

Anthropology Graduate Handbook

**Department of Anthropology
University of British Columbia**

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Masters (MA) Program

Supervisor and Supervisory Committee

- Students are assigned to a temporary supervisor once admitted into the program. Students must consult with them no later than the first week of September concerning their first-year program (especially course selections and establishing a permanent advisor).
- Before the end of the first term (December), student must confirm a permanent supervisor whose competencies are appropriate to the intended field of study. **Supervisors must be members of the Department of Anthropology.**
- Within the first term, student must, after consultation with the Supervisor, approach a second faculty member in order to form a supervisory committee; the second member may be an anthropologist or faculty member from another UBC department, program, and centre or research institute. In some cases, it may be desirable to add a third committee member.

Important note:

Faculty are not allowed to chair more than seven graduate committees (MA and PhD). It is in your interest to consult with faculty early about supervision. Faculty must indicate in writing, on a form available from the Graduate Secretary, that they have accepted a position as Supervisor.

Coursework

- Candidates must successfully complete **24 credits** of courses:
 - a) ANTH 500 (History of Anthropological Thought, 6 credits)
 - b) ANTH 506 (pro-seminar, 3 credits)
 - c) At least three credits of advanced methodology in the appropriate areas of ethnographic, archaeological, or museological research (ANTH 516, 517, or 518)
 - d) At least six credits of coursework outside their sub disciplinary specialty, with at least three credits of which must be in Anthropology
 - e) At least six additional credits of other elective coursework
- Students may also take courses at the 300 and 400 level; however, to meet Faculty of Graduate Studies regulations, no more than six credits from undergraduate courses can be used to meet the 24-credit course requirement.
- **Directed reading courses** require approval from the Graduate Advisor and Department Head and take two forms: stand-alone tutorials or graduate sections of senior undergraduate courses. A typical list of reading course requirements includes regular meetings to discuss readings,

brief written reports or presentations on the readings, an annotated bibliography and a final paper. If students take more than one directed readings course during their degree, there must be no significant overlap in course content, with each course having a different theme

- You may be exempted from specific course requirements if your graduate program is satisfied that you have acquired the knowledge from previous courses or experience.

Important: Exemptions do not reduce the total credits required to earn your degree. You and your program must substitute another appropriate course or courses with the same credit value.

MA Thesis

(<https://anth.ubc.ca/graduate/ma-degree/ma-thesis/>)

- Students register for the thesis as a six-credit course (ANTH 549)
- A thesis may be no longer than 50 double-spaced pages. It must employ standard type (12 point font) and standard margins on all sides of the page. Theses must meet these conditions before they are examined. Students in Museum Studies may also prepare a museum exhibit in addition to the written MA thesis.
- Once committee members approve the thesis, a copy is submitted to AGSC by the Advisor along with a memo stating that the thesis is ready to be evaluated.
- AGSC appoints an additional faculty member (MARC Reader) for final reading and evaluation.
- Upon completion of review, the committee may;
 - a) Pass the thesis as is
 - b) Pass the thesis requiring minor corrections and revisions
 - c) Require additional round of major revisions and re-evaluation of the thesis
 - d) Fail the thesis
- It is recommended that the student meet with their advisory committee to discuss the thesis after the final evaluation.
- Students who have not completed their thesis by the end of the third year may have their progress evaluated as unsatisfactory.

Academic Progress

Students are expected to maintain the highest academic standards during their MA studies:

- The Faculty of Graduate and Postdoctoral Studies has set 60% as a passing grade.
- No more than six credits of grades below 68% can be counted towards the program;
- All other courses must achieve a minimum of 68%.
- The Department of Anthropology sets 75% as the passing grade for its core graduate seminar, ANTH 500 and the required methodology course.
- Students who fail a course normally are required to repeat it or choose a suitable replacement (except in the case of ANTH 500) and achieve at least a grade of 74%.

Students who consistently receive poor grades may be required to repeat courses, undertake additional coursework or withdraw from the program.

Students who fail to complete a satisfactory proposal within two years may also be required to withdraw.

Graduate Program Record

Once a supervisory committee has been formed, its members and the student must meet to complete a [Graduate Program Record](#).

The form records biographical information, details of previous work, and the proposed program of study. It must be submitted to the AGSC for approval before the end of the first term.

Any changes in the program, including changes in coursework, must be promptly recorded in the Graduate Program Record and reported to the AGSC.

Applying to the PhD Program and Fast Tracking

MA students interested in continuing on to the PhD program at UBC **must apply for admission** like all other non-UBC MA students.

Fast-Tracking

The request to fast-track a student must be initiated by the supervisory committee indicating at least one of the following criteria:

1. The student has a record of scholarly publications (journal articles, book chapters, or books).
2. The student has had substantial fieldwork, lab, or work-related experience in her or his field of proposed research.

If the request is approved, the student's subsequent year in the graduate program will be considered to be his or her second year in the PhD program.

PhD Program

Supervisor

Students select (with mutual agreement) a Chair (Supervisor) whose competencies are appropriate to the intended field of study. The Chair would normally be an Associate or Full Professor of Anthropology

Under special circumstances, the AGSC can petition to allow an Assistant Professor to act as a student's supervisor.

Students must consult with their Supervisor no later than the first week of September concerning their first-year program (especially course selections and forming a committee).

Important: Faculty are not allowed to chair more than seven graduate committees (MA and PhD). It is in your interest to consult with faculty early about supervision and to consider alternate supervisors. Faculty must indicate in writing on the student's program record that they have accepted a position as Supervisor.

If the student would like to switch supervisors

Supervisory Committee

- As soon as possible, students invite two additional faculty members with appropriate competencies to form the Supervisory Committee.
- The Committee may include one or more members from outside the Department and may be changed with the agreement of the Chair and other members of the committee.
- Students should seek replacements for members who take leaves of absence. A Chair must be replaced, by an acting Chair or permanently, while on leave.
- All changes to the Supervisory Committee should be communicated to the AGSC.

Program Requirements

(<https://anth.ubc.ca/graduate/phd-degree/>)

- Students are expected to attain their degrees within six years. A student first gains full standing as a doctoral candidate within the Department by completing the following requirements:
 - 24 months of residency
 - 18 credits of coursework
 - A research proposal, and
 - Satisfactory performance in a comprehensive examination (which must be completed in the first three years of the program).

- The comprehensive examination (see below) takes place in two parts:
 - 1) a one-day written exam, and
 - 2) A two-hour oral exam that takes place within two weeks of the written exam.
- Students then proceed with research and preparation of a PhD dissertation under the direction of the Supervisory Committee.
- The candidate completes the degree upon successfully defending their dissertation in the University examination (see below.)

Coursework

PhD students must take at least **18 credits** of core courses which normally include:

- ANTH 500 (History of Anthropological Thought, 6 Credits)
- ANTH 506 (the pro-seminar, 3 Credits)
- An advanced methodology course in the appropriate areas of ethnographic, archaeological, or museological research (ANTH 516, 517, or 518, 3 Credits)
- 2 additional courses prior to comprehensive examination (6 Credits)

Up to 12 credits may be taken in the form of directed reading courses where appropriate graduate seminars are not available. Directed reading courses require approval from the Graduate Advisor and Department Head and usually consist of stand-alone tutorials. A typical directed reading course includes regular meetings to discuss readings, brief written reports or presentations on the readings, an annotated bibliography and a final paper. If students take more than one directed readings course during their degree, there must be no significant overlap in course content, with each course having a different theme.

The Supervisory Committee may require additional coursework, beyond 18 credits, including courses at the undergraduate level, in order to prepare students for research in their chosen field.

- Please note: students must maintain continuous registration. This is why we add each student to the thesis course (ANTH 659 Doctoral Dissertation) once they have completed their 18 credits, and until they complete their dissertation.

Comprehensive Examination

When all the required coursework has been completed, and the Supervisory Committee is satisfied that the student is fully prepared, the student may prepare for the **Comprehensive Examination**. The purpose of the exam is to test: a) the student's grasp of major themes, concepts, and research findings within the discipline of anthropology, and, b) the student's ability to communicate her or his understanding of the research project clearly, both orally and in writing. Fieldwork for the dissertation cannot be undertaken until the examination is passed.

Most students complete their Comprehensive Examination within two years and are admitted to candidacy. The Faculty of Graduate and Postdoctoral Studies (G+PS) requires any student who has not been admitted to candidacy within a period of three years from the date of initial registration to withdraw from the program. Extensions may be permitted by the Dean of Graduate Studies under exceptional circumstances.

Preparation for Comprehensives

By January of their second year, students will have (in consultation and with the approval of their committee):

1. Identified three areas of expertise: two topical or theoretical areas (typically one more general sub-field of anthropology (e.g. political anthropology), one particular area of specialization and one ethnographic area in which the student will be examined.
2. Submitted a schedule for completion of the comprehensive examination.
3. Prepared **three thematically organized annotated bibliographies** in consultation with their committee. The bibliographies should reflect the significant works in the subfields in which the student plans to work and should provide a foundation for research and teaching in the subfields. Two lists should focus on subfields relevant to the student's area of interest; the third should focus on the appropriate geographic or ethnographic region in which the student plans to carry out research. Each bibliography is limited to 30 items and can be no longer than 15 pages (single-spaced), 12 pt, 1" margins. They must be approved by the student's supervisory committee. The bibliographies are public statements that are kept on file in the Graduate Office for consultation by other graduate students and faculty.
4. **Submit a dissertation research proposal (maximum length 25 double-spaced pages, excluding references)**, 12 pt. A copy of the proposal must be submitted to the Graduate Office upon completion of the Comprehensive Examination. Students are encouraged to consult proposals on file while composing their own.

A research proposal should include the following features:

- (a) Clear statement of the main goals of research project;
- (b) Discussion of the relevant literatures and concepts that inform the project and of its intended contributions to scholarship and the public including, where relevant, community of study;
- (c) Information on how the research will be done including: feasibility in terms of time requirements, access to data, etc.; outline of research methods to be used; identification of potential ethical issues and means of addressing them (Students will submit a request for research ethics approval after their comprehensive exam, and will elaborate on the ethical dimensions of the project in much more detail than in the proposal).

The Comprehensive Examination

Once the committee members are satisfied that the annotated bibliographies and the proposal are ready for examination, the supervisor contacts the Chair of the AGSC to arrange for the Comprehensive Examination. The supervisor may suggest two possible examiners from the Department of Anthropology, but the Examining Committee as a whole must be approved by the AGSC. Examinations must be completed no later than three months prior to the G+PS deadline and must take place during one of the two examination periods:

1. Spring- March/April/May during their second year
2. Fall- October/November- final opportunity during their third year in the program

Advisors of students who are unable to complete their examinations during these periods may petition the AGSC for an extension or to hold the exam in another month. In any case, students must complete their exams before the end of the third year.

Structure of the Examination

Written Comprehensive

The written portion of the exam is based upon the annotated bibliographies prepared by the student.

1. In the written portion of the comprehensive examination a student will demonstrate expertise in two areas of specialization relevant to their sub-field plus an ethnographic area.
2. The examiners will be members of the student's supervisory committee, two additional members (normally) of the Department, and the chair, who is a member of the AGSC. Copies of the annotated bibliographies and proposal must be provided to the examiners and the chair. At least two weeks lead time must be provided for examiners to review the documentation.
3. Questions (usually two) will be set by the student's supervisory committee and the AGSC appointed examiners. The student's supervisor is responsible for coordinating the drafting and revision of questions, which must be approved by the examining committee. A completed set of questions will be sent to the chair, who is responsible for scheduling the examination.
4. The written comprehensive will be an essay-style examination. The examination will be written in the department during the course of one working day. Students will only be permitted to refer to hard copies of their proposal and the three annotated bibliographies as memory aids.

5. After reading the essays, the examination committee will decide to: 1) pass the student on the written portion of the comprehensive exam and advance the student to the University oral defense of the proposal, 2) require the student to write a supplemental paper(s), or 3) fail the student. Supplemental paper(s) will be read by the full examining committee. (Effective as of September 1, 2011.)
6. A student must pass (or provisionally pass) all portions of the written part of the comprehensive before the committee advances them to the oral portion of the examination.

Oral Presentations

Once a student has passed the written examination, the oral examination will follow within two weeks (10 working days). The same examination committee will conduct the oral examination. Other members of the department (faculty and students) are encouraged to attend.

- The student will make a presentation of the proposed research for 20 to 30 minutes.
- There may be two rounds of questions focusing on any dimension of the research proposal, including methods, theories, or feasibility of the project. Each round of questions proceeds in the following order: examiners, members of the supervisory committee, and ending with the student's supervisor. The AGSC Chair at his or her discretion may ask one or two questions at the end of the final round. The Chair also asks members of the public to pose questions.
- Upon completion of the questions, the candidate is asked to leave the room while the committee deliberates. The student is invited back into the room and informed by the AGSC Chair of the committee's decision once it has been made.

The examining committee will decide to:

- (a) Advance the student to candidacy,
- (b) Request revisions to the research proposal, or
- (c) Fail the student.

Advancement to Candidacy

Upon successful completion of coursework, residency, the Comprehensive Examination, and the submission of an acceptable proposal, the AGSC will request the Head of the Department to recommend to the Faculty of Graduate and Postdoctoral Studies that the student be advanced to candidacy no later than three years after commencing their PhD studies.

Failure to pass comprehensive exams

Failure to pass the written or oral portion of the comprehensive exam means that the student withdraws from the PhD program. In that case, the student has the option to be transferred to the MA program and complete an MA instead. Students who transfer must complete all the requirements for the master's degree, including the credit requirements.

PhD Dissertation

(<https://anth.ubc.ca/graduate/phd-degree/phd-dissertation/>)

Supervisory Committees supervise and bear ultimate responsibility for approving research carried out by PhD candidates. It is critical that PhD candidates keep their Supervisory Committees well informed of their research activities.

The dissertation must adhere to style guidelines set out on the [Faculty of Graduate Studies website](#). Please note that "any research or study conducted at UBC facilities (including UBC's affiliated hospitals) or undertaken by persons connected to the University that involves human or animal subjects must be reviewed and approved by the appropriate division of the [Office of Research Ethics](#)"

For research involving animals, fish or cephalopods, contact the [UBC Animal Care Committee](#).

For research involving human subjects, human tissue, human stem cells or data collected on human subjects, contact the [Office of Research Ethics](#).

For research involving human subjects, either directly or indirectly, which are non-invasive to the person, contact the [UBC Behavioural Research Ethics Board](#) (BREB). The BREB reviews all research involving interviews, focus groups, aptitude testing, internet surveys, telephone polls, or psychological experiments.

For medical research such as clinical trials, epidemiological studies with blood or tissue samples, medical imaging, rehabilitation or exercise programs, genetic banking of tissues or human stem cell research, contact the [Clinical Research Ethics Board](#) (CREB). Further research ethics guidelines can be found [here](#).

Scheduling the PhD Dissertation Defense

When Committee members agree that the thesis is ready for examination, the Chair informs AGSC.

- The dissertation is sent to the Dean of the Faculty of Graduate and Postdoctoral Studies, with a memo from the Department Head, for transmission to the External Examiner and to the University Examiners.
- The Faculty of Graduate Studies administers the University Examination. The Dean appoints the Chair of the Examining Committee and schedules the examination in the examination theatre of the Faculty.

The University Examining Committee consists of;

- a) The student's Chair and a quorum of the Student's Supervisory Committee
 - b) Two University Examiners. At least one of them must be a member of another department at UBC.
 - c) External Examiner (not associated with UBC or with supervision of the thesis)
- Upon approval of the dissertation, students must submit an unbound copy to the Graduate Secretary and as well as the Faculty of Graduate and Postdoctoral Studies before the degree can be awarded.

Note: The Faculty of Graduate and Postdoctoral Studies does not permit examinations in August.

Graduate Program Record

The graduate Program Record is completed by the student and the Supervisory Committee and must be reviewed at least once a year (in April) and preferably more often.

The record includes;

- Biographical information
- Details of work prior to admission
- Details of proposed course of study (course numbers, titles, credit values, names of instructors)
- Grades
- Information on the Dissertation
- Leaves
- Program Extensions
- Any other pertinent information

Once completed, the Record form must be submitted to the AGSC for review and approval.

Alterations in an approved program — including changes in coursework, dissertation topic, and committee membership as well as leaves — must be reported to the AGSC for approval before being recorded in the Graduate Program Record.

Safety While Conducting Fieldwork: General Guidelines and Main Contacts

Your safety and that of your research participants should be a top priority while conducting fieldwork. This document lists some general guidelines and sources of support you should keep in mind while preparing to embark on field-based research and while in the field.

- Your **supervisor and your research committee** are your main sources of advice at UBC in discussing your safety in the field, for they are the people who will be most familiar with your research questions and, in some cases, with the potential risks posed by the places where you intend to work. In the event of an emergency or a situation of potential risk in the field, you should contact your supervisor and committee members at once.
- Prior to being conducted, all research involving human subjects must go through an ethics review by the UBC's [Behavioral Research Ethics Board \(BREB\)](#). This review will assist you in identifying areas of potential risk during fieldwork for your participants and yourself, and may ask you to modify some of your protocols to minimize this risk.
- The **University of British Columbia** has a clear set of guidelines regarding [Student Safety Abroad](#) when UBC students conduct university-related travel outside of Canada. UBC's [Safety Abroad Policy](#) gives you some general guidelines of the factors to keep in mind when planning university-related travel outside of Canada, such as following travel advisories issued by the Government of Canada about specific parts of the world.
- **Student Safety Abroad Registry**. All students travelling internationally for university activity are required to complete the [Student Safety Abroad Registry](#). UBC uses the information collected in this registry to ensure that students prepare for a safer trip abroad, and so that UBC can effectively assist them in the event of an emergency. In the registry, you will be asked to enter your trip information and complete the Student Mobility Agreement. The agreement outlines the risks associated with international travel and the responsibilities of students travelling abroad.
- **Emergency contacts** while in the field outside of Canada. In addition to contacting your family, local hosts, and local emergency response providers, you can seek assistance from [International SOS](#): UBC's emergency medical and security service provider, which can provide advice and support in all emergencies. They can inform UBC immediately of your situation.

Miscellaneous

Registration

To register:

- Go to the SSC and click on the Registration tab
- Make sure you have selected the right campus and session (right hand side of the screen)

Name: [REDACTED]	Student #: [REDACTED]	Session: 2018 Summer	<input type="radio"/> New Worklist
Campus: UBC Vancouver	Program: BA	Year Level: 1	<input type="radio"/> Worklist 1
Cr/D/F Grading: Permitted in your Program			
Registration Status: Open			

The University of British Columbia - Course Schedule

- You could either search the courses or use the [Browse](#) tab. The course description appears once you click on the course code.

Add/Drop Deadlines

- The Add/drop deadline is within the first 2 weeks of the course for one-term courses, and within the first 3 weeks for two-term courses.
- If you want to add or drop a course outside of these time periods, you need to complete a [Change of Registration form \(Add/Drop form\)](#) and have it signed by the relevant course instructor and graduate program advisor, then submit the form to the Faculty of Graduate Studies.
- You may withdraw from any course at any time up to the end of the sixth week of class for courses that span two terms. Withdrawals will be recorded on the transcript by a standing of W. W standings are not included in computing grade averages.

Continuous Registration

- You must register when you begin your studies, and must remain continuously registered throughout until you have completed your degree.
- If you are approved for a formal leave of absence, you do not need to register while you are on leave. You must register again when your leave is over.

- If you are doing your thesis or dissertation, you should register in to ANTH 549 or ANTH 649 respectively.
- If you fail to register for two consecutive terms, you may be required to withdraw from your program.

U-Pass

- U-Pass BC provides unlimited bus, SeaBus, SkyTrain, and Canada Line transit services within Metro Vancouver.
- All UBC students are automatically enrolled in the U-Pass program.
- The U-Pass is valid on buses, Skytrain and Seabus. You can pick up your U-Pass from the UBC Carding Office located in the bookstore during bookstore. The U-Pass BC program currently costs \$41.00 per month and is assessed as part of your student fees.
- Students who live outside the boundaries of Metro Vancouver can apply for an exemption to the U-Pass program.

Tuition and Program Costs

Please note that tuition fees vary for Canadian and international students. The fees for the year are also subject to adjustment and it is therefore important to regularly check the G+PS website for updates on student fees; [MA Program Costs](#)

PhD Program Costs

Students pay their fees online through the Student Service Centre.

Students who have an outstanding balance due on their fee account will encounter difficulties:

- interest accrues on outstanding balances, adding to the amount owed
- students are placed on "financial hold", restricting the ability to register in courses
- a student cannot obtain official transcripts or a degree certificate with an outstanding fee balance

Awards and Financial Aid

(<https://anth.ubc.ca/graduate/graduate/>)

Graduate Support Initiative Awards

(<https://anth.ubc.ca/graduate/graduate/graduate-support-initiative-award/>)

Students do not apply for GSI. Students will be notified by the Department if they are receiving GSI.

Criteria by which GSI funds will be allocated in the Department of Anthropology (after prior endorsement from the Faculty of Graduate Studies) are noted below:

- First priority of these funds will be given to students conducting fieldwork who have been advanced to candidacy and have no major funding (i.e. SSHRC or equivalent).
- Second priority of these funds will be given to incoming PhD students.

SSHRC Graduate Scholarships

(<http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/doctoraldoctorat-eng.aspx>)

Applicants must complete the [SSHRC web-based form](#) and submit only one application form, together with the required attachments.

The complete application package must be submitted to the graduate program by the graduate program's deadline (generally mid-September to early October.)

All SSHRC applicants applying through UBC do not need to submit a separate Affiliated Fellowships application. To be considered for criteria-based Affiliated Fellowships, students should submit [this checklist](#) with their SSHRC application to the graduate program.

Vanier Canada Graduate Scholarships

(<https://www.grad.ubc.ca/awards/vanier-scholarship>)

Canadian and international students are eligible to be nominated for a [Vanier Scholarship](#), which is valued at \$50,000 per year for up to three years.

Applications are prepared by the student and submitted using the [ResearchNet](#) application system.

Transcripts for applicants are collected by graduate programs. We will need a complete set of **official** post-secondary transcripts.

- We may have some of your official transcripts on file already, kindly email us in advance to confirm that we have them.
- Please make sure that transcripts are legible and that the transcript key/legend is included.
- If the international transcripts are not presented in one of Canada's two official languages (English or French), please include a certified translation, separated from the original transcripts by a blank page.

Complete application guidelines including the content and the format of the required documents can be found [here](#).

Once the application is submitted, students must inform the program through Anth.Grad@ubc.ca in order to be nominated.

For more information, please visit the [awards website](#):

Important note on Equity, Diversity and Inclusion: The Vanier CGS program encourages equity, diversity and inclusion, as part of the Tri-Agency's broader commitment to excellence in research and research training in Canada. Resources for applicants, institutions, referees and the selection committees are available at:

http://www.vanier.gc.ca/en/equity_diversity_inclusion/equite_diversite_inclusion.html (Links to an external site.)[Links to an external site.](#). Applicants are encouraged to review the resources before they begin writing their application.

Visit [this page](#) for other Vanier CGS program news and reminders.

Doctoral Fellowships

(<https://www.grad.ubc.ca/awards/four-year-doctoral-fellowship-4y-f>)

The Four Year Doctoral Fellowship (4YF) program will ensure UBC's best PhD, DMA, and MD. PhD students are provided with financial support of at least \$18,200 per year plus tuition for up to four years of their doctoral studies.

- Four Year Fellowships may be held by domestic and international students.
- 4YF holders are required to apply for other funding to maintain their eligibility for 4YF funding.
- 4YF holders who are Canadian citizens or permanent residents are required to apply each year for Tri-Agency funding. If they do not, they will forfeit their remaining 4YF funding.
- 4YF holders who are international students are not required to apply to the annual Affiliated Fellowship competition (held each fall), but they are eligible to do so if they wish to compete for Affiliated Fellowships with higher stipends (such as the Killam Doctoral Fellowship).
- In all cases, funding is subject to satisfactory academic progress.

Departmental Awards

(<https://anth.ubc.ca/graduate/graduate/departamental-awards/>)

The departmental awards are adjudicated and assigned by the Department of Anthropology on a merit basis to students that meet the eligibility requirements for each individual award.

- Charles and Alice BORDEN Fellowship for Archaeology (\$13,850, with preference for archaeology of the Pacific Northwest). Further information on the award can be found [here](#).
- Michael AMES Scholarship in Museum Studies (\$3,900). Further information about the award can be found [here](#).
- Francis REIF Scholarship (\$3,250, for work on Indigenous Art of the Pacific Northwest). Further details about the award can be found [here](#).
- SENTINEL Prize in Anthropology (\$700). Details about the award can be found [here](#).
- Wilson DUFF Memorial Scholarship (\$1,200, for work on Indigenous History and Culture). Further information about the award can be found [here](#).

Frequently Asked Questions-Graduate Awards

Before contacting Graduate Awards staff directly, please (i) review the answers to the following Frequently Asked Questions and (ii) review the information provided on the Graduate Awards website (www.grad.ubc.ca/awards)

1. How will I receive my award funding?

Award funding is paid via Student Service Centre(notifications of award offers will be sent to you by email).

An email confirming electronic funds transfer or cheque being available for pick-up will be sent to the student. Cheques can be picked up at Brock Hall (photo identification is required).

2. Do I have to pay my tuition and fees, or will my awards pay them for me?

SSC award payments are first applied against any outstanding tuition and student fees and the surplus is paid to the student. Please note that tuition awards do not cover student fees.

3. What happens if I register late?

We cannot assign or activate any award funding until you are registered as a full-time graduate student for the funding period. If you register a week before the term start date or later, please send a note to the appropriate Graduate Awards staff member so they will know to proceed with setting up your awards.

4. What awards can I apply for?

The [Graduate Awards website](#) lists many upcoming funding opportunities. Each entry provides key information about the funding opportunity, including the application deadline and info about how to apply.

5. Who do I talk to about bursaries, loans, and other needs-based funding (including financial emergencies)?

Please visit enrolment services for contact information about financial emergencies, loans and bursaries;

(<https://students.ubc.ca/enrolment/finances/funding-studies>)

6. What if I need to contact Graduate Awards?

The best way to contact Graduate Awards staff is by email. When sending an email, please include your name, student number and details about the award you have questions about (award name and/or number).

- Angela Rizzo (ARTS - excluding PSYC, LAW): angela.rizzo@ubc.ca
- Marija Zimonja (International Tuition Award, 4YF tuition, and Science GSI tuition for PhD students): marija.zimonja@ubc.ca
- General inquiries: graduate.awards@ubc.ca

Teaching Assistantships (TA)

(<https://anth.ubc.ca/graduate/teaching-assistanceships-info-for-tas/>)

- Teaching Assistantships (TA) are coordinated and administered at the departmental level.
- TAs usually work an average of twelve hours a week for a total of 192 hours per term. Pay rates are negotiated by the TA Union (CUPE 2278).
- The call for TA position for each Winter session (September 1st to April 30th) is posted around February or March of each year. Successful TA applicants are notified sometime in June or July.

How to apply:

- Prospective Anthropology graduate students who wish to be considered for a TA position in their incoming year should submit a [TA application form](#) and two (2) [TA recommendation forms](#) with their admission application package.
- Current Anthropology grad students who have not previously held a TA position within the department should submit a [TA application form](#) and two (2) [TA recommendation forms](#) to the Graduate Office no later than March 31st of each year.
- Current Anthropology Grad students who have held a TA position within the department do not need to submit an application, but they need to notify the department that they would like to be considered for a position.

Please note:

Guaranteed hiring preference extends for only up to 2 consecutive Teaching Years for MA students and 5 Teaching Years for PhD students. You will not be considered a priority candidate if you have already met these conditions.

When offered TA position:

- You must complete the [Bullying and Harassment](#) and [Privacy Matters](#) trainings.
- You must submit the [TA Duties and Hours Form](#) each term.
- If your TA duties conflict with the deadlines for your courses or with other academic work, notify your own instructor (or supervisor) and the instructor of the course you are TAing in order to work out a solution.
- If you are an international student and are appointed as a TA, or offered another type of employment on campus, you require an employment authorization (work permit).

Graduate Research Assistantships (GRA)

Some professors are able to provide Research Assistantships (RA) from their research grants to support full-time graduate students studying under their direction.

The duties usually constitute part of the student's graduate degree requirements and the entire stipend is considered a scholarship. The stipend is normally paid semi-monthly through UBC Payroll.

Appointments may be for any specified period satisfactory to the grantee and the professor. Transfers from one degree program to another, or from one supervisor to another, may affect the payment of GRAs.

Program Extensions

(<https://www.grad.ubc.ca/current-students/managing-your-program/program-extensions>)

There is a five-year time limit for the completion of a master's program and a six-year time limit for the completion of a doctoral program.

A request for a one year extension will be received favorably if it is fully justified and supported by the student's Graduate Program Advisor:

- A student should discuss the possibility of an extension with his or her Supervisor and Graduate Advisor.
- Requests should include
 - a) A completed [Request for Extension](#) form
 - b) A memo from the supervisor or graduate advisor justifying the request for extension
 - c) A written report from the last Supervisory Committee meeting
 - d) A schedule (Extension Timeline) showing how the program will be completed in the extension period requested.

Fees are assessed for students on extension.

Leave of Absence

- The Faculty of Graduate and Postdoctoral Studies allows leaves of up to 12 months for MA students and up to 24 months for doctoral students for personal, parental or medical reasons.
- Leave requests must be submitted by the Graduate Advisor and reviewed by the Dean of Graduate Studies.
- Students must request a leave of absence **before** the date on which the leave will start. Retroactive leaves will only be approved in highly exceptional cases.

Procedure:

- Student discusses leave of absence with supervisor and supervisory committee and sends written request for leave.
- Program completes the [Request for Leave of Absence](#) form
- Student, supervisor and graduate program advisor sign the form indicating their approval.
- Program sends the form to the Faculty of Graduate and Postdoctoral Studies.

Graduate students with substantial parenting responsibilities for a newborn or newly adopted child under the age of six may apply for an eight-week parental accommodation period.

Students must inform their programs of their intent to return from a leave of absence prior to recommencing their studies.

Time spent on leave of absence is not counted as part of the allowed time to complete a degree.

If you or your supervisor feel you require a leave, please review the Faculty of Graduate and Postdoctoral Studies' [leave policies](#).

Awards while on Leave Status

Award holders are not eligible to receive award payments while on approved academic leave from their program. Please advise Graduate Awards to arrange for the suspension of your award payments until your return from on-leave status.

Students who hold external fellowships that allow paid leaves of absence, should contact the funding agency and the Faculty of Graduate and Postdoctoral Studies to request a paid leave of absence well in advance of the leave start date.

Conditions for paid leave of absence differ between funding agencies. Students should refer to the relevant funding agency's website for further information

Submitting Final Thesis to cIRcle

(<https://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission/final-submissioninstructions>)

Steps to submit your thesis:

1. **Download and complete the following forms** from the Graduate Studies website:

- [Dissertation Approval form](#) (doctoral students only)
- [Thesis Approval form](#) (master's students only)
- [Electronic Thesis/Dissertation Submission Cover Sheet](#)

When you have completed your thesis defence and any changes required by the examining committee, your supervisor and committee member(s) will sign the Thesis or Dissertation Approval form.

2. **Submit the completed forms** to the **Faculty of Graduate and Postdoctoral Studies**. You can submit in person or by mail, but **please submit ALL the forms at the same time**. You can also scan the forms and send them to graduate.thesis@ubc.ca.

If you are sending forms by mail or courier, please send them to this address:

Thesis Section, UBC Faculty of Graduate and Postdoctoral Studies, 170-6371 Crescent Road, Vancouver, BC, V6T 1Z2 Canada

Please send your forms ahead of your planned submission date. Your cIRcle account cannot be activated until Graduate Studies has received your thesis forms.

3. **Set up your cIRcle account** by going to the [UBC Library cIRcle User Registration](#) page. See [cIRcle Instructions](#) for more details. Once you have created your cIRcle account, you will be sent an email message that allows you to **set your password**.

4. **IMPORTANT:** After setting your password, **send an email to:**graduate.thesis@ubc.ca to request that your account be activated. **You must include your name and email address in the body of the email.** You will be notified when your account has been activated and you are able to submit your thesis. **Please send the email AFTER you have submitted your forms**, as your account cannot be activated until the forms have arrived at the appropriate Grad Studies office.

5. **Convert your thesis to a single non-secured PDF file.** The PDF file must be compatible with Adobe Acrobat version 5, and **must not be in "secured" format or password-protected.** cIRcle does not accept secured or password-protected PDFs due to access and preservation concerns. If you have questions, please [contact the cIRcle staff](#).

Name the file using the following format, all lower case:

ubc_gradyear_gradmonth_lastname_firstname.pdf Example:

ubc_2016_september_houdini_harry.pdf

Your grad month is the month in which your degree will formally be conferred by Senate. It will be either February, May, September, or November. It might not be the same as the month in which you will be attending Congregation (convocation ceremonies), as Congregation is only held in May and November.

IMPORTANT: Ensure that there are no spaces in your file name; use underscores instead. The file name must be all lower case.

6. **Submit your thesis to cIRcle.** Your thesis will be reviewed and you will be notified by email if any changes need to be made.

Submit to the collection "Electronic Theses and Dissertations (ETDs) 2008+". Do NOT submit to the "Graduate Research [non-thesis]" collection. **Submit PDF that was approved by the MARC reader*

Graduation

Students in the Faculty of Graduate and Postdoctoral Studies can have degrees awarded on any one of four dates in a given year, in February, May, September, and November There are important tasks you have to complete in order to graduate:

1. **Apply to graduate through SSC.** This is mandatory for your degree to be conferred regardless of whether or not you plan to participate in the scheduled ceremonies.
2. Make sure that your thesis or dissertation has been submitted to the Faculty of Graduate and Postdoctoral Studies.
3. Make sure that all courses you have taken have a grade entered for them. If you have any missing grades, please connect with the instructor of the course. Once you have passed ANTH 549, please inform Lorie Lee (Graduate Program Assistant) to update your grade.
4. Make sure your UBC financial account is settled. You will not receive a diploma or be able to order transcripts with an outstanding balance of fees.
5. If you are a doctoral student, submit your doctoral citation.

For questions about applying to graduate, please contact graduation@ubc.ca.

Community and Support

Anthropology Graduate Studies Committee (AGSC)

The Anthropology Graduate Studies Committee (AGSC) is made up of the Graduate Advisor, three additional faculty members and two student representatives.

The AGSC is responsible for admissions, adjudicating awards, and oversight of students' progress. Two graduate students, representing Anthropology MA and PhD students respectively, sit on the AGSC. Representatives are treated as full voting participants in these meetings except on matters concerning individual graduate students. The graduate representatives must leave the

meetings when such discussions take place (usually during the latter portion of AGSC meetings and the May Department meeting).

Please note: student concerns about supervision and about the program in general should be brought up with the AGSC.

Anthropology Graduate Student Association

The Anthropology Graduate Student Association (AGSA) is a student collective formed originally as a joint unit between graduate students from Sociology and Anthropology. The association is responsible for managing student affairs, organizing social activities, and articulating graduate students' interests to the department and the university as a whole. AGSA fields representatives as voting members on several department and campus committees, and liaises with other organizations on campus. A new group of student representatives are appointed each year.

For more information, please contact the AGSA here: anth.agsa@ubc.ca

Read old blog entries written for Anthropology students [here](#)

Graduate Student Society

The graduate student society (GSS) advocates for, promotes, and protects the academic, social, intellectual, cultural and recreational interests of its members.

Their programs include;

1. [Programs and events](#)-Throughout the year, GSS organizes various professional development workshops, recreational classes, social events and day trips, often with discounted rates for graduate students.
2. [Health and dental plan](#)-The AMS/GSS health and dental plan is a student-specific extended health and dental plan that covers expenses not covered by the BC Medical Services Plan (MSP), such as prescription drugs, vision care, dental care, dental care, travel health coverage, health practitioners etc.
3. [Premium Assistance Fund](#)-The AMS/GSS health plan premium assistance fund helps students pay for the AMS/GSS Health & Dental plan fee on a need basis.
4. [Advocacy](#)-The GSS Advocates are graduate students who provide confidential assistance to individual graduate students who are experiencing difficulties with their supervisors, advisors, program, faculty or the University. Confidential assistance is also available for personal and financial issues.

Contact Information

To contact the Department of Anthropology, Graduate Program:

Department of Anthropology

Vancouver Campus

6303 NW Marine Drive

Vancouver, BC Canada V6T 1Z1

Tel: 604.822.1617 | Fax: 604.822.6161

Email: anth.grad@ubc.ca

Website: anth.ubc.ca

For general Graduate inquiries about graduate studies, please use the email addresses below depending on the nature of your inquiry;

Inquiry	Email
General/Application & Admission	graduate.apply@ubc.ca
Records & Registration	graduate.sas@ubc.ca
Thesis/Dissertation	graduate.thesis@ubc.ca
Aboriginal Inquiries	brianne.howard@ubc.ca
Awards / Scholarships / Funding	graduate.awards@ubc.ca
Curriculum	graduate.curriculum@ubc.ca
Doctoral Examination	graduate.doctoral@ubc.ca
Executive Assistant to the Dean and Vice-Provost	josephine.ok@ubc.ca
Graduate Pathways to Success Program	graduate.pathways@ubc.ca
Graduation for Current UBC Students	graduate.graduation@ubc.ca
Orientation	graduate.orientation@ubc.ca
Postdoctoral Fellows	postdoctoral.fellows@ubc.ca
Doctoral Citations	graduate.citations@ubc.ca

Graduate and Post-Doctoral Studies Mailing address;

170-6371 Crescent Road

Vancouver, BC

Canada V6T 1Z2 Phone 604.822.2848

Fax 604.822.5802