



SCARP PhD STUDENT

SCHOOL HANDBOOK

as of October 2022

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KNOWLEDGE IN ACTION — PLANNING IN PARTNERSHIP



We Acknowledge

We acknowledge that the UBC School of Community and Regional Planning is situated within the traditional ancestral and unceded territory of the hən̓q̓əmi̓ñəw̓ speaking xʷməθkʷəy̓əm (Musqueam) people. The professional of Planning in Canada is committed to the project of reconciliation with Indigenous peoples (see CIP Policy statement, 2019) and to implementing the Calls of Action of the Truth and Reconciliation Commission report, as well as honouring the UN Declaration of the Rights of Indigenous Peoples (UNDRIP).

SCARP strives to break from the colonial legacy and culture of planning in order to work in respectful partnership with Indigenous communities, and is honoured to be in a teaching and learning partnership with the Musqueam Indian Band since 2012.

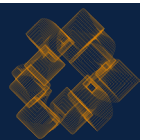
MORE INFORMATION

- [Musqueam history](#)
- [Indigenous Community Planning SCARP concentration](#)
- [Indigenous accommodations regarding the pandemic](#)

What's this Manual for?

This manual elaborates on becoming and being a student here. Please keep in mind:

- This manual isn't a rehash of what's on the website. Remember to consult it and any other documentation you are given as a student
- While SCARP staff stand ready to offer guidance for what's still unclear, please rely on this manual, the website, and other resources so you don't have to wait for a follow-up. Most questions we receive are asked frequently and are answered here or on [our website](#).
- What's written here isn't necessarily true forever. SCARP rules, resources, and systems are updated regularly, in consultation with faculty, staff, and students regarding the best educational experience. As you continue your studies, reference the website and collaborate with your research supervisor and the Graduate Administrator to ensure you have the latest information.
- While advising and guiding resources are available to you, you are at the helm of your own educational ship! The ultimate responsibility is yours to ensure your studies satisfy all program requirements.
- [Take note](#) of SCARP's event and UBC's important dates throughout the year!





New to UBC?

Here are some resources to get you started. Please don't count on this to be an exhaustive list!

- ✓ Get a [UBC Card](#)
- ✓ Register for a [UBC email](#)
- ✓ [Register for a student Campus-Wide Login \(CWL\)](#)
- ✓ Get a [UBC bus pass](#)
- ✓ Confirm you have your Social Insurance Number (SIN) ([How to apply for a SIN](#))

UBC STUDENT SERVICES (AKA ENROLMENT SERVICES)

- Provides a broad scope of services and guidance to support incoming and current students.
- Start with your pre-university checklist, to secure your [ID card](#), [U-Pass](#), [UBC Login](#), [email](#), etc.)
- Don't forget about this resource once you're a student. This is an invaluable hub.
- Central office: [1874 East Mall](#)

THE GRADUATE STUDENT SOCIETY (GSS)

- Run by and for graduate students at UBC.
- Provides a range of services, support, and student-run events.
- Central office: [6317 Crescent Road](#)

INTERNATIONAL STUDENT GUIDE

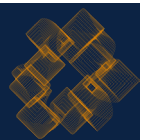
- Provides advising, checklists with links, and comprehensive information for international students

WORKDAY

- UBC's system for managing HR and Financial business processes (for student employees)
(Please note that as of this writing the student module of Workday is in the planning stages)
- [Learn how to use it](#), [search for how to do a particular task](#), or check the [Workday FAQ](#)
- Getting to Campus

OTHER RESOURCES

- [Centre for Accessibility \(AKA Access & Diversity Office\)](#)
- [Here2Talk](#), free 24/7 mental health support for BC post-secondary students
- [Traveling to Campus](#)





New to SCARP?

First things to do (in no particular order)

- ✓ Attend SCARP Orientation, which begins on the Tuesday following Labour Day (details emailed).
- ✓ Email the [Administrative Assistant and Graduate Administrator](#) ASAP to be added to the email distribution lists applicable to you.
 - As you must be prepared to receive information important to your program, it is your responsibility to inform the School (by way of info.scarp@ubc.ca) if you update your contact information.
 - Student-led communication channels (e.g., unofficial social media accounts) are independent and not managed by the School. The [Planning Students Association](#) (PSA) can elaborate.
- ✓ Enquire at the SCARP main office (LASR 433) about key(s) to access SCARP facilities
- ✓ Check e-mail daily, otherwise important notices could be missed.
- ✓ (Optional) Post a photo and/or LinkedIn profile on your personal bio page on the SCARP website (The URL will be [https://scarp.ubc.ca/people/\[yourfirstname\]-\[yourlastname\]](https://scarp.ubc.ca/people/[yourfirstname]-[yourlastname])) e.g.:
<https://scarp.ubc.ca/people/heather-campbell>
If you do not have a login for the website, you can enquire with the [SCARP main office](#).

Also Consult...

- [SCARP website](#)
- Other resources listed in this handbook

Our Commitment

Beyond what Planning essentially is, we strive to realize UBC's systems-wide approach:

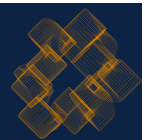
[Inclusive Excellence](#):

To cultivate a diverse community that creates and sustains equitable and inclusive campuses

UBC's Strategy explains that diversity must go beyond numbers and representation, and that *diversity and inclusion are fundamental to excellence*. Inclusion is not merely a map to being our best selves, but our due diligence in any institution.

SCARP in particular elaborates on this ideal with these critical priorities:

- **TO CULTIVATE AN OPENNESS TO DIFFERENT PERSPECTIVES, DIALOGUE ABOUT THOSE DIFFERENCES AND A WILLINGNESS TO LEARN.**
- **TO OFFER A LIVELY, INCLUSIVE, CREATIVE AND SUPPORTIVE WORKING ENVIRONMENT FOR FACULTY, EARLY CAREER SCHOLARS, STAFF AND STUDENTS, BASED ON RESPECT AND A SENSE OF SHARED ENDEAVOUR.**
- **TO ATTRACT AND SUPPORT HIGHLY TALENTED STUDENTS, STAFF AND FACULTY, REFLECTIVE OF DIVERSITY WITHIN CANADA.**







What everyone is for

FACULTY

SCARP faculty are broadly experienced in teaching and professional practice. All full-time members are actively engaged in research and publication, which raises the level of scholarly, professional, and popular debate on key public policy and planning issues.

STAFF (DETAILS ABOUT HOW EACH PROVIDES ASSISTANCE IN APPENDIX 1)

SCARP staff are the behind-the-scenes operators of the School. The staff ensure the seamless functioning of the School, by being a conduit or guide regarding UBC/SCARP resources. You'll be working closely with them. They:

- Ensure the functioning of the School's research, teaching, and service programs
- Collaboratively guide students through SCARP processes, including:
 - ✓ Admissions
 - ✓ Awards
 - ✓ Course Registration/Enrolment
 - ✓ Program Completion Req's/Graduation
 - ✓ Internships and Professional Development Opportunities
 - ✓ Research and teaching assistantships
- Respond to student enquiries, whether by addressing them or directing them to the right resource

STUDENTS

- The SCARP student body has their own student council, the Planning Students Association. They:
 - ✓ Organize student events
 - ✓ Initiate/support student projects
 - ✓ Represent students in SCARP decision-making processes, as well as in:
 - UBC's [Alma Mater Society](#)
 - UBC's [Graduate Student Society](#)
 - Professional planning organizations
- You are represented on the Board of Directors of the provincial professional association of planners (the [Planning Institute of BC](#)), as well as on some SCARP committees (see below).
- You are also represented by UBC's Graduate Student Society and its Alma Mater Society.
- The student body may participate in conferences, and sponsor many academic and social activities. Funding is contingent on individual sources of funding (e.g., Grad Student Society's [Grad Travel Fund](#), which is limited to \$500 CAD per student), student awards, etc.

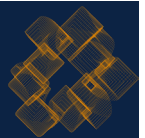
Committees

Some SCARP committees have a student representation (elected by the student population), ensuring the student body stays informed and has a say on SCARP's present and future. These include:





- **School Meetings**, which inform regarding SCARP projects and problem-solves where necessary
- **Teaching and Learning Committee**, which reviews and further develops SCARP curriculum





Being a SCARP PhD Student

Your Introductory Committee and Supervisory Committee

Upon arrival at SCARP, you should meet as soon as possible with your Research Supervisor (a SCARP faculty member with the position of Assistant Professor or higher) and your Introductory Committee. Your Introductory Committee will consist of the Research Supervisor and at least one other faculty member who, during the admissions process, has expressed interest in working with you.

The purpose of the Introductory Committee is:

- To orient you to doctoral studies at SCARP
- To determine an initial program of studies, and
- To help you establish your permanent Supervisory Committee in a timely fashion.

Your Introductory Committee will meet early in September and will help you initiate your PhD Program Record form.

Your Introductory Committee should move towards becoming your permanent Supervisory Committee as soon as your research focus becomes clear and suitable members are identified.

The Supervisory Committee is normally confirmed by the end of the first year so that they are able to work closely with the student in defining their Comprehensive Examination and in developing their Research Prospectus.

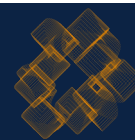
The Supervisory Committee will consist of the Research Supervisor and two other members, at least one of whom must be a SCARP faculty member. G+PS suggests that: "it is desirable to have one member from outside the graduate program in which the student's degree is to be taken"; but, when appropriate, all three Committee members may come from SCARP.

Supervisory committee membership may include:

- Senior instructors
- Professors emeriti
- Honorary faculty
- Adjunct faculty
- Off-campus professionals
- Faculty members from other universities.

Please note:

- With some exceptions, most or all committee members must have PhDs to be part of your supervisory committee. ([Details](#))
- You must submit a request for approval for these members to G+PS, including a copy of each prospective member's curriculum vitae and a supporting memo from the Chair.
- Where appropriate, a supervisory committee may contain more than three members, but the majority of the committee must be from UBC.





Advising

WHO ADVISES YOU:

- Your Research Supervisor

WHEN:

- At the PhD level advising is a bidirectional relationship that it is your primary responsibility to upkeep.
- During years 1-3 of your doctoral program, it is recommended you meet with your research supervisor at least once per month.
- Once you begin fieldwork/writing your dissertation, once per term may suffice.
- It is recommended you have an all-committee meeting once per term.
- Above and beyond regular meetings, it is recommended you proactively meet with your supervisor as each individual need arises.

ABOUT WHAT:

- Course planning / program updates
 - You must schedule course planning sessions at the start of each term to identify elective courses that best help you achieve your personal learning objectives, and to help plan your dissertation. Other meetings are encouraged as need arises.
- Paid research assistance
 - SCARP faculty members may hire SCARP students as research assistants for faculty research projects. Working closely under faculty member supervision, you'd gain paid work experience, training in professional planning research and consulting work, and connections with local planning agencies that can lead to employment opportunities after graduation. There is no guarantee of research assistantships, as the number of positions depends on faculty funding. You may hold research assistantships with faculty members who are not your research supervisor.

CHANGING YOUR RESEARCH SUPERVISOR

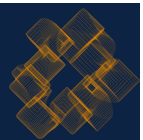
If need be, you may potentially request to change your research supervisor. Contact the PhD chair (currently Maged Senbel) about the prospect.

ADDITIONAL SUPPORT

The PhD program chair (currently Maged Senbel) and the SCARP Director (currently Heather Campbell) are also available to you for discussions of an academic, professional, or personal nature.

YOUR ADVISING RESPONSIBILITIES

You are responsible for knowing your program's requirements, and for contacting your research supervisor for guidance. Consult the website and this handbook for details.





Registration

The [Student Service Centre](#) (SSC), in addition to its many other services, allows you to access your information and register for/manage your courses, program, and degree. It is your responsibility to ensure that your course registration and records are accurate by checking the SSC regularly.

Some more tips:

- Check the UBC Course Schedule for the most up-to-date information on courses before you register.
- You should register for courses as soon as registration opens.
- Any registration issues may be forwarded to the [Graduate Administrator](#).

Some courses have limited capacity due to space and equipment requirements. There may sometimes be flexibility in adjusting class size to meet SCARP student enrolments. Students enrolled in a SCARP program are given priority to register in “PLAN” courses, though non-SCARP students may register with the course instructor’s permission and if seats are available.

WAITLISTS

If a course reaches maximum enrolment, students may register for its waitlist. If one student drops out of a course, students are selected from the waitlist in its pre-determined order. If enrolled, waitlisted students will be notified by the Graduate Administrator. Students enrolled in a SCARP program are by default given waitlist priority over non-SCARP students. Please note that some SCARP course instructors prefer to have a class with a mix of students from other departments.

COURSE CANCELLATIONS

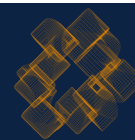
The School reserves the right to cancel a course if there are five or fewer students registered or a minimum of 8 students in the case of classes taught by Adjunct faculty. The Instructor and the Director will determine whether to offer courses with low registration. The decision will normally be made by the end of the second week of each term.

COURSE WITHDRAWAL / DROP-OUT

If you wish to leave a course you have registered for, how soon you submit the paperwork for your change-of-heart determines whether it’s a “Drop”, “Withdrawal”, or a “Failed” standing.

- Drop: No record on transcript of having registered
- Withdrawal: Transcript will show “W”, but does not affect grades
- Failed Standing:..... Transcript shows as having failed course. Grades will be affected.

The [Student Service Centre](#) details deadlines for course changes, including adds and drops. Many SCARP courses have different start/end dates.





Library Online Access

Sign on to the website by using the library barcode number on the back of your UBC Card or your CWL. Your library pin number is the last 5 digits of the barcode number until you change it.

- [UBC Library Catalogue](#)
- [Policies for Reserving Koerner Library Instructional Labs](#)
- UBC Library's [page on Community and Regional Planning](#)
- SCARP librarian: [Paula Farrar](#)

Accessibility

The University works to accommodate students with disabilities. If you have ongoing conditions that require accommodation, register with Student Services' [Centre of Accessibility](#) to initiate.

Student Accident Insurance

Insurance coverage, if desired, is available to a UBC student performing course work in environments where the risk of injury is greater than in the classroom (e.g., certain field work, practicums, and laboratories). Students must also have the basic BC Medical Plan or its equivalent from another province in place as the insurance plan provides only a measure of excess medical coverage. The plan does not provide 24- hour coverage; it applies only during your involvement in course work. Course work taking place outside of Canada and involving travel in chartered aircraft are excluded from the plan. The cost is \$7.00/year/student (subject to change). The School does not automatically take out Insurance policies on behalf of the students.

Visit Safety Services' [Student Insurance](#) page for further information.

Attendance

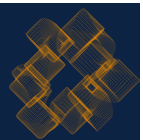
You are expected to attend every session in every course. In the event that you're unable to attend due to illness or emergency, you must notify your course instructor prior to class. Please review UBC's [policy on attendance](#).

LEAVES OF ABSENCE

Leaves-of-absence (LOA) may be granted during your program. Leaves may be requested for one term, one session, or a maximum of one year (4, 8, or 12 months) and will begin on the first day of a term. For more information, please contact the [Graduate Administrator](#) and/or Program Chair.

Please note:

- The final decision for leaves rests with the [Faculty of Graduate and Postdoctoral Studies](#).
- Leaves are rarely granted retroactively; please submit this request prior to the official leave start date.





- If granted, you must not pursue graduate academic work during the LOA, and during your LOA you are not eligible to receive award funding.

[More information](#)

Other Course/Registration Options

AUDITING COURSES

An auditor is a student taking a course without seeking a grade or credit for the course. Auditors are expected to complete all course requirements except the final exam (or equivalent). If you successfully complete the course requirements for an audited course, your academic record will list "AUD" as the final grade.

To apply to audit a course, you must:

- Seek approvals from the course's instructor and the Program Chair
- Submit a completed Registration/Change of Registration form to the Graduate Administrator no later than the end of the term's first week of classes.

DIRECTED STUDIES

"Directed studies" are courses that allow you to carry out an individual research project, largely as per your creative vision but under the supervision and guidance of a faculty member.

If you wish to take a Directed Studies course, you must first:

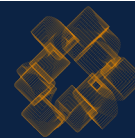
1. Seek approvals from:
 - ✓ The supervisor monitoring your progress for the course, and
 - ✓ The Program Chair.(If your supervisor *is* the Program Chair, then the Director's approval is required.)
2. If/once approved, submit the [Directed Studies form](#) and Outline to the [Graduate Administrator](#) for registration prior to commencing the course.

Once approved, the Graduate Administrator will register you in Directed Studies (code PLAN 550A/B).

NON-SCARP COURSES

As part of your program, you may also choose to enroll in non-SCARP courses (including up to 6 credits of 300- and 400-level undergraduate courses that are relevant to your degree). You may even take courses at other partner universities in British Columbia, Alberta, Ontario, and Québec, through the [Western Deans' Agreement or Graduate Exchange Agreement](#). Consider the following when registering for a non-SCARP course:

- We recommended you consult with your Research Supervisor prior to registering.
- Course availability in non-SCARP courses is often limited, so register early.
- Some departments have different requirements for registration.





Grades

[Satisfactory Progress: Doctoral Students](#)

REPEATING COURSES

If you receive a Fail standing for a course, you may repeat a course for higher standing or take an alternate course on the recommendation of the Chair of the Program and the approval of the Dean of the Faculty of Graduate and Postdoctoral Studies. Both marks will, however, appear on your transcript. If the School does not make such a recommendation, or if the recommendation is not approved by the Dean of the Faculty of Graduate and Postdoctoral Studies, you will be required to withdraw from the program. If you obtain a grade of less than 68% in an excessive number of courses you may be required to withdraw from the program. You will be informed of any unsatisfactory academic progress in writing before any action regarding withdrawal is taken.

[More information](#)

APPEALS

If you seek to appeal a grade, there is an order of operations to appealing a grade, each step theoretically more rare than the last, and proceeding to the next step only if you consider it necessary and have grounds:

1. Discuss with your Instructor
2. Discuss with the Chair of your program.
3. Apply to the Office of Registrar for an official review of a course mark if necessary.

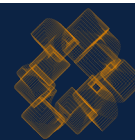
Appeals based on alleged prejudice or bias or on improper or unfair procedures may be heard by the Dean of Graduate Studies, and then the Senate Committee on Academic Standing (application to the Senate Committee must be made within 10 days of the Dean's decision). The Dean and the Senate Committee on Academic Standing have no jurisdiction for appeals based on academic judgment and such appeals will be dismissed.

Academic Progress, Residency, & Time Limits

You are expected to make adequate progress in your degree program. Your Research Supervisors will submit two Progress Reports each year (in January and July) advising on your academic progress. In the first year, the reports will be based primarily on performance in courses. After the second year, emphasis is on the Comprehensive Examinations and development of the Research Prospectus. In subsequent years, primary concern will be with the quality, progress, and timeliness of your research effort as assessed by the Committee.

You, the Director, and the Graduate Administrator will all retain copies of these reports for your academic file.

In the event that, following consultation with the student and the Supervisor, the Chair of the PhD Program concurs with a committee's recommendation that you have not made adequate progress, the Chair shall recommend to the Director that you be asked to withdraw from the program.





G+PS requires you to undergo two years of residency as a full-time student, and permits up to three years for completion of Candidacy requirements and up to six years for completion of the PhD degree. Recommendations for extensions beyond these regulation periods must come from the Research Supervisor on behalf of the Supervisory Committee, and be submitted to the Chair of the PhD Program. Recommendations must include a rationale and a reasonable schedule for completion of the student's work. Upon recommendation of the Chair, the Director will make an appropriate recommendation to G+PS or ask you to withdraw from the program.

More on Program Requirements

Please refer to the [PhD webpage](#), this handbook, and any documentation given by faculty for a complete guide to program requirements. These sources are not redundant.

PLAN 602 AND THE COMPREHENSIVE EXAMINATION

You formally qualify to proceed with your thesis research upon successful completion of:

- One comprehensive examination (substantive knowledge)
- Completion of the Advanced Planning Theory Seminar (PLAN 602) with a minimum grade of A-

These requisites provide you with the knowledge necessary to define and "locate" your own research foci relative to the rest of the discipline. They allow you to demonstrate:

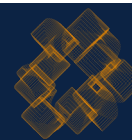
- Substantive knowledge regarding theory, cases, policy, and research methods in your chosen field
- Mastery over planning theory relevant to your research interests.

If you fail to achieve A- in PLAN 602, a make-up exam will be arranged. Should you fail to achieve A- in the make-up exam, you will be asked to withdraw from the PhD program.

The comprehensive exam takes the form of a bibliographic and discursive essay and an oral exam. The essay should contain a comprehensive critique of the essential literature. That is, it should identify, discuss, and evaluate key issues, ideas, and paradigms relevant to the subject of the examination. The essay should also include an annotated bibliography covering those readings from the literature that you found most stimulating in formulating their ideas. The examiners may require that specific titles be included.

The examiners are all the members of your Supervisory Committee. In consultation with you, the examiners will agree on the breadth and depth of the essay, taking into account your specific research interests. At least four months before the essay is due, the examiners will approve terms of reference for the essay. A copy of the terms, signed by you and approved by the PhD Program Chair, will be placed in your file. Draft terms of reference will be developed by you in consultation with the examiners and the final agreement will include:

- A goal statement or research question;
- A definition of the breadth and depth of the literatures to be included;
- A reading list including any required items;
- A preliminary table of contents for the essay; and
- A schedule for completion of the essay.





A typical student can reasonably expect to submit the completed essay toward the end of their second academic year (that is, approximately 18 months after first registration in the program). Thus, all course work, directed studies, etc., should be regarded as part of the preparation process and, whenever practical, should be used with this explicit purpose in mind. You are encouraged to design the content of the essay so that it contributes toward the development of the Research Prospectus and ultimately the thesis document. In drafting the essay, you are advised to consult with their examiners.

When a complete draft is submitted, it will be read by the examiners in preparation for an oral at which the essay will be discussed with you. To pass the comprehensive examination the content of the essay is expected to meet the standards of research publishable in refereed articles or book chapters. While the essay need not be in any specific publication format, you are strongly encouraged to develop the essay with early publication in mind. Comprehensive papers are typically around 15,000 words and should be no longer than 18,000.

In the event that a comprehensive essay is found to be unsatisfactory, a supplementary, closed-book, written examination may be permitted or required at the discretion of the examiners. In this examination you may be asked to expand on points omitted from, or inadequately addressed in, the essay and to apply these to some specific problem context. Up to four hours will be permitted for such supplementary examinations.

The designated examiners determine the result of each comprehensive examination (essay, oral and any supplementary examination). The possibilities are:

- Pass
- Pass subject to specified conditions
- Fail

Decisions are made by consensus or, if necessary, by a vote with at least 60% of examiners in favour required for a pass. At the discretion of the Director (on the advice of the Research Supervisor and PhD Program Chair), you may be permitted to rewrite a failed essay or supplementary examination.

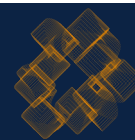
Except in extraordinary circumstances, students who perform unsatisfactorily in a comprehensive examination a second time will be required to withdraw from the program. This decision will be made by the Director, in consultation with the Research Supervisor and PhD Program Chair.

PLAN 603 AND THE RESEARCH PROSPECTUS

SCARP assumes that all PhD students are engaged in developing their research ideas from the time that they first register in the program. The PhD Colloquium (PLAN 603) is primarily devoted to developing research ideas. As part of this preparation, each student is required to prepare a formal thesis research prospectus in consultation with their Committee. This proposal must be approved by an examining committee in an oral defense before you can proceed to be admitted to candidacy and the full-time research phase of the program.

The Prospectus document will typically be between 10,000-15,000 words. It will:

- Address the theoretical framework, key research questions, and methodologies that will be used
- Include a brief literature review that positions you in their chosen field
- Explain what contribution to knowledge is expected to come from this study
- Have a timeline for completion of the proposed research and writing

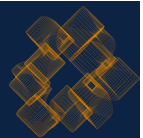




It is the responsibility of the Supervisory Committee to ensure that the Prospectus document reflects PhD-level work.

ORAL PROSPECTUS DEFENSE

You and the Supervisory Committee must reach an explicit consensus that the Prospectus document is ready and that you are ready to proceed to the oral defense. The Committee's support for proceeding to the defense should not be taken as pre-judging the outcome of the exam.





Exam Committee

The Examining Committee consists of:

- All members of the Supervisory Committee
- One external examiner, chosen for their knowledge of the proposed research field (whether from SCARP or from any other School or Department at UBC)

The Director does not serve as external examiner for any Prospectus Defense.

The Defense is chaired by:

- The PhD Program Chair
OR, in the event that the Chair is a member of the Supervisory Committee:
- Another member of the SCARP faculty

Scheduling

The Oral Defense is a public exam, and should be scheduled according to the following requirements:

- There must be a notice period of at least ten working days in advance of the exam.
- The Comprehensive Exam paper and Prospectus Document should be available to members of the Examining Committee so that they are properly informed of the degree to which this paper supports the Prospectus (also at least ten working days in advance of the exam). This is the student's responsibility.
- The Supervisor and the PhD Chair shall schedule the date and place for the Defense. Details of the defense should be forwarded to the [Graduate Administrator](#).
- No Oral Defense should be scheduled unless all members of the Supervisory Committee can be present.
- In exceptional circumstances, (illness, or when a Committee member is out of the country for an extended period on sabbatical), the exam may proceed with one absent member, but that person should provide written comments and questions on the Prospectus to the Research Supervisor and the PhD Chair.

Conduct

The Exam begins with a 20-minute presentation by the student, and is followed by questions from, in order: the External Examiner, the Committee members, and the Research Supervisor. After they have finished their questioning, and if there is still time remaining, members of the audience may ask questions. The duration of the Defense is a maximum of 2 hours, after which the Examining Committee deliberates in camera.

Responsibilities

You are responsible for:

- Making available the Comprehensive Exam paper and Prospectus to members of the Examining Committee at least ten working days in advance of the exam;
- Assisting in the selection of the External Examiner; and
- Assisting in the scheduling of the date and place of the exam.

Outcome





To be awarded a Pass for the Oral Defense a student must satisfy the Exam Committee that they are adequately prepared to begin their thesis research. This means demonstrating a grasp of the relevant literatures, theoretical and empirical, pertaining to their field, as well as the relevant research methodologies. This preparedness will be demonstrated in both the Prospectus Document and in the student's answers to reasonable questions raised in the Oral Defense. The possibilities are Pass, Pass subject to specified revisions, and Fail. The outcome will be determined under the following regulations:

- A decision is reached by consensus, or, if necessary, by a vote which requires all but one member of the committee to agree on the outcome.
- A 'Pass subject to specified revisions' is intended to apply only to situations where the revisions are relatively minor and can be readily specified at the time of the Exam deliberation.
- If there are serious conceptual or methodological weaknesses the student will Fail.
- In the event that there is an absent member of the Supervisory Committee, their view should be brought forward in the form of questions to the student by the Supervisor. The absent member's views will not, however, be taken into account in the event of a formal vote to reach a decision.
- At the discretion of the Director (on the advice of the Supervisor and PhD Chair), a student may be permitted to re-take an Oral Defense that has received a Fail.
- Except in extraordinary circumstances, students who fail an Oral Defense a second time will be required to withdraw from the Program. This decision will be made by the Director in consultation with the Supervisor and PhD Chair.

When a decision is reached:

- the Supervisor will immediately inform the student verbally; and
- the Chair of the exam will prepare a written report of the Exam and its outcome within one week of the Exam. The report will be sent to the Director of SCARP, to the student, and to the [Graduate Administrator](#) (for student's file).

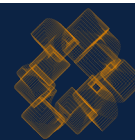
CANDIDACY

The basic requirements for the status of "Admitted to Candidacy" are:

- All required course work successfully completed.
- Two comprehensive examinations (theory and substantive) successfully completed.
- Completion of a thesis research prospectus that has been successfully defended and accepted.
- Completion of a two-year residency as a full-time student in the PhD program.
- Candidacy requirements should normally be completed within the first twenty-four months in the program and, in any case, within the thirty-six month limit established by G+PS.

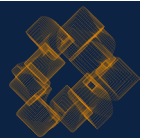
The student's Research Supervisor is required to confirm in writing when each requirement is met. When all requirements are complete, the Chair of the PhD Program will recommend that the Director recommend to G+PS that the student be Admitted to Candidacy. Upon acceptance, Candidacy status is then entered on the student's Program Record Form and on the Student Information System.

Online Course Evaluations





Student feedback is very important to SCARP, and is an important component of decisions about teaching approach, reappointment, tenure promotion, merit, and curriculum renewal. These submissions are confidential and your private information is protected.





Protocol:

1. You will receive a survey link, notifying you of Course Evaluation open/close dates
2. You may follow the link and fill in the survey.
3. The results are housed on a secure server located on the UBC Campus, excluding any personal data.
4. After surveys close AND final grades are submitted, survey results become open for review, by:
 - ✓ The instructor
 - ✓ The Dean
 - ✓ Associate Deans, and
 - ✓ Department Heads

Please ensure your email is up to date in the SSC system in order to receive notifications.

Research

[cIRcle](#), part of the UBC Library, is a digital repository for faculty and student research, graduating projects, theses, and dissertations.

Ethical Review forms must be completed in advance of undertaking research involving human subjects including routine survey and questionnaire-based research. An online tutorial and forms are available online through the [Office of Research Services](#).

Work Learn

UBC's [Work Learn Program](#) supports and subsidizes meaningful work experiences on campus that offer the opportunity for all current UBC students to develop their professional skills, learn in a work environment, and earn money to help finance their education.

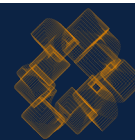
Both domestic and international students are eligible if currently registered full-time in courses, and have a valid UBC student number. (International students must also have a valid study permit.) You can work a maximum of 10 hrs/week during the Winter session, for a maximum of 300 total hours, or 20 hrs/week during the Summer session, also for a maximum of 300 hours.

Awards and Student Funding

There are many student awards and funding opportunities available to UBC students. Awards and/or funding are made available through SCARP, the Faculty of Graduate and Postdoctoral Studies (G+PS), professional planning boards, and/or other UBC departments.

More information:

- [Awards for SCARP students](#)
- [General UBC Grad student award opportunities](#)







Transcripts

Students needing [official UBC transcripts](#) can order online through the Student Service Centre (SSC). To obtain transcripts from other institutions other than UBC please request them from those institutions directly.

Release of personal information at the University of British Columbia is governed by the Freedom of Information and Protection of Privacy Act (FOIPOP). Generally, student information may only be released with that student's express consent. Some exceptions apply.

Check your registration throughout each term to ensure that changes that have been properly recorded on SSC. You are responsible for ensuring that your records, including course registration and grades, are accurate.

Program Records

[Program Record forms](#) are used to track your student record and to evaluate your progress in your program at SCARP.

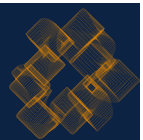
Steps:

1. Each term, select and fill in the form corresponding to where you are in your specific program.
2. Once the form is completed and signed by the Faculty Advisor/Research Supervisor, submit to the [Graduate Administrator](#).

Use of Degree Status Designations

An advanced education in community and regional planning is indeed a feather in one's cap, and we encourage you to celebrate your accomplishments here at SCARP, in your signature, your resume, and beyond. However, there are specific guidelines for how to refer to your accomplishments.

It is a matter of academic integrity that students, both current and former, correctly represent their degree program status and credentials, including by avoiding honest mistakes or misunderstandings in terminology. Please review and understand these [guidelines](#).





Other Things to Know

PhD Office Space

Once you are accepted into the PhD program, you will be allocated office space in the West Mall Annex building, including a key to the building and a key to your allocated office space. You will generally acquire access to your space as of September or October.

Once you have passed your Candidacy, as your work will then refocus on research field work, your use of your assigned office space will expire.

If, during a post-candidacy writing period, you have critical need of office space, you may make a special request with rationale to retain or re-attain use of one of the PhD offices. However, be advised that space is limited, and priority is given to new PhD students.

Teaching

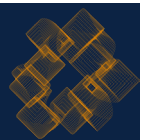
UBC Graduate and Postdoctoral Studies has granted an exemption to allow SCARP PhD candidates to teach master's-level courses. The following are SCARP's policy guidelines regarding this.

- Approval to teach a Master's level course will be contingent upon availability of funding and will be decided on case-by-case basis according to the following criteria:
- The student must be advanced to candidacy.
- The student should have prior experience and/or particular strength in the subject area.
- The course should be related to the student's research area/subject.
- The course would be a significant contribution to the curriculum.
- The course would be offered in the current MA/MSc program or the proposed MCRP program and would have no overlap with PhD program requirements so as to avoid potential conflict-of-interest issues.

A student may propose a course for 1 or 3 credits. Approval for the course will be at the discretion of the SCARP Director in consultation with the PhD Program Chair, the student's Academic Supervisor, and the SCARP Teaching, Learning and Curriculum Committee. A proposal for a course should include an outline and description of the course, indicate the relevance of the course to the SCARP curriculum, and convey the qualifications of the PhD student to teach the course.

Student SCARP-Related Employment and Income

Some students may come to have SCARP-aligned appointments which accrue income, whether via salary or by the hour. Graduate Teaching Assistants (GTA or TAs) are hired as per CUPE 2278 collective agreement and are salaried. Graduate Academic Assistants (GAAs), Graduate Research Assistants (GRAs) and Work Learn (WL) are paid by the hour and guided by the [UBC Student Handbook](#).



Before commencing any work, you are required to:

- Have active term appointments (signed contracts)
(If you have multiple sources of income handled by Workday, it will be necessary to clearly identify which you are claiming. Your appointment letter will contain the terms of your employment.)
- Take the 10-minute [online course](#) on Preventing [Bullying and Harassment](#), as well as any other required training modules, as mandated by legislation and UBC policies.

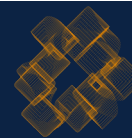
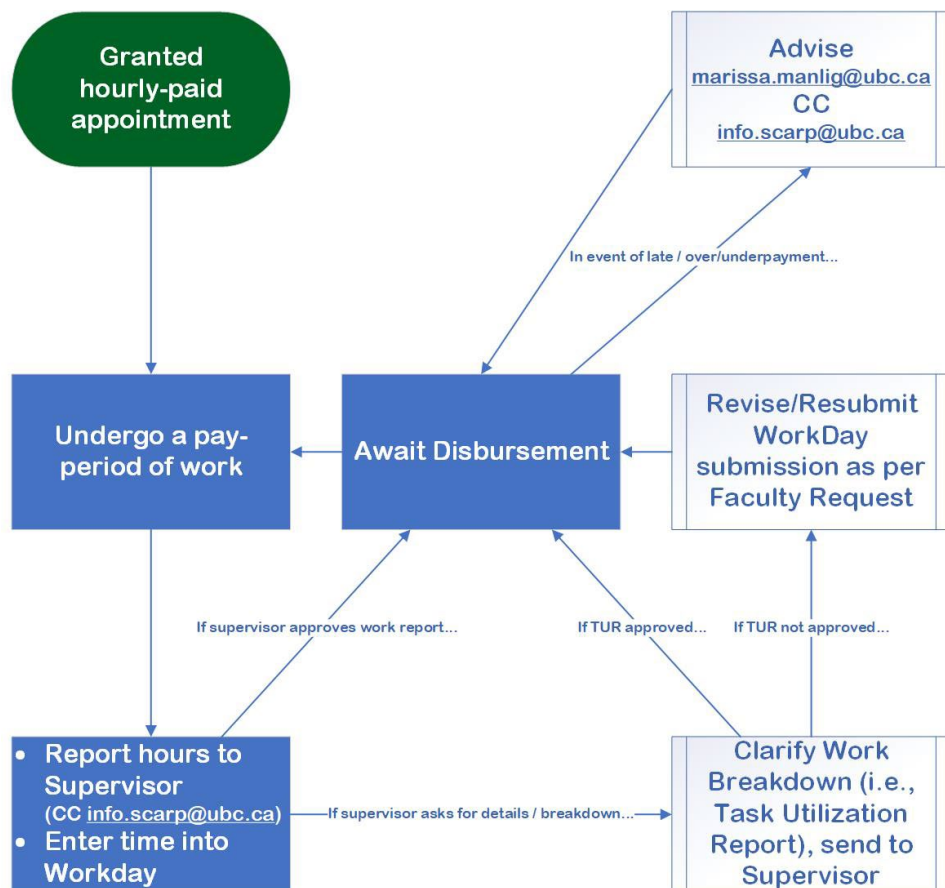
When you are granted an appointment paid by the hour, your supervisor must submit the appropriate paperwork. Only once the paperwork is approved can you work and be paid for this work.

Claiming each period of pay is done by reporting your hours worked to your Supervisor, and through the online resource [Workday](#). Please familiarize yourself with Workday's [time submission protocol](#). If timesheets are submitted past deadline or not approved by your supervisor, you risk late or missing payments.

You must also send an email with the approval request to your supervisor and CC info.scarp@ubc.ca. Your email should report the days and hours worked and the total number of hours worked. After your supervisor sends the approval for info.scarp@ubc.ca, the SCARP admin team will push the timesheets to payroll for processing.

Please note that if your appointment is not with SCARP this section does not apply.

While you must understand the text above to follow the correct procedure, this process flowchart summarizes:





Costs we cover (Reimbursements)

PROTOCOL FOR REIMBURSING APPROVED “OUT OF POCKET” COSTS

Pending approval by your instructor/supervisor, certain student projects and activities cost money to pursue, some of which are eligible to be reimbursed by the School (UBC). When this happens, you may request reimbursement promptly after the fact. Observe [UBC guidelines](#) when requesting reimbursements.

It is your responsibility to:

- Track eligible expenses
- Retain proof of purchase for each
- Fill in the correct paperwork
- Submit request for reimbursement with all paperwork processed.

UBC’s Finance office automatically rejects reimbursement requests that lack any steps in the process. SCARP administrative staff do not have the capacity to fill in this paperwork for you.

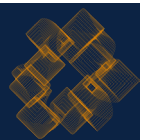
As of 2020, reimbursements are processed through the online resource [Workday](#). All paperwork (especially receipts) must be scanned and attached to your submissions.

Please be patient for remittance of reimbursements. While they are normally expected within a few weeks, backlogs can sometimes cause further delays. The more students follow reimbursement protocols without the need for re-dos, the faster everyone’s reimbursements can come.

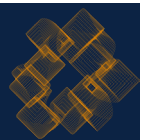
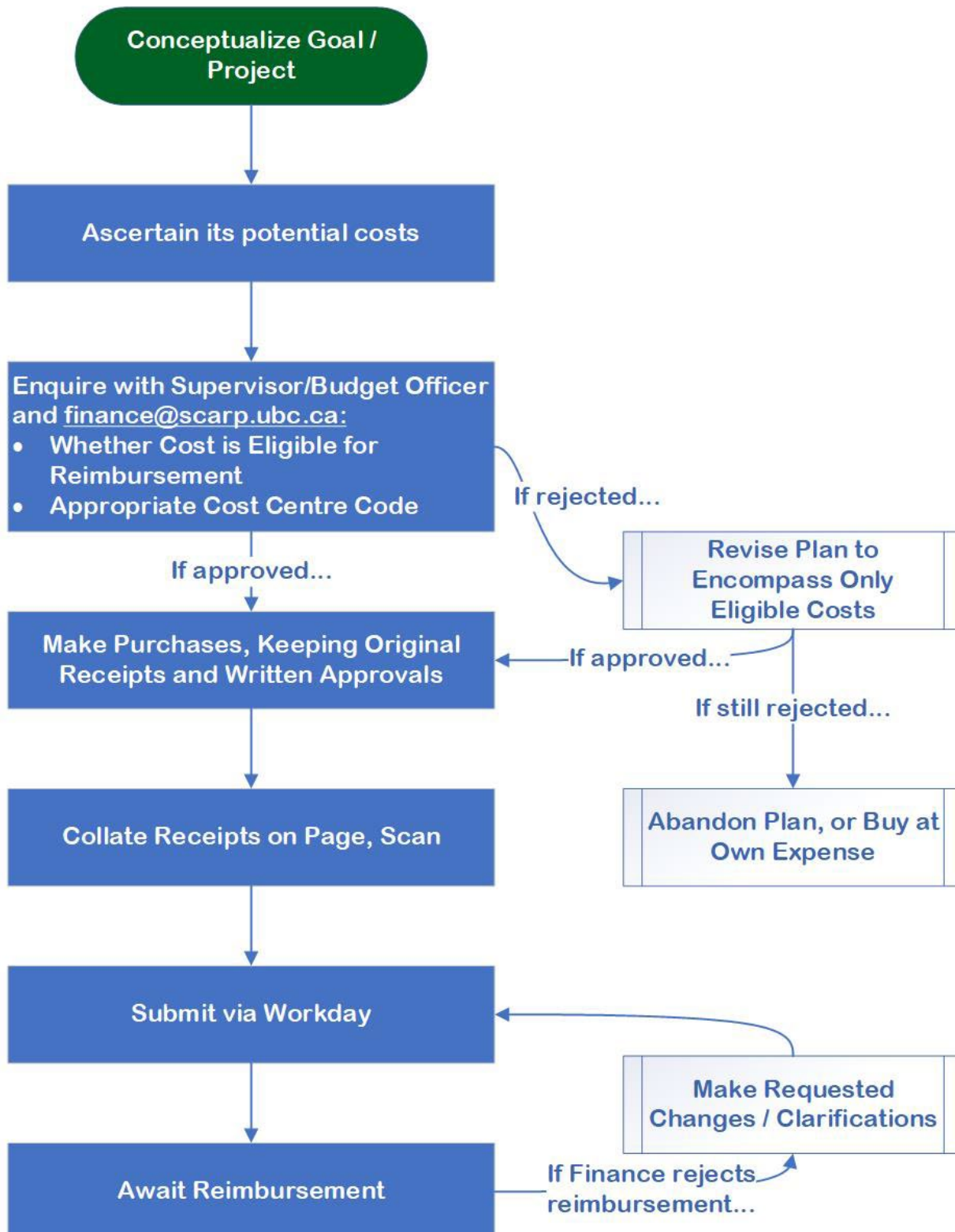
ELIGIBLE COSTS

Eligibility for each expense depends on its project or purpose, and will be analyzed on an individual basis. As such, we recommend discussing purchases you hope to reimburse before making a transaction. If you haven’t explicitly received approval or instructions regarding a purchase, please contact the [SCARP main office](#) for clarification.

While you must understand the text above to follow the correct procedure, the process flowchart on the following page summarizes the steps to take:



Reimbursements (continued)





Copyright

The Scholarly Communications & Copyright Office supports scholarly communications and copyright services for the UBC community.

The office advises faculty and staff on the application of UBC's copyright requirements and guidelines in a higher education setting and provides a range of services to support faculty, staff and students in the preparation of their course materials, assignments, presentations and publications.

- [Copyright at UBC](#)
- [Copyright Information for Students](#)

Software for Students

UBC IT provides some software for students, either free or at a discounted rate.

The software to which you have free access is UBC's decision, and the software you'll need is a function of the coursework and research you will undergo. Please note though that there is no student license for Adobe Suite.

More information:

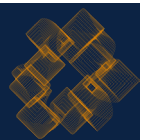
- See [UBC IT Software Licensing](#) for more information.
- [Software Available at no cost for UBC Students](#)
- [Free Open Source Software](#)

Buildings and Facilities

When accessing buildings on campus outside of business hours, be prepared to present your UBC ID if stopped by Campus Security. You may also request their ID in turn.

Parking

- There are several parking options open to students (classified as "visitors" for the purpose of parking).
- The Fraser River Parkade (1913 West Mall) is closest, next to WMAX.
- Flex Parking Passes can be purchased from UBC Parking and Security.





Frederic Lasserre Building (LASR)

6333 MEMORIAL ROAD

ACCESS: UBC CARD

The Lasserre Building is open Monday – Friday at 7:00 am. Doors locked at following times:

- 8:00pm — 7:00am
- On weekends
- During holidays
- UBC closures

If you need access to the Lasserre Building after hours and on weekends, submit your request with rationale to SCARP Office at info.scarp@ubc.ca.

SPACES

- Classrooms
- Some Faculty offices
- Staff offices: 4th floor
- Ground-level common area, with cube seating for 20 individuals

West Mall Annex (WMAX)

1933 WEST MALL

ACCESS

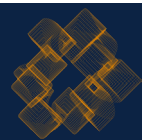
Building Access: Key

Doors locked at following times:

- 5:00pm — 7:00am
- On weekends
- During holidays
- When classes are out

SPACES AVAILABLE TO YOU

- Classrooms
- Some Faculty offices and resources
- GIS/Research Lab, Department of Geography Walter C. Koerner Library, Room 218A
 - ! First-come-first-served basis for those needing access to GIS and statistical software
 - ! [More information](#)
- PhD student meeting room WMAX Room 230
 - ! For PhD students only. Quiet study space/lounge. Often where PhD students hold their meetings and/or comprehensive exams.
- Reading room WMAX 121
 - ! First-year MCRP students have priority for use of the space.





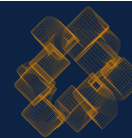
- ! Individual work with some quiet talking allowed — not a group meeting space
- Student lounge and kitchen WMAX
 - ! Responsibility for kitchen clean-up is with each user
- Student Offices WMAX
 - ! Assigned exclusively to MAP/MScP and PhD students
 - ! Assignments are processed through the Administration Office
- Student Mail: WMAX 128
 - ! All students' mail will be sent here; mail will not be forwarded to home or forwarding addresses.

EQUIPMENT (*note: an upcoming equipment assessment may make the below information obsolete*)

- A/V Equipment, including:
 - ! For SCARP-related purposes only
 - ! Includes LCD Multimedia projector, laptop, and flip charts
 - ! Book equipment at least 24 hours in advance with [the SCARP office](#)
 - ! When booked, pick up at SCARP main office (in Lasserre).
 - ! Video cameras and related equipment (microphones, etc.) are available only to those who have completed the SCARP Digital Video course or who can demonstrate prior training with this equipment. (Please note this is outdated equipment with no funding for upgrades; smartphones may feasibly provide better footage.)
- Photocopiers:
 - ! LASR 423: Ask [the SCARP office](#) to assign you a code. 10¢/copy.
 - ! WMAX 244: Ask [the SCARP office](#) for the access code. Fees are as follows:
 - \$10.00 – 100 Print/Copy
 - \$5.00 – 250 Scan

Bookable spaces (outside of each's scheduled class time, and by contacting info.scarp@ubc.ca):

- WMAX 110
- WMAX 140
- WMAX 150
- WMAX 240





Mental Health

In recent years especially, UBC has recognized mental health and mental health resources as a fundamental need. UBC and the Faculty of Applied Science has a comprehensive infrastructure to help UBC students feel more supported. Below are some resources that are open to you:

- [About Health and Wellbeing](#)
- [Wellness Centre](#)
- [Student Counselling Services](#)
- [Student Assistance Program](#)
- APSC's dedicated student counsellor (more below)

Communicable Disease Prevention Framework

(THIS SECTION SUBJECT TO UPDATES)

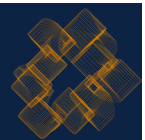
The [World Health Organization declared that COVID-19 no longer qualifies as a global emergency](#). UBC has worked towards an ongoing [communicable disease prevention framework](#), continuously informed by provincial guidelines.

There is currently no general requirement to wear a face covering (mask) on UBC Premises, nor in clinical healthcare settings. There may still be requirements to wear a face covering on a case-by-case basis depending on the facility infection control risk assessments.

Outside of healthcare locations there is no university requirement to be vaccinated.

Further information:

- [Campus safety | Student Services \(ubc.ca\)](#)
- [SRS COVID-19 Health & Safety Guide](#)



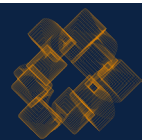


SCARP is further supported by

- The Music, Art and Architecture Library at the Irving K. Barber Learning Centre
- [Online subject guides](#)
- [Paula Farrar](#), our planning librarian

WE PARTNER WITH THESE HELPFUL PLANNING ORGANIZATIONS:

- The [Canadian Institute of Planners](#) (CIP)
 - The national organization of professional planners in Canada. Today CIP has over 7,000 members.
- The [Planning Institute of British Columbia](#) (PIBC)
 - Represents 600+ professional community/regional planners throughout BC and the Yukon.
- [American Planning Association](#) (APA)
 - A non-profit public interest and research organization representing nearly 40,000 practicing planners, officials, and citizens involved with urban and rural planning issues.
- [Association of Collegiate Schools of Planning](#) (ACSP)
 - Consortium of 100+ university departments/programs offering planning degrees as well as programs that offer degrees affiliated with planning
- Accreditation Boards:
 - [Professional Standards Board](#) (Canada)
 - [Planning Accreditation Board](#) (US)

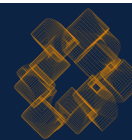




APPENDIX 1

Who to contact for...

I have a problem with...	Reach out to...	Phone	Email
SCARP AV (setup/problems)	Sherli Mah	604-822-3276	sherli@mail.ubc.ca
Student Award Applications	Janet Lam		grad.scarp@ubc.ca
Booking SCARP Equipment	Sherli Mah	604-822-3276	info.scarp@ubc.ca
Course Registration	Janet Lam		grad.scarp@ubc.ca
SCARP Event Coordination	Sherli Mah	604-822-3276	info.scarp@ubc.ca
Facilities (Lasserre, WMAX)	Sherli Mah	604-822-3276	sherli@mail.ubc.ca
Out of Pocket Reimbursements	Sherli Mah	604-822-3276	sherli@mail.ubc.ca
Internships – Registration PLAN 528	Janet Lam		grad.scarp@ubc.ca
Internships Program Administration and Assistance			smc@scarp.ubc.ca
Keys and Lockers	Sherli Mah	604-822-3276	sherli@mail.ubc.ca
Planning-related library enquiries	Paula Farrer		paula.farrer@ubc.ca
Mentorships Program Administration			smc@scarp.ubc.ca
Professional Development			smc@scarp.ubc.ca
Program/Graduation Requirements	Janet Lam		grad.scarp@ubc.ca
WMAX Room Booking	Sherli Mah	604-822-3276	sherli@mail.ubc.ca
SCARP Comms (Social Media/Website/listserv/etc.)	Kyle Mallinson	604 822 5725	communications@scarp@ubc.ca
Student Employment Administration			smc@scarp.ubc.ca
SCARP Documentation (Non-academic)	Kyle Mallinson	604 822 5725	communications@scarp@ubc.ca
Other	General Mailbox		info.scarp@ubc.ca



APPENDIX 2

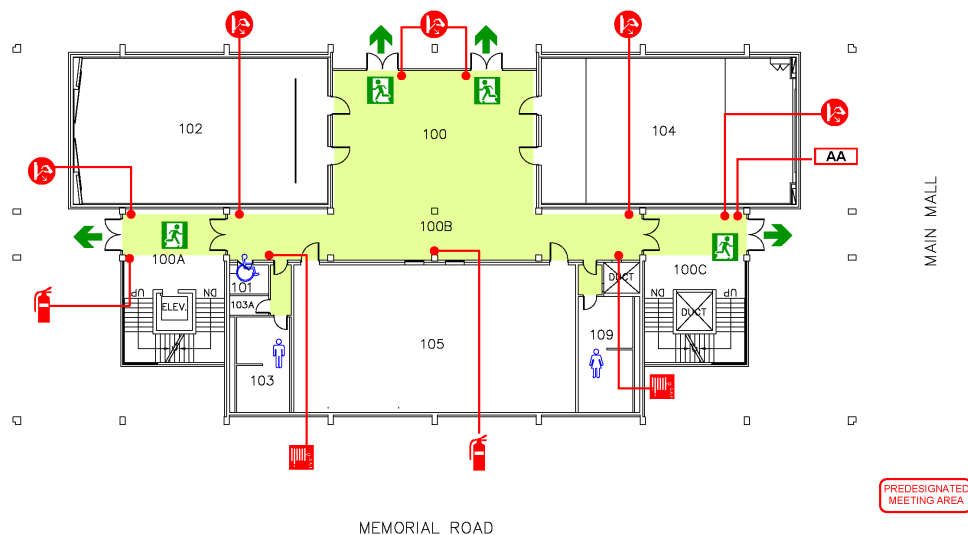
Emergency Plans

Know your buildings

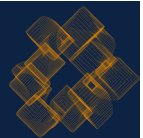
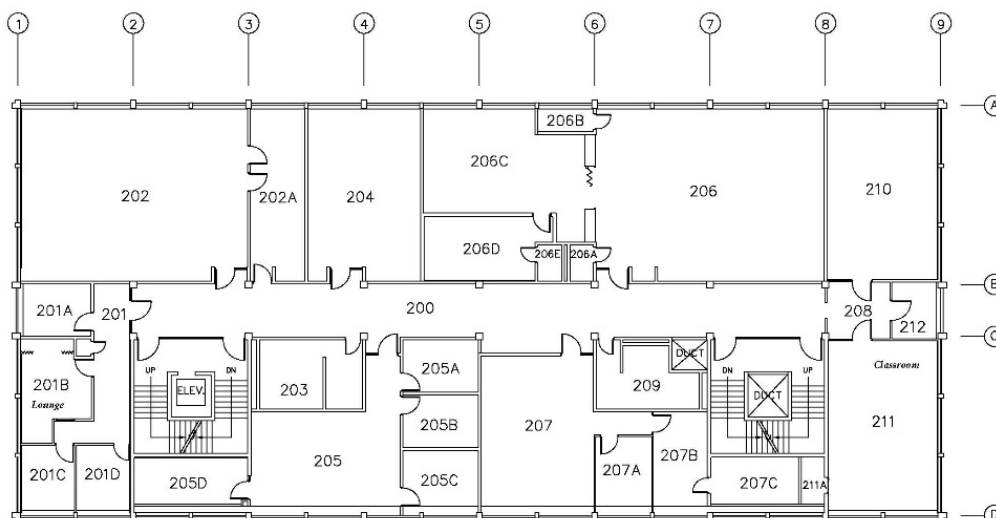
SCARP has presence in Lasserre on Floors 1 (ground level), 2, and mostly 4 (SCARP main offices). WMAX is its main classroom and activity space.

For your safety, remember exit points and emergency infrastructure (as per the below maps).

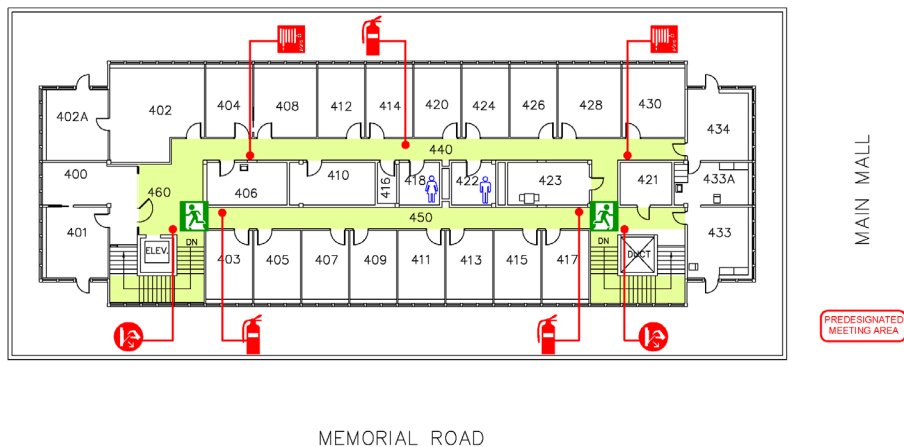
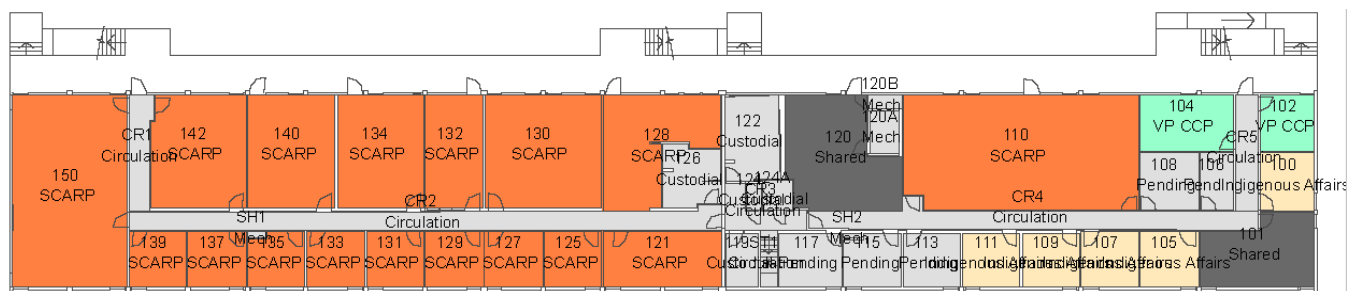
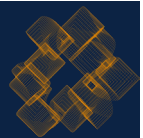
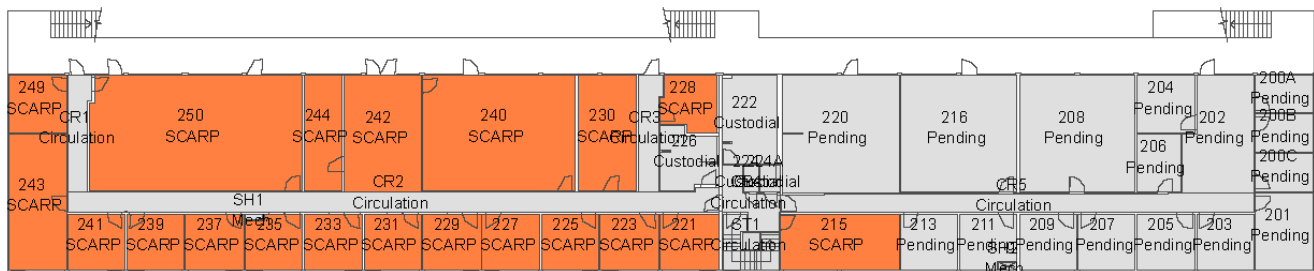
LASSERRE – FLOOR 01 (GROUND)



LASSERRE – FLOOR 2



LASSERRE – FLOOR 4 (LOCATION OF SCARP MAIN OFFICES)

**WMAX – FLOOR 1****WMAX – FLOOR 2**



Medical Emergencies

AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)

These portable units provide a life-saving shock to a person in sudden cardiac arrest. Once applied, the AED analyzes a patient's heart activity and determines if a life-saving shock is required. The AED cannot deliver a shock unless the person is in cardiac arrest.

Numerous have been installed in a variety of UBC buildings to provide quick response in the event of a cardiac arrest. Please consult the [AED webpage](#) or one of the units for instructions.

Locations:

- Lasserre, outer lobby, inside entrance on Main Mall
- WMAX: No AED; nearest in Geography Building, 1984 West Mall, West hallway across from Room 120

Aggression and Safety

Resources:

- [Graduate Student Safety | Safety & Risk Services \(ubc.ca\)](#)
- [Safety on campus | Student Services \(ubc.ca\)](#)
- [Home | UBC Sexual Violence Prevention and Response](#)

