



SUBJECT	Tuition for Part-Time PhD Studies at UBC Okanagan
SUBMITTED TO	Finance Committee
MEETING DATE	November 20, 2024
SESSION CLASSIFICATION	Recommended session criteria from Board Meetings Policy: OPEN
REQUEST	<p>APPROVAL REQUESTED</p> <p>IT IS HEREBY RESOLVED that the Finance Committee, in accordance with authority delegated by the Board of Governors, approves a tuition structure for part-time PhD studies at UBC Okanagan which is to follow the tuition structure that is in place for part-time PhD studies at UBC Vancouver consisting of a minimum of 9 instalments of \$1,379.72 for domestic students and \$2,767.60 for international students, aligned with the fees that will be charged to part-time PhD students on the Vancouver campus effective September 2025, subject to annual increases as approved by the Board of Governors.</p>
LEAD EXECUTIVE	Rehan Sadiq, Provost and Vice-President Academic, UBC Okanagan
SUPPORTED BY	N/A

EXECUTIVE SUMMARY

UBC’s Vancouver campus offers part-time studies at the PhD level. We propose to extend the opportunity for Okanagan programs to offer part-time PhD studies. The Okanagan policy for part-time PhD studies is similar to the Vancouver policy, and we propose the same tuition structure (see section below).

Part-time studies are designed for students who are unable to devote full-time hours to their studies (typically 35 – 40 hours per week among full-time students), and who expect they will require a longer timeline to complete their studies. Part-time status is not to be used as a means of reducing total tuition paid and, students must not be encouraged to take part-time studies because a department/supervisor cannot provide a full-time funding package to the student.

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.

Scope

Part-time studies will only be 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, exams, research activities) will be feasible for students studying part-time. 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.

Impact on student loans and funding

Students classified as part-time would be assessed tuition fees according to [Schedule C](#) from the Vancouver campus. Students who are on Schedule C and who are classified as part-time will be 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 eight-year time period is allowed for completion of the part-time doctoral program (compared to a six-year time period for full-time students).
- Students who pay tuition fees according to Schedule C are not permitted to revert to Schedule A. Likewise, students who pay tuition fees according to Schedule A are not permitted to revert to Schedule C throughout the duration of their program.
- Part-time students are not eligible for some sources of funding, including tri-agency scholarships.

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.

Student Consultation

Per regular process, the AVP Students office led the consultation with students.

An invitation for feedback regarding this new program and related tuition and fees was circulated to the UBC Student Union Okanagan. Interested parties were notified that they are able to submit their feedback in multiple ways, including written, and on Zoom. The option to attend an online consultation was sent out in September. There was no written feedback submitted, and the AVPS Office did not receive a request for an e-consultation.

APPENDICES

1. Tuition and Fee Assessment Details
2. Part-Time PhD Studies Consultation Report



Appendix 1 – Tuition and Fee Assessment Details

Program Description: PhD Programs (Part-Time)

Anticipated Start Date: September 2025

	Domestic	International
Tuition fees per instalment – Note 1	\$1,379.72	\$2,767.60
Minimum No. of Instalments	9	9
Continuing Fees per Instalment (assessed after 9 instalments)	\$856.76	\$3,294.66

Note 1 – Proposed tuition aligns with part-time PhD tuition in Vancouver proposed for 2025 Winter and will be subject to annual increases as established by the university. Tuition and student fees are charged in three equal instalments payable in January, May and September.



Part – Time PhD Studies

Consultation Report

Instructions

There is a proposal by the College of Graduate Studies regarding a part-time PhD Studies option for students at UBC Okanagan, along with the same tuition structure.

In order to inform the program leads and the Board of Governors with regards to the **part-time studies proposal**, 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 proposal if they wish. **Please note: the scope of this consultation process is limited to the part time PhD studies proposal.**

The consultation will consist of:

1. e-consultation

Please find attached a document which outlines the details of the program proposal, including:

- an overview of the proposal,
- the fees rationale, and
- the proposed fees.

Please share the document and this email as you see appropriate. **Comments and student organization submissions on the tuition proposal can be provided to Michelle Lowton, Director Office of the Associate Vice President Students (michelle.lowton@ubc.ca)**

2. Virtual Meeting

If requested by student representatives, we can arrange a virtual meeting on Zoom with Registrar's office regarding this tuition proposal. Please advise as soon as possible if you would like us to arrange a meeting.

THE CONSULTATION PROCESS WILL END ON THURSDAY OCTOBER 24 AT MIDNIGHT.

Confidentiality

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

Program Overview

UBC's Vancouver campus offers part-time studies at the PhD level. We propose to extend the opportunity for Okanagan programs to offer part-time PhD studies. The Okanagan policy for part-time PhD studies is similar to the Vancouver policy, and we propose the same tuition structure (see section below).

Part-time studies are designed for students who are unable to devote full-time hours to their studies (typically 35 – 40 hours per week among full-time students), and who expect they will require a longer timeline to complete their studies. Part-time status is not to be used as a means of reducing total tuition paid and, students must not be encouraged to take part-time studies because a department/supervisor cannot provide a full-time funding package to the student.

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.

Scope

Part-time studies will only be 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, exams, research activities) will be feasible for students studying part-time. 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.

Process

Students who wish to be classified as part-time must obtain approval from their proposed supervisor and graduate program coordinator as part of the admission process. It is strongly recommended that a conversation take place between student, supervisor, and program coordinator to establish realistic plans and expectations for progression through the degree, as described on the [CoGS' website](#).

Funding expectations for part-time students will vary depending on circumstances. Prior to a student enrolling in part-time studies, communication between the program, supervisor, and student will be required to clarify expectations, in writing. Consideration should be given to a contingency plan for if the



student’s circumstances change.

Impact on student loans and funding

Students classified as part-time would be assessed tuition fees according to [Schedule C](#) from the Vancouver campus. Students who are on Schedule C and who are classified as part-time will be 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 to Schedule A. Likewise, students who pay tuition fees according to Schedule A are not permitted to revert to Schedule C throughout the duration of their program.
- Part-time students are not eligible for some sources of funding, including tri-agency scholarships

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.

Proposed Tuition and Fees

The proposed schedule is to use the same as UBC’s Vancouver campus.

Program Description: PhD Programs (Part-Time)

Anticipated Start Date: September 2025

	Domestic	International
Tuition fees per instalment – Note 1	\$1,352.57	\$2,713.34
Minimum No. of Instalments	9	9
Continuing Fees per Instalment (assessed after 9 instalments)	\$839.97	\$3,230.06

Note 1 – Proposed tuition aligns with part-time PhD tuition in Vancouver approved for 2024 Winter and will be subject to annual increases as established by the university. Tuition and student fees are charged in three equal instalments payable in January, May and September.



Results of the Student Consultation

The Associate Vice-President, Students Office, invited elected student leadership to participate and to share with their student members the opportunity to provide feedback on this proposed new program tuition.

Student Representative Bodies Invited to the Consultation

University of British Columbia Students' Union Okanagan, were invited by email on September 25, 2024, to consult and/or provide written comments by October 24, 2024

Mode of Consultation

The UBC Okanagan Students Union was offered an opportunity to provide feedback in writing or to have e-consultations scheduled at their request.

Consultation summary

An invitation for feedback regarding this new program and related tuition and fees was circulated to the UBC Student Union Okanagan. Interested parties were notified that they are able to submit their feedback in multiple ways, including written, and on Zoom. The option to attend an online consultation was sent out in September. There was no written feedback submitted, and the AVPS Office did not receive a request for an e-consultation.