

Faculty of Graduate and Postdoctoral Studies fonds

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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.

Acquired in several accessions from the Faculty of Graduate Studies, in 1984, 1995, 2007, and 2018.

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.

Administrative Series. – 1966-2007.

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.

Reports and Reviews Series. – 1970-2009.

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.

Proposals series. – 1966-2004.

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](#) (alphabetic). 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]

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- 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]

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

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- 6-1 FoGS Committees [2004-98]
- 6-2 1.01.2 Executive Subcommittee on Residency Cases [1977-84]
- 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

- 6-8 [1.12] Graduate Council Meetings/Committees [1987] up to 1993
- 6-9 1.12 Graduate Council 1992/93
- 6-10 1.12 Graduate Council [91]/1992
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- 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]
- 7-16 Graduate Council Scholarships Committee [1994 – 2001 V3] Before 1999
- 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
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- 8-1 Graduate Council Scholarships Committee 1990-89
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- 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]

- 8-7 1.12.08 Ad Hoc Committee on English Language Requirements [1993-88]
- 8-8 UBC Int'l Forum [1992] to end 1993
- 8-9 1.12.09 Ad Hoc Committee on Graduate Retention [1988]
- 8-10 1.12.10 Graduate Council Review Committee [1990-86]
- 8-11 1.12.11 Ad Hoc Committee on Graduate Teaching & Supervision [1993-90]
- 8-12 1.12.12 Ad Hoc Committee on Graduate Recruitment [1991-90]

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- 9-1 1.12.13 Ad Hoc Committee on the Role & Nature of the Doctoral Dissertation [1990]
- 9-2 1.12.14 Ad Hoc Committee on Individual Interdisciplinary Programs [1992-91]
- 9-3 1.12.15 Ad Hoc Advisory Committee on the Restructuring of the Institute of Asian Research [1991]
- 9-4 1.12.16 Ad Hoc Committee to Review Proposal for Centre for Applied Ethics [1991]
- 9-5 FoGS – Graduate Policy Committee [2003]
- 9-6 Graduate Council Policy Committee 1996 – July 2002 [V1]
- 9-7 Graduate Council Policy Committee 1996 – July 2002 [V2]
- 9-8 Graduate Council Policy Committee 1996 – July 2002 [V3]
- 9-9 1.12.17 Graduate Council Policy Committee [1994-92]
- 9-10 Membership in Graduate Studies Faculty [1991]
- 9-11 1.13 Faculty of Graduate Studies Membership [1990]

Other Committees and Related Materials

- 9-12 [St. John's College Governance Committee 2005-2006]
- 9-13 Submission to Provincial Government RE: Support For Graduate Education
- 9-14 Workshop on [Interdisciplinary] ID Programs [1993-90]

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ADMINISTRATION SERIES

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- 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
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- 9-25 Alumni Activities [2003]
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- 9-31 3.02 Calendar Material 1990
- 9-32 3.02.01 Admission Requirements [1988-78]
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- 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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- 9-37 Admissions [internal memos RE: Procedures 1984]

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- 9-39 Teaching & Learning Fund Selection 2000/2001
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- 10-2 FoGS – Duties of Dean, Assoc. & Asst. Deans [2003]
- 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]
- 10-10 4.04 Final Oral – Procedures [1988-1977]
- 10-11 4.04.1 Ad Hoc Committee on Doctoral Oral Exam [1985]
- 10-12 Problem Oral Exams. (1984-1995) PHD
- 10-13 4.05 Thesis Regulations [1984-1993]
- 10-14 4.05 Thesis Regulations [1969-1983]
- 10-15 26.05 FOGS Procedures Manual [1992]
- 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]
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- 10-22 Asia Strategy [1999]
- 10-23 Brochure [2006]
- 10-24 Communications Meetings [2007]
- 10-25 DLAC [2006]
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- 10-30 [Grad School Guides and Promotional Materials 2005-2007]
- 10-31 Health and Environment Consortium [2006]
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- 11-4 [Ontario University Registrar's Association] – OURA – [2006-2007]
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- 13-22 Don Baker 1996 Freedom of Information
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- 13-25 Search – Asian Research – Louis Cha Visiting Professor [1998]
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- 14-1 Russian Visit up to '93 [1991-93 pt. 1]

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- 14-7 [Graduate Studies Annual Reports 2001, 2002, 2006]
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- 15-9 Review: Faculty of Graduate Studies (1995) pt. 3 – Previous Reviews of FOGS
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- 15-11 Review: Faculty of Graduate Studies (1995) pt. 5 – Board of Governors Mtg.
- 15-12 Review: Faculty of Graduate Studies (1995) pt. 6
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- 15-14 A Review of Graduate Studies 6/25 [1970-1974]
- 15-15 5.01 Faculty Review – “Review of Graduate Studies” 1974
- 15-16 5.01 Grad Studies Review Report – Replies from Faculty [1975]
- 15-17 Graduate Studies Review Committee Questionnaire [1974]
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- 16-17 Review: Department of Educational Psychology and Special Education [1989]
- 16-18 Review: Department of English 4/1991
- 16-19 Review: Department of Family & Nutritional Sciences [1991]
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- 16-21 Review: Department of French Department (4/92)
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- 16-25 Accreditation: Department of Health Care and Epidemiology Volume 1-
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- 18-8 Reviews: General [1995-2003]
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- 36-14 Planning Committee [1991-92]
- 36-15 22.15 Senate Ad-hoc Committee on Post Baccalaureate Prof. Prog. [1980-77]
- 36-16 25.16 Senate – Tributes [1984-79]
- 36-17 25.17 Senate Ad Hoc Committee On Examination [1980]
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- 36-19 25.19 Senate Ad Hoc Committee Eligibility to Serve on Senate [1981]

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- 36-21 Health Sciences Coordinating Committee [1987] to end 1993
- 36-22 18.01 Standing Committee – Radioisotopes and Radiation Hazards (February 1960 - July 1979)
- 36-23 18.02 Hydrology Committee [1987-64]

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- 36-24 [Killam Annual Conference Report 2000]
- 36-25 [Killam Annual Conference Report 1997]
- 36-36 [Killam Annual Conference Report 1996]
- 36-37 [Killam Annual Conference Report 1995]
- 36-38 [Killam Endowment Fund Committee 2000-2001 V1]

36-39 [Killam Endowment Fund Committee – 2000-2001 V2 Annual Conference 2000]

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- 37-1 [Killam Endowment Fund Committee 2000-2001 V3]
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- 37-4 [Killam Fellowship Committee Reports, Correspondence, and etc. 1998, 1999, 2002]
- 37-5 Killam Lecture & Prizes – [Correspondence 2006-07]
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- 38-3 [Killam Trust Report April 28, 2000]
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- 38-5 [Killam Trust Report April 20, 2000]
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- 40-1 28.04 Academic Associations (Canadian) – Canadian Association for Graduate Schools (C.A.G.S.) – Correspondence 1980-81
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- 40-3 28.04 Academic Associations (Canadian) – Canadian Association for Graduate Schools (C.A.G.S.) – Correspondence 1974-1975
- 40-4 28.04 Academic Associations (Canadian) – Canadian Association for Graduate Schools (C.A.G.S.) – Correspondence 1968-1971
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- 40-8 28.04.01 Academic Associations (Canadian) – Canadian Association for Graduate Schools (C.A.G.S.) – Membership lists 1970-1992
- 40-8 28.04.02 Academic Associations (Canadian) – Canadian Association for Graduate Schools (C.A.G.S.) – Minutes 1977-[1988]
- 40-9 28.04.03 Academic Associations (Canadian) – Canadian Association for Graduate Schools (C.A.G.S.) – CAGS Mtg. Windsor – Nov. 1-3, 1990
- 40-10 28.04.04 Academic Associations (Canadian) – Canadian Association for Graduate Schools (C.A.G.S.) – CAGS Meeting Report January 1992
- 40-11 28.04(A) Canadian Association for Graduate Schools (Canadian) 1988
- 40-12 28.15 CAGS Executive Committee 1981-82
- 40-13 Associations – Council of Graduate Schools (CGS) [1997]
- 40-14 32.03.1 CGS NEW Deans Workshop July 1990
- 40-15 11.06.1(b) Fanshaw College [1991]

- 40-16 Associations – General [1997]
- 40-17 28.03 Enquiries to and from other Universities [1992-78]
- 40-18 McGill, U of T, UBC Agreement [1992-96]
- 40-19 Pacific Northwest Research Foundation [1994-1991] V1
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- 40-21 Pacific Northwest Research Foundation [1994-1991] V3
- 40-22 10.17 Royal Society of Canada [1992-93]
- 40-23 28.00 [Science Council of British Columbia 8th Annual Report 1986]
- 40-24 28.02 Tri-University Committee on Graduate Studies [1980-79]
- 40-25 Associations: Western Association of Graduate Schools – Correspondence and Ephemera [1975-1993]
- 40-26 32.04 WAGS [1994-87]
- 40-27 WAGS Dean Suefeld President Elect [1987]
- 40-28 WAGS & CAGS [Fax Replies 1986]
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- 41-1 32.04 Western Association of Graduate Schools (WAGS) [1991-1967]
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- 41-4 28.05.10 Western Canadian Deans Correspondence 1992
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- 41-8 Associations – Western Association of Graduate Schools (WAGS) [1996-2002]
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- 41-14 Associations: Western Canadian Deans of Graduate Studies [1995-2006 pt. 6] – Wyoming Mtg '95, Vancouver Mtg. '96
- 41-15 WCDGS [2007]

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- 42-2 28.17 Canadian Student Pugwash [1984-83]
- 42-3 28-18 Canadian Society for the Study of Higher Education (CSSHE)
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- 42-5 29.04.01 Distance Education – Oceanography Proposal [1984-66]
- 42-6 29.04.1 Distance Education – Open Learning Institute (OLI) [1993-78]
- 42-7 29.04.2 Distance Education – Knowledge Network (KNOW) [1983-80]
- 42-8 29.04.3 Distance Education – Ad Hoc Sub-Committee on Distance Education [1983]
- 42-9 29.05 B. C. Research [1986-80]
- 42-10 29.12 Canadian Intl. Dev. Agency [1993-85]
- 42-11 29.12.1 I. D. O. International Development Office [1991-82]
- 42-12 29.19 Biomedical Research Centre [1993-86]
- 42-13 29.23 Ministry of Advanced Education, Training and Technology [1993-92]
- 42-14 30.02.1 Kelowna School of Resource Management [1979-78]
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- 43-3 External Agencies – Government Press Release [1997-2004]
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- 43-6 Granting Agencies – Natural Sciences and Engineering Research Council (NSERC) [1995-2002]
- 43-7 Granting Agencies – Social Sciences and Humanities Research Council (SSHRC) [1995-2002 V1]
- 43-8 Granting Agencies – Social Sciences and Humanities Research Council (SSHRC) [1995-2002 V2]
- 43-9 10.09 Canadian Commonwealth & Fellowship Committee [1981-1991]

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- 43-10 Other Institutions – Open Learning Agency [1995]

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43-27 Reviews: Health Sciences, Office of the Coordinator [1999]
43-28 Reviews: Department of Hispanic and Italian Studies (1996)
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