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Introduction

Welcome to the Zoology department of UBC. This short document lays out the policies of the department that specifically affect graduate students. All students and all supervisors of graduate students should familiarize themselves with these procedures. The first section lays out policies that affect all graduate students, and the second and third sections apply specifically to Masters and Doctoral students, respectively. At the end, the expected timeline is given for both Master's and Doctoral students, with all the deadlines in one place for convenience.

Questions and suggestions about these procedures can be directed to the graduate secretary or the head of the graduate committee.

The department also has general policies that pertain to all of its members, including those on equity and safety. All graduate students should inform themselves of these general policies as well.
General information about being a graduate student in Zoology

Funding options

Funding policy

The Department of Zoology has a minimum funding policy for all Graduate students.

Support will be in the form of a combination of teaching assistantships (TA), awards/scholarships (excludes any tuition waiver), or research assistantships (GRA) paid from the supervisor’s research grants.

For students starting their graduate program in 2010-11, the minimum level of support is $21,000 (MSc and PhD students).

- Support will be provided for at least 2 years for MSc students.
- Support will be provided for 4 years for PhD students. For those PhD students who started their graduate program from September 2011 onwards, there will be a possibility of an additional 5th year of funding providing that satisfactory progress in the program has been made.
- For students who transfer from a MSc to a PhD support will be 5 years in total.
- All financial support is contingent on satisfactory performance and subject to yearly review.
- To achieve the minimum level of support a student may be required to TA.

*For students who started their graduate program before May 2010, the minimum level of support for MSc students is $19,010, for PhD students $19,702.

Students are personally responsible for paying their tuition and student fees.

Teaching Assistantships

Prospective TA’s will be assigned to an appropriate TA position in late summer for one or both terms. Students should contact the instructor directly regarding duties and scheduling issues and contact the graduate secretary as soon as possible about any scheduling conflicts between assigned positions and courses. There is a preference system for hiring TA’s, based on length in program and experience (see CUPE Collective Agreement article 13.03 for full details).
Graduate Research Assistantships (GRA)

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

GRA’s are given in support of the student’s own research towards their degree. Satisfactory progress towards the student’s research is expected for payment of a GRA, but work not related to the student’s research program should not be required over the years of guaranteed support. Graduate students may be hired for additional wages for work unrelated to their degree, but these wages should not be counted towards their minimum level of support (unless both supervisor and student agree that extra work can be done in lieu of a TA-ship). All students and other members of each lab, whether paid by GRA or not, are expected to contribute to the reasonable shared chores of a lab.

Awards

All students are strongly encouraged to apply for all financial awards for which they are eligible. These may include NSERC Postgraduate Scholarships (for Canadians and permanent residents), Killam Doctoral Scholarships, and Affiliated Fellowships, all of which are administered through the same application process with a deadline in mid-September. In addition, Zoology will hold the Zoology Graduate Fellowships Competition in the late winter.

Zoology Graduate Student Travel Award

In the spring, Zoology will give out 12 travel awards of $500 each. The award can be used for expenses to attend a conference, to do field research, or to visit a researcher’s laboratory. Students must have previously utilized the Graduate Student Travel Fund outlined below (applicable if attending a conference). Application deadline is in the spring.

Graduate Student Travel Fund

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

All students and supervisors should read the Handbook of Graduate Supervision provided by FoGS at www.grad.ubc.ca/handbook-graduate-supervision

in particular the “The Supervisory Committee” section www.grad.ubc.ca/handbook-graduate-supervision/supervisory-committee

and the “Roles and Responsibilities” section www.grad.ubc.ca/handbook-graduate-supervision/roles-responsibilities

as well as the “The Graduate Thesis” section www.grad.ubc.ca/handbook-graduate-supervision/graduate-thesis

Also consult the Intellectual Property Guide at www.grad.ubc.ca/intellectual-property-guide for issues related to intellectual property, plagiarism, and publication.

In addition, the supervisor and students should discuss at the beginning of the term of study such things as

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

In the event of conflict over such policies, other members of the supervisory committee or the head of the Graduate Committee can be called on as mediators.
**Supervisor and supervisory committee**

All graduate students are required to have a Supervisory Committee.

Zoology Master’s students must have a minimum of 3 faculty members on their committee (including the supervisor), and two of these must be from Zoology.

Zoology Doctoral students must have a minimum of 4 faculty members on their committee (including the supervisor), where at least 2 must be from Zoology and at least 1 other must be a UBC Faculty member.

Your committee should be formed as soon as possible. Once your supervisory committee has been formed, the graduate secretary should be sent a list of names. Consult with your supervisor regarding faculty members suitable to act as members of your committee. Choice of members of the supervisory committee is a joint decision between the student and supervisor. Students who do not form a supervisory committee early and do not have regular meetings generally take long to successfully complete their degree.

Note that non-faculty, or non-UBC members may require approval by the Faculty of Graduate Studies – check with the graduate secretary.

**Annual Committee meetings**

The Faculty of Graduate Studies requires that graduate students meet with their full committee at least once a year. A committee-meeting form must be submitted to the graduate secretary after each meeting. Students who do not have regular annual committee meetings may not be eligible for some scholarships. All new students are encouraged to meet with their committee within the first 4 months of starting the program.
Courses

A list of graduate courses relevant to Zoology students is available at

www.zoology.ubc.ca/graduate-studies/courses

Master's Students

Master's students are required to complete a minimum of 30 credits, made up of 18 credits of thesis and 12 credits of coursework. At least 9 of these 12 credits must be at the 500 level, but the remaining 3 credits can be at the 300-400 level. Course-work is initially set through consultation with the student's supervisor, but the supervisory committee may also have suggestions. 3 credits of Directed Studies (ZOOT 500) may be taken.

A minimum of 68% must be obtained in any course taken by a student. However, up to 6 credits of coursework with grades of 60%-67% may be counted towards a master's program without penalty.

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

Doctoral Students

Doctoral students who enter with a Master's degree are not required to take any courses. However, the supervisory committee may recommend that the student take courses relevant to his or her area of research.

Students entering directly from a bachelor's degree must, during the first year of study, complete 12 credits with a first class average of which at least 9 credits must be at the 500-level, to maintain registration as a doctoral student. Master's students who wish to transfer to the PhD program must also, by FoGS rules, complete 12 credits of coursework.

Students are required to complete all courses with a passing grade of 68%. By FoGS policy, students failing a course require a departmental recommendation to continue. Students failing more than one course normally will be required to withdraw. A student who obtains more than one grade below 68% will normally be required to withdraw.

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

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

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

Leave of Absence:  
www.grad.ubc.ca/current-students/managing-your-program/leave-absence

Extension: There is a five-year time limit for the completion of a Master’s program and a 6-year time limit for the completion of a Doctoral program. The research supervisor must make a request for an extension to the department graduate advisor. The request must detail the reasons for the extension and must include a detailed timeline for completion. Extension requests will not be approved without a committee meeting in the prior 12 months and the timeline for completion must be approved by the supervisory committee. Extensions will not be granted beyond two years.

Extension:  
www.grad.ubc.ca/current-students/managing-your-program/program-extensions
Being a Master's student

Degree Requirements

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

Completion of a Master of Science degree requires 12 credits of coursework and a written Master's thesis.

The M.Sc. degree requires a combination of coursework and research for a total of 30 credits. Twelve (12) credits of courses are typically taken with the remaining 18 credits being thesis research. Single courses typically range from 3-6 credits each. Students have considerable flexibility in their choice of courses including graduate and senior undergraduate courses in Zoology, Botany, Microbiology, Cell and Developmental Biology, Fisheries, Genetics, Conservation, and Earth and Oceans Sciences, as well as several other departments. 3 credits of Directed Studies may be taken, and up to 3 credits of undergraduate (300 and 400 level) courses.

M.Sc. students are also required to conduct research towards their degrees. Although research conceived independently of the student's supervisor is encouraged, the minimum requirement for the M.Sc. degree is to successfully complete directed research. It is the responsibility of the supervisor to provide a suitable project that can be completed within a reasonable period of time. The project should be of publishable quality, but not need extend beyond the equivalent of a single paper and may constitute part of a larger body of work.

Transferring to a PhD

To transfer to the PhD program without completing the MSc, a student needs to meet the following requirements:

• The student must have completed 12 credits of coursework with a First Class average (80%+) within the first 18 months of study.

• After completion of the required coursework, and within 18 months of starting date, the MSc supervisory committee (min 3 members) must recommend in writing to the Chair of the Graduate Committee that the student be transferred to the PhD program. The committee should discuss who to add to the committee (4 total members required).

• A PhD thesis proposal must be approved at a meeting by the full four person committee. The Department will then make a recommendation to the Faculty of Graduate Studies for this transfer. All transfers have to be approved by the Faculty of Graduate Studies.
• Once the thesis proposal has been approved, the Comprehensive Exam can be scheduled. Note that the Comprehensive Exam must be taken within 18 months of starting graduate school at UBC, even for students transferring from the M.Sc. to Ph.D program.

**Master's thesis defense**

M.Sc. exams are scheduled by the graduate secretary. After approval by the Supervisor, copies of the thesis must be distributed to the members of the student's Supervisory Committee for approval, with at least two weeks allowed for reading and comments. After the thesis has been approved by the committee, the exam may be scheduled. Two copies of the thesis must be given to the graduate secretary, together with the signed “Approval of M.Sc. Thesis for Oral Defense” form. A minimum of two weeks must be allowed between submission of the thesis to the graduate secretary and the examination.

The M.Sc. Examining Committee will be Chaired by a faculty member who has not been directly associated with the preparation of the thesis. The examining committee will comprise the research supervisor, one committee member, a departmental examiner, and the Chairperson. The Chairperson is responsible to the Head of the Department and to the Faculty of Graduate Studies, and s/he acts as moderator of the exam.

The MSc examination serves as a departmental review of the candidate and his/her research. An audience is welcome and encouraged. It will proceed as follows:

1. The student will present a brief summary of the thesis (not to exceed 25 minutes in length).

2. Members of the audience should be asked if they have any questions for the candidate. Following these questions, a short break should be announced to allow any members of the audience to leave if they desire.

3. This will be followed by an oral examination in the general area of the thesis. Each examiner should ask questions for 15-20 min, with the option of a brief second round for follow-up questions. The Chairperson may ask a question or two out of interest or for purposes of clarification but is not normally expected to do so.

4. Following the examination, the candidate and audience members will be asked to leave the room and the Committee will hold an *in camera* session. The Chairperson will ask the Supervisor to give an opinion of the student and the student's performance during the examination.
5. At this time it will be at the Chairperson’s discretion to ask the supervisor to submit either a pass or fail grade and leave the room. If the supervisor is asked to leave, the written grade will not be revealed to the other Committee Members but will be included in the final determination.

6. Each of the remaining members of the Committee will then assign either a pass or fail for the thesis. The Chairperson does not vote. The examining Committee may recommend that the thesis is acceptable in the form presented, or it may request changes be made to the thesis before the title page is signed. Responsibility for ensuring that such changes are made will lie with the Supervisor.

7. At this point if the thesis is deemed “outstanding” a note should be made in the chair report that the committee feels the thesis should be put forward for a thesis award and the rationale for doing so.

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

9. The Chairperson will then recall the student (and Supervisor) and announce the decision. The Chairperson may ask at this time that the Thesis Approval Form be signed by the Committee or may ask that the student first make required revisions.

10. The Chairperson will complete a M.Sc. Examination Report and submit it, with the supervisor’s signature, to the Graduate Secretary in a timely manner.

After members of the Examining Committee have signed the Thesis Approval Form, the candidate will submit the thesis electronically as a single pdf file to Faculty of Graduate Studies through the UBC online information, cIRcle. In addition, one hard copy must be submitted to the Zoology Graduate Secretary. The thesis grade will not be entered until the final copy of the thesis is received.

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

Final Dissertation & Thesis Submission:  
www.grad.ubc.ca/current-students/final-dissertation-thesis-submission
Being a PhD student

Degree Requirements

Original research supervised by a faculty member constitutes the major component of work toward the Ph.D. degree. Ph.D. students are not required to complete course work unless it is recommended by the thesis committee or unless the student has been admitted without a Master’s degree, in which case 12 credits of coursework are required by FoGS rules. All Ph.D. students are required to present a research proposal and pass a comprehensive examination on their research area within 18 months of registering at the University.

Each Ph.D. student is expected to deliver a one-hour lecture on their completed doctoral research in one of the departmental lecture series before their doctoral dissertation examination. This must be scheduled before the department will forward the dissertation to the Faculty of Graduate Studies.

Proposal

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

Contents and Format

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

Procedure

(1) The student should discuss the contents of the proposal with his/her supervisor.

(2) The supervisor should then approve a draft of the proposal before it is sent to the Supervisory Committee. This reading should be done in a timely fashion by the supervisor (within two weeks of receiving the draft). Committee members should be advised ahead of time that the proposal will be given to them on a particular date, so that time conflicts can be addressed.

(3) The Supervisory Committee should be given hard copies of the proposal and allowed a minimum of two weeks for reading and comments.
(4) The student and Supervisory Committee should meet to discuss the contents of the proposal and the proposed research. This meeting should be a discussion, not an examination, but the committee must be able to make a decision about whether the proposed thesis is feasible for the student to do. At the end of this meeting, the committee should make a decision (in camera if requested by any member) about whether to approve the proposal. Until the proposal is accepted, the student may not proceed with the Comprehensive Exam. The Comprehensive Exam cannot be officially scheduled until the proposal is approved, although a projected time may be set to be left free in everyone's calendars.

Timing

The research proposal must be approved by the Supervisory Committee before the student is able to take the Comprehensive Exam, which must be taken before 18 months have passed since enrollment.

In order to allow time for preparation for the Comprehensive Exam, the committee meeting to discuss the research proposal should be held no less than two weeks in advance of the Comprehensive Exam. Thus, the Supervisory committee should be given the proposal no less than four weeks prior to the expected date of the Comprehensive Exam. Many proposals require some re-writing before approval, so allowing even more time before the expected Comprehensive Exam date is recommended.

Comprehensive Exam

All PhD students are required to take an oral comprehensive exam given by members of their supervisory committee. To schedule a comprehensive exam, students must check with the graduate secretary.

Purpose of the examination

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

Scope of the examination

The comprehensive examination is intended to test the student's understanding of the chosen field of study as a whole and the student's preparation for the thesis research to follow. This examination is not a thesis defense and is not designed to query the specifics of the student's proposed research. The examination will cover the general area of the student's research. Each
candidate is expected to be able to discuss any other areas that are closely related to their own research work.

**Timing of the examination**

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

Extensions beyond 18 months require the written approval of the graduate advisor. A PhD student who has not passed the comprehensive exam by 24 months will be required to withdraw from the university. *This deadline applies to second examinations in the event of a failed first exam.*

**Requirements and preparation**

**Readings:** Before taking the comprehensive exam, students should *at least four to six months in advance of the expected exam date* contact all members of their committees for suggestions on readings and other preparation for the exam.

**Proposal:** Before taking the comprehensive exam, a student must submit to the department a written research proposal which has been approved by his/her supervisor and Supervisory Committee. See Page 13 ‘Proposal’ for details.

**Presentation:** At the beginning of the examination, the student will present a 15-20 minute talk on the background of the questions discussed in the proposals. This presentation should discuss the state of knowledge about the questions in the defense and defend the reasons for asking those questions. This presentation is not meant to be a discussion of the methodology in the proposal, which should be discussed in a normal committee meeting leading up to the exam.

**Examination committee**

The Examination Committee will consist of all members of the Supervisory committee (minimum of 4) plus the Chair. The Chair of the Examination Committee will be arranged by the Zoology Graduate Secretary and is normally a member of the Zoology Graduate Committee. If one member of the supervisory committee is not available because of leave, substitution may be made upon the advice of the Graduate Advisor or arrangements made for teleconferencing.

The Committee may include other qualified individuals without faculty status (i.e. PDF’s, Research Associates, faculty from other universities) as long as they have been approved by FoGS, but pass or fail decisions will be made by UBC faculty members only.

August 26, 2013
Examination protocol

The exam will begin by a brief introduction by the Chair. The student will then present a 15-20 minute discussion of the questions involved in his/her proposal (see above). Each member of the examination committee will then be given 15 minutes for questions, ending with the supervisor(s) and Chair. Then each committee member will be given the opportunity for a second round of questions, not to exceed five minutes each. This second round is intended for clarification of issues previously raised and not for new lines of questioning except in unusual circumstances.

Results of the examination

Following the examination, the committee will hold an in-camera session and the candidate will be asked to retire from the room. The Supervisor will be asked to discuss the candidate and submit his or her pass/fail decision in writing to the Chair. The Supervisor may then be asked to retire from the meeting. The remaining Committee members will discuss the candidate and then vote by written secret ballot. The pass/fail decision made by the Supervisor will not be revealed to the Committee members until after completion of their discussion and vote.

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

In the event of a marginal pass, the committee may apply conditions. The committee must then determine the arrangements for ensuring that the conditions are met. These should be included in the Chair's report.

The Chair will then recall the candidate and Supervisor to the meeting and announce the result of the vote. Written notification of the decision made by the Examination Committee will be sent to the Head of the Department.

The candidate will either pass or fail the examination. A candidate who fails the first attempt must pass a second examination that will be scheduled to take place within six months of the first examination. Failure to pass a second examination will result in the student being required to withdraw from the graduate program.

Dissertation and dissertation defense

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

Final Dissertation & Thesis Submission:
www.grad.ubc.ca/current-students/final-dissertation-thesis-submission
The Doctoral Dissertation exam is administered through the Faculty of Graduate Studies. Information about the deadlines and protocols for these examinations can be found at the FoGS website at
www.grad.ubc.ca/current-students/final-doctoral-examination
Note that the deadlines for scheduling these exams are sometimes quite early in the term.
M.Sc. Timeline Checklist

First month

- Meet with supervisor to discuss expectations of both the student, and supervisor, degree requirements, policies and timelines. *(recommended)*

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

First two terms

- Full committee established. Three faculty members including supervisor, at least two members from Zoology. Students **should check** with the graduate secretary to determine if committee members fulfill the Zoology requirement.

- Begin coursework. 12 credits must be completed within the M.Sc. degree. Note 12 credits must be completed within the first 18 months if upgrading to PhD. *(FOGS/Zoology requirement)*.

- Apply for scholarship funding, if necessary. NSERC, Affiliated Fellowships, and Killam scholarships have the same application process, with a deadline in mid-September. *(recommended)*

- Identify research project. If this has not occurred within first 8 months, the supervisor must provide a project which can be completed in a reasonable (<18 months) time. *(Zoology requirement)*.

- Convene committee meeting to discuss proposed research. *(FOGS requirement: at least one committee meeting every 12 months)*.

- Begin research.

August 26, 2013
M.Sc. timeline continued

Second year.

☐ If you and your supervisor wish you to upgrade to a PhD, ensure that you have completed the necessary requirements within first 18 months.

☐ Convene committee meeting to discuss research results from first year, possible further research, timeline to thesis completion (FOGS requirement: at least one committee meeting every 12 months).

☐ Complete research.

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

Thesis submission.

☐ Approval by supervisor. This may be an iterative process.

☐ Submit to supervisory committee members, at least two weeks before approval required.

☐ Obtain approval by supervisory committee.

☐ Identify members of the examining committee with help from the graduate secretary (supervisor, one other member from supervisory committee, departmental examiner, Chair). Schedule thesis defense date.

☐ Submit approved version to members of the M.Sc. examining committee at least two weeks before defense date.

☐ Examination (see section in Zoology Graduate Student Policy Handbook).

☐ Submission of signed thesis approval form and final thesis (electronically as a single pdf file to Faculty of Graduate Studies through the UBC online information, cIRcle, and one hard copy to the Zoology Graduate Program).
PhD. Timeline Checklist

First month

☐ Meet with supervisor to discuss expectations of both student and supervisor, degree requirements, policies and timelines. *(recommended)*

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

First two terms

☐ Full committee established. Four faculty members including supervisor, where at least 2 must be from Zoology and at least 1 other must be a UBC Faculty member. Students **should check** with the graduate secretary to determine if committee members fulfill the Zoology requirement.

☐ Begin any coursework the committee has recommended or required for students without Master's degrees. Must be completed with a passing grade (68%). *(FOGS: no formal course requirement, unless recommended by committee. If entering without MSc degree - 12 credits required, See Page 8 ‘Courses’)*.

☐ Apply for scholarship funding, if necessary. NSERC, Affiliated Fellowships, and Killam scholarships have the same application process, with a deadline in mid-September. *(recommended)*

☐ Identify research project.

☐ Obtain reading list for comprehensive exam from each committee member. Begin preparations.

☐ Convene committee meeting to discuss proposed research. *(FOGS requirement: at least one committee meeting every 12 months)*.

☐ Begin research.

August 26, 2013
By end of first 16 months

☐ Prepare the research proposal, obtain approval from supervisor. Give committee heads up that the proposal is coming their way at least a week in advance, to ensure that everyone is in town. Distribute to committee members at least two weeks in advance of committee meeting. (Zoology requirement)

☐ Convene committee meeting to discuss proposed research and the suitability of the research proposal. The committee must approve the research proposal at least two weeks before officially scheduling the comprehensive exam. (Zoology requirement)

By end of first 18 months

☐ Comprehensive exam within 18 months of starting PhD. (FOGS/Zoology requirement). To schedule a comprehensive exam, students must check with the graduate secretary.

Following years.

☐ Convene regular committee meetings to discuss research results from first year, further research plans, coursework and timeline to thesis completion (FOGS requirement: at least one committee meeting every 12 months).

☐ Complete research.

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

Thesis submission.

☐ At least three months before completing the thesis, submit external examiner form to FOGS.

☐ Approval by supervisor. This may be an iterative process.

☐ Submit to supervisory committee members, at least two weeks before approval required.

☐ Obtain approval by supervisory committee.

☐ Identify members of the examining committee (supervisor, external examiner, university examiners, Two to three members of supervisory
committee, chair). Schedule thesis defense date >8 weeks after submission of thesis to FOGS.

☐ Examination (see FOGS regulations).

☐ Submission of thesis approval form and final thesis (electronically as a single pdf file to Faculty of Graduate Studies through the UBC online information, cIRcle, and one hard copy to the Zoology Graduate Program).