

Directed Study Credit Limitations:

A maximum of six (6) credits of *HKIN 530 Directed Studies*, may be credited toward a student's master's degree. An HKIN 530 Contract Form must be completed for each three (3) credit course to obtain course credit.

Course Alphabetic Designations, (A / B), for HKIN 530:

HKIN 530A is for the student's first three (3) credits of directed study being completed.

HKIN 530B is for the student's second three (3) credits of directed study being completed.

In other words, students must successfully complete HKIN 530A *prior to* HKIN 530B registration.

Student Responsibility:

Students must provide their signed, completed Directed Study Contract Form (including signatures from both the Study Supervisor and Associate Director for Graduate Programs), to the Graduate Secretary at least one (1) working day prior to the last day for registration changes in the appropriate term. (See *UBC's Calendar for registration deadline dates.*)

Student Registration into HKIN 530:

The Graduate Secretary registers the student once the approved and signed contract has been submitted. A final copy will be forwarded to the student, the Study Supervisor and the student's Thesis Supervisor. The original HKIN 530 Directed Study Contract Form is retained in the student's file.

Expectations for Directed Study Completion / Grade Reporting:

It is the expectation that all HKIN 530 Directed Studies will be completed within the term of registration. However, if a grade has not been reported by the reporting deadline, the Registrar's Office automatically records a "T". The "T" grade may be changed by the Project Supervisor's submission of a completed *Change to Transcript of Academic Record Form* to the Graduate Secretary. For directed studies carrying over and into the next session, (i.e. Winter | Summer, or Summer | Winter), students must be re-registered before a grade can be recorded.

HKIN 530 Directed Study Format:

The HKIN 530 Directed Study is to be an article for submission to a journal for publication and shall conform to the format of the appropriate journal, i.e., *A.P.A. Publications Manual*.

Graduate Affairs Contacts:

Graduate Secretary, Room 210, WGYM, 822-2767, hkin-gradsec@interchange.ubc.ca

Revised: 31 January 2005