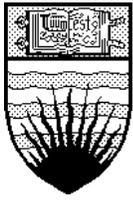


THE UNIVERSITY OF BRITISH COLUMBIA



SENATE POLICY: O-4.3

OKANAGAN SENATE
c/o Enrolment Services
University Centre
UBC Okanagan Campus

Number & Title:

O-4: *Governance of the College of Graduate Studies*

Effective Date:

July 1, 2020

Approval Date:

May 28, 2020

Review Date:

This policy shall be reviewed five (5) years after approval and thereafter as deemed necessary by the *Responsible Committee*. Such a review shall be in consultation with the Graduate Council.

Responsible Committee:

Senate Academic Policy Committee

Authority:

University Act, S. 37(1)

“The academic governance of the university is vested in the senate and it has the following powers:

(i) to recommend to the board the establishment or discontinuance of any faculty, department, course of instruction, chair, fellowship, scholarship, exhibition, bursary or prize;

(p) to deal with all matters reported by the faculties, affecting their respective departments or divisions;”

S. 47(2)

A university must, so far as and to the full extent that its resources from time to time permit, do all of the following:(a) establish and maintain colleges, schools, institutes,

faculties, departments, chairs and courses of instruction;

(f) generally, promote and carry on the work of a university in all its branches, through the cooperative effort of the board, senate and other constituent parts of the university”.

Purpose and Goals:

This policy is designed to:

- 1) Provide direction to the *College of Graduate Studies* and the faculties on the structure and responsibilities of the *College of Graduate Studies*;
- 2) Set out the membership, structure, and responsibilities of the *Graduate Council*.

Applicability:

This policy is applicable to graduate *courses of study* and *courses of instruction* at *UBC Okanagan*.

Exclusions:

Senate and the *Board* may, by resolution, declare the *College of Graduate Studies* to not be responsible for a graduate *course of study* and thus have all aspects of that *course of study's* administration be the responsibility of its awarding faculty.

Currently excluded courses of study are:

- Master of Management
- Master of Engineering Leadership in Resource Engineering Management

Excluded courses of study will not receive training, support or resources from the College of Graduate Studies.

Definitions:

For the purposes of this policy and in all other policies in which they are not otherwise defined:

- *College of Graduate Studies* or *College* means the coordinating body for graduate education at *UBC Okanagan* established by the *Senate* and *Board*.
- *Course of instruction* means a credit course offered by the *University* at its *UBC Okanagan* campus.
- *Course of study* means an academic degree, diploma, or certificate program or other activity resulting in an academic credential from the *University* granted at its *UBC Okanagan* campus.
- *Graduate Program Coordinator* means the Faculty Member appointed by a Dean or Department Head to administer a graduate program.
- *Course-based Masters* means a non-thesis graduate course of study offered by the *University* at its *UBC Okanagan* campus
- *Graduate Council* means the governance body established under this policy

for the government and the direction of the *College of Graduate Studies* and its affairs and business.

Policy:

- 1) The *College of Graduate Studies* is responsible for the quality and administrative oversight of all graduate courses of study and other graduate educational matters on the UBC Okanagan campus.
- 2) The *College of Graduate Studies* and faculties will coordinate specific tasks and responsibilities associated with graduate students and graduate courses of study as summarized in the Appendix: Coordination of Responsibilities for Graduate Education Matters.
- 3) The *College of Graduate Studies* is responsible for post-doctoral support and advocacy on the UBC Okanagan campus.
- 4) The *College of Graduate Studies* is responsible for maintaining a central coordinating role in the Interdisciplinary Graduate Studies Program as articulated in the Interdisciplinary Graduate Studies Program guidelines approved by the Okanagan Senate.
- 5) There shall be a University Graduate Council appointed by and responsible to the *College of Graduate Studies*.

a. *Graduate Council* Membership

i. Ex officio members (with voting powers) (13)

Dean of the College of Graduate Studies (Chair)
President or their designate
Deputy Vice-Chancellor or their designate
University Librarian or their designate
Provost or their designate
Vice-Principal Research or their designate
Dean of each Faculty or their designate
Associate Dean(s) of the College of Graduate Studies

iii. Faculty members (12)

- a. The faculties shall select 12 members as described in the Appendix: Allocation of Faculty Representation on Graduate Council. The selected faculty members must be members of the *College of Graduate Studies* with satisfactory standing.
- b. Each faculty shall determine its own procedures for selecting its representatives.

iii. Student members (3)

- a. One (1) doctoral student elected by and from doctoral students

- b. One (1) research master's student elected by and from research master's students.
 - c. One (1) course-based master's student elected by and from course-based master's students.
 - d. No more than one student from any faculty. Student members can serve for a maximum of two years provided they remain registered as graduate students.
- iv. Non-Voting Members (3)
- The Registrar or their designate
 - The Director of *the College of Graduate Studies*
 - The Associate Director, Admissions and Records of the *College of Graduate Studies*

b. Terms of Reference

- i. Subject to approval by the *Senate* and to this policy, the *Graduate Council* shall be responsible for the governance of and the procedures followed by the *College of Graduate Studies*.
- ii. Without limiting the generality of Section 1 or Sub-Section 4 (b)(i), the *Graduate Council* shall be responsible for:
 1. Reviewing graduate-level *courses of instruction* and *courses of study* for academic quality and to make recommendations thereon to the appropriate committees of *Senate*;
 2. Assuring uniformity of practices and standards for master's theses and doctoral dissertation defence oral examinations;
 3. Establishing and revising standards for graduate-level theses, dissertations and comprehensive examinations;
 4. Establishing and revising standards for the admission to candidacy of doctoral students;
 5. Establishing and revising processes for determining admissibility to graduate *courses of study*.
 6. Establishing and revising processes for determining eligibility to graduate from graduate *courses of study*.
 7. Reviewing recommendations resulting from academic reviews of graduate *courses of study* and making recommendations thereon to the Dean of the *College*,

the faculties, *Senate*, or others as appropriate;

8. Recommending the standards, criteria and terms of graduate scholarships and awards to the *Board* and *Senate*.
9. Recommending procedures under this policy to the *Responsible Committee*.
10. Establishing necessary standing and ad-hoc committees of the *Graduate Council*, setting out their compositions and terms of reference, and delegating to such committees such powers of the *Graduate Council* as the *Graduate Council* sees fit except for the power to further delegate.

iii. The teaching of graduate *courses of instruction* is the responsibility of the faculties.

c. Meetings of the *Graduate Council*

- i. Regular meetings of the *Graduate Council* shall occur monthly, with the time and location for such meetings to be set by the Dean of the *College of Graduate Studies* for each year prior to the start of term 1 of each Winter Session and notice of such being given at that time to each member of the *Graduate Council*. The Dean of the College of Graduate Studies is the Chair of Graduate Council.
- ii. Extraordinary meetings may be called by the Dean of the *College of Graduate Studies* provided that five (5) business days' notice is given to members of the *Graduate Council* and must be called by the Dean of the *College of Graduate Studies* within 5 business days upon receipt of a petition to that effect signed by a quorum of the *Graduate Council*.
- iii. Quorum for the *Graduate Council* shall be ten (10) voting members.
- iv. The agenda for each regular and extraordinary meeting of the *Graduate Council* shall be circulated at least two (2) business days prior to the meeting.
- v. The *Graduate Council* shall set such deadlines for submission of agenda items for regular and extraordinary meetings as it sees fit.
- vi. Guests relevant to an agenda item may be invited by the Dean of the *College of Graduate Studies* or upon approval

by the Dean, at the suggestion of members of *Graduate Council*.

Calendar Statement

None required.

Consultations

The following individuals and groups have been consulted during the development of this policy:

- Dean of the *College of Graduate Studies*
- Associate Dean of the *College of Graduate Studies*
- Deans
- *Graduate Council*
- Graduate Student Advisory Council

History

This is the sixth version of this policy. This version reallocates faculty member seats on the Graduate Council resulting from the division of the Faculty of Arts and Sciences (also known as the Barber School of Arts and Sciences). Accordingly, the Faculty of Science and the Faculty of Arts and Social Sciences are allocated seats, as is the cross-campus graduate program, Interdisciplinary Graduate Studies (IGS). Other minor editorial revisions are included for clarity. The fifth version of November 2018 corrected the implementation date from November 18, 2018 to January 1, 2019. The fourth version of November 2018 changed membership to align with Policy O-9. The third version of October 2017 contained changes to clarify the role of the College vis-à-vis the Interdisciplinary Graduate Studies program. The second version of May 19, 2010 contained different membership on the Graduate Council and set out terms for membership in the *College of Graduate Studies*. The criteria for membership in the *College of Graduate Studies* is now detailed in Policy O-9.

Related Policies

Policy O-9: *Graduate Student Supervision and Membership in the College of Graduate Studies*

Appendix

Allocation of Faculty Representation on Graduate Council

Of the 12 available non ex officio faculty seats on the Graduate Council, the seats are assigned

as follows. The seat allocation of faculty members shall be reviewed by the Graduate Council and approved by the College of Graduate Studies every triennium.

FS (2)

FASS (1)

FCCS (1)

FHSD (2)

Faculty of Management (1)

School of Education (1)

School of Engineering (2)

IGS (2)

Coordination of Responsibilities for Graduate Education Matters

COLLEGE OF GRADUATE STUDIES	FACULTIES
Student Recruitment	
Promote graduate studies at UBC's Okanagan campus	Develop promotional materials, advertise and market graduate programs
Maintain a website for general information regarding available graduate programs, application and admission standards, funding, etc.	Maintain individual graduate program websites and pages Outreach efforts to best attract students
Admissions, Re-admission & Transfer	
Receive, assess, sort and process applications (maintain files, track progress, remind program advisors of deadlines and deliverables)	Review applications and make decisions regarding preferred candidates for admission, re-admission and transfer
Calculate or verify GPAs for applicants recommended for admission by programs	Programs may choose to calculate GPAs for preferred candidates
Ensure general policies and regulations are adhered to (TOEFL criteria, average calculations, transcript interpretation, assessment of credentials, fraud detection)	Perform quality assessment, prerequisite assessment, evaluation of referee letters, etc. as well as conduct general due diligence (e.g., phone interviews of international candidates to check language skills)
Manage application fee payments and application deposits	
Send letters of acceptance and decline to students Send funding letters for students in collaboration with the disciplinary faculty	Confirm faculty-level funding details for funding letter, prepare program letter if desired
Maintain contact with admitted students and forward orientation information	Maintain contact with admitted students and forward faculty-specific information kits
Manage and approve exception requests/extraordinary circumstances (in collaboration with the program and disciplinary faculty Dean)	Request exceptions
Student Funding	

<p>Develop and administer all merit-based student scholarships and fellowships that are external or campus/university-wide, and are not employment related. This includes:</p> <ol style="list-style-type: none"> 1. Instruction in process 2. Vetting of applications for competition 3. Creating and managing selection committees 4. Notifying applicants 5. Liaising with UBC Vancouver's Faculty of Graduate and Postdoctoral Studies <ol style="list-style-type: none"> a. Allocation of applicants for UBCO in major competitions b. Monitoring UBC-wide opportunities 	<p>Manage Teaching and Research Assistant opportunities in collaboration with each faculty's Dean's Office (maintain strict adherence to work-related guidelines and union regulations, etc.)</p> <p>Develop program-specific guidelines on overall financial packages for students</p>
<p>Liaise and coordinate with programs regarding discipline-specific opportunities, especially regarding government requirements/limitations on scholarships</p>	
<p>Student Progress Within Programs</p>	
<p>Campus-wide graduate student orientation</p>	<p>Program or Department student orientation</p>
<p>Coordinate and facilitate academic, professional development, and health and wellness workshops with campus and external partners</p>	<p>Offer department/program specific TA/RA workshops or training</p>
	<p>Provide infrastructure to support student research and learning and provide adequate office and laboratory space.</p>
<p>Maintain files on student milestones and appropriate sanctions</p> <p>Monitor compliance with Senate approved timelines</p>	<p>Track student progress and conduct effective advising (e.g. completion of course requirements, meeting critical timelines)</p>
<p>Approve and track "leave of absence" and extension of maximum time-in-program requests in collaboration with programs</p>	<p>Recommend leaves of absence and extensions</p>
<p>Administer withdrawal/dismissal requests</p>	<p>Initiate withdrawal/dismissal requests</p>
<p>Manage appeals (exemptions from the rules; resolutions of conflicts relating to program)</p>	
<p>Manage student academic misconduct cases</p>	
<p>Maintain files on supervisors, co-supervisors, and appointments to supervisory committees</p>	<p>Approve and appoint faculty members to committees as required and in accordance with Senate policies</p>
<p>Review and approve thesis examination results</p>	

Final approval of thesis/abstracts for uploading to cIRcle	
Conduct convocation audits and recommend students to the Senate for graduation (Dean signs parchments)	
Foster and develop a graduate culture and community across faculties	Foster and develop graduate culture and community within the faculty and with other faculties
Program Development	
Facilitate proposal development	Develop a comprehensive proposal including 5-year growth model and realistic budget projections, as well as Education Plan that demonstrates feasibility of graduate program
Provide interim proposal review and feedback	Coordinate with College of Graduate Studies during development Consult with faculty Dean's Office
Provide consultation to faculties regarding program viability	Undertake thorough market analysis regarding need and viability of proposed programs Secure consultation reports
	Undertake realistic assessment of faculty strengths and overall prospects for delivering robust graduate experience for students
Review final program proposals for completeness, graduate program level and adherence to UBC Okanagan regulations and standards, and make recommendations to Senate or its committees thereon	Deliver final proposal to the Senate Curriculum Committee Note: for new-to-UBC proposals, there is also a government (Ministry) process, which should move in parallel but NOT in advance of internal approvals
Review course proposals for completeness, graduate program level, and adherence to UBC Okanagan regulations and standards and make recommendations to Senate or its committees thereon	
Program Administration	
Propose Guidelines, Rules and Regulations that govern graduate programs at UBC Okanagan	Propose Guidelines, Rules and Regulations that govern graduate programs at UBC Okanagan
Track quality and effectiveness of UBC Okanagan graduate programs including conducting student satisfaction surveys	Develop strategies to best assess learning outcomes, student satisfaction, time to completion and retention

	In conjunction with supervisors, monitor and ensure quality outcomes of every student by performing annual assessments of student progress (learning outcomes, student satisfaction, time to completion, retention)
Develop annual reporting requirements for programs	Monitor and track effectiveness of program
Participate in external reviews of programs to provide graduate-related information in collaboration with the Faculty Deans and the Provost (should involve external review team)	
Make recommendations to Senate regarding discontinuance of programs	
Recommend to changes to Senate regarding policy and procedures for graduate studies	
Review graduate program supervisory policies in the context of 0-9	
Program Delivery	
	Course teaching assignment Develop the Education Plan for the program
	Develop procedures for program delivery including: expense reimbursements, etc.
External and Internal Relations	
Liaise with the Faculty of Graduate and Post-doctoral Studies in Vancouver and other administrative bodies (i.e. Registrar) with respect to general graduate studies policies and procedures	
Maintain external relations with national and international graduate studies bodies and funding agencies	
Approve all transfer credits	Recommend transfer credits
Approve external members of thesis and examination committees	Recommend external members of thesis and examination committees
Academic Discipline	
Provide mechanisms and programs to support ethical and professional academic conduct	Develop policies and procedures to ensure ethical and professional academic conduct