



RHSC Supervisory Committee Form

Student Information

| | | | |
|---|---------------------------|---------------------------|-------------------------------------|
| Last Name | First Name | | Today's Date |
| Degree (Master's or PhD or MPT/PhD) <input type="radio"/> MSc <input type="radio"/> PhD <input type="radio"/> MPT/PhD | UBC Student Number | Program Start Date | Anticipated Program End Date |

Supervisory Committee

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|---|-------------------|-----------------------|---------------------|
| Supervisor Name | Department | Position Title | G+PS Member? |
| Co-Supervisor Name (if applicable) | Department | Position Title | G+PS Member? |
| Committee Member #1 Name | Department | Position Title | G+PS Member? |
| Committee Member #2 Name | Department | Position Title | G+PS Member? |
| Committee Member #3 Name | Department | Position Title | G+PS Member? |

If a committee member is NOT a G+PS member, please also fill out the table below:

| | | | |
|---------------------------------|--------------------------------|---------------------------|--------------|
| Committee Member #1 Name | University/Organization | Job/Position Title | Email |
| Committee Member #2 Name | University/Organization | Job/Position Title | Email |

RHSC Program Office Only

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|--|---|-------------------------------|
| Date Entered into RHSC Student Database | Date Entered into FoM Supervisor Approval Portal | Date Entered into SISC |
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Supervisory Committee

All graduate students are required to have a Supervisory Committee. Supervisory committees are to be composed primarily of research faculty members who hold tenure stream professorial board appointments. Adding any committee member who does not have a research, tenure stream professorial board appointment at UBC requires the approval of the Graduate Advisor and G+PS. The proposed committee member must 1) provide expertise that is not already available from a UBC faculty member, 2) provide an independent voice from other committee members, and 3) have the qualifications to supervise graduate research at the standard of excellence at UBC. A memo from the supervisor, addressing all three criteria, is required for approval.

Master's students must have a minimum of three faculty members on their committee (including the supervisor). Committee members are usually UBC faculty members holding the rank of Assistant Professor, Associate Professor, or Professor. Two committee members can be either an adjunct member of RHSC or some other UBC academic unit or a non-RHSC UBC research faculty with a tenure stream professorial board appointment.

Doctoral students must have a minimum of three faculty members on their committee (including the supervisor). Committee members are usually UBC faculty members of the holding the rank of Assistant Professor, Associate Professor, or Professor. Two committee members can be either an adjunct

member or honorary professor of RHSC or some other UBC academic unit or a non-RHSC UBC research faculty with a tenure stream professorial board appointment.

A justification for non-G+PS committee members should be provided to the Graduate Advisor along with the committee form. Special permission allows for supervisory committees to include senior instructors, honorary faculty, adjunct faculty, off-campus professionals and/or faculty members from other universities so long as the majority of the committee consists of UBC faculty holding the ranks above. A letter justifying the appointment and a copy of the individual's curriculum vitae should be submitted to the Graduate Coordinator.

Supervisory committees must conform to the policies listed in this section and should be formed within the first academic term. Students should consult with their supervisor regarding faculty members suitable to act as members of their committee. Choice of members of the supervisory committee is a joint decision between the student and supervisor. Once the student's supervisory committee has been formed, students are required to fill out the Supervisory Committee Form, which must be signed by the student, the supervisor, and the Graduate Advisor. Requested changes to supervision should follow the policies laid out by G+PS (<https://www.grad.ubc.ca/faculty-staff/policies-procedures/supervision>).