

# Graduate Course Planning (Updated: May 29, 2024)

## Table of Contents

1. How to begin planning your graduate course schedule .....	1
MA Guide for Course Planning.....	2
PHD Guide for Course Planning .....	3
2. Note on planning for MA students in STS research stream.....	4
3. Note on planning for PHD students in STS research stream.....	5
4. Note about graduate students registering in undergraduate courses .....	6
Why students might consider registering in an undergraduate course? .....	6
Cost of taking undergraduate courses:.....	6
AUDIT vs. CREDIT: .....	6
How to register in an undergraduate course for CREDIT or as an AUDIT?.....	6

## 1. How to begin planning your graduate course schedule

### Important: Please review tutorials for new registration system

#### UBC Course Registration System:

- UBC has switched to a new student system called Workday (<http://myworkday.ubc.ca/>) for the 2024/25 academic year starting September. Please check your email for setup instructions.
- For Online tutorials for how to use Workday including student registration: <https://workday.students.ubc.ca/>

### Where to Start?

#### Please bookmark & read over the coursework requirements for your MA or PhD Program:

MA Coursework Requirements: <https://history.ubc.ca/graduate/masters-program/>

PhD Coursework Requirements: <https://history.ubc.ca/graduate/phd-program/>

### Who to contact for advice?

1. Please contact your supervisors for advice on appropriate graduate seminars.
2. If you have any questions/difficulties when planning your graduate course schedule, please also feel free to contact the graduate advisor:

Graduate Advisor for 2024-2025 Academic Year: [robert.brain@ubc.ca](mailto:robert.brain@ubc.ca)

### Notes about when courses take place:

In general, each academic year has two terms:

- Term 1: from September to December
- Term 2: from January to April
- There are no History graduate courses during the summer.

# MA Guide for Course Planning

**MA Program Requirements:** <https://history.ubc.ca/graduate/masters-program/> (Please bookmark & read this page)

**Over two academic years, MAs will usually finish all their "coursework" representing a total of 6 courses:**

- Usually take 4 courses in year 1 (2 courses per term).
- Usually take 2 courses in year 2 (1 or 2 courses per term).
- As a guideline, it is not recommended to take more than 2 graduate seminars during the term.
- Please note there are no graduate seminars scheduled in the summer term.
- The idea is for MA students take the bulk of their courses in the first year. The first summer of year 1 is used for research. In the second year, the reason for having 2 remaining courses is to allow students more time to focus on research and writing of their MA thesis. MA students usually finish their program by the summer of year 2.

**MA Coursework (Total of 6 courses). Below represents a guideline:**

**Mandatory courses in year 1:**

- Historiography (HIST 548) - All first year MA students are required to be registered in this course.

**Mandatory course in year 2:**

- Research Seminar (HIST 699) - All second year MA students are required to be registered in this course.

**Remaining courses taken in year 1 or 2:**

- Area and Thematic Course 1 (500 level and above)
- Area and Thematic Course 2 (500 level and above)
- Area and Thematic Course 3 (500 level and above)
- Area and Thematic Course 4 (500 level and above)

Please note that undergraduate courses (100 to 400 level) are not eligible for credit towards the MA Program Requirements.

**Master's students must complete six courses for a total of 18 credits. Below are the required courses:**

- **HIST 548D - Historiography (3 credits):** The Historiography seminar involves an intense introduction to varieties of historical writing and the philosophic assumptions behind historical thinking. The Comparative History courses are designed to broaden student's knowledge and compensate for gaps created by specialization. This is a mandatory course for MA students taken in Year 1 of the MA program.
- **HIST 599 - The MA Research Seminar (3 credits):** The MA research seminar introduces students to the problems, materials, and research methods in the discipline; candidates must demonstrate their ability to use documents and other sources, and to write and defend papers based on such research. Ideally, the seminar paper will be the nucleus of the MA thesis. This is a mandatory course for MA students taken in Year 2 of the MA program.
- **Area and Thematic Courses (12 credits):** The History Department's readings courses introduce students to the main historiographical problems and secondary literature in their fields of specialization. Readings and topics courses require written work (approximately 3,000-4,000 words per course) from students as evidence of their growing mastery of secondary literature.

**Possible Options in lieu of Area and Thematic Courses (Readings and Topics Courses):**

- **HIST 525 - Professional Development for Historians (3 credits):** This course (HIST 525) introduces students to professional skills and options for historians in both academic and non-academic careers.
- **HIST 547D - Directed Studies Course (3 credits):** This course (HIST 547D) represents a one-on-one directed readings course with a professor. Normally, these courses are done with a supervisor and their student if there are no suitable graduate courses available for the student. When a professor (usually the supervisor) agrees to do a directed readings course with a student, the professor must contact the [graduate programme assistant](#) to set up the course and register the student into the course.
- **Graduate courses (3 credits) offered from outside of the History Department:** With the permission of the Graduate Advisor, students may take up to 6 credits of graduate coursework from outside the History Department in lieu of readings and topics courses. Language courses may not be substituted for graduate readings courses. Coursework should be consistent with the student's program and approved by the supervisor, and if applicable, the graduate advisor. Please consult your supervisor for possible graduate courses offered outside of the History Department, and then contact the graduate advisor for permission. (Examples of non-history graduate seminars represent 500+ level courses from the STS department, Asian Studies, FNIS, etc.).
- **Graduate course (3 credits) through the Western Dean's Agreement (WDA):** Students at participating Universities in Western Canada can attend partner institutions as visiting students without having to pay the host university's tuition fees through the [Western Dean's Agreement](#). Courses taken by MA students under the Western Deans' Agreement are eligible to be transferred as credits to their degree programs.

## PHD Guide for Course Planning

**PHD Program Requirements:** <https://history.ubc.ca/graduate/phd-program/> (Please bookmark and read this page)

**The target timeline to complete the PhD Program represents five years:**

- Students in the PhD program complete their coursework in their first year;
- Take their comprehensive exams, defend their prospectus, and advance to candidacy in their second year;
- Spend a year and a half doing dissertation research (estimate); and a year and a half writing the dissertation (estimate).
- Students should create a personal program completion timeline in conjunction with their supervisor during Term 1 of Year 1 of their program. Students who require more than six years to complete their program can apply for and receive an extension through the Faculty of Graduate and Postdoctoral Studies.

**PHD Coursework (Total of 3 courses). Below represents a guideline:**

In the first year, PhDs complete all their "coursework" representing a total of 3 courses.

**Course 1 (3 credits): HIST 525 - Professional Development for Historians:**

- This is a mandatory course taken in Year 1 of the PhD program. This course introduces students to professional skills and options for historians in both academic and non-academic careers.

**Course 2 (3 credits): HIST699 - The Doctoral Research Seminar:**

- This is a mandatory course taken in Year 1 of the PhD Program. The course guides students through the process of doing research for and drafting their dissertation prospectus.

**Course 3 (3 credits): Choose from options below:**

Students should take this course in Term 1 of Year 1. However, where appropriate and in consultation with their supervisor, they may choose to take it as late as Term 1 of Year 2. For their third course, students choose ONE of the following:

- **HIST 548D - Historiography (3 credits)**  
Students who have not previously taken a graduate-level historiography course must choose HIST 548D: Historiography. This course is offered annually only in Term 1.
- **Area and Thematic course (3 credits)**  
The History Department's readings courses (500 level and above) introduce students to the main historiographical problems and secondary literature in their fields of specialization. Readings and topics courses require written work (approximately 3,000-4,000 words per course) from students as evidence of their growing mastery of secondary literature.
- **Graduate course offered outside of the History Department (3 credits)**  
With permission of the Graduate Advisor, students may take 3 credits of graduate coursework from outside the History Department. Language courses may not be substituted for graduate readings courses. Please consult your supervisor for possible graduate courses (500+ level courses) offered outside of the History Department.
- **HIST 547D - Directed Studies Course (3 credits)**  
This course (HIST 547D) represents a one-on-one or small group directed readings course with a professor. When a professor (usually the supervisor) agrees to do a directed readings course with a student, the professor must contact the [graduate programme assistant](#) to set up the course and register the student into the course.
- **Graduate course through the Western Dean's Agreement (3 credits)**  
Students at participating Universities in Western Canada can attend partner institutions as visiting students without having to pay the host university's tuition fees through the [Western Dean's Agreement](#) (WDA). As per the [UBC Faculty of Graduate and Postdoctoral Studies \(G+PS\) policy](#), courses taken by PhD students under the Western Deans' Agreement will not be credited to their degree programs. If a PhD student wishes to take a graduate course through the WDA, they must also get approval from the graduate advisor for an exemption to the PhD Course requirements.

**Please note that undergraduate courses (100 to 400 level) are not eligible for credit towards the PhD Program Requirements.**

## 2. Note on planning for MA students in STS research stream

If you are a MA student with a Research Emphasis in the Science and Technology Studies (STS) research stream, please see this website for guidelines:

(MA) STS Research Stream: <http://sts.arts.ubc.ca/graduate/ma-degree-requirements/>

As a participating member of the STS research stream, most of your thematic courses will be represented by STS designated courses.

As MA students in the STS Research Stream, you are required to take:

- STS 501 (3): Proseminar in Science and Technology Studies
- STS 502 (3): Core Seminar in Science and Technology Studies
- STS 597 (3): Masters Colloquium in Science and Technology Studies
- MA Thesis as determined by your home department

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### Example of Course Registration for STS students in MA History Program.

#### Year 1:

- Course 1: HIST 548D (Historiography - required History course)
- Course 2: STS 501 (required STS course)
- Course 3: STS 597\* (required STS course – Full Year Course, See Note below)
- Course 4: STS 502 (required STS course)

#### Year 2:

- Course 5: HIST 599 (MA Research Seminar - required History course)
- Course 6: “Area and Thematic” (readings and topics) graduate course

#### \*Important Note on HIST 597:

This is a full year course representing the “STS colloquium” that runs for the entire year in terms 1 & 2. According to a former MA advisor for the STS program, “[HIST 597] will meet weekly, and it isn't a formal seminar so much as a colloquium series: each week we will discuss work-in-progress or a short reading of interest to the STS community, or there will be a talk....I don't think it would necessarily be too much to do the colloquium on top of two courses in the first term because of the nature of the work for 597 is not too onerous - it's really more of a colloquium than a formal course.” Students in the STS research stream should register for 597 in the first year. In the former STS MA Advisor's words, “this is an important part of the STS program and the experience of being part of the STS cohort.”

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If you have any questions about the STS stream, please feel free to contact the chair or program officer of the STS graduate program: <https://sts.arts.ubc.ca/about-sts/program-officers/>

### 3. Note on planning for PHD students in STS research stream

If you are a PhD student in the STS research stream, please see this website for guidelines:

(PHD) Research Streams in STS: <https://sts.arts.ubc.ca/graduate/phd-degree-requirements/>

At UBC, PhD study in STS is achieved via research streams inside the PhD programs of the Departments of English, History, Philosophy, and Sociology. A student enters the appropriate departmental PhD program and declares an intention to study within the STS research stream. Thus, any given student must fulfill the requirements of the Department in which he is studying, but must also complete the following additional requirements:

- STS 501 (3): Proseminar in Science and Technology Studies
- STS 502 (3): Core Seminar in Science and Technology Studies
- STS 598 (3): PhD Colloquium in Science and Technology Studies

In addition, each student must do a qualifying or comprehensives exam or paper (depending on departmental regulations) in STS and must write a dissertation in a field the program recognizes as STS. The PhD supervisory committee must contain at least one faculty member from outside the student's home Department who is affiliated with the STS program.

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If you have any questions about the STS stream, please feel free to contact the chair or program officer of the STS graduate program: <https://sts.arts.ubc.ca/about-sts/program-officers/>

## 4. Note about graduate students registering in undergraduate courses

**Undergraduate courses and/or undergraduate language courses are not part of the UBC MA or PhD program requirements. As a result, it's not a requirement to register into a language course.** Having said that, Graduate students pay one set tuition fee which allows them to take as many courses as they need/want without incurring any additional fees.

### Why students might consider registering in an undergraduate course?

Some graduate students, if they wish to brush up on the target language of their research, have taken undergraduate language courses either for CREDIT or AUDIT. A secondary (less common) reason to register in an undergraduate course would be to brush up on background knowledge.

### Cost of taking undergraduate courses:

**COST:** UBC Graduate Students pay a set fee each term and (technically) can register in as many courses (graduate or undergraduate) as they like without incurring any additional cost. In terms of cost, there is no additional financial cost to taking additional undergraduate courses either for CREDIT or as an AUDIT. For confirmation, graduate students will not be charged any additional fees for taking any undergraduate courses.

### AUDIT vs. CREDIT:

**CREDIT:** If graduate students register for an undergraduate course for CREDIT, they would fully participate in the course (including the final exam) and be assessed a grade at the end of the term.

**AUDIT:** In general, these courses are usually registered as an AUDIT, which allows students to get what they need from the undergraduate course/language course, while still being able to focus on their core graduate seminars. Graduate students must receive permission from the course professor to participate as an AUDIT. While student participation in courses is set by the course instructor, Auditors are expected to complete all course requirements except the final exam.

**Important:** The reason graduate students need to ask for permission to AUDIT a course is that it's possible to fail an AUDIT if the student does not meet any expectations set out by the professor. The expectations could be as simple as attending lectures/tutorials, or the professor may require the student to participate in group work or certain assignments.

### How to register in an undergraduate course for CREDIT or as an AUDIT?

1. **Registering in undergraduate courses for credit:** Unless the course specifies any prerequisites, graduate students should be able to register into an undergraduate course for credit on the student service centre (registration system).
2. **Registering in undergraduate course for AUDIT:** Auditing means registering in a credit course without seeking a grade or credit for the course. Students usually audit courses for self-interest and academic exploration. Student participation in courses is set by the course instructor. Auditors are expected to complete all course requirements except the final exam. If you successfully complete the course requirements for an audited course, your academic record will list "AUD" as the final grade. If your performance is not satisfactory, you may be given Fail (F) standing. This mark will count toward your overall average.

If you wish to audit a course you must:

1. Obtain the approval of your graduate program advisor.
2. Register for the course using the Change of Registration form available below. Be sure to indicate AUDIT.
3. Inform the instructor at the commencement of the course of your intention to audit it.

All changes between Audit and Credit standings must be submitted to the Faculty of Graduate and Postdoctoral Studies on the Change of Registration form by the appropriate course-specific deadline. Link to Change of Registration Form: <https://www.grad.ubc.ca/forms/registration-change-registration-form>

All changes between Audit and Credit standings must be submitted to the Faculty of Graduate and Postdoctoral Studies on the Change of Registration form by the appropriate course-specific deadline:

<https://vancouver.calendar.ubc.ca/dates-and-deadlines>

Requests for changes between Audit and Credit standings submitted after the appropriate deadline may be granted if accompanied by a compelling rationale endorsed by the course instructor and graduate advisor of your program.

The deadline to register as AUDIT represents the deadline to drop courses without a “W”. (Usually, this is approximately 2 weeks after the start of term). Check Academic Calendar for deadline drop dates:

<https://vancouver.calendar.ubc.ca/dates-and-deadlines>