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- **Catalogue entry** (UBC Library catalogue)
Fonds Description

Faculty of Graduate and Postdoctoral Studies fonds. – 1932-2009.
10.8 m of textual materials.

Administrative History

The Faculty of Graduate Studies was created in 1947, with Henry Angus as its Director and later Dean. Prior to that year the work of coordinating graduate courses and regulations had been done by the individual Faculties, each acting for its own students, together with a coordinating committee. In 2013 FGS was renamed Faculty of Graduate and Postdoctoral Studies.

The Faculty works in conjunction with departments, schools, and faculties to coordinate and maintain the quality of all graduate programs at the University. It derives its legislative and legal authority from the Graduate Council. In all matters concerning admission, scholarships, programs, and examinations, the Dean and Associate Dean act with the Registrar as administrative officers of the Graduate Council. Several committees have been involved in administering the Faculty, including the Executive Committee, the President’s Committee of Graduate Deans (which considered matters referred to it by the President), and the Committee on Graduate Studies (struck by the Dean in the mid-1960’s to consider all aspects of graduate work on campus, and to make recommendations to revise the Faculty’s operations). The Faculty also administers two residential graduate colleges, Green College and St. John’s College. For the Deans of the Faculty of Graduate and Postdoctoral Studies, consult the List of Deans.

Custodial History

The applications for graduate studies predate the formation of the Faculty of Graduate Studies, and presumably came originally from the Registrar’s Office and were transferred to the Faculty in the early 1950’s. The remainder of the fonds was created by the Faculty Dean’s Office.

Scope and Content

The Fonds consists of the records of the Executive Committee of Graduate Studies (1950-1968), the Committee on Graduate Studies (1964-1967), and the President’s Committee of Academic Deans (1969-1974), as well as applications from prospective students (1932-1951). It also consists of the records of various committees pertaining to the creation and governance of the Graduate School (1950-2007); Administrative files (1966-2007); Reports and Reviews by and pertaining to Graduate School and its associated entities, degrees, and programs (1970-2009); records related to the
governance, retention, and fellowship with future, current, and past Graduate Students (1979-2006); Policy, Academic Degree, Centre, College, and Institute Proposals (1966-2004); Correspondence (1983-1994); Inter-University Activities and Committees with which the Graduate School was associated (1964-1974); External Relations (1966-2004); as well as applications from prospective students (1932-1951)

Notes

Fonds consists of institutional records – access requests must be reviewed by the University’s FOIPOP Coordinator.

The arrangement of files within each series vary due the fact that three different arrangement types (Alpha-Numeric, Numeric, and Alphabetical) existed within the fonds at various stages. All series, sub-series, and files were arranged by the processor with the numeric and alphabetical systems in mind. The processor arranged each series according to the logical and/or predominant system within the series. Some sub-series within a series differ in filing systems due to different types of files preserved in one system versus another.

File list available.


Further accruals are expected

RESTRICTIONS: The applications for graduate studies, which contain applicants' personal information, are restricted.
Series Descriptions

**Graduate Council and Graduate Studies Committees series.** – 1950-2006.
1.03 m of textual materials

The series consists of minutes, agendas, correspondence, reports, and proposals pertaining to the following series: Executive Committee of Graduate Studies, Committee on Graduate Studies, Faculty of Graduate Studies, Graduate Council, and Other Committees and Related Materials. This series was arranged with files from the later alphabetical system strategically rearranged to match the files of the early numeric system.

1.38 m of textual materials

This Series consists of materials related to the functions and operations of the department. It consists of the following subseries: General Files, Dept. and Student Finances, Calendar, Admissions, AWARDS/Scholarships, Procedures, Student Academic Services, Promotion and Recruiting, Research, Reorganization, Conferences and Retreats, Freedom of information, and Visitors. This series was arranged numerically, except when some types of files only existed in the alphabetic system.

1.36 m of textual materials

It consists of the following subseries: School of Graduate Studies, Faculties, Schools, Departments, Degrees and Programs, General, Centres. This series is arranged alphabetically. This series consists of correspondence, minutes, reports and reviews pertaining to various departments and programs.

**Graduate Students series.** – 1979-2006.
47.1 cm of textual materials

This series consists of materials specifically related to potential students, current students, and alumni. It consists of agreements between universities, correspondence, finances, minutes, policies, surveys, and time completion studies. This series is arranged alphabetically.

2 m of textual materials
This series consists of correspondence, minutes, reports and other materials related to proposals by the School of Graduate Studies. The series consists of the following subseries: Policies and Information, General and Other, Certifications and Diplomas, Masters, Doctorates, and Centres, Colleges, and Institutes. This series is arranged alphabetically. Most of the files from the earlier numeric system had simply given the next available number with no further thought to the arrangement.

**Correspondence series.** – 1983-1994
73.1cm of textual materials

This series consists of correspondence, mostly inter-University, between various individuals, offices, and programs. It has the following subseries: Registrars/Depts./Committees, Deans, President’s Office, and Other. This series is arranged alphabetically.

**Inter-University Activities and Committees series.** – 1964-2007
2.58 m of textual materials

This series consists of correspondence, documentation, minutes, notifications, reports and other materials pertaining to the University at Large and many committees that the Head of Graduate Studies was involved with or reported to. It is divided into the following subseries: President's Committee of Academic Deans (alphabetical), President’s Committees (numeric), University at Large (alphabetical), Senate (numeric), Other University Committees (alphabetical), and Faculty Awards Committee – Killam and other (alphabetical). This series has a mixture of arrangement systems. Each sub-series is noted with the arrangement used.

**External Relations series.** – 1966-2004
1.14m of textual materials

This series consists of correspondence, reports, and related materials pertaining to relationships the School of Graduate Studies, at large, or the Dean, specifically, had with agencies, associations, schools, and other entities outside of UBC. It consists of the following subseries: Associations (alphabetical), External Organizations (numeric), Granting Agencies (alphabetical), and Other Agencies (alphabetical). This series has a mixture of arrangement systems. Each sub-series is noted with the arrangement used.

**Applications for Graduate Studies series.** – 1932-1951.
13 cm of textual materials.
Series consists of applications for acceptance into courses leading to a Master's Degree.

Series is restricted, as it contains personal information.
File List

BOX 1

GRADUATE COUNCIL AND GRADUATE STUDIES COMMITTEES

Executive Committee of Graduate Studies

1-1  Executive Committee  1961-68
1-2  Executive Committee - Agendas  1951-67
1-3  Executive Committee - Agendas  1961-68
1-4  Executive Committee - Correspondence  1950-66  [2 folders]

BOX 2

2-1  Executive Committee - Reports  1955-60
2-2  Correspondence Re Graduate Studies  1958-67  [4 folders]
2-3  Proposed Graduate Programme in Pathology  [ca. 1965]

(continued)

BOX 3

Committee on Graduate Studies

3-1  Correspondence, Minutes, Reports  1964-66
3-2  Minutes, Agendas, Notices  1965-66
3-3  Correspondence  1965-66
3-4  A Review of Graduate Study at U.B.C. - draft  1966
3-5  Working Papers  1967
3-6  Background Material  [n.d.]
3-7  Background Material  [n.d.]

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BOX 4

INTER-UNIVERSITY ACTIVITIES AND COMMITTEES
President’s Committee of Academic Deans

4-1 Correspondence, Minutes, Memos 1969
4-2 Correspondence, Minutes, Memos 1970
4-3 Correspondence, Minutes, Memos 1971
4-4 Correspondence, Minutes, Memos 1972
4-5 Correspondence, Minutes, Memos 1972
4-6 Correspondence, Minutes, Memos 1973
4-7 Correspondence, Minutes, Memos 1974
4-8 President's Committee for Community Services - U.B.C. Bookstore - Report 1973

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APPLICATIONS FOR GRADUATE STUDIES

5-1 Applications for Courses Leading to the Master's Degree 1932-51 [3 folders]

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GRADUATE COUNCIL AND GRADUATE STUDIES COMMITTEES

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6-3 1.01.4 Ad Hoc Committee on Residency Requirements for Ph.D. Program [1980-82]
6-4 1.01.5 Executive Committee Ad Hoc Sub-Com. On off-campus courses [1981-82]
6-5 1.02 Graduate Studies Executive and Faculty meetings 1986 [- 1990]
6-6 Master Space plan for FOGS [1990] to end 1993
6-7 Unit Retreat [2004]
Graduate Council

6-9  1.12 Graduate Council 1992/93
6-10 1.12 Graduate Council [91]/1992
6-11 1.12 Graduate Council 1991

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7-1  1.12 Graduate Council 1990
7-2  1.12 Graduate Council 1989
7-3  1.12 Graduate Council 1988
7-4  1.12 Graduate Council 1987
7-5  1.12 Graduate Council 1986
7-6  1.12 Graduate Council 1985-1986
7-7  1.12.01 Graduating Council Coordinating Cmte (temporary file) [1988-1991]
7-8  1.12.01 Graduate Council – Coordinating Committee [1988-1991]
7-9  1.12.02 Graduate Council Curriculum Committee [1993-87]
7-10 1.12.03 Graduate Council Committees Closed [1987]
7-11  Graduate Council Nominating Committee [1988 – 1993]
7-12  1.12.03 Graduate Council – Nominating Committee [1987-1992]
7-13  Graduate Council Scholarships Committee Sept. 2001 – June 2002
7-14  Graduate Council Scholarships Committee [1994 – 2001 V1]
7-15  Graduate Council Scholarships Committee [1994 – 2001 V2]
7-17  Graduate Council Scholarships Committee [1994 – 2001 V4]
7-18  1.12.04 Graduate Council Scholarships Committee [1993-87]
7-19  Graduate Council Scholarships Committee 1992/93 V1
7-20  Graduate Council Scholarships Committee 1992/93 V2
7-21  Graduate Council Scholarships Committee 1992/93 V3
7-22  Graduate Council Scholarships Committee 1991/92

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8-1  Graduate Council Scholarships Committee 1990-89
8-2  Graduate Council Scholarships Committee [1993-88]
8-3  1.12.05 Graduate Council New Programs Committee [1993-87]
8-4  Graduate Council New Programs Committee [1988 – 1992]
8-5  1.12.06 Graduate Council suggested ad hoc committees [1987-86]
8-6  1.12.07 Graduate Council Ad Hoc Committee on Membership [1991-83]
1.12.08 Ad Hoc Committee on English Language Requirements [1993-88]
1.12.09 Ad Hoc Committee on Graduate Retention [1988]
1.12.10 Graduate Council Review Committee [1990-86]
1.12.11 Ad Hoc Committee on Graduate Teaching & Supervision [1993-90]
1.12.12 Ad Hoc Committee on Graduate Recruitment [1991-90]

1.12.13 Ad Hoc Committee on the Role & Nature of the Doctoral Dissertation [1990]
1.12.14 Ad Hoc Committee on Individual Interdisciplinary Programs [1992-91]
1.12.15 Ad Hoc Advisory Committee on the Restructuring of the Institute of Asian Research [1991]
1.12.16 Ad Hoc Committee to Review Proposal for Centre for Applied Ethics [1991]
1.13 Faculty of Graduate Studies Membership [1990]

Other Committees and Related Materials

1.12.17 Graduate Council Policy Committee [1994-92]
1.13 Faculty of Graduate Studies Membership [1990]

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9-15 Dean’s Office [1981]
9-16 Christmas Party 2000
9-17  [Renewal of Computer Systems Support Agreement]
9-18  Documents [2005]
9-19  Faculty of Graduate Studies Juice/Water Log 2004-2012
9-20  [Human Settlements Business Cards 2000]
9-21  Reports [2005-2003]
9-22  A 35/4 Office of Grad Studies re: Office Space etc. 1966-1971
9-23  1.06 Space Requirements [1990-77]
9-24  Supervisory Committee Approvals up to 1993

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9-25  Alumni Activities [2003]
9-26  2.04.2 Exchange Students [Fees 1993-75]
9-27  2.04.4 Application Fee [1993-91]
9-28  2.04.6 Foreign Student Fee Differentials [1986-82]
9-29  M&P Performance [2003-2006]

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9-30  3.02 Calendar Revisions 1988-89
9-31  3.02 Calendar Material 1990
9-32  3.02.01 Admission Requirements [1988-78]
9-33  3.03 Course Offerings [1968-80]
9-34  3.03.01 Off-Campus Graduate Courses [1978-1985]
9-35  3.03.2 Proposed Extra Sessional (Evening) courses [1982]

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9-36  3.10 Graduate Admissions & Applications (On-line System) [Re: Procedures 1984 - 1988]
9-37  Admissions [internal memos RE: Procedures 1984]

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9-38  Teaching & Learning Enhancement Fund (TLEF) [2000-2001]
9-40  Teaching & Learning Fund Selection 1999/2000
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10-3 Enrolment Planning [2004-98]
10-4 Evaluating Supervisors [-2002]
10-5 FoGS – Mandate & Vision [2002]
10-6 FoGS – Membership in FoGS
10-7 FoGS – Misc. [2006-96]
10-8 4.06 New Graduate Programs 1988-1992
10-9 FoGS – Office [2003]
10-11 4.04.1 Ad Hoc Committee on Doctoral Oral Exam [1985]
10-13 4.05 Thesis Regulations [1984-1993]
10-14 4.05 Thesis Regulations [1969-1983]
10-16 Research/Professional Degrees [2004]
10-17 FoGS – Senate Approval n.d.

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10-18 FoGS – Enhanced Student Services [2003]
10-19 Student Academic Services (SAS) [1998-2004]

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10-20 Alumni [2005]
10-21 Asia Pacific Foundation
10-22 Asia Strategy [1999]
10-23 Brochure [2006]
10-24 Communications Meetings [2007]
10-25 DLAC [2006]
10-26 English [2006]
10-27 Forestry [2006]
10-28 Geography [2006-2007] V1
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11-2 Mining Engineering [2006-2007]
11-3 Occupational & Environmental Hygene [2006]
11-5 PDI [2003-2006]
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11-7 Physics [2005-2006]
11-8 Promotional Materials [2002-2005]
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12-2 Research: Discretionary Funding [1997-98]
12-3 Research: Grants & Contracts (94-95)
12-5 Research: Indirect Cost of Research [2002]
12-6 Research: Research [1999-2001]
12-7 Research: Research Awareness Campaign [1997]
12-8 Research: VP Research Discretionary Research Funding Proposal [1997-98]

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13-3 FoGS – Restructuring [1995-94]
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13-7 Jan 93 Retreat and Planning
13-8 Strategic Planning 2006-2007
13-9 FOGS Units Strategic Planning (1994-95) v1
13-10 FOGS Units Strategic Planning (1994-95) v2

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13-11 Conference: Improving the Quality of Grad. Studies at UBC, Nov. 26/94
13-12 Summary of Grad school Conference ’94 – Improving the Quality of Grad Studies at UBC - pt. 1
13-13 Summary of Grad school Conference ’94 – Improving the Quality of Grad Studies at UBC - pt. 2
13-14 1995 Retreat
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13-17 Freedom of Information [1996-93]
13-21 Request Freedom of Info Forms (informal)
13-22 Don Baker 1996 Freedom of Information
13-23 Seong-Soo Lee

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13-24 Asia Chairs Dr. Wm. Cummings Visit Jan 28, 1992
13-25 Search – Asian Research – Louis Cha Visiting Professor [1998]
13-26 Dr. Lee Ngok Visit Sept 9-11, 1991
13-27 Primoriye / Vladivostok Etc 1994

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14-1 Russian Visit up to ’93 [1991-93 pt. 1]
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FoGS – Graduate Program Review [2002]
FoGS – Periodic Graduate Program Review [2003]
Review: Faculty of Graduate Studies January 2002, pt. 1
Review: Faculty of Graduate Studies January 2002, pt. 2
Review: Faculty of Graduate Studies January 2002, pt. 3
Review: Faculty of Graduate Studies January 2002, pt. 4
Review: Faculty of Graduate Studies (1995) pt. 1
Review: Faculty of Graduate Studies (1995) pt. 2
Review: Faculty of Graduate Studies (1995) pt. 3 – Previous Reviews of FOGS
Review: Faculty of Graduate Studies (1995) pt. 6
Review: Faculty of Graduate Studies (1995) pt. 7 – FOGS Planning Documents
5.01 Faculty Review – “Review of Graduate Studies” 1974
5.01 Grad Studies Review Report – Replies from Faculty [1975]
Graduate Studies Review Committee Questionaire [1974]
Reviews – FOGS UNITS – Green College (1997)
Reviews – Individual Interdisciplinary Studies Graduate Program (2002)
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15-21 Reviews: Faculty of Agricultural Sciences [2003]
15-22 Reviews: Faculty of Arts [1995]

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15-24 Reviews: School of Audiology & Speech Sciences [1998]
15-25 Reviews: School of Library, Archival, and Information Studies (1997- [2003])
15-26 School of Library, Archival, and Information Studies Review – 1991
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16-21 Review: Department of French Department (4/92)
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16-24 Review: Department of Germanic Studies
16-25 Accreditation: Department of Health Care and Epidemiology Volume 1-
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16-26 Review: Department of Health Care & Epidemiology [1993-1994]
16-27 Review: Department of History 3/91
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16-37 Reviews: Department of Obstetrics & Gynaecology, [V. 2, 1994 Review, pt. 1]
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16-39 Reviews: Department of Ophthalmology [1994]
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17-7 Department of Psychiatry Self Study Report 2001 Volume 1 – Intro – Appendix 2
17-8 Department of Psychiatry Self Study Report 2001 Volume 2 – Appendices 3-16
17-11 Review: Department of Psychology (1996)
17-12 Review: Department of Radiology (1995)
17-13 Review: Department of Research Services (2001)
17-14 Review: Department of Science (1995)
17-15 Review: Department of Slavonic Studies (1990-94)
17-17 Review: Department of Statistics (1993)
17-18 Review: Department of Student Services May 1998
17-19 Review: Department of Surgery (October 1998)
17-20 Review: Department of Surgery 1993
17-21 Review: Theatre and Film [1991-90]
17-22 Review: Department of Women’s Studies Programme (1997)
17-23 Review: Department of Zoology (12/90)

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17-25 Accreditation Site Visit [Masters of Health Administration] (1993)
17-26 MHA Program Review 2000, [1999 Faculty of Medicine – Dept. Health Care & Epidemiology Annual Report]
MHA Program Review 2000, Report – Intro to Appendix 3
MHA Program Review 2000, Report – Appendix 4-8
MHA Program Review 2000, Report – Appendix 9-15
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6.02 President’s Report 1984-1985
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5.04.01 Length of Time to Complete Degrees [1987-1988]
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20-5 Graduate Students – Student Housing [1998 – 2004]
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20-10 Graduate Students – Laboratory Space [1994-1996]
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20-17 Graduate Students – Survey: Graduate Exit Survey [1995]
20-18 Graduate Students – Survey: Graduate Student Experience at UBC [1994-1995]
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21-4 14.02.1 Master’s Programmes – Thesis and Non-Thesis Option [1990]
21-5 14.03 Part-time Degree Studies [1972-73]
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22-7 Proposals – General File [1984-1990]
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22-15 16.16 Asian Religions [1986-84]
22-16 Proposal: Avalanche Research at UBC (7/90; FOGS/5)
22-17 17.04 [M.Sc. Audiology and Speech Sciences 1991]
22-18 Behavioral Medicine & Health PSY 1984
22-19 14.04 Biomedical Engineering “central file”
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28.11 Canadian Bureau for International Education (CBIE) [1993-1977]
28.12 Northern Studies [1992-76]
28.13 Can. Fed. For the Humanities (Can. Academic Centre in Italy) [1978-76]

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28.16 Canadian Mediterranean Institute [1982]
28.17 Canadian Student Pugwash [1984-83]
28.18 Canadian Society for the Study of Higher Education (CSSHE)
29.04 Distance Education 1984-77
29.04.01 Distance Education – Oceanography Proposal [1984-66]
29.04.1 Distance Education – Open Learning Institute (OLI) [1993-78]
29.04.2 Distance Education – Knowledge Network (KNOW) [1983-80]
29.04.3 Distance Education – Ad Hoc Sub-Committee on Distance Education [1983]
29.05 B. C. Research [1986-80]
29.12.1 I. D. O. International Development Office [1991-82]
29.19 Biomedical Research Centre [1993-86]
29.23 Ministry of Advanced Education, Training and Technology [1993-92]
30.02.1 Kelowna School of Resource Management [1979-78]
30.02.3 BCIT Degree Programmes [1981]
31.00 B.C. Provincial Universities [1974]
31.01 University of Victoria [1992-82]
31.02 Simon Fraser University [1993-89]

Granting Agencies

Granting Agencies – Natural Sciences and Engineering Research Council (NSERC) [1995-2002]
Granting Agencies – Social Sciences and Humanities Research Council (SSHRC) [1995-2002 V1]
Granting Agencies – Social Sciences and Humanities Research Council (SSHRC) [1995-2002 V2]
10.09 Canadian Commonwealth & Fellowship Committee [1981-1991]

Other Agencies

Other Institutions – Open Learning Agency [1995]

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[Survey of Comprehensive Examinations 1971-1969]

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43-14 Reviews: Faculty of Forestry (1995)

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43-19 Reviews: Department of English (1997)
43-20 Reviews: Department of Fine Arts (1997)
43-21 Reviews: Department of Food Science [1996]
43-22 Reviews: Department of French, Hispanic, & Italian Studies (1999)
43-23 Reviews: Department of Geological Studies (1990)
43-24 Reviews: Department of Germanic Studies, Russian and Slavic Studies [1999]
43-25 Reviews: Department of Health Care & Epidemiology June 1-2, 1998
43-27 Reviews: Health Sciences, Office of the Coordinator [1999]
43-28 Reviews: Department of Hispanic and Italian Studies (1996)
43-29 Reviews: Department of History (1999)
43-30 Reviews: Department of Housing and Conferences (1994)

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43-31 Reviews: Health Administration Program, Master of (M.H.A.) within Department of Health Care & Epidemiology (2001)
43-32 Reviews: Law Graduate Program

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43-33 Reviews: Brain Research Centre [2002]

General

43-36 Reviews: Biosafety Committee (1995)
43-37 Reviews: Campus Planning and Development (1994)
Reviews: Library (1995)

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