UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Date Received by
Office of
Graduate Programs

GR 202: SUPERVISORY COMMITTEE APPROVAL

Student Name: _____ Student ID: _____
Graduate Program: _____ Degree (e.g. MA or MSc): _____
Admit Date (e.g. Sept 2016): _____ Status: ☐ Full-time ☐ Part-time
Supervisor's Name: _____ INTL student? ☐ Yes ☐ No

Supervisory Committee *NOT REQUIRED*:

☐ **MAJOR PAPER**

☐ **Comprehensive Exam Route**

☐ **Other:** _____

Creating a Supervisory Committee:
Normally, a supervisory committee consists of the following:
Master's: the supervisor and two other committee members for a total of three (3) members;
PhD.: the supervisor and three other committee members for a total of four (4) members.

* Please refer to the reverse side of this form for the instructions for completing this form correctly and for the criteria for who can be recommended for appointment to a Supervisory Committee.

Role on Committee	Printed Name	Program	E-Mail or Phone #	Signature
1. Supervisor/Co-Supervisor:				Please sign below
2. Co-Supervisor:				
3. Member				
4. Member (outside the Program):				
5. 4th Member for Ph.D.:				
Additional Members:				

Student

_____ _____ _____
Print Name *Signature* *Date*

Supervisor

_____ _____ _____
Print Name *Signature* *Date*

Chair

_____ _____ _____
Print Name *Signature* *Date*

Vice President Research and Graduate Programs
(or designate)

_____ _____ _____
Print Name *Signature* *Date*

Instructions for Completing the Form Correctly:

It is the Supervisor's responsibility to complete the Supervisory Committee Approval Form and vet it for appropriate signatures.

There must be one member on the student's committee who is not from the same discipline as the student's and the supervisor's discipline areas (unless the committee member is external to the University; or, the Office of Graduate Programs has approved an exception to this rule).

In order to propose a Committee Member who is external to the University, the following information needs to be supplied, a space is provided below*:

a) Contact Information (Address, Phone Number, Email)
b) Title and Credential Information
c) Role of the Member on the Committee
d) Justification of how the member meets UNBC's criteria for serving as a Committee Member.

Note: *If a committee member you are proposing has adjunct professor status with UNBC, you do not need to supply the external information below.*

Revisions to Existing Supervisory Committees:
Revisions to approved supervisory committees must be submitted for approval to the Office of Graduate Programs on a *Revision Form.*

Criteria for serving as a Committee Member include: a) should be an experienced and well qualified expert, b) should have an established reputation in the area of the thesis research, c) should be able to judge whether a thesis is acceptable at a university comparable to UNBC, d) ideally should be at the Assistant, Associate or full Professor rank if they are at a different university, or be of comparable stature if they are not at a university.

***To be completed when proposing a Committee Member who is external to UNBC:**
a) Contact Information (Address, Phone Number, Email):

Name: _____ Email: _____

Address (business or street address, city, postal code): Phone Number: _____

_____
_____
_____
_____

b) Title and Credential Information

Title: _____

Credential Information (degrees held, etc.):

_____

c) Role of the Member on the Committee

_____

d) Justification of how the member meets UNBC's criteria for serving as a Committee Member

_____

_____