



### LFS Graduate Student Supervisory Committee

#### Composition PhD Student

Last Name: Click or tap here to enter text.	First Name: Click or tap here to enter text.
Student Number: Click or tap here to enter text.	Email: Click or tap here to enter text.
Graduate Program: Click or tap here to enter text.	Program Start Date: Click or tap here to enter text.
Thesis Title or Topic: Click or tap here to enter text.	

**Supervisory Committee:** (see next page for details on committee composition)

Click here to enter text. <i>Supervisor</i>	Click here to enter text. <i>Program or Affiliation</i>	Click here to enter text. <i>Signature</i>	Click here to enter text. <i>Date</i>
Click here to enter text. <i>Co-supervisor (if any)</i>	Click here to enter text. <i>Program or Affiliation</i>	Click here to enter text. <i>Signature</i>	Click here to enter text. <i>Date</i>
Click here to enter text. <i>Committee member</i>	Click here to enter text. <i>Program or Affiliation</i>	Click here to enter text. <i>Signature</i>	Click here to enter text. <i>Date</i>
Click here to enter text. <i>Committee member outside student's graduate program</i>	Click here to enter text. <i>Program or Affiliation</i>	Click here to enter text. <i>Signature</i>	Click here to enter text. <i>Date</i>
Click here to enter text. <i>Additional committee member (if any)</i>	Click here to enter text. <i>Program or Affiliation</i>	Click here to enter text. <i>Signature</i>	Click here to enter text. <i>Date</i>
Click here to enter text. <i>Additional committee member (if any)</i>	Click here to enter text. <i>Program or Affiliation</i>	Click here to enter text. <i>Signature</i>	Click here to enter text. <i>Date</i>

Approved by Associate Dean Graduate Programs

Click here to enter text.  
*Signature*

Click here to enter text.  
*Date*

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



## ***PhD Supervisory Committee***

### **Responsibilities**

- Provides academic support throughout the program;
- Provides critical comments on the research proposal and the thesis;
- Help plan a program of courses, if necessary, which will prepare the student for his/her comprehensive examination, thesis work, meet program requirements and career development;
- Determines the date and format of comprehensive examination;
- Reviews research progress on an annual basis;
- Recommends whether the thesis is of acceptable standard for examination;
- 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 Dean, G+PS, the Committee may include additional qualified persons who are not faculty members. These members may serve as co-supervisors or committee members upon G+PS approval, but the majority of the committee must be members of FoGS. Co-supervisors in a graduate student committee will collectively constitute one vote.
- The majority of the Committee must be from UBC.

### **Replacements**

- Supervisor on sabbatical or any other leave exceeding 2 months must arrange for a temporary supervisor, and must inform the LFS Graduate Programs Office prior to leaving campus.
- A change in research direction or academic program may require a change in Committee composition.

### **Meetings**

Supervisory Committee must meet at least once a year, to monitor student's progress. In addition, the following meetings will be required:

- Initial meeting (within 4 months of registration) to review the student's proposed program;
- Meeting to approve research proposal and the date and format of the Comprehensive Examination
- Regular meetings to review progress and to determine whether sufficient work has been achieved to prepare an acceptable thesis.

The Supervisor is responsible for promptly submitting minutes of these meetings to the LFS Graduate Programs Office.