based Master's degree from other than a relevant educational discipline, it may be possible to proceed into the Ph.D. after taking the core course requirements of an appropriate Master's degree in education at UBC.

The application package **requires a processing fee** (please check the Faculty of Graduate + Postdoctoral Studies website for the cost information). The program has one starting date: September (Winter Term 1). The following submission deadline is for complete applications (including references, transcripts, and other supporting documents) received by the Department.

#### DEADLINE FOR APPLICATIONS

<u>Start Date</u>	<u>Deadline</u>
September	December 1

### 3. ASSESSMENT OF APPLICATIONS

Initially, the entire file is reviewed by professors in the relevant specialization, and then forwarded to the Department's Graduate Advisory Committee. Admission is based on (a) an evaluation of the applicant's academic performance and potential for

scholarship and independent research, (b) the match between the applicant's interests and the Department's programs, and (c) the availability of a suitable advisor.

#### **4. ASSIGNMENT/SELECTION of a PRO-TEM ADVISOR and PhD SUPERVISOR**

When a student is admitted to a program, a pro-tem advisor is assigned to assist in helping a student in the early months of their program and supporting them in planning a program of studies during their first year. The pro-tem advisor is a faculty member who has been selected by the Graduate Advisory Committee to introduce the student to the department and the program.

At a later point in the program, the student then decides on a permanent advisor, known as their Ph.D. supervisor, for their doctoral studies. Students may wish to approach specific professors with requests to be their pro-tem and or supervisors prior to or during their program, letting the Department's Graduate Coordinator know if an agreement is reached. In a doctoral program it is the student's responsibility, in consultation with faculty members, to decide upon a Ph.D. supervisor with whom they can work constructively and from whose scholarship they can learn and benefit.

The Ph.D. supervisor is responsible for ensuring that the program is conducted in accordance with all University regulations. The supervisor plays a major role in designing a graduate program and appropriate research with the student, selecting a suitable supervisory committee, writing letters of support on the student's behalf, as well as in serving as one of the student's examiners for the comprehensive examinations and dissertation defense. Students wishing to change supervisors during their program should consult with their current advisor and meet with the Department's Graduate Coordinator to discuss what possibilities are available given the supervisory resources of the Department.

#### **5. REGISTRATION AND RESIDENCY**

All doctoral students are full-time students and are expected to engage in their studies on a full-time basis. All students must register when they begin their studies. Students must remain continuously registered until the degree is completed, except for periods of time for which the student is away on an approved leave of absence. Failure to register for two consecutive terms may result in the student

being required to withdraw. Each student's program of study must be approved by the home graduate program. All doctoral students are assessed full-time fees according to Schedule A. Programs are paid for on a per-degree rather than a per-course basis, and there is no limit on the number of courses taken or audited during a program. Students have six years to graduate from the doctoral program, with extensions granted only under exceptional circumstances. A one-year parental leave from the program is available, and requests made for other special circumstances are considered.

#### **6. THE SUPERVISORY COMMITTEE**

The student's supervisor chairs the supervisory committee. The committee, which is usually assembled by the student and supervisor in the first year of the program, should include at least two other faculty members who may be drawn from outside the specialization as well as the Faculty of Education. The major tasks of the supervisory committee are to approve the student's program of studies, guide and evaluate the comprehensive examinations, dissertation proposal, and dissertation. Students can seek changes in the composition of their committee through consultation with their supervisor and the Department's Graduate Coordinator.

#### **7. THE PROGRAM**

The graduate programs (M.Ed., M.A, and Ph.D.) in Curriculum Studies are part of the graduate offerings in the Department of Curriculum and Pedagogy. The Ph.D. in Curriculum Studies is a flexible, research-oriented doctoral program that can be pursued by students interested in the specializations offered in the department. **Students are required to complete 18 credits of course work that includes two required doctoral seminars (EDCP 601 and 602), 6 credits of coursework in their area of specialization and at least 6 credits of coursework that focus on research methodologies.** The course-work, as it relates to the dissertation topic and proposed research, may be drawn from both within and outside of the Faculty of Education. If, within the past five years students have not completed graduate level courses in education, they should enroll in EDUC 500, EDCP 562 and other appropriate EDCP graduate courses.

Graduate level courses are available in the Department of Curriculum and Pedagogy in the following specializations: art education, business

education, curriculum studies, home economics education, mathematics education, music education, physical and health education, science education, social studies education, and technology studies education.

Within and across these specializations, faculty have interests in multicultural and anti-racist education, information and communications technologies, early childhood, student learning, education in non-school settings, gender equity, historical issues in curriculum, media studies, teacher education and many other curriculum related issues.

Students are asked to complete an annual progress report each year in May. Progress in the program is reviewed each year by the supervisory committee and the Department Graduate Coordinator.

## 8. COMPREHENSIVE EXAMINATIONS

Here you will find "[Guidelines for the Comprehensive Examination of the Doctoral Program](#)"

## 9. ADVANCEMENT TO CANDIDACY

It is expected that a doctoral student will advance to candidacy within two years of starting their program. Candidacy means completion of required coursework, completion of the comprehensive exams, and approval of a research proposal. G+PS requires that candidacy be reached by the end of the second year (24 months). If candidacy is not achieved by the end of the third year in a doctoral program, the student will be asked to withdraw from the program.

## 10. PH.D. DISSERTATION

Conceptualizing the project, conducting the research, and writing of the dissertation are done in close consultation with the advisor and supervisory committee. The regulations governing the preparation of dissertations are described in the Library's **Instructions for the Preparation of Graduate Theses**, found at <http://www.grad.ubc.ca/students/thesis>. All research involving human subjects has to receive ethics approval from the university's Research Ethics Board. The Application for Behavioural Ethical Review is available online from the Researcher Information Services (RISe) system at <http://rise.ubc.ca/rise> or the Office of Research Services at <http://www.orsil.ubc.ca/ethics/index.htm> (the

Office of Research Services, Suite 102, 6190 Agronomy Road, UBC, Vancouver BC, V6T 1Z3).

Given the variety of disciplines in which students work, the program does not follow a single style guide for scholarly writing, although the *Publication Manual of the American Psychological Association* is recommended as one that is used by many of the academic journals in education. In the writing of course papers and the dissertation, students are expected to use non-sexist language

## 11. DISSERTATION DEFENSE & GRADUATION PROCEDURES

Students should view the Faculty of Graduate + Postdoctoral Studies '[Doctoral Examinations Planning Tool and Checklist for Candidates and Supervisors](#)' for information on the final doctoral exam timeline and graduation deadlines. In selecting the two university examiners for the defense, the Faculty of Graduate + Postdoctoral Studies requests that one be from within and one be from outside the student's department. Note that graduate students must be registered for the session during which they wish to graduate. Students must apply to graduate on the Student Service Centre (SSC). Check the [Deadline Centre](#) of the Faculty of Graduate + Postdoctoral Studies website for the final dates for (1) submitting dissertation in final form to the Department's Graduate Advisor, and (2) filing one final copy of the dissertation with the Faculty of Graduate + Postdoctoral Studies.

At this point, congratulations will be in order. At any point in the program, if we can assist in improving the educational quality of this experience, please let the Department's Graduate Coordinator know.

Students are encouraged to consult the [Handbook of Graduate Supervision](#) available from the Faculty of Graduate + Postdoctoral Studies website

For further information on policies and a variety of topics of interest to graduate students visit the Faculty of Graduate + Postdoctoral Studies website  
<http://www.grad.ubc.ca/>

Updated January 20, 2017