



THE UNIVERSITY OF BRITISH COLUMBIA | VANCOUVER

School of Social Work PROGRAM HANDBOOK

PhD in Social Work

2016-17

Although this handbook aims to give as accurate and complete information as possible, changes to policy and program requirements do occur so students should also check with their supervisor, the student advisor, the program chair or the Faculty of Graduate & Postdoctoral Studies on critical matters where they are unsure. Where there is a conflict between this Handbook and Graduate Studies, the Graduate Studies' policy takes precedence.

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INTRODUCTION

Welcome to the Ph.D. 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 website at <http://www.grad.ubc.ca/current-students>. Further information is available from the UBC Graduate Students Association, 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 Studies. Full Status means that a student has met all of the prerequisites for admission to the SOWK program.

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 health, financial, or family problems. Students may also apply for parental leave. Students on leave may not undertake any academic or research work related to their studies and may not use the University's facilities during the period of the leave. Students are allowed a maximum of twelve months leave during their degree, with the exception of parental leave. Leaves are normally granted in four month blocks. Although the leave period does not count toward the three year candidacy or five-year limitation for doctoral degree programs, on-leave students continue to be registered at the University and must pay a reduced fee for the leave period. Applications for leave require the approval of both the research supervisor and the PhD program Chair before they are considered by Graduate Studies.

FULL-TIME STUDY AND WORKING WHILE COMPLETING RESIDENCY

The SOWK PhD is obtained through full-time, rather than part-time, study. This 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 two 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 twelve hours per week during term while completing their residency. Exceptions can be made with the permission of the program chair upon recommendation from the student's supervisor. Students holding Teaching Assistantships must adhere to TA contract rules regarding hours of employment. All PhD students are required

to maintain continuous registration throughout their program by paying tuition installments according to the Schedules listed in the Calendar.

PROGRAM GOALS AND REQUIREMENTS

The Ph.D. Program in SOWK provides opportunities for advanced scholarship and professional growth in the context of a research-intensive program to students with a background in social work, social policy or social development. The program endeavors to balance broad growth in advanced scholarship with specialization 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 adding to the field's knowledge base in their area of specialization is the capstone of this program.

OUTLINE OF PROGRAM FOR TYPICAL STUDENTS

The typical 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 semesters 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.

DEGREE REQUIREMENTS

The PhD program should be completed within a period of six years. It is possible to request a one-year extension to this time limit, but such extensions are not automatic.

Achieving Candidacy

All students are expected to be admitted to candidacy within two years of initial registration and **MUST** complete within three years. Exceptions to this can only be granted by the Dean of Graduate & Postdoctoral Studies. To achieve candidacy, students must:

1. complete a minimum of two terms of full-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:

Year 1

Course number	Title	Credits
Term 1		
SOWK 601	Advanced doctoral seminar (runs alternate weeks across both terms)	3
XXX	Preparation for Term 2 research courses as needed	
SOWK 621	Social theory, ideology, & ethics	3
Term 2		
6 credits as follows:		
SOWK 654	Advanced qualitative inquiry	3
XXX*	Methods course to be determined in consultation with supervisor	3
Total		12 (min)

Year 2

Course number	Title	Credits
Term 1		
SOWK 623	Advanced data analysis in social work	3
XXX*	Theory course in relation to substantive area of study – sometimes a directed study	3
Term 2		
	Preparation for comprehensive exams and thesis proposal	
Total		6

* May be taken in either Year 1 or Year 2

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, 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. A student who obtains a grade of less than 68% in more than one course can be required to withdraw. If progress in research is unsatisfactory, a student will 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

The comprehensive examination is conducted by members of the supervisory committee, plus one member who is external to the committee. The extra member will meet similar eligibility for supervisory committee as laid out in Graduate and Postdoctoral 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 relevant to the student's proposed field of research and the application of those concepts. 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 which 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. Comprehensive papers are normally completed within the first two years of their program.

Within 28 days of the final paper submission the student will undertake an oral defense of the papers to be organized by their research 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 solid and comprehensive understanding of the relevant literature and an ability to critically analyze the literature presented. Normal scholarly expectations regarding style, presentation and grammatical correctness will also apply.

Upon completion of the defense the Supervisor should inform the PhD Chair of the outcome on a pass/fail basis. Students who do not satisfactorily defend their comprehensive paper upon the second attempt will be required to withdraw from the program.

Thesis Proposal

Usually during the second academic year, after completion of the comprehensive papers, students submit a written thesis proposal to their Thesis Advisory 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 (as well as papers for other courses), students should consult such sources as the most current edition of the Publication Manual of the American Psychological Association; Chapter 1 ("Content and Organization of a Manuscript") and the sections on Theses, Dissertations and Student Papers and Material for Oral Presentations may be particularly helpful.

When the thesis 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.

The student is required to make a formal presentation of the research proposal to the supervisory committee. Discussion should be focused on helping the student to improve the proposal. Once the supervisory committee accepts the proposal, the student will advance to candidacy.

When the meeting has been scheduled, copies of the proposal must be provided to all committee members and two copies must be provided to the Program Chair (or her or his designate) at least two weeks prior to the meeting. One 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. Discussion should be focused on helping the student to improve the proposal.

Thesis Proposal – Oral Presentation - details

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

Thesis Proposal Evaluation

The examining panel will determine whether the proposal

a. merits approval to proceed;

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

b. requires deferral for revision;

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.

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; does not provide the basis for a dissertation which is original and scholarly

In all cases the student will be provided with oral and written feedback from their research 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 successfully complete 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 deferred proposal, the panel will determine if a further examination is required or if the supervisor can approved 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. In exceptional circumstances the Chair of the program can approve a third defense upon advice of the supervisory committee.

Following approval of the thesis proposal, a memo confirming the acceptance of the proposal along with a copy of the proposal and any direction from the panel will be prepared by the research 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. In the event of contradictory demands being made by the advisory committee members on the student, a meeting of the Committee will be called in order to resolve the issue. If the difference cannot be resolved by the committee the issue can be referred to the program chair by either the student or the committee chair.

While students may wish to collect pilot data prior to their presentation, Committee members are not obligated to accept these data and may request alterations in the design and/or

methods of their research. At this and subsequent stages of the thesis, students should expect feedback as well as requests for revisions and changes.

SUPERVISORS AND COMMITTEES

PhD 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 third-year review will be eligible to supervise or co-supervise doctoral students.

In some cases an interim supervisor may be appointed until an appropriate supervisor is identified. In rare cases a *Research Supervisor* may be appointed in addition to the primary supervisory where it was felt by the student's committee that specific expertise is required beyond that of the primary supervisor. 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 has 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, etc. For many, weekly meetings are essential; for others, monthly meetings are satisfactory. In no case should interaction be less frequent than once per term.
- To establish (with input from the student and colleagues where appropriate) a supervisory committee, and convenes 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 when 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. When 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.

Students may 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

The supervisory committee generally consists of the research 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, who may be from other graduate programs. It is desirable to have one member from outside the graduate program in which the student's degree is to be taken. 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 from the graduate program advisor.

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

Students are normally expected to have their committee selected by the end of the first year of study and 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 research supervisor by broadening and deepening the range of expertise and experience available, and by offering advice to and assessment of the graduate student. Research at other universities suggests that graduate students who establish their supervisory committee early in their program and who meet with the committee regularly tend to complete their degree program successfully and sooner than students who wait to establish the committee. 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 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>

Availability of Faculty During the Year

Students are advised to consult with their Supervisor to determine their availability, particularly during the summer months

ANNUAL PROGRESS REPORT

On or before the last day of May, each student must complete and submit to their Supervisor a copy of their Annual Progress Report (a copy of which is appended to this document). 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 including 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 (including any other program changes that have taken place and reasons for delayed or interrupted progress).

The progress of each student is evaluated annually. This evaluation is based, in part, on the information submitted on the Annual Progress Report; thus, it is important that students fill out these forms accurately and submit them on time. Students are encouraged to review their progress with their supervisors. Although the exact assessment criteria may vary somewhat

from specialization area to specialization area, 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 demonstrated research and/or professional ability is not sufficient to guarantee favorable annual evaluation.

DOCTORAL DISSERTATION: PROCESS, PROCEDURES AND EVALUATION

THE THESIS

A SOWK doctoral dissertation is a document which 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 come 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 in modified journal format or may be an integration of 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 which 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 thesis supervisor and the student agree that the thesis is ready for presentation, they request the PhD Chair to schedule a Departmental oral defense of the dissertation. When the thesis defense has been scheduled, copies of the thesis must be provided to all committee members, the external examiner (i.e., a non-Committee examiner from within the School), and two copies must be provided to the PhD Chair (or her or his designate) at least two weeks prior

to the meeting. One copy of the thesis 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 presentations.

At the School defense, the candidate presents a synopsis of the thesis. The candidate may speak from notes, and may use handouts, a blackboard and/or a projector, but must not read the synopsis. The presentation should be about 20 minutes in length and must not exceed 30 minutes. Following the presentation, all members of the thesis examining committee are offered the opportunity to question the student about the work conducted and approaches taken. Other members of the audience are also offered the opportunity to ask questions. Following the defense the students committee will provide oral and if required written feedback to the student regarding suggestions or changes that are recommended before going forward to the University defense. The student may apply for their University defense when they and their committee are satisfied that the thesis is ready for examination.

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 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;
- 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 Behavioural Research Ethics Board.

Behavioural projects may involve asking subjects to participate in studies that use, for example, questionnaires, interviews, focus groups, observation, data linkage, secondary use of data, testing, video and audio taping.

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

FINANCIAL SUPPORT

The School endeavours to support as many of its PhD students to the fullest extent possible. A limited number of awards are available through the School. An indication of the financial support the School can provide will be included in your offer letter.

Information about financial support for graduate students at the University of British Columbia is available through the Faculty of Graduate Studies website at <http://www.grad.ubc.ca/prospective-students/scholarships-awards-funding>

It is each student's responsibility to ensure adequate funding through the doctoral program.

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 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 Teaching Assistantships, Research Assistantships 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 Shirley Yue at shirley.yue@ubc.ca

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 and a calendar of events and deadlines. Below are some general items particular to the School of Social Work.

PHD STUDENT OFFICE

There is a shared office on the third floor (Room 331) which has several desks and a telephone. There is a computer in the office and wireless laptops will be able to connect via the University system (see below). Access is by key only obtained via application to the main office (see below for details).

SECRETARIAL 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 secretarial 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 secretarial 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 (third floor, Sauder School of Business)

GETTING PAID: PAID STUDENT POSITIONS

Teaching Assistant positions are posted on the School of Social Work website by March 31st each year. Application forms are available under the “Student” link. Research positions are not advertised.

If you have been hired as a Teaching Assistant (TA) or Research Assistant (RA) or have a fellowship, cheques are issued by the University on the 15th and last day of the month. It is highly recommended that you arrange for direct deposit of your pay. Complete the form <http://finance.ubc.ca/payroll/your-pay>). A TA position is paid as both “reg” and “fellowship;” an RA position is paid as “fellowship.” This can be confusing: just make sure that the total is what you expect. UBC now offers an on-line system you can use to view your payroll information and to update your personal information. Go to <https://my.ubc.ca> and after logging in, go to Management Systems Portal. Or check with the School’s Administrative Manager (Shirley Yue shirley.yue@ubc.ca) if you have any questions about your payroll.

You should also fill out the form available at <http://www.finance.ubc.ca/forms#payroll> to set your tax deduction level.

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 Administrative Manager 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

PhD students are entitled to keys to the PhD office and where required, the School building. To obtain the keys that you need, send an e-mail request to the Student Services Assistant (sowk.student-services@ubc.ca). Key requests are processed on-line within a day and you should receive an email confirmation when the keys are ready to be picked up at the Access Control Centre in the University Bookstore - 6200 University Boulevard. Take along picture ID and at least \$20 for the refundable deposit if you are picking up your first UBC Key. (Note that the Access Control Center can be very busy the first few weeks in September.)

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. 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 in 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— FOGS

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

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.

**APPENDIX A:
Annual Progress Report**



School of Social Work

University of British Columbia
2080 West Mall
Vancouver, BC V6T 1Z2
Tel: (604) 822-2609 Fax: (604) 822-8656
E-mail: sowk.advisor@ubc.ca

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; press “Enter” to add a line for text; and click with your mouse in check boxes). Please return the completed form by May 31st to your faculty supervisor, who should complete Part B and return both parts to the Program Advisor (sowk.advisor@ubc.ca) Thanks.

Part A. To be completed by the student

Current Contact Information			
Last Name		First Name	
Address			
City	Province	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 If No expected date of completion:	Date (mm/yy) Date (mm/yy)
Have you defended your research proposal? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes was the proposal approved? <input type="checkbox"/> Yes <input type="checkbox"/> No If No or unsuccessful expected date of defense:	Date (mm/yy) Date (mm/yy) Date (mm/yy)
Have you had a leave in the past 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No	Duration <p style="text-align: right;">months</p>
Have you had a program extension in the past 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No	Duration <p style="text-align: right;">months</p>
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. Press "Enter" to produce additional lines of text.	
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. If needed, press "Enter" to produce additional lines of text.	
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. (Sept. 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:



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ANNUAL PROGRESS REPORT—PHD

To the supervisor: Please review the information provided in Part A, then complete Part B. To reduce paper use and facilitate data-entry, please complete this form using your computer (use the “Tab” key to move from field to field). Please return the completed form to sowk.advisor@ubc.ca and send a copy to the student at the e-mail address in Part A.

Part B. To be completed by the supervisor

Student’s Last Name:	First Name:
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Supervisor’s Last Name:	First Name:
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Is this student making satisfactory progress toward degree completion? Yes No
Concerned

If “no” or “concerned,” please explain:

Other comments: