



PhD Program Record

This Program Record form is for students to keep track of their progress while in their PhD studies, including completing course requirements, meeting with their supervisor and committee on a regular basis, advancing to candidacy and completing the necessary steps to defend their dissertation to complete their program. For more information go to [PhD Program Requirements](#). Students are expected to update their program record form regularly and submit updated versions to the [Graduate Administrator](#).

Last Name			First Name			Student Number				
Email						Phone Number				
Program Start Date	mm	dd	yyyy	Program End Date six years after program start date				mm	dd	yyyy

Timely Progress – The following milestones represent timely progress through the program

Year	1			2			3			4			5			6											
	1	2	Summer	1	2	Summer	1	2	Summer	1	2	Summer	1	2	Summer	1	2	Summer									
Term	9-10	11-12	1-2	3-4	5-6	7-8	9-10	11-12	1-2	3-4	5-6	7-8	9-10	11-12	1-2	3-4	5-6	7-8	9-10	11-12	1-2	3-4	5-6	7-8			
Months	9-10	11-12	1-2	3-4	5-6	7-8	9-10	11-12	1-2	3-4	5-6	7-8	9-10	11-12	1-2	3-4	5-6	7-8	9-10	11-12	1-2	3-4	5-6	7-8			
Supervision																											
Supervisory Committee Meetings																											
Supervisory Committee Confirmed																											
Program Record Form Update																											
Coursework																											
PLAN 508 Intro. to Planning Theory																											
PLAN 559 Design Planning Research																											
PLAN 602 Advanced Plan. Theory																											
PLAN 603 PhD Colloquium																											
Advanced Research Methods																											
Candidacy																											
Comprehensive Exam Outline																											
Comprehensive Exam Submission																											
Comprehensive Exam Oral																											
Proposal Submission																											
Proposal Defense																											
Research																											
Field Work, Analysis, and Writing																											
Dissertation Draft																											
Final Dissertation																											
Oral Defense																											

Actual Progress – Students should update the chart below with a checkmark after completing each milestone

Year	1			2			3			4			5			6											
	1	2	Summer	1	2	Summer	1	2	Summer	1	2	Summer	1	2	Summer	1	2	Summer									
Term	9-10	11-12	1-2	3-4	5-6	7-8	9-10	11-12	1-2	3-4	5-6	7-8	9-10	11-12	1-2	3-4	5-6	7-8	9-10	11-12	1-2	3-4	5-6	7-8			
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Supervision

RESEARCH SUPERVISORY COMMITTEE

Students should have their first committee meeting with their supervisor and the PhD program chair within the first month of beginning their program. The purpose of this meeting is to orient the student to doctoral studies in SCARP, determine an initial program of studies and assist in the timely establishment of the permanent Supervisory Committee.

The Supervisory Committee should be confirmed as soon as the research focus becomes clear and suitable members are identified and approved, and no later than **end of the first year**. The Supervisory Committee consists of the Research Supervisor and two other members, at least one of whom must be a SCARP faculty member and the other outside of SCARP. Approval is required by the Faculty of Graduate and Postdoctoral Studies (G+PS) if a committee member is a senior instructor, adjunct faculty, off-campus professional or faculty member at another university. The committee works closely with the student in defining their Comprehensive Examination Paper and in developing their Thesis Research Prospectus and Dissertation.

Committee	Name	Email
Research Supervisor		
2 nd SCARP Committee Member		
3 rd Committee Member (non-SCARP)		
4 th Committee Member (optional)		

Date Supervisory Committee Confirmed

Once confirmed, [Graduate Administrator](#) must be notified to update student's file.

mm | dd | yyyy

SUPERVISORY COMMITTEE MEETINGS

	Meeting Date	Supervisor's signature	Student's signature	Minutes submitted to Graduate Administrator
Year 1	mm dd yyyy			mm dd yyyy
Year 1	mm dd yyyy			mm dd yyyy
Year 2	mm dd yyyy			mm dd yyyy
Year 2	mm dd yyyy			mm dd yyyy
Year 3	mm dd yyyy			mm dd yyyy
Year 4	mm dd yyyy			mm dd yyyy
Year 5	mm dd yyyy			mm dd yyyy

Coursework and Residency

Students are required to spend the first 24 months of their program in Vancouver, at UBC, completing coursework, meeting regularly with their supervisor, attending seminars and presentations, and benefiting from, and contributing to, student life.

COURSE REQUIREMENTS (Student must complete the following courses in the first two years of the program)

- PLAN 508 (3cr) Year 1 Introduction to Planning Theory *Course Audited*
- PLAN 559 (3cr) Year 1 Design of Planning- and Policy-Oriented Research
- PLAN 602 (3cr) Year 1 Planning Theory Advanced Seminar (sometimes offered in year 2 only)
- PLAN 603 (3cr) Year 1 PhD Colloquium
- PLAN 603 (3cr) Year 2 PhD Colloquium
- _____ (Advanced Research Methods course)
- PLAN 649 Doctoral Dissertation** Students must be registered in this course every term until they complete the program

ELECTIVE COURSES

Students select course electives in consultation with their Supervisory Committee. The final requirements for program-related coursework is left to the discretion of the Committee and depends on the student's background preparation and research

focus. PhD students generally use these courses to develop their expertise in a discipline relevant to their area of research. Students may take elective courses in SCARP or outside of SCARP. Non-SCARP courses include courses in other UBC departments or partner universities (via [Western Deans' Agreement](#) and/or [Graduate Exchange Agreement](#)).

Course #	Course Name	Credits	Course Dates

Candidacy

Students are expected to advance to candidacy **within 28 and no later than 36 months from the start of their program**. For more information go to [PhD Program Requirements](#)

Candidacy Deadline (36 months from programs start date)

mm dd yyyy

SCARP REQUIREMENTS FOR ADVANCEMENT TO CANDIDACY

1. Successful Completion of Required Coursework

Students are required to attain a minimum grade of 80% (A-) in all required courses.

2. Successful Completion of Comprehensive Exam.

For more information go to [PhD Program Requirements](#)

The comprehensive exam is in the form of a bibliographic and discursive essay and an oral exam to be completed in the following steps:

- Submit an essay outline with references and reading list for the approval of the supervisory committee.
- Once approved the student takes no longer than 12 weeks to complete the essay independently without assistance, review or discussion with anyone. Student schedules an oral exam date at this time.
- Student submits essay to committee at least 2 weeks prior to oral exam.
- Student passes oral exam and provides a brief presentation of the essay and answers questions by committee members.

3. Successful Defence of Research Proposal

The research proposal consists of a title, problem statement, brief literature review, conceptual or theoretical framework, methods and anticipated contribution. The student is required to prepare the proposal in consultation with their Supervisory Committee. Once the proposal is approved by all members of the supervisory committee the research supervisor will invite an external examiner and schedule a defence. The Oral Defense is a public exam, includes a presentation, and requires the student to successfully respond to detailed questions by the examiner and committee to determine if the student is prepared to undertake the research.

Examining Committee Chair		Examining Chair's report to Graduate Administrator	mm	dd	yyyy	Advancement to Candidacy Date*	mm	dd	yyyy
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*[Advancement to Candidacy form](#) submitted by the [Graduate Administrator](#) to the Faculty of Graduate and Postdoctoral Studies for processing

Once the student has advanced to Candidacy, they are considered a **"PhD Candidate"** and may begin fieldwork and writing their dissertation. **NOTE:** UBC theses and dissertations must conform to the formatting outlined by the Faculty of Graduate and Postdoctoral Studies (G+PS). Students are expected to refer to their [Dissertation & Thesis Preparation section](#) when drafting their dissertation.

AWARDS AND SCHOLARSHIPS RECEIVED

Title of Award / Scholarship	Amount	From	To
		mm dd yyyy	mm dd yyyy
		mm dd yyyy	mm dd yyyy
		mm dd yyyy	mm dd yyyy
		mm dd yyyy	mm dd yyyy
		mm dd yyyy	mm dd yyyy

LEAVES AND EXTENSIONS

Students will *occasionally* be delayed for personal or professional reasons and will need extensions to their candidacy and program completion deadlines. To submit a leave and/or extension, students must contact the [Graduate Administrator](#) and/or PhD Program Chair

	From	To	Approved by G+PS	Revised Program End Date
Candidacy Extension	mm dd yyyy	mm dd yyyy	mm dd yyyy	mm dd yyyy
Candidacy Extension	mm dd yyyy	mm dd yyyy	mm dd yyyy	mm dd yyyy
Academic Leave	mm dd yyyy	mm dd yyyy	mm dd yyyy	mm dd yyyy
Academic Leave	mm dd yyyy	mm dd yyyy	mm dd yyyy	mm dd yyyy
Program Extension	mm dd yyyy	mm dd yyyy	mm dd yyyy	mm dd yyyy
Program Extension	mm dd yyyy	mm dd yyyy	mm dd yyyy	mm dd yyyy
Program Extension	mm dd yyyy	mm dd yyyy	mm dd yyyy	mm dd yyyy

Dissertation

FINAL DOCTORAL EXAMINATION AND PROGRAM COMPLETION (Approximately four months to complete)

*Student and/or supervisor must notify the [Graduate Administrator](#) when ready to begin this process.

When the student has completed a final draft of their dissertation and it has been approved by the Supervisory Committee, the student will undergo the final doctoral examination process with the Faculty of Graduate and Postdoctoral Studies (G+PS) as the final step to completing their program.

The Faculty of Graduate and Postdoctoral Studies provides the [Doctoral Examination Planning Tool and Checklist](#) to assist students and supervisors in planning the student's final doctoral examination.

Go to [G+PS's Final Doctoral Examination Guide](#) for more information.

Dissertation completion timeline guide

