

SUBJECT	PART-TIME DOCTORAL CLASSIFICATION PROPOSAL
MEETING DATE	JUNE 14, 2017

Forwarded to the Board of Governors on the Recommendation of the President

APPROVED FOR SUBMISSION



 Santa J. Ono, President and Vice-Chancellor

DECISION REQUESTED	IT IS HEREBY REQUESTED that <i>the UBC Board of Governors approve Schedule C fees for the part-time doctoral classification: \$1,177.60 per instalment for domestic students and \$2,362.15 per instalment for international students, effective January 2018.</i>
Report Date	May 11, 2017

Presented By Dr. Angela Redish, Provost and Vice-President Academic *pro tem*
 Dr. Janice Eng, Associate Dean, Graduate and Postdoctoral Studies

EXECUTIVE SUMMARY

The UBC Faculty of Graduate and Postdoctoral Studies (G+PS) proposes to implement a part-time classification for students in a doctoral program of the Vancouver campus. A part-time classification would offer students more choice and flexibility in how they study. 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. Part-time studies are only available in some programs as part-time study may not fit the curriculum or research in some fields of study. At least 10 programs have expressed interest so far. Students could enroll in the proposed part-time program as early as January 2018. We anticipate that the number of part-time doctoral students will be small (5-10%) based on part-time classification at other U15 universities.

INSTITUTIONAL STRATEGIC PRIORITIES SUPPORTED

- Learning
 Research
 Innovation
 Engagement
 International
 (Internal / External)
- or Operational

DESCRIPTION & RATIONALE

Description

Currently, UBC students can register in part-time studies at the Masters level, but no such equivalent exists for doctoral studies. A new part-time classification for doctoral studies is being proposed and is 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.

Part-time studies are only available in some programs as part-time study may not fit the curriculum or research in some fields of study. Programs that offer part-time studies must demonstrate that their curriculum (e.g., sequence of coursework, research activities) will be feasible for students studying part-time. At least 10 programs have expressed interest. Students could enroll in the proposed part-time program as early as January 2018. Admission to part-time study will also depend on finding a suitable supervisor as part-time studies may not suit the research topic of the student or some faculty. The expected academic workload of students classified as part-time is determined by the graduate program.

In all cases, the graduate program must be on the approved Part-time Classification list, and the supervisor and Graduate Program Advisor must approve the student for part-time registration.

Students classified as part-time are advised that:

- They may not be eligible to receive interest-free status government loans, teaching assistantships, research assistantships, student housing, and some fellowships or scholarships
- They are exempt from the Minimum Funding Package guarantee for PhD students
- 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)
- Students who pay tuition fees according to Schedule C are not permitted to revert back to Schedule A. Likewise, students who pay tuition fees according to Schedule A are not permitted to revert back to Schedule C.
- 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.

Rationale

Currently all U15 universities except UBC and Dalhousie have a part-time doctoral classification. A part-time classification would offer students more choice and flexibility in how they study. This would facilitate working professionals to take part in part-time doctoral studies; such individuals bring expertise, skills and leadership to UBC. In addition, individuals with personal circumstances that make it impossible for them to devote full-time attention to their program of study could participate. Extensive consultation with Faculties and departments confirmed that a small number of students already participate in their doctoral studies part-time due to professional work commitments.

Overall, we expect a small proportion of students (5-10%) will want to take part-time doctoral studies. We expect the vast majority of part-time doctoral students to be domestic as these students will have existing professional working relationships that they can continue locally.

BENEFITS
Learning,
Research,
Financial,
Sustainability &
Reputational

Learning

A part-time classification supports UBC's Flexible Learning Strategy in offering students more choice and flexibility in how they study. It will enable the setting of appropriate timelines for the part-time student with regards to candidacy and degree completion. Furthermore, it will enable more accurate monitoring of completion times, as currently all students are counted as full-time, when in reality this is not the case.

Research

A part-time classification will enable a wider variety of students to participate in research. In particular, it will facilitate working professionals to take part in part-time research studies; such individuals bring expertise, skills and leadership to UBC. It will also enable individuals with personal circumstances that make it impossible to study full-time to participate.

Financial

No financial benefit has been calculated for this program. Importantly, the tuition was set to ensure that the university did not receive any less tuition per part-time student compared to a full-time student over the degree. Furthermore, faculty acknowledged that a part-time student would likely require more resources as they are students over a longer period of time, and thus, the part-time tuition was modeled to be 20% higher than a full-time student over the degree.

Sustainability

Implementation of the part-time classification will require some changes in how UBC classifies students through the Student Information Service Centre (SISC). After these initial changes, it is not anticipated that further administrative changes or resources will be required for the part-time programs.

Reputational

The part-time classification provides students with new pathways for career advancement. Furthermore, we anticipate that the majority of individuals will be working professionals and thus, will enable the university to develop collaborations with the industries, health authorities and government that students work for.

RISKS
Financial,
Operational &
Reputational

Financial

We anticipate that the number of part-time doctoral students will be small (5-10%) based on part-time classification at other U15 universities, and will be predominantly domestic. The largest proportion of part-time students in Canada is at the University of Waterloo (11%). The University of Toronto has a "professional-work" part-time PhD program and have only 2% part-time students. Canadian immigration policies pose many barriers for international students to be part-time

students and thus we expect less than 0.5% of doctoral students to be part-time and international in status.

Financials for this program have received input by Enrolment Services and the Provost Office. Importantly, the tuition was set to ensure that the university did not receive any less tuition per part-time student compared to a full-time student over the degree. Faculty acknowledged that a part-time student would likely require more resources as they are students over a longer period of time, and thus, the part-time tuition was modeled to be 20% higher than a full-time student over their expected degree length. This 20% difference would mitigate the possibility of part-time students who might finish quickly and pay less over the degree compared to a typical full-time student.

Operational and Reputational

Potential disadvantages of a part-time doctoral classification should be acknowledged:

- Some students may wish to enroll in part-time studies if there is a perception that a part-time classification may save on tuition costs; the part-time tuition over the degree has been structured so that it is at least equivalent, if not more than full-time tuition over the degree.
- Part-time studies are only available in some programs as part-time study may not fit the curriculum or research in some fields of study. Programs that offer part-time studies must demonstrate that their curriculum (e.g., sequence of coursework, research activities) will be feasible for students studying part-time.
- There is potential for abuse if a student is encouraged to apply for a part-time program because a department/supervisor cannot provide a full-time funding package to the student.

COSTS Annual costs

Capital & Lifecycle Operating

Prior to the program start, there will be some administrative additions to the Student Information Services Centre database. This will be a one-time cost to add in the part-time doctoral classification. Given that there already exists a part-time classification for the Masters degree, Enrolment Services does not believe that the addition of a part-time Doctoral degree will be onerous in programming. We do not expect additional costs after this.

FINANCIAL
Funding Sources, Impact on Liquidity

The yellow underlined sections are additions to the current calendar tuition entry.

Standard Doctoral Degree Programs

Program	Instalments per year	Minimum # of instalments for program	Domestic fee (per instalment)	International fee (per instalment)

Full-time (Schedule A)	3	6	\$1,600.60	\$2,811.99
Part-time (Schedule C)	3	9	\$1,177.60	\$2,362.15
On leave Fee ¹	3	N/A	\$116.00	\$342.87
Continuing Fee ²	3	N/A	\$731.26	\$2,811.98
Extension Fee ³	3	N/A	\$1,027.07	\$2,811.98

¹ All doctoral programs (both standard and specialized) have a fee assessed for **each term** in which on-leave status is taken.

² If a degree program is not completed by a set number of instalments or a minimum program fee, the assessments will then switch to a Continuing fee. The Schedule A Continuing fee is assessed after instalment 9. **The Schedule C Continuing fee is assessed after instalment 15.**

³ If a doctoral degree (both **full-time** standard and specialized) is not awarded within a period of six years from the initial registration **or within a period of eight years for part-time PhD (Schedule C)**, a student may be granted an extension with permission from the Faculty of Graduate and Postdoctoral Studies, but will be charged additional fees.

The tuition model uses 2017-18 tuition amounts as the base amount, increased by 2% by annum for each year. Currently, the International Tuition Award (ITA) is \$3,200 per year for full-time students (38% of the share of tuition). The part-time ITA is modeled at \$2743.20 per year (38% of the share of tuition). Appendix 1 shows the proposed tuition for each year of a full-time and part-time doctoral student, domestic and international, for comparison.

Tuition Rationale

The part-time tuition was developed in consultation with UBC Enrolment Services and the Provost Office with the following principles:

- Part-time tuition is less on an annual basis but the total cost of a part-time degree should cost more than a full-time degree; part-time students likely use more resources over their degree compared to a full-time student. In addition, this will deter students from using the part-time degree as a means to pay less tuition overall for the degree. The total cost of the program for a part-time domestic student is \$23,277.50 after 7 years, the expected time for a part-time student to complete the degree. In comparison, the total cost of the program for a full-time domestic student

is \$19,398.10 after 5 years, the expected time for a full-time student to complete.

- It is anticipated that the number of international part-time doctoral students will be very small as Canadian immigration policies pose many barriers to part-time students. The international part-time doctoral tuition is more complex as international graduate students receive the ITA to offset part of the difference in tuition between a domestic and international graduate student. The international part-time tuition includes a downward adjustment of the ITA from \$3200 (full-time) to \$2743 (part-time), but then follows the same principle in that the 7-year part-time tuition plus part-time ITA is 20% more than a 5-year full-time tuition plus full-time ITA. The total cost of the program for a part-time international student with ITA is \$33,480.28 after 7 years. In comparison, the total cost for a full-time international student with ITA is \$27,901.18 after five years.

A new Schedule C has been created to refer to the tuition paid by part-time doctoral students. As with the Full-time Schedule A, part-time Schedule C students will pay 3 instalments per year. To minimize the complexity of the tuition, the On Leave Fee, Continuing Fee and the Extension Fee are the same amount for the full and part-time student. This is identical to how the Masters full and part-time tuition operate. This is where the similarities end. Part-time Schedule C students will pay a minimum of 9 instalments versus 6 instalments for Full-time Schedule A students. The Continuing Fee is assessed after instalment 15 for part-time students, while it is assessed after instalment 9 for the full-time student. Extension fees are required after 6 years of full-time study and 8 years of part-time study.

Appendix 2 shows the PhD tuition fees for Canadian universities that included part-time tuition on their public website. UBC's full-time domestic and international doctoral tuition fees are lower than most other Canadian programs. Most of the universities set part-time PhD tuition at 50% of the full-time PhD tuition. However, many of these universities have further restrictions on part-time registration. Western only allows students to be granted up to 3 terms in part-time status. For both the University of Waterloo and University of Alberta, part-time PhD students must finish within 6 years. We do not believe that a 50% tuition is a sustainable path as we do not anticipate that part-time students will take twice as long as a full-time student. Appendix 3 shows the distribution of time to graduation for PhD students. The average PhD student takes approximately 5-6 years to complete with the vast majority of students (including some who are *de facto* part-time) completing within 8-9 years. Based on this distribution, the policies of other Canadian institutions, and data from other countries tracking part-time doctoral completion times, we expect that part-time students will take on average 7-8 years to complete.

SCHEDULE
Implementation
Timeline

Following the approval of this part-time framework, individual programs would need to ensure that their curriculum is appropriate for part-time students, and then apply for the appropriate approvals (e.g., submit calendar change to the Graduate

Curriculum and New Programs Committee to adopt a part-time doctoral classification). The first cohort of part-time students could be registered as early as January 2018.

CONSULTATION Faculty and graduate program staff consultation

Relevant Units,
Internal &
External
Constituencies

A broad faculty and graduate program staff consultation was undertaken across the UBC campus. Face-to-face meetings were undertaken with the following groups:

- G+PS Associate Deans
- G+PS Scholarship Committee (6 Associate Deans of Graduate Students and/or Research, Graduate Student Society representative)
- G+PS Grad Council (22 faculty, 6 grad student reps, 2 grad staff)
- Committee of the Deans
- Enrollment Services
- UBC Nursing Graduate Committee
- Faculty of Education – full faculty meeting
- Department of Electrical Engineering – full department meeting
- Graduate Program in Rehabilitation Sciences – full program meeting
- School of Population and Public Health – full department meeting
- Meeting with Vice-Provost

There was also e-mail correspondence with a number of graduate advisors and individual faculty.

A public forum was held for faculty and graduate program staff on November 23, 2016; 1:00 to 2:30. This forum included discussion on the Minimum Funding Package for PhD students, as well as the Part-time Doctoral Classification. This was attended by 38 faculty and staff (primarily graduate advisors and graduate program assistants). The forum was advertised to graduate advisors and department heads, with a request to circulate to faculty.

Summary of faculty consultation

Overall, faculty felt that this part-time classification was long overdue. It was clear that some units did not feel that their program would opt into a part-time program as they felt their research area would not be suitable for part-time study – but they were supportive for other programs to do so. A number of programs felt that they had professional, mid-career students who would benefit from a new part-time program. These included Rehabilitation Sciences, Dentistry, Population and Public Health, Nursing, Educational and Counselling Psychology, Educational Studies, and Curriculum and Pedagogy.

The majority of faculty felt that part-time studies must be arranged prior to admission to enable faculty to plan appropriate resources and projects. There was a small number of faculty who felt that students should be able to switch to part-

time near the end of their PhD as they are often transitioning into jobs. However, a larger proportion felt that this would be detrimental and stall progress of the PhD.

There was some concern that a student might be encouraged (or even coerced) to work and take part-time studies so the supervisor could be exempted from providing funding for the student (the part-time registration would make the student ineligible for the new minimum PhD funding levels being proposed for the campus). However, it was recognized that there are a number of students who truly want to work and undertake part-time studies, and their professional experience and affiliations benefit the research and broader university.

Deans and Department Heads felt strongly that units could not risk receiving less money for a part-time doctoral student compared to a full-time student over the student's program.

Graduate student consultation

A graduate student forum was held on the proposed option of Part-time Registration for PhD students, in conjunction with information on the Minimum Funding Package proposal for PhD students. The forum was held on March 8, 2017 from 12-1:30 pm. The notice was sent to all graduate students. Fifty students registered and approximately 40 attended. The forum was facilitated by Dr. Janice Eng, with note-taking by Mr. Brendan Morey. A short slide deck was shown, and then participants provided comments and questions. The students provided comments throughout the entire session. The comments regarding the part-time proposal are detailed in Appendix 4. The major concern was that students might be declined for full-time admission (due to funding limitations) and offered unsupported part-time PhD admission instead. All graduate programs have said they do not want to see a very large proportion of students being part-time. 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.

The Vice-President Students Office, in partnership with the Faculty of Graduate and Postdoctoral Studies, also conducted a student consultation regarding a proposal to change minimum PhD funding and implement a part-time doctoral classification. This report outlines the consultation process (Appendix 5) and summarizes student feedback including the student representatives' comments verbatim in Appendix 6.

Student Representative Bodies Invited to the Consultation

1. Alma Mater Society (AMS)
2. Graduate Student Society (GSS)

Mode of Consultation

The consultation consisted of an e-consultation. Student representative groups were invited to the consultation through email, and asked to distribute the invitation to their constituents as they felt appropriate. Student representative groups were also offered a face-to-face meeting to discuss the tuition proposal. Student representatives did not request a meeting with faculty representatives.

Basis of Consultation: The consultation was based on a tuition proposal and rationale document created by the Faculty. Please see Appendix 5 for the invitation and tuition rationale document.

Timelines: The e-consultation was conducted over the period of March 17th, 2017 to April 16th, 2017.

Summary of Student Feedback: Feedback was received from the GSS. The verbatim submission is in Appendix 6.

Organization	Summary
GSS student comments	PART TIME STUDENTS: There was no information provided about minimum funding for part-time PhD students.

No individual student submissions were received.

Appendix 1 – Program Tuition and Fee Assessment Details

Key Points

- beginning with 2017-2018 tuition amounts, with 2% (domestic) and 3% (international) tuition increases applied each year
- partial International Tuition Award (ITA) of \$2,743.20 per year
- continuing fees for full-time assessed after 9 instalments; continuing fees for part-time assessed after 15 instalments
- extension fees for full-time assessed after 18 instalments; extension fees for part-time assessed after 24 instalments
- continuing and extension fees for part-time international students = part-time international tuition

Year	tuition step	Domestic				International							
		full-time	cumulative cost	part-time	cumulative cost	full-time	cumulative cost, before ITA	net tuition after ITA of \$3,200 per year	cumulative cost, after ITA	part-time	cumulative cost, before ITA	net tuition after ITA of \$2,743.20 per year	cumulative cost, after ITA
1	1	1,600.60	1,600.60	1,177.60	1,177.60	2,811.99	2,811.99	1,745.33	1,745.33	2,362.15	2,362.15	1,447.75	1,447.75
	2	1,600.60	3,201.20	1,177.60	2,355.20	2,811.99	5,623.98	1,745.33	3,490.66	2,362.15	4,724.30	1,447.75	2,895.50
	3	1,600.60	4,801.80	1,177.60	3,532.80	2,811.99	8,435.97	1,745.32	5,235.98	2,362.15	7,086.45	1,447.75	4,343.25
2	4	1,632.61	6,434.41	1,201.15	4,733.95	2,868.23	11,304.20	1,801.57	7,037.55	2,409.39	9,495.84	1,494.99	5,838.24
	5	1,632.61	8,067.02	1,201.15	5,935.10	2,868.23	14,172.43	1,801.57	8,839.12	2,409.39	11,905.24	1,494.99	7,333.24
	6	1,632.61	9,699.64	1,201.15	7,136.26	2,868.23	17,040.66	1,801.56	10,640.68	2,409.39	14,314.63	1,494.99	8,828.23
3	7	1,665.26	11,364.90	1,225.18	8,361.43	2,925.59	19,966.25	1,858.93	12,499.61	2,457.58	16,772.21	1,543.18	10,371.41
	8	1,665.26	13,030.16	1,225.18	9,586.61	2,925.59	22,891.85	1,858.93	14,358.55	2,457.58	19,229.79	1,543.18	11,914.59
	9	1,665.26	14,695.43	1,225.18	10,811.78	2,925.59	25,817.44	1,858.92	16,217.47	2,457.58	21,687.37	1,543.18	13,457.77
4	10	776.02	15,471.45	1,249.68	12,061.46	2,984.11	28,801.55	1,917.45	18,134.92	2,506.73	24,194.10	1,592.33	15,050.10
	11	776.02	16,247.47	1,249.68	13,311.14	2,984.11	31,785.66	1,917.45	20,052.37	2,506.73	26,700.84	1,592.33	16,642.44
	12	776.02	17,023.49	1,249.68	14,560.82	2,984.11	34,769.76	1,917.44	21,969.80	2,506.73	29,207.57	1,592.33	18,234.77
5	13	791.54	17,815.02	1,274.67	15,835.49	3,043.79	37,813.55	1,977.13	23,946.93	2,556.87	31,764.44	1,642.47	19,877.24
	14	791.54	18,606.56	1,274.67	17,110.16	3,043.79	40,857.34	1,977.13	25,924.06	2,556.87	34,321.30	1,642.47	21,519.70
	15	791.54	19,398.10	1,274.67	18,384.83	3,043.79	43,901.13	1,977.12	27,901.18	2,556.87	36,878.17	1,642.47	23,162.17
6	16	807.37	20,205.47	807.37	19,192.20	3,104.66	47,005.79	2,038.00	29,939.18	2,608.00	39,486.17	1,693.60	24,855.77
	17	807.37	21,012.84	807.37	19,999.57	3,104.66	50,110.46	2,038.00	31,977.19	2,608.00	42,094.18	1,693.60	26,549.38
	18	807.37	21,820.21	807.37	20,806.94	3,104.66	53,215.12	2,037.99	34,015.18	2,608.00	44,702.18	1,693.60	28,242.98
7	19	1,156.65	22,976.86	823.52	21,630.46	3,166.76	56,381.88	2,100.10	36,115.28	2,660.16	47,362.35	1,745.76	29,988.75
	20	1,156.65	24,133.51	823.52	22,453.98	3,166.76	59,548.63	2,100.10	38,215.37	2,660.16	50,022.51	1,745.76	31,734.51
	21	1,156.65	25,290.16	823.52	23,277.50	3,166.76	62,715.39	2,100.09	40,315.46	2,660.16	52,682.68	1,745.76	33,480.28
8	22	1,179.78	26,469.94	839.99	24,117.48	3,230.09	65,945.48	2,163.43	42,478.89	2,713.37	55,396.05	1,798.97	35,279.25
	23	1,179.78	27,649.72	839.99	24,957.47	3,230.09	69,175.58	2,163.43	44,642.33	2,713.37	58,109.41	1,798.97	37,078.21
	24	1,179.78	28,829.50	839.99	25,797.46	3,230.09	72,405.67	2,163.42	46,805.75	2,713.37	60,822.78	1,798.97	38,877.18
9	25	1,203.38	30,032.87	1,203.38	27,000.84	3,294.69	75,700.36	2,228.03	49,033.78	2,767.64	63,590.42	1,853.24	40,730.42
	26	1,203.38	31,236.25	1,203.38	28,204.21	3,294.69	78,995.06	2,228.03	51,261.82	2,767.64	66,358.05	1,853.24	42,583.65
	27	1,203.38	32,439.63	1,203.38	29,407.59	3,294.69	82,289.75	2,228.02	53,489.84	2,767.64	69,125.69	1,853.24	44,436.89

20.00% additional tuition paid by domestic part-time at end of year 7 compared to full-time at end of year 5

18.23% additional tuition paid by domestic part-time at end of year 8 compared to full-time at end of year 6

16.28% additional tuition paid by domestic part-time at end of year 9 compared to full-time at end of year 7

20.00% additional tuition paid by int'l part-time at end of year 7 compared to full-time at end of year 5 (before ITA)

20.00% additional tuition paid by int'l part-time at end of year 7 compared to full-time at end of year 5 with reduced ITA

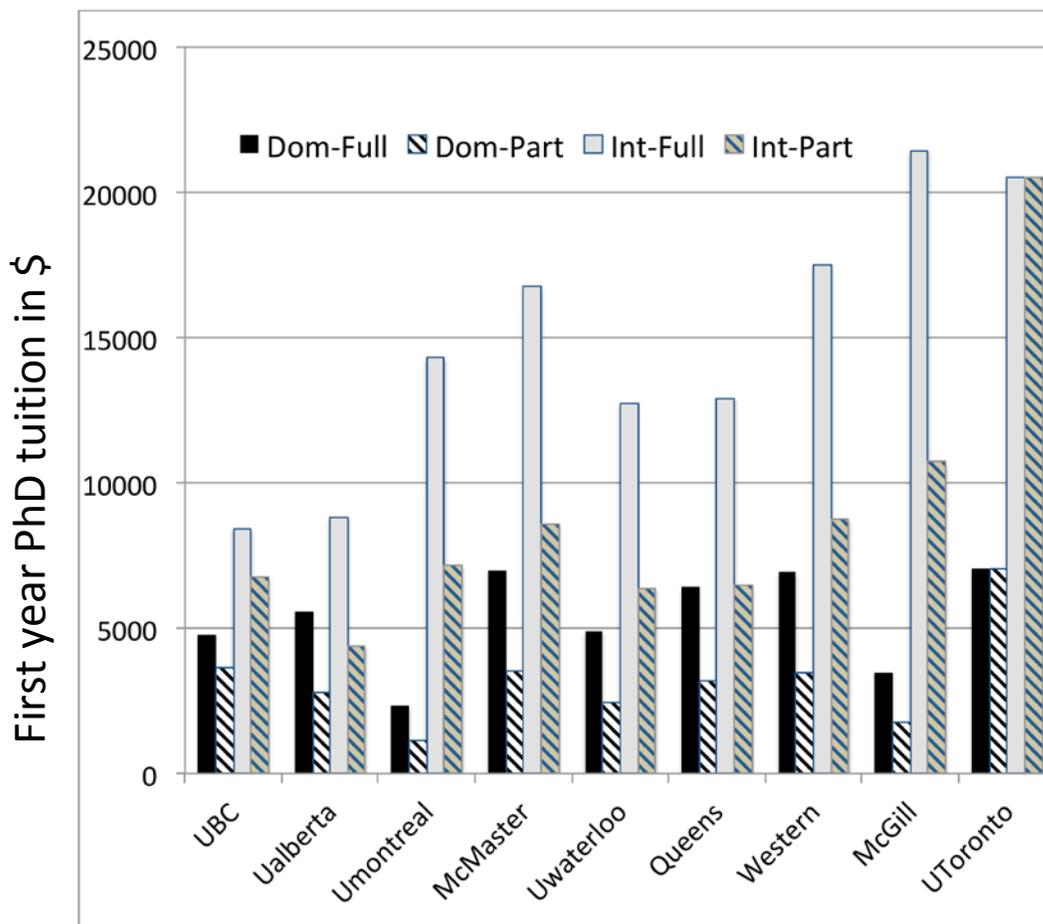
14.30% additional tuition paid by int'l part-time at end of year 8 compared to full-time at end of year 6 (before ITA)

14.29% additional tuition paid by int'l part-time at end of year 8 compared to full-time at end of year 6 with reduced ITA

10.22% additional tuition paid by int'l part-time at end of year 9 compared to full-time at end of year 7 (before ITA)

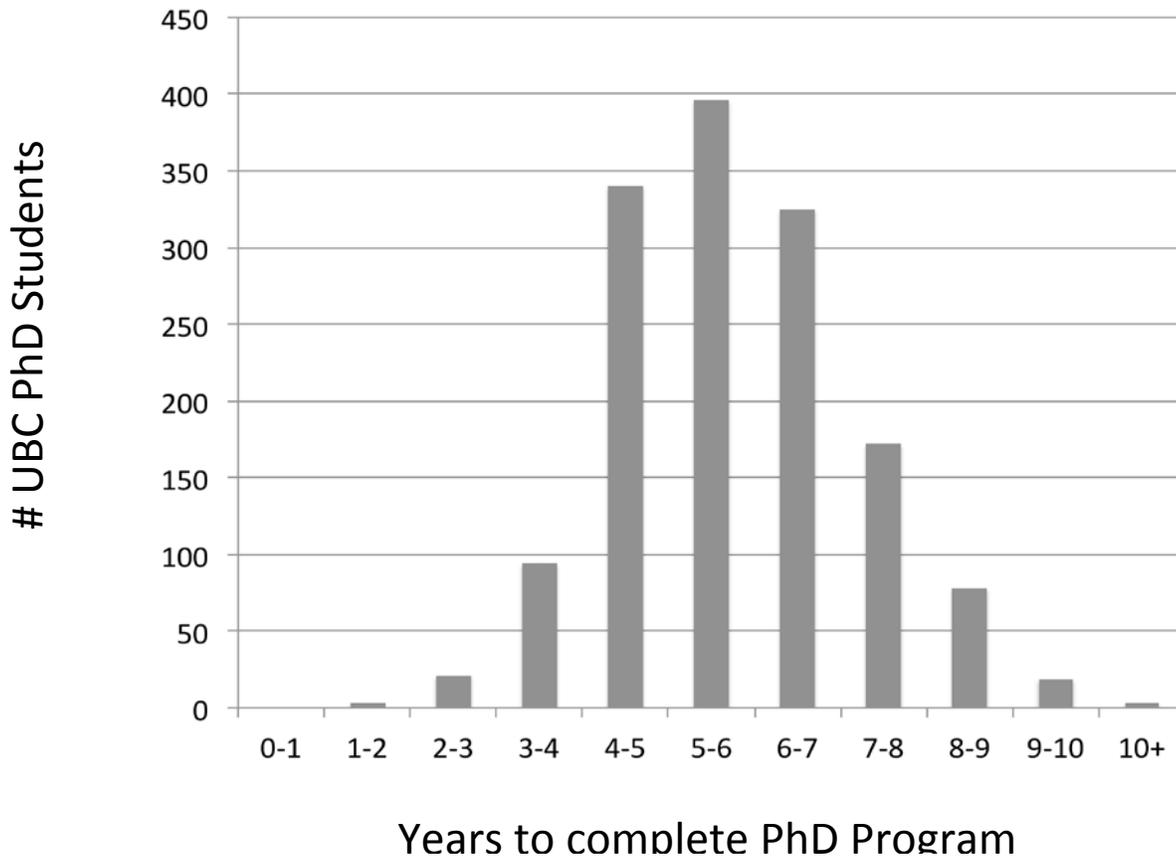
10.22% additional tuition paid by int'l part-time at end of year 9 compared to full-time at end of year 7 with reduced ITA

Appendix 2 – Tuition at other Canadian universities



Note that UBC's domestic and international full-time tuition is lower than the majority of other universities. Tuition differentials for international students are not accounted for in the graph as universities use a variety of mechanisms to manage this; for some universities only certain faculties/units provide the differential while others use a competitive award to offset the differential. The other universities except for the University of Toronto set their part-time tuition at 50% of full-time tuition. However, many of these universities have further restrictions on part-time registration. Western only allows students to be granted up to 3 terms in part-time status. For both the University of Waterloo and University of Alberta, part-time PhD students must finish within 6 years. The University of Toronto "professional work" PhD program is most similar to the proposed UBC part-time PhD program. This Toronto program requires full-time (100%) tuition for the first four years, and then approximately 30% of full-time tuition after that; this results in a 7 year part-time tuition that is 20% greater than a 4 year full-time tuition. For the proposed UBC tuition, a 7-year part-time tuition was modeled to be 20% greater than a 5-year full-time tuition.

Appendix 3 – Time in Program Distribution of PhD Students



Distribution of PhD students who completed their program using 2003-2006 entry cohort years with outcomes out to 2016. The average years for completion is 5.6 years. We do not know what the average part-time completion time will be, however, we estimate it will range between 7-8 years. This is based on the observed range the the likelihood that many, if not most, of the students in the 7-10 year range are studying *de facto* part-time. It is also consistent with data from other countries which track part-time doctoral degree length, and the policies of other Canadian universities for part-time study.

Appendix 4 - Student Forum on Part-Time PhD Classification (March 8, 2017)

- Notification of student forum was communicated by email to all graduate programs and the Graduate Student Society (GSS) and via the Events section of the Faculty of Graduate and Postdoctoral Studies (G+PS) website
- Approximately 50 students registered for the forum; two-page summaries of each proposal were sent by email to all registered participants the day before the forum was held
- Approximately 40 students attended the forum
- Forum was held in the GSS Ballroom from 12:00-1:30pm on Wednesday 8 March 2017

Summary of comments and responses

- Many students are effectively part-time, but being charged full-time fees for 7+ years; it would be good to bring them into part-time classification
- There was concern that students would be declined for full-time admission (due to funding limitations) and offered unsupported part-time PhD admission instead
 - Response: All graduate programs have said they do not want to see a very large proportion of students being part-time. 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.
- Do we have a definition of full-time or part-time?
 - Response: Our part-time proposal now states “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.”
- What are the residency requirements for part-time?
 - Response: Our part-time proposal states “Students admitted to a full-time doctoral program will normally be expected to spend the equivalent of at least two consecutive years of full-time study at the University. Part-time doctoral students will normally spend the equivalent of at least three consecutive years of part-time study at the University”
- What might be an “exceptional circumstance” to justify being approved for part-time study or to switch from full-time to part-time? Would having a baby be considered an “exceptional case” to justify switching from full-time to part-time?
 - Response: The part-time proposal now states that “Students who pay tuition fees according to Schedule C are not permitted to revert back to Schedule A. Likewise, students who pay tuition fees according to Schedule A are not permitted to revert back to Schedule C.” There is no switching between part-time and full-time status in the Masters degree, and thus, the Doctoral degree will align with this policy and not permit switching. It would be challenging to fairly cost the program if switches were made. It would be possible to withdraw from part-time status and re-register for full-time status.
- Is EdD and DMA eligible for the part-time doctoral classification?
 - Response: EdD is likely to remain outside as it is already structured as a part-time program for professionals that has cost-recovery tuition. It is possible that the DMA program would participate in the part-time classification.

Appendix 5 - Invitation to Alma Mater Society and Graduate Student Society to consultation and tuition rationale document

Good afternoon,

There is a submission by the Faculty of Graduate and Postdoctoral Studies to make changes to the minimum PhD funding and to create a part-time PhD option. Though only one of the proposals involves fees and requires a formal tuition consultation, we thought it would be best to consult on both policies at the same time seeing as they are going to Senate together.

In order to inform the leads and the Board of Governors with regards to the **tuition proposal** for this program, the University is undertaking a consultative process to get your comments as student representatives, and provide an opportunity for students to provide individual comments on the tuition proposal if they wish. **Please note: unlike most tuition consultations the scope of this consultation process is not limited to the tuition proposal.**

The consultation will consist of:

1. e-consultation

Please find attached a document which outline the details of the proposals, including:

- an overview of the proposed changes, and
- the tuition rationale and the rationale for the proposed changes

Please share these documents and this email as you see appropriate. **Comments on the tuition changes, proposals and student submissions can be provided confidentially to: jenna.omassi@ubc.ca (Jenna Omassi, Advisor, Vice President Students Office).**

2. Face to Face meeting

If requested by student representatives, we can arrange a face-to-face meeting with the leads regarding these proposals. Please advise as soon as possible if you would like us to arrange a meeting.

THE FORMAL CONSULTATION PROCESS WILL END ON APRIL 16, 2017.

Confidentiality

Comments will be collected by the Vice-President Students Office, and only staff within that office will know the identity of individual students submitting comments. At no time will anyone outside of the Vice

President Students Office know the identity of individual students who submit comments to this consultation. Your comments will only be used for the purposes of the consultation.

Comments from individual students will be stripped of any identifying information to ensure confidentiality, but otherwise will be provided to the responsible program leads and Board of Governors verbatim. Comments received from student organizations will be reported as coming from those organizations, and provided to the responsible faculty and Board of Governors as received. There will also be a summary report of the consultation developed for the Faculty and Board of Governors.

Please let me know if you have any questions about the process, seeing as it differs from the traditional tuition consultation process.

Thank you.

Jenna Omassi

Advisor, Strategic Support Team
 Vice-President Students' Office
 University of British Columbia | Vancouver
jenna.omassi@ubc.ca

Copy of proposal sent to AMS and GSS for review on Mar 17, 2016. Some minor revisions were recommended by the Senate Admissions Committee.

**UBC Policy Proposal Form
 Change to Calendar**

<p>Faculty: Faculty of Graduate and Postdoctoral Studies Department: N/A Faculty Approval Date: TBD Effective Session (W or S): Effective Academic Year:</p>	<p>Date: 12 January 2017 Contact Person: Janice Eng (Associate Dean, Funding) Phone: 604-822-8889 Email: janice.eng@ubc.ca</p>
<p>Proposed Calendar Entry: <i>Classification of Students</i> Doctoral Student Full-time classification Full-time students are expected to engage in their studies on a full-time basis and are assessed fees according to Schedule A. Full-time students are eligible for graduate scholarships and fellowships.</p>	<p>URL: http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,204,341,187 Present Calendar Entry: <i>Classification of Students</i> Doctoral Student Full-time students are expected to engage in their studies on a full-time basis. All doctoral students are considered full-time students and are assessed fees according to Schedule A. Full-time students are eligible for graduate scholarships and</p>

Normally, teaching assistantships (TAs) and research assistantships (RAs) are limited to full-time students.

Graduate programs may articulate specific limitations regarding concurrent paid employment as consistent with the definition of full-time study. Recipients of teaching assistantships (TAs) must adhere to the TA union's regulations governing number of hours worked while holding a teaching assistantship.

Part-time Classification

In some programs, doctoral students have the option of pursuing the degree through part-time study. Only the following graduate programs below are approved for part-time doctoral study:

- Rehabilitation Sciences
[list will depend on which programs want part-time ability]

Admission to part-time study will be dependent on finding a suitable supervisor as part-time studies may not suit the research topic of the student or some faculty. The expected academic workload of students classified as part-time is determined by the graduate program.

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, and will be required to submit supporting documentation.

Part-time studies are designed for students who are active professionals to enable these students to continue employment in fields related to their studies. Due to professional obligations, these individuals are not able to undertake full-time studies. Such work may include government or industry work, consulting, self-employment, or equivalent. Applicants to the part-time classification must demonstrate that the employment is an appropriate fit with the field of study. For working professionals, documentation

fellowships. Normally, teaching assistantships (TAs) and research assistantships (RAs) are limited to full-time students.

Graduate programs may articulate specific limitations regarding concurrent paid employment as consistent with the definition of full-time study. Recipients of teaching assistantships (TAs) must adhere to the TA union's regulations governing number of hours worked while holding a teaching assistantship.

Type of Action:

Create new part-time classification for PhD students with appropriate time to completion and fee structure.

Rationale for Proposed Change:

We are proposing to implement a part-time category for doctoral students. We have had discussions with the College of Graduate Studies at UBC Okanagan and it is possible that they will adopt a similar policy in the future. Currently all U15 universities except UBC and Dalhousie have a part-time doctoral classification. A part-time designation would provide the following benefits:

- support UBC's Flexible Learning Strategy in offering students more choice and flexibility in how they study
- facilitate working professionals to take part in a part-time doctoral studies; such individuals bring expertise, skills and leadership to UBC
- enable the setting of appropriate timelines for the part-time student with regards to candidacy and degree completion
- enable more accurate monitoring of completion times, as currently all students are counted as full-time, when in reality this is not the case
- recognize that some students may not require funding packages due to a part-time status

must include a letter of support from their employer that outlines the linkages between their professional work and their proposed field of study.

In exceptional cases, students may be granted part-time classification due to circumstances that make it impossible for them to devote full-time attention to their program of study (e.g., sole provider of care to an immediate family member).

In all cases, the graduate program must be on the approved Part-time Classification list, and the supervisor and Graduate Program Advisor must approve the student for part-time registration.

Students classified as part-time are assessed tuition fees according to Schedule C. Part-time status is not to be used as a means of reducing tuition fees. They are expected to be self-funded and typically may not be eligible for funding or scholarships.

Students who are on Schedule C and who are classified as part-time are advised that:

- they may not be eligible to receive interest-free status government loans, teaching assistantships, research assistantships, student housing, and some fellowships or scholarships
- part-time doctoral students are eligible for the UBC Graduate Student Travel Fund
- 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)
- students who pay tuition fees according to Schedule C are not permitted to revert back to Schedule A unless under exceptional circumstances
- Canadian immigration regulations may preclude international students from part-time study. International students who plan to work in Canada should seek advice from an International Student Advisor before pursuing part-time classification.

Potential disadvantages of a part-time doctoral classification should be acknowledged:

- some students may wish to enroll in part-time if there is a perception that a part-time category may save on tuition costs; the part-time tuition over the degree should be structured so that it is at least equivalent, if not more than full-time tuition over the degree
- a part-time doctoral program is not compatible with some fields of research and thus, provision of a part-time category must be up to the discretion of the department and supervisor; it is anticipated that part-time doctoral students will be permitted in select departments
- there is potential abuse if a student is encouraged to switch to part-time because a department/supervisor cannot provide a full-time funding package to the student

The part-time tuition was developed in consultation with UBC Enrolment Services with the following principles:

- part-time tuition is less on an annual basis but the total cost of a part-time degree should cost slightly more than a full-time degree; part-time students likely use more resources over their degree compared to a full-time student. In addition, this will deter students from using the part-time degree as a means to pay less tuition overall for the degree.
- a 7-year part-time degree was modeled to be 20% more than the cost of a 5-year full-time degree
- the international part-time tuition is tentative at this time as we are consulting further on adjustments to the International Partial Tuition Award (ITA) if the student is part-time. Whether the ITA is adjusted or not, the cost to the student will follow the same principle as the previous point (20% more for a part-time degree).

	<p>At this time, one graduate program, Rehabilitation Sciences, has asked to opt into the part-time doctoral classification and a program-wide vote was taken and was unanimous in favor. A revised Calendar description for the PhD degree in Rehabilitation Sciences is included in this package.</p>
<p>Proposed Calendar Entry:</p> <p><i>Academic Progress</i></p> <p>Doctoral Students</p> <p>Definition of Satisfactory Progress</p> <p>...</p> <p>It is required that all full-time doctoral students be admitted to candidacy within 36 months and part-time doctoral students within 48 months from the date of initial registration. Students who are not admitted to candidacy within these time periods may be required to withdraw from their programs. Extensions may be granted under exceptional circumstances and with the permission of the Dean of the Faculty of Graduate and Postdoctoral Studies.</p>	<p>URL:</p> <p>http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,204,342,615</p> <p>Present Calendar Entry:</p> <p><i>Academic Progress</i></p> <p>Doctoral Students</p> <p>Definition of Satisfactory Progress</p> <p>...</p> <p>It is required that all doctoral students be admitted to candidacy within 36 months from the date of initial registration. A student who is not admitted to candidacy within this time period will be required to withdraw from the program. Extensions may be granted under exceptional circumstances and with the permission of the Dean of the Faculty of Graduate and Postdoctoral Studies.</p>
<p>Proposed Calendar Entry:</p> <p><i>Residency Requirements and Duration of Program</i></p> <p>Doctoral Students</p> <p>Students admitted to a full-time doctoral program will normally be expected to spend the equivalent</p>	<p>URL:</p> <p>http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,204,342,616</p> <p>Present Calendar Entry:</p> <p><i>Residency Requirements and Duration of Program</i></p> <p>Doctoral Students</p> <p>Students admitted to a doctoral program will normally be expected to spend the equivalent of at least two consecutive years of full-time study at</p>

<p>of at least two consecutive years of full-time study at the University. Part-time doctoral students will normally spend the equivalent of at least three consecutive years of part-time study at the University. With the approval of the Dean of the Faculty of Graduate and Postdoctoral Studies, graduate programs may make different regulations concerning duration of study, sequence of study and location of study.</p> <p>Students must maintain continuous registration throughout all years until graduation by keeping up with tuition fee payments.</p> <p>A student registered in a full-time doctoral program must have his/her degree awarded within a period of six years, whereas a student registered in a part-time doctoral program must have his/her degree awarded within a period of eight years from initial registration. If these timelines are not met, the student's eligibility for the degree will be terminated and the student will be required to withdraw from the program. Under exceptional circumstances, extensions may be granted by the Dean of the Faculty of Graduate and Postdoctoral Studies.</p> <p>...</p>	<p>the University. With the approval of the Dean of the Faculty of Graduate and Postdoctoral Studies, graduate programs may make different regulations concerning duration of study, sequence of study and location of full-time study.</p> <p>Students must maintain continuous registration throughout all years until graduation by keeping up with tuition fee payments.</p> <p>If the degree is not awarded within a period of six years from initial registration, the student's eligibility for the degree will be terminated and the student will be required to withdraw from the program. Under exceptional circumstances, extensions may be granted by the Dean of the Faculty of Graduate and Postdoctoral Studies.</p> <p>...</p>
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<p>Proposed Calendar Entry:</p> <p><i>Withdrawal, Reinstatement, and Readmission</i></p> <p>Readmission</p> <p>This applies when it is appropriate to admit a student who was previously registered, as if for the first time. An application for admission, whether to the same or a different program, will be evaluated as a new application. A new application form and application fee must be submitted.</p> <p>A maximum of 12 credits or up to 40% of the total number of degree credits of previously completed coursework may be applied toward the new degree program requirements, provided the courses were completed no longer than five years from the date of readmission. Courses eligible for transfer must have been awarded a grade of at least B (74%). Normal program requirements apply, as does the standard time allowed for degree completion: five years for a master’s student; six years for a full-time doctoral student; eight years for a part-time doctoral student.</p>	<p>URL:</p> <p>http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,204,342,618</p> <p>Present Calendar Entry:</p> <p><i>Withdrawal, Reinstatement, and Readmission</i></p> <p>Readmission</p> <p>This applies when it is appropriate to admit a student who was previously registered, as if for the first time. An application for admission, whether to the same or a different program, will be evaluated as a new application. A new application form and application fee must be submitted.</p> <p>A maximum of 12 credits or up to 40% of the total number of degree credits of previously completed coursework may be applied toward the new degree program requirements, provided the courses were completed no longer than five years from the date of readmission. Courses eligible for transfer must have been awarded a grade of at least B (74%). Normal program requirements apply, as does the standard time allowed for degree completion: five years for a master’s student; six years for a doctoral student.</p>
<p>Proposed Calendar Entry:</p> <p><i>Degree Programs</i></p> <p>Rehabilitation Sciences</p> <p>...</p> <p>Program Requirements</p>	<p>URL:</p> <p>http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,204,828,1222</p> <p>Present Calendar Entry:</p> <p><i>Degree Programs</i></p> <p>Rehabilitation Sciences</p> <p>...</p> <p>Program Requirements</p>

<p>The program will normally be pursued full-time. Admission to part-time study will be dependent on finding a suitable supervisor and meeting the other application criteria associated with the part-time classification. Appropriate coursework is selected in consultation with the student's committee. All students are required to complete a written and oral comprehensive examination after completion of program coursework. Following the comprehensive exam, students present a formal dissertation proposal for approval by the supervisory committee before proceeding to the research which will culminate in a final oral examination. The major requirement for the Ph.D. is completion of a research dissertation meeting the Faculty of Graduate and Postdoctoral Studies requirements.</p>	<p>Students entering the Ph.D. program will be required to spend a minimum of two terms of uninterrupted duration (8 months) in full-time status at the University. Appropriate coursework is selected in consultation with the student's committee. All students are required to complete a written and oral comprehensive examination after completion of program coursework. Following the comprehensive exam, students present a formal dissertation proposal for approval by the supervisory committee before proceeding to the research which will culminate in a final oral examination. The major requirement for the Ph.D. is completion of a research dissertation meeting the Faculty of Graduate and Postdoctoral Studies requirements.</p>
<p>Proposed Calendar Entry:</p> <p><i>Tuition Fees / Graduate</i></p> <p><i>Doctoral</i></p> <p>Every student enrolled in a doctoral program is required to maintain continuous registration by paying tuition instalments, plus authorized student fees according to the appropriate tuition fee schedule.</p> <p>Authorized student fees apply to all doctoral programs regardless of credit load or place of residence.</p>	<p>URL:</p> <p>http://www.calendar.ubc.ca/vancouver/index.cfm?tree=14,266,773,1451</p> <p>Present Calendar Entry:</p> <p><i>Tuition Fees / Graduate</i></p> <p><i>Doctoral</i></p> <p>Every student enrolled in a doctoral program is required to maintain continuous registration by paying tuition instalments, plus authorized student fees according to the appropriate tuition fee schedule.</p> <p>All students are "full-time" for the assessment of tuition and authorized student fees. Authorized student fees apply to all doctoral programs regardless of credit load or place of residence.</p>

URL: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=14,266,773,1451#18056>

Present Calendar Entry:

Standard Doctoral Degree Programs

Program	Instalments per year	Minimum # of Instalments for program	Domestic fee (per instalment)	International fee (per instalment)
Full-time (Schedule A)	3	6	\$1,569.22	\$2,756.85
On leave Fee ¹	3	N/A	\$113.73	\$342.87
Continuing Fee ²	3	N/A	\$716.92	\$2,756.85
Extension Fee ³	3	N/A	\$1,006.93	\$2,756.85

¹ All doctoral programs (both standard and specialized) have a fee assessed for **each term** in which On-leave status is taken.

² If a degree program is not completed by a set number of instalments or a minimum program fee, the assessments will then switch to a Continuing fee. The Schedule A Continuing fee is assessed after instalment 9.

³ If a doctoral degree (both standard and specialized) is not awarded within a period of six years from the initial registration, a student may be granted an extension with permission from the Faculty of Graduate and Postdoctoral Studies, but will be charged additional fees.

Proposed Calendar Entry:

Copy of proposal sent to AMS and GSS for review on Mar 17, 2016. Note the tuition amounts changed slightly after consultation with the Provost Office.

Standard Doctoral Degree Programs

Program	Installments per year	Minimum # of instalments for program	Domestic fee (per instalment)	International fee (per instalment)
Full-time (Schedule A)	3	6	\$1,600.60	\$2,811.99
Part-time (Schedule C)	3	9	\$1,210.93	\$2,249.59
On leave Fee ¹	3	N/A	\$116.00	\$349.73
Continuing Fee ²	3	N/A	\$731.26	\$2,811.99
Extension Fee ³	3	N/A	\$1,027.07	\$2,811.99

¹ All doctoral programs (both standard and specialized) have a fee assessed for **each term** in which on-leave status is taken.

² If a degree program is not completed by a set number of instalments or a minimum program fee, the assessments will then switch to a Continuing fee. The Schedule A Continuing fee is assessed after instalment 9. **The Schedule C Continuing fee is assessed after instalment 15.**

³ If a doctoral degree (both **full-time** standard and specialized) is not awarded within a period of six years from the initial registration **or within a period of eight years for part-time PhD (Schedule C)**, a student may be granted an extension with permission from the Faculty of Graduate and Postdoctoral Studies, but will be charged additional fees.

Appendix 6 – Student consultation by VP Students

There were informal comments sent by the GSS.

Part-time doctoral program proposal	
All full-time UBC students (domestic and international) newly admitted to a PhD program of the Vancouver campus will be provided with a Minimum Funding	What sort of minimum funding is envisioned for part-time PhD students?
The expected academic workload of students classified as part-time is determined by the graduate program.	Clear guidelines are needed in terms of graduate programs expectations of students' workload.
A 7-year part-time degree was modeled to be 20% more than the cost of a 5-year full-time degree	What is the goal of the tuition being 20% more?
	A 7-year part time degree seems non-realistic when there are programs that their full-time PhDs take 7 or 8 years to completed.
Students who pay tuition fees according to Schedule C are not permitted to revert back to Schedule A unless under exceptional circumstances	Clarify the exceptional circumstances.
Benefit: facilitate working professionals to take part in part-time doctoral studies; such individuals bring expertise, skills and leadership to UBC	What about other qualified people with families or health constrains who need to take a part-time PhD?
Students classified as part-time are assessed tuition fees according to Schedule C. Part-time status is not to be used as a means of reducing tuition fees. They are expected to be self-funded and typically may not be eligible for funding or scholarships.	This option is aimed at supporting professionals, who most likely lose their jobs over the 8-year period of their study. Given that, these students are not eligible for funding or scholarships what measurements are going to facilitate their graduation?

Comments from Graduate and Postdoctoral Studies to clarify the above issues raised by the GSS.

Working professionals, as well as individuals with personal circumstances that prevent them from studying full-time will benefit from part-time studies. While some full-time PhDs do take 7 or 8 years to complete, the average full-time UBC doctoral student completes their degree in just over 5 years. Thus, an additional two years is reasonable for a part-time student and is supported by data from other universities. Part-time students are not eligible for the guaranteed minimum funding package and will need to consider this when making a decision whether to do part-time studies. It will be important for supervisors and grad advisors to discuss the ramifications of part-time studies with potential candidates, as there may be limited funding or scholarships that are available to them. The 20% greater tuition is to accommodate the greater resources that a part-time student utilizes over the longer degree period (e.g., financial administration). In revisions of this policy, students are not permitted to revert back to Schedule A because switching between part-time and full-time tuition was not possible. It would be possible for a student to withdraw from part-time registration and be re-admitted to full-time registration with permission of the supervisor and department.