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1 Graduate Program Support

1.1 Faculty of Pharmaceutical Sciences

1.1.1 Associate Dean, Graduate and Postdoctoral Studies

Dr. Thomas Chang
Associate Dean, Graduate and Postdoctoral Studies

Room 6320
604-822-7795
thomas.chang@ubc.ca

The Associate Dean, Graduate and Postdoctoral Studies is the graduate advisor for the Faculty of Pharmaceutical Sciences and the person to go to if you are having problems with your graduate program.

1.1.2 Office of the Associate Dean, Graduate and Postdoctoral Studies

Dr. Barb Conway
Administrator
Room 6615
604-822-2390
barb.conway@ubc.ca

Shirley Wong
Manager, Graduate and Postdoctoral Programs
Room 6321
604-827-0188
shirlewo@mail.ubc.ca

The staff in the Office of the Associate Dean, Graduate and Postdoctoral Studies are your resource for all inquiries about graduate school including admissions, registration, academic progress, awards, pay and GTA assignments.

1.2 Faculty of Graduate and Postdoctoral Studies

The Faculty of Graduate and Postdoctoral Studies coordinates and maintains the quality of all masters and doctoral programs at UBC. This includes administering admissions, records, awards and scholarships, as well as policies, procedures, and guidelines and professional development for graduate students across the campus. Visit grad.ubc.ca for more information
2 Academic Information

2.1 Choosing and Registering for Courses

2.1.1 Student Services Centre
Register for courses, check and pay fees online, and keep your address and email information up to date using the Student Services Centre (SSC) ssclc.adm.ubc.ca. The mailing address listed here is the one that the Faculty of Graduate and Postdoctoral Studies and the Registrar’s Office will use, so it is essential that you keep it up to date. Your password is initially set as your year, month, and date of birth (yymmdd). Change it as soon as possible to keep your information secure.

2.1.2 Faculty Course Requirements
All MSc students must be registered in their thesis course (PHAR 549B) in both the winter (September to April) and summer (May to August) academic sessions at UBC. All students must register in the seminar course for the winter session (PHAR 548 for MSc).

A minimum of 30 credits are required for the MSc degree:

- 12-credit MSc thesis course (PHAR 549B)
- 2-credit seminar course (PHAR 548)
- 3-credit PHAR 590 (taken in first year)
- 1-credit PHAR 591 (taken in first year)
- Minimum 6 additional credits at the 500 level
- Remainder of credits can be at 300 level or above

MSc students will complete most of the graduate courses offered in the particular training program or disciplinary field that they have chosen. If a course offered by another Faculty is more relevant to your field of research than one offered by the Faculty of Pharmaceutical Sciences, consult with your supervisor about registering in that course.

Course offerings and outlines can be found online: students.ubc.ca. You can register online through the SSC. If you encounter any problems registering for courses contact the Office of the Associate Dean, Graduate and Postdoctoral Studies.
2.1.3 Things to Consider When Registering for Courses
1. Discuss your courses and timetable with your supervisor as soon as possible when you arrive.
2. You MUST register in the thesis course (PHAR 549B/004 for MSc students) for the full winter session (Terms 1 and 2) when you arrive in September.
3. Note that the SSC will only allow you to register in courses to a maximum of 18 credits per term. This number includes the credits for PHAR 548 (1 per term) and PHAR 549B (6 per term). If you and your supervisor have determined that you should take more than the maximum number of credits per term, please contact the Office of the Associate Dean, Graduate and Postdoctoral Studies to arrange registration in the extra courses.
4. For students wishing to transfer from the MSc to the PhD program, see section 3.4 Transfer from MSc to PhD for detailed requirements for transfer.
5. All graduate students are required to complete the Faculty’s Graduate Student Presentation Skills Workshop during the first year of your program. Information about when this workshop will be held will be provided after you arrive.

2.1.4 Adding and Dropping Courses
You can add and/or drop courses via the SSC until the second week of term. After that, you will need to complete a Change of Registration Form. grad.ubc.ca/forms/registration-change-registration-form

2.1.5 PHAR 548: Pharmaceutical Sciences Graduate Seminar Program
The Faculty of Pharmaceutical Sciences Graduate Seminar Program is intended to provide all graduate students with a strong foundation across the major research disciplines in the pharmaceutical sciences and the opportunity to learn how to present their research findings to their peers and the scientific community. All MSc students are required to attend throughout the year. These weekly seminars are normally held Wednesdays at 12:00 pm-1:00 pm in Room 3340 in the Pharmaceutical Sciences Building. Student practice presentations are held once per month on Friday 12:00 pm-1:30 pm. Constructive feedback is provided to each student so that they can learn how to construct and deliver an effective scientific seminar to colleagues and fellow scientists. In addition, professional development workshops and discipline-specific presentations, seminars, journal clubs and student presentations are held on alternating Fridays, beginning at 12:00 pm. You will receive a seminar schedule with more details.

Formal Faculty wide seminars: General interest seminars will be offered throughout the year. This will include invited external speakers, faculty members and graduate students (e.g., final PhD seminar).

External seminars: Graduate students are encouraged to attend seminars held in other Faculties that are related to their research fields or interests. Supervisors may assist graduate students to identify appropriate seminars.
2.2 Additional Training Courses

2.2.1 Safety and Animal User Training
The Department of Risk Management Services offers regularly scheduled training programs for University faculty, staff, and students: rms.ubc.ca.

- Chemical Safety training is mandatory for all faculty, staff, visiting scientists and students prior to applying for or on having access to areas where chemical hazards are being handled or stored. See rms.ubc.ca/health-safety/research-safety/chemical-safety/chemical-safety-training.
- Biosafety training is mandatory for all faculty, staff, visiting scientists and students prior to applying for or on having access to areas where work is being done under a UBC Biosafety Permit. See rms.ubc.ca/health-safety/research-safety/biosafety/biosafety-training.
- The Canadian Council for Animal Care requires all personnel who work with animals in teaching and research at UBC and affiliated institutions to complete the Experimental Animal User Training Program. See animalcare.ubc.ca/training/ccac-ethics-online.

2.2.2 Centre for Teaching, Learning and Technology
The Centre for Teaching, Learning and Technology (CTLT) offers a variety of workshops and services to graduate students who want to gain skills in different aspects of teaching and learning. Workshops are free to UBC graduate students and teaching assistants. See ctlt.ubc.ca/programs/graduate-student-ta-programs.

2.2.3 Graduate Pathways to Success
The Graduate Pathways to Success program is a palette of non-credit workshops, seminars and other activities designed to complement your graduate program's academic curriculum and mentorship experience. See grad.ubc.ca/current-students/graduate-pathways-success.

2.3 Duration of Program

University regulations establish a five-year time limit for the completion of a thesis-based master’s program. The time that the student is on an approved leave does not count in the determination of the time limit.

If a student transfers from a master’s program to a doctoral program without completing the master’s degree, the commencement of the doctoral program will be from the date of first registration in the master’s program. If a student transfers from one area of specialization to another in a masters or doctoral program, the normal time limit for completing the degree is not affected.

2.3.1 Request for Extension
Extenuating circumstances not of the student’s making may justify allowing the student additional time to complete his/her degree program. A request to the Faculty of Graduate and Postdoctoral Studies for a one-year extension will be received favorably if it is fully justified and supported by the Associate Dean, Graduate and Postdoctoral Studies in the Faculty of Pharmaceutical Sciences. A second year’s extension requires a compelling rationale and an explanation of the special circumstances that would justify an exception. Extensions will not be granted beyond two years.

The student's research supervisor should contact the Associate Dean, Graduate and Postdoctoral Studies. A Request for Extension to Time Allowed for Degree Completion Form: grad.ubc.ca/forms/request-extension-time-allowed-degree-completion and appropriate letters must be submitted to the Associate Dean before the student’s
program end date. All extension requests must include a schedule showing how the thesis will be completed in the period requested. To help track a graduate student’s progress through extensions, the Faculty of Graduate and Postdoctoral Studies has made an extension timeline tool available: grad.ubc.ca/faculty-staff/admin-resources-templates/sample-extension-time-line.

2.4 Leaves

A graduate student who finds it necessary for parental, health, personal, professional, or academic reasons to interrupt his or her studies may apply for a leave of absence. Responsibility for approving a leave of absence rests with the Dean of the Faculty of Graduate and Postdoctoral Studies.

A leave of absence will normally begin on the first day of September, January, or May for a period of four, eight or twelve months.

Links to resources:
Proceedure: grad.ubc.ca/current-students/managing-your-program/leave-absence
Description: calendar.ubc.ca/vancouver/index.cfm?tree=12,204,341,191
Policies: senate.ubc.ca/vancouver/policy-abstracts

2.5 Academic Concession and Deferred Standing

2.5.1 Academic Concession
As stated in the UBC Calendar in the section on academic regulations calendar.ubc.ca/Vancouver/index.cfm?tree=3,0,0,0, you may request an “academic concession” if there are circumstances that may adversely affect your attendance or performance in a course or program. Generally, such circumstances fall into one of two categories, conflicting responsibilities and unforeseen events.

Conflicting responsibilities include, but may not be limited to: representing the University, the province or the country in a competition or performance; serving in the Canadian military; observing a religious rite; working to support oneself or one’s family; and having responsibility for the care of a family member. Unforeseen events include, but may not be limited to: ill health or other personal challenges that arise during a term; and changes in the requirements of an on-going job.

2.5.2 Deferred Standing
In the case of completing course requirements, if you intend to, or must, request an academic concession, you should notify the course coordinator and also the Associate Dean, Graduate and Postdoctoral Studies. A deferred standing is considered appropriate if the medical or personal problems make it impossible for you to complete the course requirements on time. In this case, the Associate Dean, will send a memo to the Dean of Graduate and Postdoctoral Studies recommending deferred standing and the reasons for the deferral.

There are timelines for completion of course requirements provided on the Faculty of Graduate and Postdoctoral Studies website: grad.ubc.ca/faculty-staff/policies-procedures/deferred-standing.

You should also be aware that religious observance may preclude you from attending classes or examinations at certain times. In accordance with UBC Policy on Religious Holidays: universitycounsel.ubc.ca/policies/policy65.pdf
if you wish to be accommodated for religious reasons, you must contact the instructor/course coordinator and make your request known at least two weeks in advance, and preferably earlier.

2.6 Graduate Student and Supervisor Agreement

The UBC policy on Scholarly Integrity requires that research conditions for members of a research team should be outlined in a letter from the principal investigator before team members become engaged (Policy No 85: universitycounsel.ubc.ca/files/2015/08/policy85.pdf). The Faculty of Pharmaceutical Sciences Graduate Student & Supervisor Agreement is available from the Office of the Associate Dean, Graduate and Postdoctoral Studies and will be sent to supervisors with incoming graduate students.

The principal investigator should make any additions to the form in the spaces provided and discuss their expectations and the Graduate Student & Supervisor Agreement with each new graduate student. Any additions must be initialed by all parties.

The graduate student and supervisor(s) should fill in, sign, and date the form. Copies should be made for all signing parties and the original signed copy forwarded to the Office of the Associate Dean, Graduate and Postdoctoral Studies where it will be filed with the graduate student’s record.

2.6.1 Dispute Resolution

In general, it is expected that student concerns will be dealt with as close to the source of concern as possible. The best way to handle a problem between a graduate student and supervisor is to identify it while it is small and manageable, and collaborate on finding a solution. The lists below show who should be consulted during resolution of specific types of problems, and the order in which they should be consulted:

Courses and course grades:
- course instructor
- Associate Dean, Graduate and Postdoctoral Studies, Faculty of Pharmaceutical Sciences

Status in the program, comprehensive examinations, thesis supervision:
- research supervisor
- Associate Dean, Graduate and Postdoctoral Studies, Faculty of Pharmaceutical Sciences
- Faculty of Graduate and Postdoctoral Studies

Depending on the issues, the following resources should also be considered: the Graduate Student Society, Equity and Inclusion Office, and Ombudsperson’s Office.

2.7 Scholarly Integrity

The Faculty of Pharmaceutical Sciences requires all MSc students to complete a course entitled “Scholarly integrity and research ethics” (PHAR 591). This section of the Graduate Student Handbook is intended only to provide some basic information and guidelines for students. It should be noted that it is not intended to be a complete account of all the issues around scholarly integrity and the responsible conduct of your academic and research work.
Meanwhile, if you have any questions or require clarification about any part of this section, you should discuss these with your supervisor or with the Associate Dean, Graduate and Postdoctoral Studies.

### 2.7.1 What is Scholarly Integrity?
Scholarly integrity encompasses many different issues and includes the following areas:

- **Research work:** This includes the responsible and ethical conduct of experiments, collection of data, reporting and sharing data, ownership of data, intellectual property etc.
- **Authorship, publication practices, peer review:** Institutions, journal publishers, granting agencies, professional societies, etc., frequently publish guidelines on appropriate conduct and responsibilities.
- **Mentoring:** For example, the student-supervisor relationship is guided by UBC and Faculty policies and guidelines on responsibilities and behaviour.
- **Ensuring the integrity of your submitted work:** This includes expressing your own ideas, acknowledging sources of information and the contributions of others and avoiding plagiarism and cheating.

### 2.7.2 Research Misconduct
Research misconduct includes any practices that “seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgements of data” (Macrina, 2005).

Examples of research misconduct are given below:

- **Fabrication:** means making up data or results and recording or reporting them.
- **Falsification:** means changing in order to deceive. It includes manipulating studies or changing or omitting data such that the research is not accurately represented.
- **Plagiarism:** occurs when an individual submits or presents the work of another person as his or her own (see further information below).
- **Cheating incidents in tests and examinations.** Examples include, bringing unauthorized materials into an exam and attempting to refer to them and colluding/copying from another student during an exam.
- **Failure to comply with UBC’s policies and procedures on research.** Examples include failure to obtain approvals for research involving animals, human subjects, biohazards, radioisotopes etc. and failure to conduct research in accordance with the protocols described.

Allegations of scientific misconduct, in general, require the following elements:

1. Significant deviation from normally accepted scientific practices.
2. The misconduct is committed intentionally or knowingly.
3. There is sufficient evidence establishing the misconduct.

### 2.7.3 Consequences of Research Misconduct
Depending on the nature of the misconduct, any or all of the following are possible consequences:

1. Marks deduction for an assignment.
2. A failing grade and/or mark of zero in the assignment, exam, course.
4. Suspension from the University for a period of time and cancellation of scholarships.
All cases of research misconduct will be brought to the attention of the research supervisor(s) and the Associate Dean, Graduate and Postdoctoral Studies and a course of action will be recommended.

2.7.4 Additional Resources

UBC and the Faculty of Pharmaceutical Sciences expect all scholars, whether they are students or members of faculty and staff, to maintain the highest ethical standards in the conduct of scholarly activities (teaching, research or any other form of scholarship). As students, you are expected to assume personal responsibility for the intellectual and ethical quality of your work.

Your supervisor(s), supervisory committee and the Associate Dean, Graduate and Postdoctoral Studies are available to answer any questions or concerns you may have regarding your responsibilities. The required course on Scholarly Integrity and Research Ethics that you will take during your graduate program will also provide you with knowledge and guidance on these issues.

1. Scholarly Integrity Policy 85 universitycounsel.ubc.ca/files/2015/08/policy85.pdf
   This policy describes scholarly integrity, activities that constitute examples of scholarly misconduct and procedures to be followed for allegations of scholarly misconduct.

2. Research Policy 87 universitycounsel.ubc.ca/files/2016/04/policy87.pdf
   This policy describes responsibilities and procedures for applying for grants and contracts, use of funds, use of animals for teaching and research, research involving human subjects and other matters.

3. UBC Calendar: Academic regulations calendar.ubc.ca/Vancouver/index.cfm?tree=3,54,111,959
   This section of the calendar describes student conduct and discipline and gives examples of academic misconduct.

4. Plagiarism

   Plagiarism is intellectual theft. It occurs when an individual submits or presents the oral or written work of another person as his or her own. This definition, taken from the UBC Calendar, applies to draft work and oral presentations as well as to final submissions. Failing to properly cite the work of another also constitutes plagiarism, even if it is accidental. Plagiarism constitutes serious academic misconduct. The Faculty of Graduate and Postdoctoral Studies is responsible for holding all graduate students in its graduate programs to the highest possible standards of academic conduct. Every case of suspected plagiarism must be reported to the Faculty of Graduate and Postdoctoral Studies.

   Plagiarism is one example of research or academic misconduct that is viewed very seriously by the Faculty and UBC. A “zero tolerance” policy has been adopted by the Faculty for cases of documented plagiarism.

   Plagiarism comes in different forms and it is very important that you understand what constitutes plagiarism. Some excellent websites and resources are provided for you, below.

   Plagiarism of any kind is a form of academic misconduct and will result in penalties. Some examples of plagiarism are summarized below:
   - Copying large or small pieces of material from any source and presenting it as your own.
• Submitting the same piece of work (e.g., term paper for two different courses, exams or assessments).
• Cutting and pasting together pieces of work such as sentences or paragraphs from other sources and submitting the paper as your own.
• Rewording the work of others or taking their ideas without acknowledgement.
• Submitting work with inaccurate or incomplete referencing.

2.7.5 Guidelines for Dealing with Plagiarism by Graduate Students
Faculty of Graduate and Postdoctoral Studies website: grad.ubc.ca/faculty-staff/policies-procedures/dealing-plagiarism-graduate-students

2.7.6 Resources for Understanding & Avoiding Plagiarism
You are responsible for reading and understanding the nature and consequences of plagiarism.
   1. UBC Library and Learning Commons website: help.library.ubc.ca/planning-your-research/academic-integrity-plagiarism.

2.8 Policies, Procedures and Guidelines

2.8.1 Policy on Academic Progress
The progress of all students working towards the MSc degree will be monitored regularly. A student may be required to withdraw if progress has not been satisfactory as evidenced by, for example, coursework, research work, research proposal or other requirements of the graduate program or the Faculty.

The policy guiding academic progress is detailed in the Academic Calendar: calendar.ubc.ca/vancouver/index.cfm?tree=12,204,342,615.

2.8.2 Faculty Guidelines on Monitoring of Academic Progress
1. Monitoring the academic progress of graduate students is the primary responsibility of the research supervisor(s) and supervisory committee. Chairs of supervisory committees should bring any problems related to academic progress to the attention of the Associate Dean, Graduate and Postdoctoral Studies.
2. The Associate Dean will review the progress of all graduate students at least once per year, based on the following: academic transcripts, progress report forms generated following supervisory committee meetings, student CVs and one-on-one meetings.
3. All MSc students will be expected to submit an updated CV each academic year to the Office of the Associate Dean, Graduate and Postdoctoral Studies (see section 2.8.5 Academic Curriculum Vitae).
4. The Associate Dean, in consultation with the research supervisor(s), will inform students in writing of unsatisfactory progress.
5. The Associate Dean, in consultation with the research supervisor(s), will inform students in writing of any requirements which must be met in order to allow the student to continue with their program.
2.8.3 Academic Progress and Program Completion Checklist
Students, supervisors, supervisory committees and Chairs of supervisory committees are each responsible in different ways for ensuring the timely and satisfactory progress of a student through the graduate program. Details of these responsibilities are provided in section.

The Office of the Associate Dean, Graduate and Postdoctoral Studies is responsible for periodic reviews of a student’s academic progress. The following is intended as a summary checklist for students, supervisors, and Chairs of supervisory committees to use to ensure that all program requirements are either in progress or complete.

MSC Program Completion Checklist

Meet with minimum of supervisor and chair
☐Within first month of starting program

Student/Supervisor agreement signed
☐Within 3 months of starting program

Supervisory committee struck
☐6 – 9 months

Coursework underway or complete
☐Variable

Research proposal approved
☐9 – 12 months

Graduate Student Presentation Skills Workshop complete
☐Within first year of program

Transfer to PhD program (optional)
☐12 – 24 months

Permission to write thesis obtained
☐18-20 months (on average)

Approval of thesis for defense
☐2 – 4 weeks before defense

External examiner selected
☐Minimum 2 – 4 weeks before defense

Final Faculty seminar complete
☐Before thesis defense

2.8.4 Use of Degree Status Designations
It is a matter of academic integrity that students, both current and former, correctly represent their degree program status and credentials. The Faculty of Graduate and Postdoctoral Studies provides guidelines to help inform students of the appropriate ways to represent themselves. Students should not use designations that are not officially sanctioned by the University nor should they use acronyms that might be misunderstood by members of the general public who are not well-versed in academic requirements.
2.8.5 Academic Curriculum Vitae
All MSc students are expected to submit an up-to-date curriculum vitae (CV) each year at the beginning of the academic year in September. A reminder email will be sent to all graduate students on an annual basis.

Please submit a CV using the Canadian Common CV: www.ccv-cvc.ca.

1. Personal Information
   • Language Competencies
   • Address, Phone Numbers, Email Address, Web Address
   • Citizenship Status

2. Education
   • Degrees

3. Academic Awards and Honours
   • Distinctions
   • Scholarships
   • Awards

4. Work Experience
   Begin with most recent and put in chronological order

5. Publications
   • Journal Articles
   • Abstracts
   • Posters
   • Patents

6. Presentations

7. Memberships in Scholarly Societies or Other Organizations
3  Student Supervision and Progression

3.1  Research Supervisor

The principal role of a research supervisor is to help you achieve your scholarly potential. The supervisor’s personal style and your own needs often define how this role is fulfilled. Typical duties of the supervisor include:

- Assisting the student to select and plan a suitable and manageable research topic
- Being accessible to the student for consultation and discussion of academic progress and research
- Helping establish the student’s supervisory committee
- Giving the student timely and thorough feedback on written work
- Assisting the student to gain access to facilities or research materials
- Ensuring a safe, healthy and harassment-free research environment
- Helping the student to be aware of current program requirements, deadlines, sources of funding

3.1.1  Policies and Guidelines on Graduate Student Supervision

The primary responsibility for defining criteria for membership in the Faculty of Graduate and Postdoctoral Studies rests with each academic unit and, in the Faculty of Pharmaceutical Sciences, is based on the current approved Senate Policy. Full members of the Faculty of Graduate and Postdoctoral Studies must be faculty members holding the title of professor, associate professor, assistant professor, or professor emeritus. Full members of the Faculty of Graduate and Postdoctoral Studies are permitted to supervise graduate students (MSc or PhD) and to vote in the Faculty of Graduate and Postdoctoral Studies. See senate.ubc.ca/vancouver/policy-abstracts for a list of Senate policies.

3.1.2  Faculty Policy on Graduate Student Supervision by Faculty Supervising Their First Doctoral Student

A tenure-track assistant/associate/full professor may be either a co-supervisor or the sole supervisor of a graduate student (PhD or MSc). If he/she is supervising their first PhD student, a senior faculty member with doctoral student supervisory experience will be assigned as Chair of the student’s supervisory committee and will serve as a mentor to the supervisor in helping guide the student’s PhD program.

3.1.3  Faculty Policy on Graduate Student Supervision by Professors Emeriti

A professor emeritus may supervise MSc or PhD graduate students, but is required to select a suitable co-supervisor who can contribute intellectually to the student’s project, and who also meets the following requirement: the co-supervisor must be a full-time faculty member in Pharmaceutical Sciences or, in exceptional circumstances, the co-supervisor may be from another department. The professor emeritus must provide a rationale and obtain the approval of the Associate Dean, Graduate and Postdoctoral Studies before selecting a co-supervisor. A co-supervisor may only be selected with the clear understanding that he/she may be asked to assume responsibility for the supervision of the student should this be considered necessary. In the latter case, and in the event that the co-supervisor assuming responsibility for supervision of the student is from another department, a co-supervisor from Pharmaceutical Sciences must be selected.

3.1.4  Policy on Graduate Student Supervision by Adjunct Professors

An adjunct professor may supervise MSc or PhD graduate students, but is required to select a suitable co-supervisor who is a full-time faculty member in Pharmaceutical Sciences and who can contribute intellectually to
the student’s project. In addition, if the adjunct professor is supervising their first PhD student, the co-supervisor must be a senior faculty member with doctoral student supervisory experience.

3.1.5 Policy on Graduate Student Supervision by Non-Tenure Track Faculty
A non-tenure track faculty member may supervise MSc graduate students, with the approval of the Associate Dean, Graduate and Postdoctoral Studies. Prior to accepting a PhD student, a non-tenure track faculty member must receive approval to be a co-supervisor from the Faculty of Graduate and Postdoctoral Studies. For both MSc and PhD students, a co-supervisor must be selected who is a full-time faculty member in Pharmaceutical Sciences and who can contribute intellectually to the student’s project. A co-supervisor may only be selected with the clear understanding that he/she may be asked to assume full responsibility for the supervision of the student should this be considered necessary.

3.2 Research Supervisory Committee Chair

3.2.1 Roles & Responsibilities of the Research Supervisory Committee Chair
The UBC Faculty of Graduate and Postdoctoral Studies provides guidelines on Supervisory Committees for masters and doctoral students in which, normally, a student’s supervisor also serves as the Chair of the supervisory committee. However, the Faculty of Pharmaceutical Sciences feels that the needs of the student are best served by nominating an independent, arms-length individual to be the Chair of the student’s research supervisory committee.

3.2.2 Selection of Chairs
- The Associate Dean, Graduate and Postdoctoral Studies is responsible for assigning the Chair of a graduate student research supervisory committee.
- All full-time, tenure-track faculty members who are also members of the Faculty of Graduate and Postdoctoral Studies may be assigned to Chair the research supervisory committee(s) of one or more graduate students.
- Normally, new faculty members who have not previously participated as a member of a student’s supervisory committee will not be assigned as a Chair until after they have completed serving as a member of a research supervisory committee for one student.

3.2.3 Length of Terms as Chair
Faculty members are asked to serve as the Chair for a graduate student’s entire MSc program. If the Chair is on sabbatical/study or any other type of leave for longer than 6 months, a temporary Chair will be assigned to a student’s research supervisory committee.

3.2.4 Roles and Responsibilities of the Chair
These include, but are not limited to the following:

1. Chairing Meetings – Chair all meetings of the graduate student’s research supervisory committee. A student and supervisor must make every effort to accommodate the Chair’s and committee member’s schedule in setting a meeting date.
2. **Annual Supervisory Committee Meetings** – The supervisory committee must meet at least once per year to monitor the student’s progress. Contact the graduate student and supervisor if meetings are not occurring in a timely fashion.

3. **Monitoring Student Progress** – The Chair should ensure that the supervisory committee is satisfied that the student is making good progress and is on-track with their program. For example:

   - Is required coursework underway or completed?
   - Has the research proposal been approved?
   - Has the student given seminar(s)?

Any action items recorded in the Progress Report from previous meetings should be reviewed to assure the committee that there are no outstanding issues to discuss. The Chair is at liberty to ask the student questions relating to any aspect of their progress or to clarify issues.

4. **Feedback** – The Chair should ensure the student receives clear and constructive feedback, including all action items, both verbally and via the Progress Report following each meeting. The Chair is responsible for completing the MSc Progress Report form available as an electronic file within one week following the meeting. The Chair is also responsible for sending electronic copies of the completed Progress Report file to:

   - Student
   - Supervisor, co-supervisor
   - All committee members
   - Associate Dean, Graduate and Postdoctoral Studies
   - Office of the Associate Dean, Graduate and Postdoctoral Studies (for the student’s file)

5. **Mentoring** – On an as needed basis. If the Chair is a senior member of faculty, they are strongly encouraged to offer advice and mentorship to a junior faculty member supervising the student for whom they are Chair.

6. **Issues or Problems** – Bring any ongoing issues or problems needing resolution to the attention of the Associate Dean, Graduate and Postdoctoral Studies.

### 3.3 Research Supervisory Committee

#### 3.3.1 Establishing a Research Supervisory Committee

Research supervisory committees are established to assist the student with every stage of their program, including selection of appropriate coursework, development of ideas and methodologies for the research proposal, discussion of results, and preparation of the thesis. It is the responsibility of the supervisory committee to provide constructive criticism and assessment of the student’s research project and written materials.

The supervisor/co-supervisor in consultation with the graduate student should suggest suitable individuals for the research supervisory committee. These individuals will normally possess expertise in areas or disciplines that are relevant to the student’s proposed field of research or project. If deemed appropriate, the supervisory committee membership may include senior instructors, professor emeriti, honorary faculty, adjunct faculty, off-campus professionals as well as faculty members from other universities. These members must be approved by the Associate Dean, Graduate and Postdoctoral Studies in the Faculty of Pharmaceutical Sciences and Dean of the
Faculty of Graduate and Postdoctoral Studies. The supervisor/co-supervisor is normally responsible for contacting potential supervisory committee members requesting them to serve on the research supervisory committee.

3.3.2 Committee Membership

MSc committees are composed of:

- Chair
- Supervisor, co-supervisor
- At least 3 other members. One member must be from the Faculty of Pharmaceutical Sciences and a minimum of one member must be from outside the student’s training program or research area.

3.3.3 First Supervisory Committee Meeting

The first meeting should be held within the first month of the start of the student’s program. Its purpose is to begin to introduce the student to their committee and to help choose at least the core courses that the student will take as part of their program. Since the full membership of the student’s supervisory committee may not yet be determined, this meeting will include, at a minimum, the student, the supervisor and the committee chair, however, it is recommended that as many committee members as possible attend.

3.3.4 Meeting Schedule

Both the Faculty of Pharmaceutical Sciences and the Faculty of Graduate and Postdoctoral Studies require supervisory committees to meet at least once per year to monitor a student’s progress. It is the Chair’s responsibility to contact the graduate student, supervisor, and Associate Dean if meetings are not occurring in a timely fashion. The first full supervisory committee meeting should ideally be held within 12 months and must take place within 15 months of entering the program. The MSc student will normally present their research proposal for approval at this meeting. In consultation with their supervisor/co-supervisor, the MSc student will normally contact committee members and arrange a suitable meeting date, time, and location for the committee meeting. It is strongly recommended that either the student or supervisor send a reminder about an upcoming meeting to committee members a few days in advance.

3.3.5 Format of Supervisory Committee Meetings

Where possible and appropriate, a student’s supervisory committee should be made aware of the purpose of a particular meeting. Examples of these may be:

- Presentation of the research proposal
- Request transfer of a student from MSc to PhD program
- Permission to write a thesis

In general, it is expected that a student will provide a written summary of their progress to members of their supervisory committee at least 10 days prior to the meeting. This report might include, but not be limited to, coursework completed, research data, publications, presentations, and problems encountered. The report need not be extensive or include previously approved or discussed information. However, it should include a summary of the accomplishments and include a timeline for the completion of the program.

Normally, a student will be expected to give a brief presentation providing an overview of their progress report and respond to questions about progress from members of the supervisory committee. Following the discussion at every meeting, the student will be excused from the room and their progress discussed in camera by the
committee. The committee will then discuss the progress since the previous meeting. The student will be called back in the room and given detailed feedback from the committee about their progress and any action items resulting from the meeting.

3.3.6 Monitoring Student Progress
The Chair is responsible for completing and circulating electronic copies of the Graduate Student Progress Report. The intent of these progress reports is to record a summary of the meeting and to highlight action items. Copies of the electronic Progress Report file should be sent to the student, supervisor/co-supervisor, all members of the supervisory committee, the Associate Dean, Graduate and Postdoctoral Studies and the Office of the Associate Dean, Graduate and Postdoctoral Studies for filing.

3.3.7 Research Proposal
All MSc students must write their research proposal in the general form used for CIHR Operating grant applications and the proposal must be distributed to the committee members at least 10 days prior to the meeting. The sections to be completed are:

- Summary of research proposal (1 page)
- Summary of progress (1 page)
- Research proposal (maximum of 10 pages, not including appended figures, tables, schematic diagrams and references). The proposal should include a timeline for all phases of the project and program.

Consult the CIHR website: cihr-irsc.gc.ca for detailed instructions on sections and formatting.

3.3.8 Research Proposal Meeting
The student will make an oral presentation (about 40-45 min) of their proposal and include any preliminary data and progress obtained to date. The supervisory committee members will ask questions and make comments related to the research proposal. The student is expected to be able to respond to questions related to aspects, such as:

- Background information and literature
- Proposed hypotheses or research questions
- Rationale, methodologies and approaches proposed
- Progress report
- Scope of the project and proposed timeline

Following the question and discussion period, there will be an in camera discussion. The supervisory committee will either accept the proposal or suggest an action plan for revising the proposal. The committee is expected to provide the student with constructive feedback on the proposal. In rare cases, but if deemed necessary by the committee, a student may be asked to revise their proposal and present it again to the committee.

3.4 Transfer from MSc to PhD
To be eligible to transfer from an MSc to a PhD program, the student must have satisfied the following criteria:

1. Students who wish to transfer from a masters to a doctoral program must have completed one year of study in the master’s program with 9 credits at the 500-level or above and of first class standing (80% or better). Students entering the PhD program after partial completion of the MSc degree must, during the
first two years of study at the graduate level, complete a total of 12 credits with a first-class average (of which at least 9 credits must be at the 500-level or above and at least 9 credits must be of first-class standing) to maintain registration as a doctoral student. Note the following:

- The average will be calculated on a weighted basis.
- All courses taken will be included in the average.
- The committee may assign a mark for PHAR 548 and include it in the average provided the student has presented a seminar in the Faculty Seminar Series.

2. The student must also demonstrate clear evidence of research ability.
3. The student must have the support of his/her supervisor.
4. The student must have the support of the remaining committee members with not more than one dissenting opinion.

Transfer directly into a doctoral program is normally accomplished after the first year of study at the master’s level and will not be permitted after the completion of the second year. Transfers may not be retroactive. The transfer must be clearly justified by the student’s supervisor and the Associate Dean, Graduate and Postdoctoral Studies, Faculty of Pharmaceutical Sciences in a memorandum to the Faculty of Graduate and Postdoctoral Studies recommending the transfer.

In preparation for the committee meeting, the student should present a research proposal to the committee at least 10 days prior to the meeting. At this time, the committee must be notified that the intent of the meeting is to seek permission to transfer to the PhD program. The student should present and defend the proposal at the meeting. After the discussion, the committee will meet in camera to reach a decision on the request for transfer to the PhD program.

If the decision of the committee is positive, the Chair of the committee will so notify the Associate Dean who will, in turn, submit an application to the Dean of Graduate and Postdoctoral Studies to transfer the student into the PhD program. If the transfer is approved, but the research proposal presented is not considered adequate for a PhD degree, the student must present their PhD proposal within 4 months at another committee meeting.

3.5 Permission to Write the Thesis

A meeting should be scheduled and the supervisory committee notified that the student is requesting permission to write the thesis. It is expected that 10 days before the meeting, the student will provide members of their supervisory committee with a progress report that summarizes previous data shown to the committee and provides subsequent progress to date.

The student will give an oral presentation that summarizes data obtained to date and provides some discussion of the results. Following discussion and questions from the committee, a decision will be made regarding permission to write the thesis.

Frequently, the student will be given permission to write the thesis, but is given action items that must be completed prior to preparation of the thesis. It is the student’s and supervisor’s responsibility to ensure that these action items are dealt with in an appropriate manner. In the case of an MSc student, the Chair should engage the committee in a discussion about a suitable external examiner (see section 3.8 MSc Thesis Defense).
3.6 Thesis Preparation

The student is responsible for consulting the Faculty of Graduate and Postdoctoral Studies website for all materials relating to preparing the thesis, formatting requirements, pagination and supporting documents.

The Faculty of Graduate and Postdoctoral Studies website provides comprehensive instruction on dissertation and thesis preparation at grad.ubc.ca/current-students/dissertation-thesis-preparation. Review this information early in your program. It is important that you start planning your thesis from the very beginning of your degree program.

Additional online resources:
grad.ubc.ca/handbook-graduate-supervision
grad.ubc.ca/current-students/graduate-pathways-success

The Faculty of Graduate and Postdoctoral Studies is happy to review your thesis early in its preparation to ensure that you’re on the right track. It’s a good idea to get a pre-review when your thesis is nearly ready for examination, so that you have time to make any formatting changes in advance of corrections required by your committee or examiners. Theses are reviewed electronically and they are reviewed in the order in which they’re received. See grad.ubc.ca/current-students/dissertation-thesis-preparation/pre-reviews to learn how to get a pre-review.

3.7 Preparation for Thesis Defense

3.7.1 MSc Thesis Defense

The student is expected to provide their supervisor/co-supervisor with a complete first draft of the thesis. The supervisor/co-supervisor will provide revisions for the student to prepare subsequent drafts as necessary. When the supervisor/co-supervisor has given final approval to the thesis, the student is responsible for photocopying and providing copies to all members of the supervisory committee with a request for feedback/ revisions within a timeframe of at least 10 days. One of two approaches may be taken:

- Another meeting of the Supervisory Committee may be called to review the revisions to the thesis. Following appropriate revisions to the thesis, the Chair must be notified that the thesis has been approved for final defense.
- If another meeting is not deemed necessary, the supervisor/co-supervisor and/or student must ensure that the Chair is notified that the thesis has been approved for final defense.

The student and supervisor/co-supervisor must ensure that the final approved copy of the thesis is given to the External Examiner. The student and supervisor/co-supervisor should then consult with all members of the Examination Committee to set a date, time and location for the final thesis defense.

The student must submit a copy of his/her final, defended thesis for approval by the Faculty of Graduate and Postdoctoral Studies for inclusion in cIRcle, UBC’s online information repository. The student’s program cannot be closed and he/she will not be eligible to graduate until the content and formatting of the thesis have been officially
approved. The student will receive an official email confirming final approval of the thesis. It is the student’s responsibility to ensure that the Master’s Thesis Approval form: grad.ubc.ca/forms/masters-thesis-approval is submitted to the Faculty of Graduate and Postdoctoral Studies. Review the Final Dissertation & Thesis Submission guidelines at: grad.ubc.ca/current-students/final-dissertation-thesis-submission and see Section 3.9 Thesis Submission.

3.8 MSc Thesis Defense

The MSc Examination Committee will consist of the members of the student’s supervisory committee plus one External Examiner. The External Examiner should not have been involved in advising the student on their research and may be from within or outside the Faculty.

The thesis should be given to the examination committee at least 10 days prior to the defense. The examination will be open to all observers and they will be permitted to ask questions at the end of the exam at the discretion of the Chair. The sequence of questioning by the examiners is at the discretion of the Chair, but usually begins with the External Examiner.

Following the exam, the student and observers will be excused from the room. The committee will discuss the student’s performance and arrive at a mark for PHAR 548 (seminar) and pass/fail grade for the thesis (PHAR 549B). The student will then be called back into the room and will be given detailed feedback on their performance and clear information about any revisions to the thesis.

The following may be taken into consideration in evaluating the quality of the presentation(s) for PHAR 548:

- The organization
- The use of audio-visual aids
- The delivery (pace, voice quality, enthusiasm)
- Delivered at an appropriate level for the audience
- The proper use of the allotted time (too short? too long? proper balance to the presentation)
- The response to questions from the audience

A mark for PHAR 548 should be assigned according to the scale below:

- 90-100 Outstanding
- 85-89 Excellent
- 80-84 Very Good
- 76-79 Satisfactory
- 72-75 Below Average
- 68-71 Significantly below average
- <68 Fail

The Chair is responsible for completing the electronic Progress Report and sending copies to the student, supervisor/co-supervisor, members of examination committee, Associate Dean, and Office of the Associate Dean, Graduate and Postdoctoral Studies.

The student is responsible for ensuring that the Master’s Thesis Approval form: grad.ubc.ca/forms/masters-thesis-approval is completed and submitted to the Faculty of Graduate and Postdoctoral Studies. In addition, the student
is responsible for ensuring that the Office of Graduate and Postdoctoral Studies receives a bound copy of the thesis.

The Office of the Associate Dean, Graduate and Postdoctoral Studies is responsible for ensuring that a memo is sent to the Faculty of Graduate and Postdoctoral Studies advising that the student has completed all degree requirements and that all grades including the thesis grade have been entered.

3.9 Thesis Submission

Important: This section applies only to final, post-defence submission of theses and dissertations.

To be eligible for convocation, all thesis-based masters students must submit a final, defended thesis electronically as a single non-secured electronic PDF file to UBC’s online information repository, cIRcle. See circle.ubc.ca.

The Faculty of Graduate and Postdoctoral Studies website provides complete instructions on the final submission of your thesis at grad.ubc.ca/current-students/final-dissertation-thesis-submission. Read this information early to avoid problems at deadlines. Also be sure you are familiar with the required forms and arrange to obtain signatures well ahead of submission deadlines. See grad.ubc.ca/current-students/final-dissertation-thesis-submission/document-requirements.

3.10 Leaving the Faculty on Completion of Your Program

Please ensure that you do the following after you have submitted your final thesis document to the Faculty of Graduate and Postdoctoral Studies:

1. Apply for graduation on SSC (if it has not been done yet).
2. Leave original data with your supervisor.
3. Clean up your desk.
4. Return keys to the Office of Operations and Facilities Management (Room 3334).
6. Provide the Office of the Associate Dean, Graduate and Postdoctoral Studies with your new contact information. Enjoy!