



School of Kinesiology

Graduate Programs Handbook

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Administration

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The School's graduate program is governed by the UBC Graduate and Postdoctoral Studies (G+PS). The G+PS Policy and Procedures Manual may be found at <http://www.grad.ubc.ca>. The [School's policies and procedures](#) are harmonized within those articulated by G+PS. Together, these policies form the framework in which graduate studies must be completed within the School.

KIN Graduate Committee

COMMITTEE MEMBERSHIP

Health Sciences	G Faulkner		Natural Sciences	K Fewster
PE & Coaching Science	M Gallo		Natural Sciences	N Hodges
Clinical Mkin	B Sheel		Natural Sciences	D Wright
			Natural Sciences	R Boushel

The Graduate Committee governs and is charged with all aspects of the Graduate Program. It also deals with student appeals for changes in programs not normally facilitated by G+PS' policies and procedures. Concerns regarding the program, interaction with faculty, or other students, should be directed to the Committee whose goal is to ensure the best possible educational outcome.

Academic Culture

The School provides a multi-disciplinary environment for research spanning a broad range of topics from the humanities to theoretical and applied social science, and to basic and applied physical science. There are common links in human movement as it relates to health, exercise and sport in both historical and contemporary contexts. To bring cohesion to such a diverse range of interests, the School facilitates a series of seminars with some of the top researchers in the field. These seminars are integral, increase exposure to different types of research, and help develop academic skills.

Program Duration (general timelines for degree completion)

From the official date of admission, **masters' students have five (5) years**, and **PhD students have six (6) years**, to complete degree requirements.

MKin students usually take coursework for three terms to complete 30 credits. Duration of the Mkin program is usually 3 to 4 terms (12 to 16 months).

MA/MSc students spend the first two terms taking courses and developing a research theme. The final terms are spent proposing a research topic, collecting data and presenting a thesis defence. Duration of the MA/MSc programs is usually 2 to 3 years.

PhD students typically take four to five years to develop and complete a research program. Comprehensive exams usually take place by the end of the 2nd year. Formally proposing a thesis topic and being admitted to candidacy usually occur before the end of the 3rd year.

Degree Requirements

Requirements	Master of Arts	Master of Science	Master of Kinesiology	PhD
T h e s i s	THESIS (18 Credits)		No research thesis or major paper presentation is required. KIN 595 (3 credits) is an option for students who may choose to present a major paper. KIN 530 Directed Studies may also be an option for students to study a topic of their choice in consultation with their Graduate Advisor.	T H E S I S
5 0 0 / 6 0 0 L e v e l Elective Coursework	A minimum of 9 course credits related to the student's program of study determined in consultation with Thesis Supervisor A maximum of 1 Kin 530 Directed Studies is allowed in MA and MSc program. MA/MSc may not take Kin 598 for credit in their program.		At least 24 credits must be in courses numbered 500 or higher. These will include a Kinesiology Methodology course (either KIN 570 or KIN 571 or 572, 3 credits)	All Courses are Optional
3 0 0 / 4 0 0 L e v e l Coursework	A maximum of 3 course credits related to the student's program of study may be taken at the undergraduate (300/400) level for MA and MSc degrees. A maximum of 6 course credits related to the student's program of study may be taken at the undergraduate (300/400) level for Mkin degrees and for students who started MA/MSc prior to Sept 2019.			*Comprehensive Exam (see below)
REQUIRED Coursework K I N 5 7 0 / 5 7 1 / 5 7 2	RESEARCH METHODS (3 Credits) (or approved alternative) All Master's students are required to complete KIN 570/571/572 (or an approved alternative). Research students starting in January are required to register for KIN 570/571 (or approved alternative) during their first term.			**Admittance to Candidacy (see below)
RECOMMENDED Coursework	An appropriate quantitative or qualitative analysis course			Optional
TOTAL Credits	30			N/A

***COMPREHENSIVE EXAM:**

[HTTP://WWW.GRAD.UBC.CA/FACULTY-STAFF/POLICIES-PROCEDURES/COMPREHENSIVE-EXAMINATION](http://www.grad.ubc.ca/faculty-staff/policies-procedures/comprehensive-examination)

- required upon completion of course work, and/or readings; and usually **scheduled by the end of the second year of the student's start date.**
- normally comprises a two-part exam (oral and written), which the student's committee will establish and judge. Content will be relevant to the student's general area of study and will include questions covering theory, application, and methodology.
- the exam must be scheduled prior to the thesis proposal
- supervisor to fill in the School's comprehensive evaluation form upon completion of the comprehensives.
- No Chairperson is required.

****ADMITTANCE TO CANDIDACY**

- Must occur **by the end of 3rd year of program start date**, after successful completion of any required course work/readings, the Comprehensive Exam, presentation and approval of the thesis proposal. *Students who cannot meet the 3rd year deadline for candidacy must obtain an extension from G+PS. This may also affect students with award funding.*
- Admittance to candidacy is a prerequisite for the presentation and defence of the formal PhD thesis proposal.

Program Planning

Before the start of the program, the student and Thesis Supervisor should meet to review and set goals for the upcoming academic year. These courses and goals should be recorded in the [Course Planning form](#), which is given out to every Master's student upon acceptance of the admission offer. Doctoral students are not required to take any courses, but must consult with their supervisor prior to the start of the program to review and set goals for the upcoming academic year.

Registration

CONTINUOUS REGISTRATION

Required throughout all terms (Fall, Winter, Summer), until graduation.

Failure to pay fees by appropriate deadlines results in automatic blocking of course registration, recording of grades, and graduation until fees (with interest) are paid in full. The registrar office may also send delinquent accounts to collection agency.

COURSE REGISTRATION

Students may register for their courses on-line, with the following **exceptions**:

KIN 530 and KIN 598 Contracts

- arrange study with supervisor
- download contract <http://kin.educ.ubc.ca/current-students/current-graduate-students/#Resources-3>
- student and thesis supervisor must sign. If applicable, the field studies supervisor may also need to sign.
- return contract to the Graduate Program Assistant for registration
- MA/MSc students can only register in a maximum of 1 (3 credits) directed studies and Mkin students may register for a maximum of 2 directed studies 530A and 530B
- MA/MSc students may not take Kin 598 for credit towards their program

Undergraduate KIN courses

Please ask Graduate Programs Assistant who will confirm your registration with the Undergraduate advisor (if space is available). Undergraduate students have priority to undergraduate courses and therefore Graduate students are usually placed on a waitlist.

Non-KIN courses

- complete Change in Registration (course add/drop form available on-line at: <https://www.grad.ubc.ca/forms/registration-change-registration-form>)
- obtain authorization from course instructor
- return to Graduate Program Assistant for department approval (form will be forwarded to G+PS for processing)

COURSE WITHDRAWAL

Course withdrawal deadlines are strictly followed — see the website for deadlines: <http://www.calendar.ubc.ca/vancouver/index.cfm?page=deadlines>

Students who fail to drop their courses by these deadlines are responsible for all fees that are charged to their account.

Grading System – Graduate and Postdoctoral Studies

PERCENTAGE (%)	LETTER GRADE
90-100	A+
85-89	A
80-84	A-
76-79	B+
72-75	B
68-71	B-
0-67	F (Fail)

A minimum mark of 68% must be obtained in all courses taken by a student enrolled in a doctoral program. When repeating a failed required course, a minimum mark of 74% must be obtained. For doctoral students, Fail (F) for individual courses is defined as below 68%.

The minimum passing grade in any course taken by a student enrolled in a master's program is 60%. However, only 6 credits of courses with grades in the C to C+ range (60-67%) may be counted towards a master's program. All other courses must have a minimum of 68%. For more information, see [G+PS Academic and Grading Practices](#)

Minimum Grades: Courses with lower grades may be repeated for “higher standing”. Remedial action MUST be taken when students have grades below 60% for Master's and 68% for PhD. The remedial action may be either to repeat the course and obtain 74% OR take another course in lieu (if it is not a required course). The third option would be “required to withdraw”. Repeat courses will have both marks appear on the transcript. The higher mark will be used to determine promotion and in any decision to admit/withdraw a student from a program. See [Graduate Unsatisfactory Academic Progress Recommendation](#) for more information.

Course Standing

STANDING DEFERRED

A 'deferred' standing is appropriate if medical or personal problems (of a very unusual nature) make it impossible to complete the course requirements on time, however the requirements can be completed with an extension. In this case, the student's graduate program advisor or designate should send a memo to G+PS as early as possible recommending a 'deferred' standing and the reasons for the recommendation. The 'deferred' standing will then be entered in the student's record and transcript.

Audit (AUD) is granted to students who have been officially approved as having audit status. These students are expected to complete all course requirements except the final exam, and may be given Fail (F) standing if their performance is not satisfactory.

[UBC Academic Calendar](#) outlines the various types of standings on a student's record.

Program Withdrawal

UNSATISFACTORY PROGRESS

Students may be required to withdraw if their academic or research progress are unsatisfactory. Students will be informed in writing by the Graduate Programs Director of inadequate progress and given an opportunity to discuss the matter with the supervisory committee prior to a withdrawal recommendation being made to G+PS.

The School may choose to establish additional criteria for measuring student progress. When this occurs, both the student and G+PS will be informed in writing of any additional requirements for re-instatement.

Committee Structure

Thesis Supervisor is responsible for ensuring all committee members are current members of G+PS (tenured or tenure-track UBC faculty)

- Committee Membership normally comprises of three (3) faculty members:
 1. Thesis Supervisor
 2. One other member from KIN graduate faculty (affiliated KIN faculty members may be considered as one of the two required KIN faculty members)
 3. Additional faculty members from other departments *as deemed appropriate (these may include non-faculty - subject to KIN and G+PS' approval, see below for "Committee Members Who Are Not G+PS Faculty Members")*
- Minimum 3 members are required to serve on the committee
- At least half (50%) of the committee members must be tenured or tenure-track faculty members
- Constituency of all Thesis Committees is subject to review by the KIN Graduate Committee.
- Thesis Supervisor is responsible to the Graduate Programs Associate Director for determining composition of supervisory committee (subject to G+PS' regulations).
- Committee members must be independent of, and at-length from the supervisor and student. Any potential conflict of interest must be declared on the *Committee Membership Approval Request form*.

- Committee members that have a conflict of interest with the supervisor(s), may serve as additional members to the committee, and **not** one of the required 3 members. See [University Counsel Policy](#) for more information.

Committee Members Who Are Not G+PS Faculty Members

Although each thesis committee must be supervised by a full member of G+PS, the committee itself may include individuals who are not full members. In particular honorary or adjunct faculty, and off-campus professionals who are academically qualified to advise graduate students may be members of the committee if approved by the Associate Director (Graduate Programs) and/or G+PS.

All faculty supervisors must fill out the Committee Membership Approval Request form for their students in MA, MSc, or PhD programs prior to the thesis proposal.

Membership must be approved by the Graduate Programs Director and/or G+PS before any students can proceed to their thesis proposal presentation.

More information can be found at: <https://www.grad.ubc.ca/faculty-staff/policies-procedures/non-members-faculty-graduate-postdoctoral-studies-supervisory>
<https://www.grad.ubc.ca/forms/recommendation-non-gps-member-join-supervisory-committee>

When a faculty member approaching retirement accepts an assignment as Thesis Supervisor, the faculty member and the School's Associate Director of Graduate Programs must ensure provision is made for an alternate supervisor should the need arise.

Proposing/Defending

INSTRUCTIONS

<http://www.grad.ubc.ca/current-students/dissertation-thesis-preparation>

Official G+PS "Instructions for the Preparation of Graduate Theses" is available at the above website.

PROPOSAL

MA/MSc Students	PhD Students
<ul style="list-style-type: none"> ▪ Coursework: 18 credits in total including KIN 570/571/572 (or approved equivalent). * the 18 credit coursework requirements applies to students enrolled in MA/MSc prior to September 1, 2019 ▪ Coursework: 12 credits in total including KIN 570/571/572 (or approved equivalent). * the 12 credit coursework requirements applies to students enrolled in MA/MSc starting September 1, 2019 or later 	<ul style="list-style-type: none"> • Coursework: no coursework required, though, it is recommended for the enrichment of the program.
<ul style="list-style-type: none"> ▪ meets with thesis supervisor and committee members to review and have Thesis Proposal formally approved for presentation 	
<ul style="list-style-type: none"> ▪ thesis committee sanctions length and content of proposal which normally includes the following information: <ol style="list-style-type: none"> 1. outline of problem, including hypotheses and the study's basic theoretical rationale, 	

<ol style="list-style-type: none"> 2. limitations of study, 3. methods and procedures.
<ul style="list-style-type: none"> ▪ two weeks prior to proposal, student submits to Graduate Program Assistant: <ol style="list-style-type: none"> 1. names of Committee members, 2. electronic copy of abstract, 3. electronic copy of thesis proposal.

The student proposal examination takes place in an oral defence format. The defence is open to members of the School and others who wish to attend. Committee members record approval and comments on 'Thesis Proposal Report' form and return form to Graduate Program Assistant.

DEFENCE

MA/MSc Students
<ul style="list-style-type: none"> • A Chairperson will be invited for the defence. The Chairperson may be faculty members from other departments. • two weeks before defence, the student submits a copy of final thesis to all committee members <p>More information can be found at the Kin Resources site under <i>thesis defence instructions</i>: https://kin.educ.ubc.ca/graduate-programs/current-graduate-students/#Resources-3</p>
<p>Note: <i>After a copy of the thesis has been submitted to the committee, revisions are NOT ALLOWED until after the defence.</i></p>
<p>QUORUM A quorum is the minimum attendance required. The quorum consists of:</p> <ul style="list-style-type: none"> • MA/MSc candidate • the Examination Chair • at least 2 members of the Candidate's Supervisory Committee (Research Supervisor and one other Committee member) <p>▪ If Quorum is not reached, the Thesis Exam may be delayed or postponed</p>

EXAMINATION PROCESS

Chair conducts Examination accordingly:

- a) announce meeting has been called for the examination of the student's thesis,
- b) ask student to present a 20-30 minute synopsis of the thesis; student may speak from notes and use audio-visual aids, but should not read the synopsis,
- c) invite questions from Committee members and audience,
- e) call for further questions from Committee members,
- f) requests candidate and audience to leave meeting
- g) call for discussion of Examination and polls each Committee members with the following outcomes:
 - approve thesis as submitted and provide a Pass/Fail mark
 - approve thesis with specified revisions and provide a Pass/Fail mark
 - approve with conditions for a re-examination;
 - reject thesis

- h) when deliberations are concluded, Chair, in the presence of the Committee, informs student of decision.

The Chair records the examination committee's decision regarding the outcome of the Thesis Defence and makes comments on the 'Master's Thesis Defense Report'

PHD STUDENTS	
<p>An Examining Committee approved by the Dean of the Graduate Studies evaluates the PhD student's thesis and meets for a Final Oral Examination of the thesis presentation and defense. See: http://www.grad.ubc.ca/current-students/final-doctoral-exam/final-doctoral-examination-guide for "Oral Examination Guide". See http://www.grad.ubc.ca/deadlines for more detailed information on the oral examination timeline</p>	
<p>2 months before submission of the completed thesis to Graduate Studies (or, approximately five months before intended exam date)</p>	<ul style="list-style-type: none"> Thesis supervisor submits Appointment of External Examiner form to Faculty of Graduate Studies http://www.grad.ubc.ca/forms/external-examiner-form Nominate 2-3 possible External Examiners
<p>6-7 weeks before intended exam date</p>	<ul style="list-style-type: none"> Submit Electronic version of the dissertation (PDF), via email, to the Doctoral Exams Team (graduate.doctoral@ubc.ca) as an attachment. This is submitted together with Graduate Program Approval of Doctoral Dissertation for External Examination form: http://www.grad.ubc.ca/forms/graduate-program-approval-form
<p>4 weeks before exam date</p>	<ul style="list-style-type: none"> Schedule exam date and room booking with Faculty of Graduate Studies http://www.grad.ubc.ca/current-students/final-doctoral-exam/scheduling-final-oral-defence Thesis Supervisor submits form: Approval of University Examiners for Doctoral Thesis form http://www.grad.ubc.ca/forms/university-examiner-form Student submits electronically the Examination Programme to graduate.doctoral@ubc.ca to Graduate Studies office http://www.grad.ubc.ca/forms/examination-programme

SUBMISSION DEADLINES

See <http://www.grad.ubc.ca/deadlines> for deadline dates for thesis submission to the School of Kinesiology and to G+PS.

Graduating Paper – MKin

MKin students have an option to take Kin 595 (Major Paper Presentation), which is a graduating paper open to the university community in an oral examination meeting.

<ul style="list-style-type: none"> meet with supervisor to discuss paper and receive approval for presentation.
<ul style="list-style-type: none"> graduating paper should: <ol style="list-style-type: none"> be a scholarly work that deals in depth with a relevant aspect of kinesiology; cannot be a previously submitted essay

<p>(though such an essay may form the basis for the graduating paper).</p> <p>b. be organized rigorously in a form considered suitable by the profession or discipline.</p> <p>c. demonstrate a command of the acquired knowledge and be able to clearly communicate that knowledge to others in the profession or discipline.</p>
<ul style="list-style-type: none"> • supervisor, in consultation with student, arranges for an additional KIN faculty member to act as a second reader.
<ul style="list-style-type: none"> • At least one week prior to presentation student: <ul style="list-style-type: none"> a. submits electronic copy of abstract to Graduate Program Assistant kin.gradsec@ubc.ca b. submits electronic or hard copy of graduating paper to supervisor and second reader

Upon successful completion of the Oral Examination:

- **supervisor** provides written indication that paper conforms to required standards and submits grade to Graduate Program Assistant
- **student** provides one electronic copy to kin.gradsec@ubc.ca, plus Cerlox bound copies to supervisor and second reader if requested.

Students are encouraged to submit their paper for possible publication in an appropriate scholarly or professional journal.

Research Involving Human Subjects

Students whose research falls within the UBC “Definition of Research Involving Human Subjects” must receive prior approval from the appropriate Screening Committee for Research Involving Human Subjects. Office of Research Services may be consulted for further details. <https://ors.ubc.ca/> Approval may be required for a Thesis, Graduating Paper, and/or Directed Studies.

Further details may be found in the Faculty Handbook; or consult your thesis supervisor. Forms may be obtained from your thesis supervisor, or from the UBC Office of Research Services website <https://ors.ubc.ca/>

Publishing Policies – Collaborative Research

Students are encouraged to discuss possible joint authorship arrangements with their supervisors at the outset of their program, and should consider publishing results from their thesis research in academic literature. As thesis research may be a collaborative effort, and often supported by a supervisor’s research grant, some form of joint authorship is considered appropriate. The following are general guidelines:

1. Publications or presentations arising directly from the thesis – authorship is established by mutual agreement:
 - student may claim first authorship if responsible for first draft,
 - faculty will be listed as first author by previous agreement or by student request,
 - supervisor may claim first authorship If significant amount of additional research or analysis is required to produce publishable results, or if student does not contribute to the writing of the paper,
 - students expecting to claim sole authorship on publications based on all or part of their research, should have advance agreement with the supervisor;

2. Authorship of a report to a granting agency lies with the faculty grant holder. Usually students working on such grants have an established status as per original grant submission and are acknowledged as such in any reports;
3. Students employed as research assistants for data collection/analysis should not expect joint authorship unless they have made significant contributions to the design of the study and/or authorship of the publication arising from the work.

Graduate Courses

For current course offerings, please see:

<https://courses.students.ubc.ca/cs/courseschedule?pname=subjarea&tname=subj-department&dept=KIN>

Course outlines are posted at: <https://kin.educ.ubc.ca/graduate-programs/current-graduate-students/#Courses-0>

Western Dean's Agreement

Under the terms of the Western Graduate Deans' Agreement, graduate students may take courses (subject to regulations of their Faculty) at other universities in Western Canada for credit toward their degree program at their home universities.

The Host University charges no fees provided the student is currently registered and paying fees at the home institution.

Participating Universities: University of Alberta, Brandon University, University of British Columbia, University of Calgary, University of Lethbridge, University of Manitoba, University of Northern British Columbia, University of Regina, University of Saskatchewan, Simon Fraser University, University of Victoria.

UBC students wishing to participate should complete the form

<http://www.grad.ubc.ca/forms/western-deans-agreement-authorization-course-registration>

The student will receive an email confirmation from G+PS upon approval. It is the responsibility of the student to arrange for the host university to send an official transcript of grades to UBC G+PS upon completion. Students must attained at least a **B grade** in order to obtain transfer credits.

Graduate Exchange Agreement

This agreement, established in 1974, allows graduate students in good standing at UBC, McGill University, University of Toronto and University of Montreal to take courses at each other's university without having to pay extra tuition fees to the host institution. See: <https://www.grad.ubc.ca/forms/graduate-exchange-agreement-authorization-course-registration>

Teaching Assistantships

Applications for Teaching Assistantships are available to current students in early spring with successful applicants receiving their assignments in the summer.

MA/MSc/MKin students have preference (seniority) to work as a TA for a maximum of two years during their first two years in the program. PhD students have preference for a maximum of five years in the program. Reassignment of Teaching Assistantships after the first year is dependent upon satisfactory academic achievement and execution of TA responsibilities.

Teaching & Academic Growth Instructional Skills Workshops

Students are encouraged to develop their teaching and leadership skills. Various TA workshops are offered within the School and through the Centre for Teaching, Learning, and Technology (CTLT) See: and <http://ctlft.ubc.ca/programs/graduate-student-ta-programs/>

Awards and Funding

G+PS manages a number of award competitions each year and administers payment of both internal and external funded awards.

Graduate students at UBC's Vancouver campus who have questions about **need-based** funding should visit the [Enrolment Services](#) website.

More information on the various types of awards and funding may be found at [Awards, Scholarships, and Funding](#).

Travel Grants

FACULTY OF GRADUATE AND POSTDOCTORAL STUDIES

Provides one travel grant for each Masters and PhD program
<https://www.grad.ubc.ca/awards/graduate-student-travel-fund>

OFFICE OF RESEARCH ETHICS, FACULTY OF EDUCATION (FOE)

Provides one travel grant for each Masters and PhD program
<http://ogpr.educ.ubc.ca/grad/funding/opportunities/>

KINESIOLOGY

Students must claim the travel grants from G+PS and FOE before claiming the travel grant from the School.

To be eligible for a travel grant from the School, a student must:

- present at a symposium or conference a refereed/invited paper of which he/she is the first author or co-author and the **School is acknowledged**;
- be classified as a full-time graduate student at the time the application for a travel grant is made or have made the application within 12 months of thesis submission.
- Expense reimbursements may be claimed by filling an expense report in Work Day. The student must include proof of acceptance of their paper at the conference as well as copies of the expense receipts.
- **Master's** students may be awarded **one KIN travel grant (\$500 maximum)** during their program. **PhD candidates** are **eligible for two KIN travel grants (maximum \$500 for each grant)**. **Each grant is for 1 trip and cannot be combined together.**
- Must claim G+PS and ORE travel grants before claiming KIN's travel grant.

For more information, see [Travel Assistance](#).

Student Loans

FINANCIAL ASSISTANCE AND AWARDS

The Student Financial Assistance and Awards office administers all needs-based awards for both graduate and undergraduate students.

Student Loans for Full-Time Students Graduate students who are Canadian citizens or permanent residents, paying full-time graduate tuition fees, have registered in either course work or their thesis, and a demonstration of financial need may qualify for aid through student loan programs sponsored by the Federal and Provincial Governments. Students must apply for loans through the Province in which they have established residency. Residents of British Columbia apply for loans through the BC Student Assistance Program (BCSAP), which combines the Federal Canada Student Loan Program and the Canada Study Grant for Students with Dependent Children with the Provincial BC Student Loan Program.

More information at: <http://students.ubc.ca/finance/>

Graduate Student Representations

Kinesiology Student Reps

The Reps represent KIN Graduate students at School meetings, functions, and plan social events. Usually one graduate student for Mkin and one graduate student for MA/MSc, and one at the Doctoral level volunteers for these roles. The School's KIN Grad Reps are:

- Gregg Eschelmuller (PhD)
- Annika Szarka (MSc)
- Vanessa Meneghetti (Mkin)

They can be reached at kin-gradreps@lists.ubc.ca

Graduate Student Society (GSS)

The GSS (Graduate Student Society) is run by and for the 10,000 graduate students at UBC Vancouver. They promote and protect graduate students' academic, social and cultural interests. Thea Koerner House, the home of the Society, has been the center of graduate student life on campus since it was opened in 1962.

More information can be found at <https://gss.ubc.ca/>

Student Resources

GRADUATE FORMS AND INSTRUCTIONS

Academic forms for KIN courses, programs, funding, and other useful links can be found at the School's Graduate programs site: <http://kin.educ.ubc.ca/current-students/current-graduate-students/#Resources-3>

G+PS website
<https://www.grad.ubc.ca/>

Searchable database for G+PS Academic Forms can be found at:
<https://www.grad.ubc.ca/forms>

UBC Policy on Plagiarism

All students should be aware of and follow [UBC's Guidelines regarding Plagiarism](#). Please read and familiarize yourself with these guidelines. These policies are taken seriously by course instructors and program administrators.

Policy on Late Assignments

Students are required to notify instructors at least 24 hours in advance if they are unable to meet deadlines for assignments. Students must then negotiate with the instructor a reasonable deadline for completion of course work.

Ethical and Professional Conduct

Students are expected to adhere to standards of professional practice and ethics in their interactions with faculty, peers, and the public.

University Policies

UBC provides resources to support student learning and to maintain healthy lifestyles but recognizes that sometimes crises arise and so there are additional resources to access including those for survivors of sexual violence. UBC values respect for the person and ideas of all members of the academic community. Harassment and discrimination are not tolerated nor is suppression of academic freedom. UBC provides appropriate accommodation for students with disabilities and for religious observances. UBC values academic honesty and students are expected to acknowledge the ideas generated by others and to uphold the highest academic standards in all of their actions. Details of the policies and how to access support are available on the [UBC Senate website](#) and [Discrimination policy](#). For student accommodations, please see [Access and Diversity](#).

Academic Integrity

Students are expected to follow UBC policies for academic integrity and academic misconduct, which includes practices around plagiarism, referencing and citation, and copyright. For more see, UBC's [Learning Commons Academic Integrity resources](#) and graduate student misconduct in [Graduate and Postdoctoral Studies](#).

Policy on Text-Matching Software

UBC subscribes to Turnitin, an online system that compares written material with the Web and with other material submitted to its database. Faculty, staff and students can upload submissions and check for duplication of material in other sources and possible plagiarism.

Accessibility

If you have any challenges accessing materials that will impact your success in this course, UBC's Centre for Accessibility can support your needs by providing appropriate accommodations to support you.

- Web: [UBC's Centre for Accessibility website](#)
- Email: accessibility@ubc.ca

UBC Counselling Services

Students requiring counselling services may contact [UBC counselling services](#)