



**LFS Graduate Student Supervisory Committee Composition**  
**PhD 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 PhD program.

## Ph.D. 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 Supervisor.
- 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.
- The size of the Committee must be **at least three** but may be greater than three. The membership may include faculty from other units and other universities.
- With the approval of the Associate Dean, the Committee may also include qualified persons who are not faculty members. When persons from outside the University are proposed, attach a written request for approval, with a justification and CV or website of the person(s) nominated.
- The majority of the Committee must be member of FOGS.

### 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.