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LFS Graduate Student Supervisory Committee Composition
MSc Student

Last Name:	First Name:
Student Number:	Email:
Graduate Program:	Program Start Date:
Thesis Title or Topic:	

Supervisory Committee: (see back for details on committee composition)

Supervisor	Program or Affiliation	_____ Signature	_____ Date
Co-supervisor (if any)	Program or Affiliation	_____ Signature	_____ Date
Committee member	Program or Affiliation	_____ Signature	_____ Date
Committee member outside students graduate program	Program or Affiliation	_____ Signature	_____ Date
Additional committee member (if any)	Program or Affiliation	_____ Signature	_____ Date
Additional committee member (if any)	Program or Affiliation	_____ Signature	_____ Date

 Approved by Associate Dean Graduate Programs - Signature and Date

This form must be submitted to the LFS Graduate Programs Office for approval within 4 months of starting the MSc program.



Master's Supervisory Committee

The M.Sc. Supervisory Committee is responsible for guiding the student through his/her graduate program.

Responsibilities

- provides academic support throughout the student's program;
- helps plan a program of courses, which will prepare the student for thesis work, meet program requirements and assist career development;
- provides critical comments on the research proposal and the thesis;
- reviews academic and research progress on no less than an annual basis;
- recommends whether the thesis is of acceptable standard for examination; and
- ensures that all LFS and FoGS procedures associated with the degree program are adhered to.

Appointment

The Supervisory Committee is selected jointly by the Supervisor and student and recommended to the LFS Graduate Programs Office within 4 months of the student's initial registration. The committee composition must be approved by the Associate Dean, Graduate Programs.

Composition

- Normally, the Chair of the Supervisory Committee will be the UBC faculty member .
- At least **two** additional faculty members will serve on the Committee. They normally will be at least of the rank of Assistant Professor. One member must be from outside the student's graduate program and at least one faculty member from the student's graduate program, in addition to the supervisor or the co-supervisor. The size of the Committee must be **at least three**. The membership may include faculty from other units and other universities.
- With the approval of the Associate Dean, Graduate Programs, the Committee may include **additional** qualified persons who are not faculty members. These members may serve as co-supervisors, but the majority of the committee must be members of FoGS.
- The majority of the Committee must be from UBC.

Replacements

- Members on study leave or any other leave exceeding 2 months should be replaced at least for the period they are away.
- A change in research direction or academic program may require a change in Committee composition – in such cases a new committee composition form must be submitted to the LFS Graduate Programs Office for approval.

Meetings

It is the responsibility of the thesis supervisor to ensure that the supervisory committee meets **at least once a year**, preferably more, to monitor the student's progress. The following meetings are required:

- initial meeting immediately after the student commences his/her program) to review the proposed research area and approve courses for the program;
- meeting to approve the research proposal and proposed schedule for completion;
- regular meetings conducted to determine whether sufficient progress is being made towards program completion in a timely manner;
- The Supervisor is responsible for submitting minutes of these meetings to the LFS Graduate Programs Office, and to all committee members.