



# PART-TIME DOCTORAL CLASSIFICATION APPROVAL PROCESS

The Part-time Doctoral Classification has been approved by Senate and the tuition approved by the Board of Governors. Individual Graduate Programs can now submit the paperwork to have the part-time classification approved for their own Graduate Program.

## 1. Key points about the Part-time Doctoral Classification

Part-time studies are designed for students who are unable to devote full-time hours and expect they will require a longer timeline to complete their studies. Full-time students typically devote a minimum of 35-40 hours per week to academic activities (e.g., research, teaching or research assistantship, and professional development) related to their studies.

Students may have a number of reasons for undertaking part-time studies, including professional obligations (e.g., government or industry work, consulting, self-employment, or equivalent) or personal circumstances that make it impossible for them to devote full-time attention to their program of study.

Not all programs will desire to offer a part-time option, as part-time study may not be suitable for the curriculum or research in the field of study. Those programs that do wish to offer a part-time option must go through the approval process described below.

Students who wish to be classified as part-time must obtain approval from their proposed supervisor and graduate program advisor as part of the admission process. **A student cannot enter part-time studies after the start of the first term of their registration in the doctoral program.** The expected academic workload of students classified as part-time is determined by the graduate program.

Part-time students are expected to be self-funded and may not be eligible for funding or scholarships. They are exempt from the new minimum PhD funding policy, and as such, it is important that applicants not be encouraged to take part-time studies simply because a department/supervisor cannot provide a full-time funding package to the student. G+PS will undertake audits of part-time students to check that they voluntarily selected part-time status and were not coerced into this situation due to funding issues.

A **maximum 8-year time period** is allowed for completion of the part-time doctoral program (compared to a 6-year time period for full-time students).

Part-time doctoral students **must be admitted to candidacy within 48 months** from the date of initial registration (compared to 36 months for full-time students).

Further information is available at: <https://www.grad.ubc.ca/current-students/student-status-classification>.

## 2. Students classified as part-time should be advised that:

- Part-time registration can only be done at the time of admission. Once registered part-time, students cannot switch to full-time.
- Part-time students may not be eligible to receive interest-free status government loans, teaching assistantships, research assistantships, student housing, and some fellowships or scholarships.
- Part-time tuition is less than full-time tuition on an annual basis, but the total cost of a part-time degree will cost more than a full-time degree. The total cost differential is based on the likelihood that part-time students will use more resources over their degree compared to a full-time student. A 7-year part-time tuition (the expected time to complete part-time studies) will cost 20% more than a 5-year full-time tuition (the average time to complete full-time studies). Note, programs with longer full-time completion times will likely have part-time completion times longer than 7 years.
- Part-time students are exempt from the Minimum Funding guarantee for PhD students.

- Due to Canadian immigration regulations, part-time study has particular implications for international students. International students should seek advice from a Regulated Canadian Immigration Consultant before pursuing part-time classification.

### 3. Approval process for a Part-time Doctoral Classification in specific Graduate Program

**Step 1.** Complete a UBC Curriculum Proposal Form. The addition of a Part-time Doctoral Classification will be a Category 1 Proposal.

The forms are available at the following link (Change to Course or Program (2-column) Form and consultation forms): <https://senate.ubc.ca/vancouver/curriculum-submission-guide/curriculum-forms>

Look at the current calendar entry for your specific Graduate Program:

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,204,828,0>

Every program will need to add a line into the calendar indicating that both part-time and full-time PhD studies are offered. In addition, you will need to go through the calendar entry to ensure that any other requirements or descriptions support these changes. For example, some grad program calendar entries state that course work must be done in X months, and such statements will no longer be relevant unless you provide both full-time and part-time timelines. Some programs do not have a lot of details in the calendar entry and refer details of the program to their grad program website, which is an efficient way of doing things.

In addition to describing the calendar entry change on the Form, you will need to describe how your curriculum (e.g., sequence of coursework, research activities) will be feasible for students studying part-time. This does not need to be part of the calendar entry, but should be on your grad program website. If the program requirements for the part-time program will be different (e.g., different courses will be required), then this needs to be indicated in the Calendar entry. Furthermore, if there are substantial differences between full-time and part-time requirements, completion of consultation forms may be required. In the “Rationale for Proposed Change” (right column on the Curriculum Proposal Form), please describe:

1. Why you are seeking to add a part-time classification to your program and who would be the typical students. For example, “The Graduate Program of Rehabilitation Sciences is seeking approval to have the option of part-time classification for their PhD students. The Graduate Program of Rehabilitation Sciences comprises students supervised by faculty from the Departments of Physical Therapy, and Occupational Sciences and Occupational Therapy. Given the interests of faculty, many graduate students hold professional positions in physical therapy and occupational therapy, and they would like the option to continue in these roles to 1) maintain their professional links, 2) maintain their seniority and to hold these positions, 3) keep relevant in terms of practice skills, 4) understand the research needs of the environment and/or 5) enable them to undertake a research project in that setting. We expect the majority of part-time students to be working health-care professionals. Additionally, as the Program tends to attract a small number of older, mature students, we do have a small number who would prefer to study part-time due to their personal situations. We expect this to be a small portion of our part-time students. While some research in the field of Rehabilitation Sciences needs to be done within a short cycle (typical 3 year grant cycle), there are some projects where a longer timeline would not invalidate the impact of the study. Furthermore, the Rehabilitation Sciences PhD dissertation is often done as a series of related studies, e.g., meta-analysis systematic review paper, then a survey and then a qualitative focus group study; hence, the longer overall timeline has less impact on the validity of the results.”

2. Describe a typical timeline and activities for the part-time PhD. For example, “It is expected that part-time students would complete the two required graduate courses over the first 24 months, and their comprehensive exams and formal proposal defence by 42 months. This would leave an additional 42 months for completion of their dissertation for an average part-time completion time of 7 years.” For some Grad Programs with a lot of coursework, coursework that only runs at certain times, or other formal activities, this may require some re-organization of your program to make it feasible for the part-time student to participate. Please ensure you have considered such aspects of your program.

**Step 2.** Have the curriculum proposal form approved by your Grad Program through your normal processes (in many departments, this can be emailed to faculty for approval).

**Step 3.** Have the curriculum proposal form approved by your Faculty through your normal processes. This process differs for each Faculty and may be as simple as getting approval from one Associate Dean to being reviewed by a separate committee at specified monthly dates.

**Step 4.** Email the Form to Janice Eng, G+PS ([janice.eng@ubc.ca](mailto:janice.eng@ubc.ca)). G+PS will review the form to check that the proposed part-time program is feasible and will send it on to the Graduate Curriculum Committee (GCC).

**Step 5.** Once approved by the committee, the G+PS Curriculum Committee will then send the proposal to the next Senate Curriculum Committee (SCC) meeting for review and approval. Once approved by SCC, the proposal will be presented at the next Senate meeting, pending space and priority in the agenda. For example, if the proposal is presented at the September Curriculum Committee, then it could go to the October 7 Agenda Committee and be slotted for the October 18 Senate meeting (6-8 pm), pending space and priority in the agenda.

For other Graduate Curriculum Committee, Senate Curriculum Committee, and Senate meeting dates, please visit <https://www.grad.ubc.ca/faculty-staff/graduate-council/upcoming-meetings>