

Institute for Gender, Race, Sexuality and Social Justice
The University of British Columbia

Guidelines for approval and completion of the MA thesis

Number of credits: 9 credits

The MA Thesis prospectus offers a preliminary description of the proposed argument of the thesis and explains the relation of this argument to existing research on the topic. It also sets out the major steps through which you plan to proceed in researching, writing, and structuring the thesis and explains why these steps have been selected. It will seek to convince readers who are specialists in the proposed research subject, as well as to explain the proposed research to non-specialist academic readers. The prospectus includes a bibliography, a comprehensive list of required primary sources for the research, and a list of the most relevant and most influential secondary readings on or around the topic, both at present and over a longer time frame. The text of the prospectus is typically 10 pages (2500 words) (not inclusive of bibliography/notes/appendices).

Handling of data and authorship should be discussed with the supervisor in accordance with UBC [Policy 85](#) and [Policy 88](#).

When approved, your supervisor should complete the [MA Thesis Proposal Approval](#) form. The form and a copy of the proposal should be forwarded to the Graduate Program Assistant for your student record.

Supervision and Preparation of the Thesis: Students will work with a supervisor and a second committee member. The type and amount of thesis supervision will be dictated by the topic, the needs of the individual student, and the preferred methods of the supervisor. Preliminary drafts, either of individual chapters or of the whole thesis, should be submitted to the supervisor as you proceed. You are encouraged to meet with both members of the committee several times during the preparation of the thesis. The committee members will not act as copy editors. The thesis is roughly **60 pages** (not inclusive of bibliography/notes/appendices). The thesis will be assigned a Pass/Fail grade.

An oral defense is not required.

The final form of the thesis must be prepared and submitted in accordance with Faculty of Graduate Studies regulations:

<http://www.grad.ubc.ca/current-students/dissertation-thesis-preparation>
<http://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission>

Supervisory committee: Potential supervisors may be located by consulting the list of GRSJ core faculty on the GRSJ website. Potential committee members may be from other UBC departments.

Faculty of Graduate and Postdoctoral Studies' database of research supervisors:
<https://www.grad.ubc.ca/prospective-students/research-supervisors>

Timeframe: Once you have decided on an area of specialization, preferably by the end of first year, you can work to formulate a topic and find a supervisor. When you have identified a supervisor, the attached form can be completed and submitted to the graduate program assistant. If you plan to complete the program in 18 months, you should submit your topic, proposal and names of two

committee members by the middle of your second term; if you plan to complete in 2 years, by the end of your second term.

Meetings with committee members: You should meet regularly with the supervisor, first to prepare the proposal (and application for Ethical Review if needed) and then to ensure progress on the thesis. The role of the second reader should be discussed and agreed upon.

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Committee membership

MA with thesis option

Name: _____ Student No: _____

Thesis topic/working title: _____

Primary supervisor: Name: _____ Department: _____

Second reader: Name: _____ Department: _____

To be signed by the Supervisor and Second Reader
(forward to the Graduate Program Assistant for the student's file)

I agree to be part of the supervisory committee for this MA thesis and to the topic, number of credits, and timeframe mentioned above.

Supervisor's signature: _____ *Date:* _____

Second reader's signature: _____ *Date:* _____