



THE UNIVERSITY OF BRITISH COLUMBIA

**School of Social Work
PROGRAM HANDBOOK
PhD in Social Work**

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INTRODUCTION

Welcome to the PhD Program in Social Work (SOWK). This Handbook has been designed to provide a summary of important information regarding graduate studies at UBC in general and our program in particular. Students should also consult the Faculty of Graduate & Postdoctoral Studies (hereafter Graduate Studies) website at <http://www.grad.ubc.ca/current-students>.

Further information is available from the UBC Graduate Student Society, the PhD Program Chair or other faculty members in the School. Students should note that the regulations of the University and of the Faculty of Graduate & Postdoctoral Studies are the prerogative of bodies outside the School; with regard to the regulations they set, those bodies have authority. The regulations of the School are designed to operate within the general UBC context but in the case of a discrepancy, the general regulations take precedence.

STUDENT AND PROGRAM INFORMATION

STUDENT STATUS

The conditions regarding enrollment have been identified in the letter of admission you have received from the Faculty of Graduate and Postdoctoral Studies. The SOWK PhD can be obtained through full-time or part-time study. All PhD students are required to maintain continuous registration throughout their program by paying tuition installments according to the Schedules listed in the UBC Calendar.

FULL-TIME STUDY AND WORKING WHILE COMPLETING RESIDENCY

Full-time status means that a student must normally complete a minimum of two terms of full-time, on-campus study (residency). In most cases, additional course work beyond four terms will be required to complete all the required course work. The full-time graduate student will be geographically available to the campus, visit it regularly, and make regular use of the University's resources. Normally students will be permitted to work up to 12 hours per week during the term while completing their residency. Exceptions can be made with the permission of the Program Chair upon recommendation from the student's thesis supervisor (hereafter Supervisor). Students holding Teaching Assistantships must adhere to TA contract rules regarding hours of employment.

PART-TIME STUDY AND WORKING WHILE COMPLETING RESIDENCY

The SOWK PhD may also be obtained through part-time study. This means that a student must normally complete a minimum of eight terms of part-time, on-campus study (residency). In most cases, additional course work beyond eight terms will be required to complete all the required course work. The part-time graduate student will be geographically available to the campus, visit it regularly, and make regular use of the University's resources. Students holding Teaching Assistantships must adhere to TA contract rules regarding hours of employment.

ON LEAVE STATUS

On-leave status may be granted with the permission of the Dean of the Faculty of Graduate & Postdoctoral Studies to those graduate students who find it necessary to interrupt their studies because of parental, health, personal, professional or academic reasons (as specified by Graduate Studies).

Students on leave (not extension) may not undertake any academic or research work related to their studies and their access to the University's facilities and resources, including supervision, may be limited. Leaves are normally granted in four-month blocks for 12 months in total. The total duration of all leaves of absence is normally limited to 24 months for a doctoral student. On-leave students continue to be registered at the University. Time spent on leave of absence is not counted as part of the allowed time toward achieving candidacy or completing the doctoral dissertation. Applications for leave require the approval of both the Thesis Supervisor and the PhD Program Chair before they will be considered by Graduate Studies.

For more information visit <https://www.grad.ubc.ca/faculty-staff/policies-procedures/leave-status>.

PROGRAM GOALS AND REQUIREMENTS

The PhD Program at SOWK provides opportunities for advanced scholarship and professional growth in the context of a research-intensive program to students with a background in different areas of social work

practice, i.e., direct practice, leadership and management, social policy or social development. The program endeavors to balance broad growth in advanced scholarship with a student specializing in at least one area. It is designed to prepare professionals and scholars capable of leadership and of adding to the knowledge base of their field. Via their program of work, students are expected to acquire a basic grounding in the core theoretical paradigms relevant to their course of study, in quantitative and qualitative research methods as well as specialized competencies in the methodological skills necessary for productive scholarship in the substantive area of their chosen research. A research-based dissertation, which contributes to the knowledge base in their area of specialization, is the capstone of this program.

OUTLINE OF PROGRAM FOR TYPICAL STUDENTS

FULL-TIME STUDENTS

The typical full-time student will enter the program, take their courses and complete their comprehensive exam and research proposal within two years. Doctoral dissertation research will then be conducted in their third and fourth years.

Students will normally take two courses per term in their first year of residency (total four courses). In their third and fourth terms they will take at least one additional course, take their candidacy exams and develop a doctoral research proposal. Candidacy will be achieved upon successful completion of the comprehensive examination and formal thesis proposal defense.

Once candidacy has been achieved, the candidate will proceed with the research that will culminate in a formal thesis defense. The major requirement of the PhD is completion of a research thesis reporting significant and original research.

PART-TIME STUDENTS

The typical part-time student will enter the program, take their courses and complete their comprehensive exam and research proposal within four years. Doctoral dissertation research will then be conducted in their fifth and sixth years.

Students will normally take one course per term in their two years of residency (total four courses). In their third and fourth years they will take at least an additional course, take their candidacy exams and develop a doctoral research proposal. Candidacy will be achieved upon successful completion of the comprehensive examination and formal thesis proposal defense.

Once candidacy has been achieved, the candidate will proceed with research that will culminate in a formal thesis defense. The major requirement of the PhD is completion of a research thesis reporting significant and original research.

EXTENSION REQUESTS

An additional two years can be added to the program if required. Under normal circumstances, if the PhD degree is not awarded within a period of six years from initial registration for a full-time student, and eight years from initial registration for a part-time student, the student's eligibility for the degree will be terminated and the student will be required to withdraw from the program. Under exceptional circumstances, an extension to allow a student to continue in the program may be granted by the Dean of the Faculty of Graduate and Postdoctoral Studies.

To apply for an extension, students need to provide the following information:

1. A completed extension request form.

2. A plan of completion with a clear timeline for completion with dates.
3. A rationale/justification for the extension request and an explanation of why the original timeline was not met.
4. A progress report with relevant evidence, including a copy of work completed since the beginning of their doctoral work, medical notes and other pertinent information.

The extension request will be considered by an Extension Request Committee (ERC) chaired by the PhD Program Committee Chair or another individual with signing authority on behalf of the School's graduate program. The ERC will include the student's Thesis Supervisor, and at least one other faculty member of the PhD Program Committee. The Committee can recommend or decline the request. If recommended, it will be forwarded to the Dean of Graduate and Postgraduate Studies. The Dean makes the final decision on the granting of a request, which is generally for one term (four months) if recommended by the Committee. If the ERC decides not to support the extension request, the PhD Program Chair will inform the student in writing. The student can appeal the ERC's decision to the Director of the School.

Request for Additional Extensions:

To apply for a further extension, students need to provide the following information:

1. A completed extension request form.
2. A plan of completion with a clear timeline for completion with dates which will be used as a benchmark for any future extension request.
3. A rationale/justification for the extension request and an explanation of why the original timeline was not met.
4. A progress report with relevant evidence, including a copy of work completed since the last extension, medical notes and other pertinent information.

The ERC will consider the progress report authored by the student and will compare the work completed at the end of the extension to the record of work completed at the beginning of the extension to assess the level of progress that has been made. This implies that the student will file updated copies of any written progress toward their dissertation proposal, dissertation, and/or other doctoral work, as appropriate, with each extension request, so that progress can be directly assessed by the Extension Committee. Based on their deliberations, they will decide whether or not the student has met the minimum requirements for recommending to the Faculty of Graduate and Postdoctoral Studies the granting of an additional extension, which is generally for one term (four months), as laid out in the Continuation Criteria agreed to previously by the Extension Request Committee.

Once the Extension Request Committee agrees to recommend the extension request, they will then draft a new Continuation Criteria statement that outlines the bare minimum level of progress that must be met in order to recommend a subsequent extension request. This should ensure that at least some documentable progress is made during each extension, and provides a clear set of criteria for denying an extension request. A written copy of the Continuation Criteria statement will be communicated to the student, so that they are aware of the specific requirements for progress that they MUST satisfy during the extension period. If the ERC decides not to support the extension request, the PhD Program Chair will inform the student in writing. The student can appeal the ERC's decision to the Director of the School.

ANNUAL PROGRESS REPORT

On or before the last day of May, each student must complete and submit to their Supervisor an Annual Progress Report (a copy of which is appended to this document). This report is the evidence used to

evaluate the student’s progress. It will be reviewed by the PhD Program Chair and recorded in the student’s file. On the forms, students identify the courses they have taken and the grades they have received (including incomplete courses as well as those from which the student has withdrawn) and provide other relevant information that demonstrates their academic progress. This may include research they may have undertaken (either independently or in collaboration with others), conference papers they have submitted or presented, manuscripts in preparation or accepted for publication, scholarships for which they have applied and/or received and other information germane to their progress in the graduate program. The report should also identify, if applicable, any other program changes that have taken place and reasons for delayed or interrupted progress.

Students are expected to review their progress report with their Supervisors before submission. Although the exact assessment criteria may vary somewhat in different areas of study, ultimately all evaluations are based on the student’s demonstrated ability to carry out high quality independent research and/or engage in related professional activity. Adequate performance in course work in the absence of other scholarly achievements is not sufficient to guarantee a favourable annual evaluation.

DEGREE REQUIREMENTS

ACHIEVING CANDIDACY

All full-time students are expected to be admitted to candidacy within two years of initial registration and **MUST** complete within three years. All part-time students are expected to be admitted to candidacy within four years of initial registration and **MUST** complete within six years.

Exceptions to this are rare and can only be granted by the Dean of Graduate & Postdoctoral Studies. To achieve candidacy, full-time students must:

1. complete a minimum of two terms of full-time or four terms of part time, on-campus study (residency) and all required courses;
2. pass their comprehensive examinations;
3. have their thesis proposal approved.

COURSE WORK REQUIREMENTS

Students in the program will be required to take at least 18 credits of course work as laid out below:

Course Number	Title	Credits	Full-time	Part-time
SOWK 601	Advanced Doctoral Seminar (runs alternate weeks across both terms)	3	Yr 1 Term 1-2	Yr 1 Term 1-2
SOWK 621	Social Theory, Ideology, & Ethics	3	Yr 1 Term 1	Yr 1 Term 1
SOWK 654	Advanced Qualitative Inquiry	3	Yr 1 Term 2	Yr 2 Term 2
XXX*	Methods course to be determined in consultation with Supervisor	3	Yr 1 Term 2	Yr 2 Term 2
SOWK 570D (To be finalized)	Epistemology and Research Design in Social Work	3	Yr 2 Term 1	Yr 2 Term 1

XXX*	Theory course in relation to substantive area of study – sometimes a directed study	3	Yr 2 Term 2	Yr 3 Term 1
Total		18		

Academic Progress

A minimum of 68% (B-) must be achieved in all coursework taken for credit. Where a grade of less than 68% (B-) is obtained in a course and on the recommendation of the PhD Program Chair and the approval of the Dean of the Faculty of Graduate & Postdoctoral Studies upon the recommendation of the PhD Program Chair, the student may repeat the course for higher standing or take an alternate course. If the PhD Program Chair does not make such a recommendation, or if the recommendation is not approved by the Dean of the Faculty of Graduate & Postdoctoral Studies, the student will be required to withdraw. If progress in dissertation research is unsatisfactory, a student may be required to withdraw. The student will be informed of unsatisfactory academic progress in writing before any action regarding withdrawal is taken. In a course that is repeated, both marks will appear on the transcript.

COMPREHENSIVE EXAMINATIONS

Comprehensive papers are normally completed within the first two years of the program for full-time students and four years for part-time students.

The comprehensive examination is conducted by members of the Supervisory Committee, plus one member who is external to the School and who preferably is a member of the UBC Faculty of Graduate and Postdoctoral Studies. The extra member will meet similar eligibility for the Supervisory Committee as laid out in Graduate Studies' policy. The Supervisor will be the chair of the oral examination.

The comprehensive examination will take the form of two papers of not more than 7,000 words each. **One paper will focus on theoretical concepts and their application relevant to the student's proposed field of research. The second paper will address a substantive topic related to the student's research, for example, a critical literature review.** The student's Supervisory Committee will determine the specific organizing questions of each paper. The student will have 28 days to complete each paper and submit it to their Supervisor from the time of receiving the comprehensive examination questions. These papers will each be completed within 28 days at a time agreed upon by the student and their Supervisor. Where the Supervisory Committee feels it appropriate, students have the option of combining the two papers into a single submission that covers the areas noted above. In this case, the student would have 56 days to complete with a further 28-day revision period if required.

Within 28 days of the final paper submission, the student will undertake an oral defense of the papers to be organized by their Thesis Supervisor. If either paper is unsuccessful, the student will have a further 28 days to resubmit and defend the paper. Only one resubmission is allowed per paper.

Success of the papers will be determined based on the expectations set out by the Committee when assigning the paper. In general, papers will be expected to show a comprehensive understanding of the relevant literature regarding the question under discussion and an ability to critically analyze the literature presented. Normal scholarly expectations regarding style, presentation and grammatical correctness apply.

A majority vote of the Examining Committee is required to pass each paper or the combined papers. The Committee will give careful consideration to the comments of the external member.

In all cases, the student will be provided with oral and written feedback of the comprehensive examination papers from their Supervisor identifying the strengths and weaknesses of the papers as well as any advice the panel may have provided. Upon completion of the defense, the Supervisor will document the result by

using the Completion of Comprehensive Examination Form (Appendix B). They will email a copy of the form to the PhD Chair and Program Advisor of the outcome on a pass/fail basis and cc a copy to the members of the Committee and the student. The form will be completed if the student passes or if they are asked to revise, resubmit and redefend. A second form is completed and submitted if the student is successful the second time.

Students who do not satisfactorily defend their comprehensive paper upon the second attempt will be required to withdraw from the program. In this case, the Supervisor should provide an updated Completion of Comprehensive Examination Form by email to the PhD Chair and Program Advisor and a copy to the members of the Committee.

THESIS PROPOSAL

After completion of the comprehensive papers, students will submit a written thesis proposal to their Thesis Supervisory Committee. The thesis proposal should be a well-developed but succinct document containing the student's literature review; a discussion and rationale for their chosen methodology; research problem and question(s) or hypothesis formulation; research design, including methodology and where applicable proposed instruments; and data analysis plan. Students prepare their proposals under the guidance of their Supervisor and in consultation with the Thesis Advisory Committee. In preparing this document, students should consult such sources as the most current edition of the Publication Manual of the American Psychological Association in terms of style and formatting of dissertation and materials for oral presentations.

When the Supervisor and the student agree that the thesis proposal is ready for presentation, the Supervisor will inform the PhD Program Chair and schedule an oral presentation to the Supervisory Committee in a public forum, notice of which should be posted on School's website five working days before the defense. Examiners will be provided with a copy of the proposal at least two weeks before the defense. The examining panel will include members of the Supervisory Committee, and an external member to the School and who preferably is a member of the UBC Faculty of Graduate and Postdoctoral Studies.

The student is required to make a formal presentation of the research proposal to the Supervisory Committee. The discussion should be focused on determining whether the proposed research is ready to proceed. The Committee will help the student with suggestions on how to strengthen the proposal. If the Committee is of the opinion that the proposal requires substantive revision, a second defense may be required. Once the Supervisory Committee accepts the proposal, the student will advance to candidacy.

Upon request to the Supervisor, a copy will be made available for examination by all of those who are interested. This is an open meeting and all graduate students as well as faculty members should receive written notification of the presentation at least 10 days in advance. All students and faculty members are encouraged to attend thesis proposal presentations. The discussion should be focused on helping the student to improve the proposal.

Thesis Proposal – Oral Presentation

Students will be required to defend their research proposal in front of their Supervisory Committee. The Supervisor is responsible for organizing the proposal event. The student will normally make a presentation of approximately 20 minutes in length, during which the student explicitly and clearly discusses their proposed research and its empirical and conceptual rationale. Students usually prepare a brief handout or PowerPoint slides to accompany their oral presentation. Thesis proposal presentations are chaired by the Supervisor.

Following the oral presentation, the examining panel shall have an opportunity to ask questions and make

comments. Questions and comments may also be permitted from other individuals present. The purpose of this presentation is to provide the panel with the opportunity to raise questions and problems they may see with the proposed study before the student undertakes the actual research. Following this question period, the panel will meet in closed session in order to evaluate the proposal. A majority vote is required to pass the proposal and the Committee should give careful consideration to the comments of the external member.

Thesis Proposal – Evaluation

The examining panel will determine whether the proposal

- a. merits approval to proceed:

the proposal is: clear, shows sufficient knowledge of the literature and relevant methodological issues, is feasible and provides the basis for a dissertation that is original and scholarly.

Or

- b. requires a deferral for revision;

the proposal is: generally acceptable but requires refinement in one or more of the above areas in order to be approved.

Or

- c. is to be rejected.

the proposal is rejected due to one or more of the following: does not demonstrate sufficient knowledge of the relevant literature; is methodologically unsound; is not feasible; and/or does not provide the basis for a dissertation that is original and scholarly.

In all cases the student will be provided with oral and written feedback from their Thesis Supervisor identifying the strengths and weaknesses of the proposal, any advice the panel may have, and in the case of b and c, what is required of the student to complete successfully the proposal phase. In the case of a rejected proposal, a substantially revised proposal must be submitted addressing the areas indicated by the panel.

In the case of a deferred proposal, the panel will determine if a further examination is required or if the Supervisor can approve the required changes alone. In the case of c, a full defense of the new proposal will be required as above.

Students will be permitted two attempts to successfully defend their proposal. Students who fail to successfully complete the proposal defense within the required timeframe (see Achieving Candidacy above) will be required to withdraw from the program.

Following approval of the thesis proposal, a form confirming the acceptance of the proposal and any direction from the panel will be prepared by the Thesis Supervisor, signed by the members of the panel and forwarded to the Chair of the program to be placed in the student's file. This will in essence constitute a contract between the student and the program as to expectations for the research and dissertation. Any subsequent substantial changes to the proposal, requested by either the student or an Advisory Committee member, must be discussed and agreed upon by a meeting of the Committee.

SUPERVISOR AND COMMITTEE

THESIS SUPERVISOR

In most cases, the student will be assigned a *Chair of their Supervisory Committee* (Supervisor) prior to admission to the program. Pre-tenured professorial faculty members who are successfully reappointed after the fourth-year review will be eligible to supervise doctoral students.

Some specific responsibilities of the Chair of the Supervisory Committee are:

- To assist the student with the selection and planning of a suitable and manageable research topic.
- To be sufficiently familiar with the field of research to provide guidance and/or have a willingness to gain that familiarity before agreeing to act as a Supervisor.
- To be accessible to the student for consultation and discussion of the student's academic progress and research. The frequency of meetings will vary according to the discipline, stage of work, nature of the project, independence of the student, full- or part-time status, and specific needs of the student. While the frequency of the meetings will depend upon the needs of the student and their stage in the doctoral process, the student and Supervisor have to meet at least once a term.
- To establish (with input from the student and colleagues where appropriate) a Supervisory Committee and to convene a meeting, at least annually, to evaluate the student's progress.
- To respond 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.
- To make arrangements to ensure continuity of supervision if the Supervisor will be absent for extended periods, e.g., a month or longer.
- To assist the student in gaining access to facilities or research materials when necessary.
- To ensure that the research environment is safe, healthy and free from harassment, discrimination and conflict.
- To ensure that if there is a conflict in advice or when there are different expectations on the part of co-supervisors or members of the Supervisory Committee, the Supervisor is expected to endeavor to achieve consensus and resolve the differences.
- To assist the student in being aware of current graduate program requirements, deadlines, sources of funding, etc.
- To encourage the student to make presentations of research results within the University and to outside scholarly or professional bodies as appropriate.
- To encourage the student to finish up when it would not be in the student's best interests to extend the program of studies.
- To acknowledge appropriately the contributions of the student in presentations and in published material, in many cases via joint authorship.
- To ensure that recommendations for external examiners of doctoral dissertations are made to the graduate program advisor and forwarded to the Faculty of Graduate Studies in a timely manner.

- To assist the student to comply with any changes that need to be made to the thesis after the thesis or dissertation defense.

While not a formal obligation, in most cases the Supervisor will also assist the student in obtaining funding and supporting the student to publish their work where appropriate.

If the student wishes to change their supervisor, a discussion should first be held with their current Supervisor. The student may then request a change of their supervisor by notifying the PhD Program Chair. Upon receiving the request, the Program Chair will consult with the student as to why they are requesting a change. They will then consult with the current Supervisor and determine if a change is warranted and whether an alternate supervisor is available and willing to assume these responsibilities.

For details on the roles and responsibilities of the Faculty Supervisor, check the Grad Studies Handbook of Graduate Supervision available at: <http://www.grad.ubc.ca/handbook-graduate-supervision>

THE SUPERVISORY COMMITTEE

COMPOSITION

Graduate Studies only requires a confirmation of the composition of the Supervisory Committee when students apply for candidacy, i.e., upon the completion of dissertation proposal. The School will strongly encourage students to maintain consistency in the composition of the Supervisory Committee at different stages, i.e., Comprehensive Examination and Thesis Proposal formulation and defense of their study. Any change of composition of the Supervisory Committee will require a consultation with the PhD Program Chair.

The Supervisory Committee generally consists of the Thesis Supervisor, who needs to be from the School, and must include at least two additional members, usually faculty members at least at the rank of Assistant Professor. One of these two members must be from outside the School. Also, of the three members, at least one must have a social work qualification.

The Supervisory Committee membership may include senior instructors, professors emeriti, honorary faculty, adjunct faculty, off-campus professionals as well as faculty members from other universities. A request for approval for these members submitted to the Dean of Graduate and Postdoctoral Studies must include a copy of the individual's curriculum vitae and a letter of support from the PhD Program Chair.

A Supervisory Committee may contain more than three members but the majority of the Committee must be from UBC.

Students are expected to have their Supervisory Committee selected by the end of the first term of the second year of study and they should inform the Program Chair of membership and any changes over the course of study.

ROLES

The Supervisory Committee provides support to the student and the Thesis Supervisor by broadening and deepening the range of expertise and experience available, and by offering advice to and assessment of the graduate student. In general, the Supervisory Committee will:

- provide constructive criticism and provocative discussion of the student's ideas as the program develops, thereby ensuring that the student is exposed to a wider range of expertise and ideas than can be provided by the Supervisor alone.
- be reasonably accessible to the student for consultation and discussion, and to suggest other

sources of information to the student.

- participate in the comprehensive examination, in the oral examination of the thesis proposal, in the final oral examination and in periodic meetings with the student at other times.
- offer comments when requested on written work, including drafts of thesis chapters, submitted by the student. The Faculty of Graduate Studies recommends that turnaround times should normally not exceed three weeks.
- be helpful and supportive of the student where possible.

For more information on the role of committees see: <https://www.grad.ubc.ca/current-students/supervision-advising>

DOCTORAL DISSERTATION: PROCESS, PROCEDURES AND EVALUATION

THE THESIS

A SOWK doctoral dissertation demonstrates that the student can undertake and bring to completion academic research, demonstrating competence in the exercise of logical argument and the appropriate use of methodology. This academic research is theoretical or empirical in substance and may be based on data which is qualitative or quantitative, and comes from either an original investigation by the student (primary data), or data collected by a professor or available from any number of public user forms (secondary data). The dissertation may be written as a single document or in a modified journal format integrating manuscripts published or intended for publication. In the latter case, Faculty of Graduate Studies regulations (<https://www.grad.ubc.ca/current-students/dissertation-thesis-preparation>) specify that the thesis introduction should explain the relationship among the various sections, and the discussion and general conclusions should appropriately comment on the work as a whole. Attention should be given to eliminating redundancies and for any publications that are co-authored, the acknowledgments must explicitly state the contribution of each co-author. In general, students should strive for clarity and succinctness in their dissertations; the School advocates that theses be long enough to develop ideas and advance conclusions yet not become unnecessarily long and drawn out.

THESIS PROGRESS

Following the acceptance of the thesis proposal, the student implements the proposed research. It is strongly advised that the student consult with members of the Supervisory Committee in the course of the research to assure that there is agreement on the progress of the work. The student also should consult with the Committee at all stages of the research. Students should also obtain Instructions for the Preparation of Graduate Theses from <https://www.grad.ubc.ca/current-students/dissertation-thesis-preparation>

THESIS PRESENTATION AND SCHOOL DEFENSE

When the Supervisory Committee and the student agree that the thesis is ready for oral examination, it is optional for the student and the Committee to decide if a departmental mock examination is needed.

THE UNIVERSITY DEFENSE

The final examination for the doctoral degree is a public presentation of the candidate's dissertation, followed by questioning from examiners and members of the audience. The examination lasts approximately two to three hours, and concludes with an in-camera discussion by the Examining Committee.

The Chair of the examination is appointed by the Dean of the Faculty of Graduate Studies. As a representative of the Faculty, the Chair is responsible for ensuring that the exam proceeds according to university regulations. The Chair conveys the findings of the Examining Committee to the candidate and to the Faculty of Graduate Studies.

The purposes of the final doctoral examination are:

- to ensure that the candidate is able to present and defend the dissertation and its underlying assumptions, methodology, results, and conclusions in a manner consistent with the doctoral degree being sought; and

- to communicate the results of the work to the campus community.

Prior to the final examination, candidates must have fulfilled all course, examination, and language requirements of the degree program. It is the responsibility of the candidate's Graduate Program to ensure that all of these requirements have been met, and that the candidate's language proficiency is sufficient for the examination to be conducted with full communication between the Committee and the candidate.

For more details on the final examination and required forms see: <http://www.grad.ubc.ca/current-students/final-doctoral-examination>.

ETHICS APPROVAL

Any research or study conducted at UBC facilities or by persons connected to the University involving human subjects in procedures that require potential invasions of privacy, must be reviewed and approved by the applicable UBC Ethics Board. In most cases, this is the Behavioural Research Ethics Board.

Information on the ethics approval process and electronic forms can be found at <https://ethics.research.ubc.ca/>

FINANCIAL SUPPORT

The School endeavors to support its PhD students to the fullest extent possible during their first four years of study. Full-time PhD students will be guaranteed with a minimum financial support each year for four years, which includes a one-term Teaching Assistantship per year. If the student decides not to take up the TAship, this amount will be deducted from their overall financial package.

Meanwhile full-time PhD students are also expected to actively pursue scholarships and fellowships from other sources. Information about financial support for graduate students at the University of British Columbia is available through the Faculty of Graduate & Postdoctoral Studies website at <http://www.grad.ubc.ca/prospective-students/scholarships-awards-funding>

Potential sources of funding include the Social Sciences and Humanities Research Council (SSHRC), Canadian Institutes of Health Research (CIHR), University Affiliated Fellowships, and Travel Awards. The first two are open only to Canadian citizens and permanent residents. All of these are competitive awards for which students are required to apply. For more information, visit <http://www.grad.ubc.ca/prospective-students/scholarships-awards-funding>.

Within the School of Social Work, PhD students have opportunities for paid activities. These may include *extra* Teaching Assistantships, Research Assistantship, and priority status for working on various faculty projects. Once students have achieved candidacy they will be given priority for sessional teaching opportunities relevant to their areas of expertise. For more information on applying for paid positions within the School, please contact the School Administrator.

Part-time PhD students will not have any guaranteed funding and will not be eligible for most scholarships including SSHRC, CIHR and most University Affiliated Fellowships. However, they are eligible for Teaching Assistantships and graduate student research assistant appointments if available.

GENERAL INFORMATION

The Grad Student Guide: <https://www.grad.ubc.ca/current-students/newly-admitted/grad-guide> deals with a broad range of issues of concern to graduate students at UBC. The School's website also contains a range of information including course outlines, faculty information, news and events. Below are some general items particular to the School of Social Work.

ADMINISTRATIVE RESOURCES – MAIN OFFICE

Main Office staff will be able to help you with general enquiries about the School. Unfortunately, we do not have the resources to offer any administrative services to graduate students. If your work as a graduate student involves a research project with a faculty member, and in turn this project requires administrative assistance, such work should be submitted by the faculty member concerned.

LIBRARIES

Libraries on campus that contain relevant materials for Social Work students include:

- Koerner Library (most materials dealing with Social Work)
- Alumni Reading Room, 2nd floor, School of Social Work
- Irving K. Barber Learning Centre (some older materials dealing with Social Work)
- Woodward (most materials dealing with psychiatry, neurology, and medicine), Education (Scarfe Building)
- Commerce Reading Room (3rd floor, Sauder School of Business)

GETTING PAID: PAID STUDENT POSITIONS

The School Administrator will notify all PhD students when Teaching Assistant positions are available. Application forms can be found on the internal [AIR Site](#). Graduate Research Assistant positions are not advertised. Please contact your thesis Supervisor.

If you have been hired as a Graduate Teaching Assistant I or II (GTA I or GTA II) or Marker or Graduate Research Assistant (GRA) or GAA (Graduate Academic Assistant) or have a fellowship, pay is issued by the University on the 15th and last day of the month. GTA and Marker positions are paid as both "REG (Regular)" and "FEL (Fellowship)"; a GRA position is paid as "Fellowship." A GAA position is 100% REG. REG positions attract taxes but FEL does not. Onboarding information will be provided when there is an appointment.

You should also fill out the forms available in Workday to set your tax deduction level. You can log in to Workday via <https://irp.ubc.ca/>.

INTERNATIONAL STUDENTS

At the time of registration, graduate students from outside Canada will be requested to obtain medical coverage if they have not already done so.

Most visas must be renewed once a year. To renew your visa, you will need: (a) proof of financial support

during the next year, (b) proof of registration and (c) a valid passport. Proof of support can be demonstrated by a letter from the University describing your future TA and RA support (see the School's Administrator or your Supervisor), a fellowship notice, a bank statement, or all three. The level of support necessary for renewal changes each year, but a full TA plus summer RA support has always been sufficient. Proof of registration is simply the copy of your stamped registration form provided as a receipt when you register. If you also filed a claim with customs, you must renew your customs claim after each visa renewal. You should be able to renew your claim at the downtown Vancouver office. Take your customs forms and your renewed visa. International Student Services can be especially helpful and informative.

More information is available in the Grad Student Guide: <http://www.grad.ubc.ca/current-students/newly-admitted/grad-guide>

KEYS

Full time PhD students are entitled to keys to the PhD Student office. The Administrator will notify the PhD students about space allocation. Access to the building outside of normal office hours (e.g., space required to write the dissertation) may be granted with the approval of the Supervisor and the Supervisor is responsible for maintaining the safety of the student.

GRADUATE STUDENT CENTRE

The Graduate Student Centre is located at the far northwest corner of the campus in the same building as the Faculty of Graduate Studies.

COMPUTER SERVICES

There is a shared computer lab on the second floor with a number of terminals loaded with a variety of software including data analysis software. Access is by keypad and the code can be obtained from the Main Office.

UBC IT Services provides all students with a free email account for the duration of their program at the university. This should be your primary account for all research and university email communication. Please see <https://it.ubc.ca/services/email-voice-internet/student-alumni-email-service> for information on obtaining an account. UBC operates a campus-wide wireless network, which includes coverage of the Jack Bell Social Work Building, using the latest high-speed wireless technology. To access the wireless network, users require a UBC Campus-wide Login (CWL) account and the appropriate wireless hardware installed on their computer.

Information on obtaining a CWL account is available at <https://it.ubc.ca/services/accounts-passwords/campus-wide-login-cwl> and information about configuring your computer to use the wireless network is available at <https://it.ubc.ca/services/email-voice-internet/wireless-internet-access>

TRAVEL AWARDS

Graduate Studies may provide, upon application, some travel support for both master's and doctoral students who will be presenting a paper or poster at an official conference. See the Graduate Studies website <https://www.grad.ubc.ca/awards/graduate-student-travel-fund> for complete details and application procedures.

The School has an international travel fund for conference presentations. Application forms can be found on the internal [AIR Site](#).

COMPLAINTS OR CONCERNS

If you have any concerns regarding the program or issues you want clarified, you should direct these to your Supervisor or if your concerns are about the program per se or ones that you cannot discuss with your Supervisor, you may contact the PhD Program Chair.

More information can be found on the [Discrimination and Harassment](#) page of the Student Services website.



Annual Progress Report—PhD

To the student: The purpose of this report is to make sure we have current information on file and to track your progress through your graduate program. To reduce paper use and to facilitate data entry, please fill out this form (Part A only) using your computer (use the “Tab” key to move from field to field; and click with your mouse in check boxes). Please return the completed form by May 31st to sowk.advisor@ubc.ca. Thanks.

Part A: To be completed by the student

Current Contact Information		
Last Name	First Name	
Address		
City	Prov	Postal Code
Daytime Telephone	Email	

Program Information	
Current Advisor/Supervisor	
Committee Members (include name address and email)	
Committee Members con't	
Committee Members con't	
Committee Members con't	
Program Start (mm/yy)	Program Expires (mm/yy)
Research Topic	
Has your research committee been finalized? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No	Date (mm/yy)

Have you completed your comprehensive exams? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date (mm/yy)
If no, expected date of completion:	Date (mm/yy)
Have you defended your research proposal? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date (mm/yy)
If yes, was the proposal approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date (mm/yy)
If no or unsuccessful, expected date of defense:	Date (mm/yy)
Have you had a leave in the past 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No	Duration months
Have you had a program extension in the past 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No	Duration months
Expected date of completion (if known): month year	
Please summarize the progress you made in the past year toward completing degree requirements:	

Coursework Completed or In Progress		
Please list the specific courses or types of courses you have completed or have in progress.		
Course Prefix & No.	Title (or Topic)	Check 'C' for completed 'IP' for In Progress
	C__ IP__	

Remarks:

Coursework Plans for Coming Year	
Please list the specific courses or types of courses you intend to take in the coming academic year.	
Course Prefix & No.	Title (or Topic)
Remarks:	

Awards/Scholarships/Grants				
Please list any awards, scholarships or grants applied for or received in the past academic year. (September 1- August 31)				
Date Applied For (mm/yy)	Title	Term (from/to)	Date Received (mm/yy)	Amount
				\$
				\$
				\$
				\$
				\$
Remarks:				

Other comments about your progress or plans for the coming year including publications, conference papers or other academic achievements of note:



Appendix B: Completion of Comprehensive Examination Form

Name of Student:		
Name of Committee Members	Supervisor:	

Date of Completion of Paper 1	
Result Pass: _____ Fail: _____	Feedback from committee:
Date of Completion of Paper 2	
Result Pass: _____ Fail: _____	Feedback from committee:

Recommendation from the Committee:

Signature of Supervisor: _____ Date: _____