

## SUPERVISORY COMMITTEE APPROVAL FORM

### STUDENT INFORMATION

Student ID: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Email: \_\_\_\_\_@unbc.ca Program of Study: \_\_\_\_\_  
 Admit Date: \_\_\_\_\_ For Master's Degree students, please specify: Project Thesis Practicum

### COMMITTEE DETAILS

Supervisor Name: \_\_\_\_\_ Co-Supervisor Name (if any): \_\_\_\_\_

#### Committee Members

Description	Name	Program	Email	Signature
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If any of the members above are **external to UNBC**, please include their credentials, affiliated institution and a brief rationale for their inclusion below. Additional information may be appended if warranted.

### APPROVAL SIGNATURES

Student (Print Name):	Signature:	Date:
Supervisor (Print Name):	Signature:	Date:
Co-Supervisor (Print Name):	Signature:	Date:
Program Chair (Print Name):	Signature:	Date:

**OGA USE ONLY** Dean's review required? No Yes - date submitted for review: \_\_\_\_\_ Initials: \_\_\_\_\_

**DEAN'S DECISION** Approved Additional information required Denied

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## INFORMATION AND INSTRUCTIONS FOR COMPLETION

This form is required to approve the formation of a supervisory committee. Revisions to existing supervisory committees require completion of the Supervisory Committee Revision form.

This form is **NOT REQUIRED** for Master's students in the coursework, major paper, comprehensive exam or portfolio completion routes.

### General Information

- A member of a supervisory committee who has an adjunct or emeritus position with UNBC cannot be the sole supervisor of a graduate student.
- A faculty member who leaves UNBC cannot remain as the sole supervisor for a graduate student.
- Additional information must be included on the form for committee members who are external to UNBC.
- If, at any point, more than one member of a supervisory committee is absent from the University for an extended period of time (including during sabbaticals), arrangements should be made so that the progress of the student is not impeded. No more than one member of a supervisory committee should be on an extended absence at any one time.

### External Members

In order to add a Committee Member external to UNBC to a supervisory committee, the following criteria should be met:

- An experienced and well qualified expert
- Established reputation in the area of the thesis, project or dissertation research
- Able to judge whether the academic work is acceptable at a university comparable to UNBC
- Assistant/Associate/Full Professor at a university or of comparable stature if not at a university

### Master's Degree Programs

#### Composition

The committee consists of at least three members including the supervisor. One member is normally from outside the program. The primary supervisor must be an Assistant, Associate or Full Professor at UNBC.

#### Form Deadline

Deadlines are posted on the [Office of Graduate Programs website](#).

### Doctoral Programs

#### Composition

The Graduate Academic Calendar requires, at a minimum, that a PhD supervisory committee be composed of at least four members, including the supervisor. At least one member of the committee must be from outside the Program in which the candidate's research is being carried out. **Some programs have developed specific requirements for supervisory committee formation.** Students should ensure they review the relevant Graduate Academic Calendar section and consult with their Supervisor and/or Program Chair. The primary supervisor must be an Assistant, Associate or Full Professor at UNBC.

#### Form Deadline

Deadlines are posted on the [Office of Graduate Programs website](#).

More information can be found in the [Graduate Academic Calendar](#).