**OCF Supervisory Committee Form**

Student Information

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| --- | --- | --- |
| Last Name | First Name | UBC Student Number |
| Degree | Program Start | Planned Program End |
| (For MSc students) Stream |  |  |

Supervisory Committee

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Supervisor Name | Department  IOF | Signature | Date | G+PS Member? |
| Committee Member Name | Department | Signature | Date | G+PS Member? |
| Committee Member Name | Department | Signature | Date | G+PS Member? |
| Committee Member Name | Department | Signature | Date | G+PS Member |
| Committee Member Name | Department | Signature | Date | G+PS Member |

|  |  |  |
| --- | --- | --- |
| Student Signature | Date | GPO use |
| Graduate Advisor Signature | Date | Graduate Advisor Name |

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**Supervisory Committee Information**

All graduate students are required to have a Supervisory Committee. 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. Supervisory committees are to be composed primarily of research faculty members from the IOF who hold research, tenure stream professorial board appointments.

Adding any committee member who does not have a research, tenure stream professorial board appointment at UBC (i.e., people that are **not members of the Faculty of Graduate Studies at UBC,** subsequently referred as non-G+PS) requires:

* for **MSc students**: the approval of an OCF Graduate Advisor
* for **PhD students**: the additional approval of G+PS and 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. Please ask the Graduate Program Coordinator for a non-GPS member approval form. A memo by the supervisor that justifies the appointment by addressing all three criteria, a copy of the nominee's curriculum vitae, and a statement from the nominee assenting to serve on the Supervisor Committee and accepting responsibilities outlined by UBC (<https://www.grad.ubc.ca/faculty-staff/information-supervisors/supervisory-committee>) should be attached as well.
* A minimum of 50% of the Supervisory Committee Members must be members of the Faculty of Graduate studies at UBC.
* OCF Master’s students in the **18-credit stream** must have a minimum of **three** members on their Supervisory Committee (including the supervisor).
* OCF Master’s student in the **12-credit stream** must have a minimum of **two** members on their Supervisory committee (including the supervisor).
* OCF **Doctoral** students must have a minimum of **three** faculty members on their committee (including the supervisor), two of which must be IOF faculty members. While non G+PS members (see above) or non-IOF members of G+PS can be added, the Supervisory Committee is usually primarily composed of UBC faculty members of the IOF holding the rank of Assistant Professor, Associate Professor, or Professor.