



## RES Committee Meeting Report Form

- It is mandatory to complete this form during (or shortly after) each committee meeting.
- It is the student's responsibility to ensure that the form is completed, signed or e-signed by both student and supervisor, and submitted to the IRES Graduate Program Manager in AERL Room 430.

<b>Student Name:</b>		<b>Student number:</b>	
<b>Date:</b>		<b>Meeting no.</b>	
<b>Degree (MA, MSc, PhD):</b>			
<b>Supervisor(s):</b>			
<b>Members of supervisory committee:</b>			
<b>Funding Status</b>	<b>Current Year (CAD\$)</b>	<b>Next Year (CAD\$)</b>	
Tri-Council/Affiliated/Vanier/Other Awards/Fellowships			
Supervisor/Departmental Stipend (GRA, GAA, Work Learn)			
Create AAP/SBSP/Other			
Total Funding:			
<b>RES course requirements met?</b> <a href="http://ires.ubc.ca/prospective-students/masters-and-phd-requirements/">http://ires.ubc.ca/prospective-students/masters-and-phd-requirements/</a> Please indicate which course is your methods course:			
<b>Thesis title/topic:</b>			
<b>Comments on Progress, Plan for Upcoming Academic Year:</b>			
<b>Signature of Student:</b>		<b>Date:</b>	
<b>Signature of Supervisor:</b>		<b>Date:</b>	



### **RES Master's Students Supervisory Committee Policy:**

#### Number of members

Committee should be comprised of at least 2 members; Graduate and Postdoctoral Studies (G+PS) recommends 3 members. Requests for 4 or more members must be approved by the Grad Advisor or Director.

#### IRES representation

In almost all cases, the supervisor will be an IRES core or "core associate" (CA) faculty member. This provides sufficient IRES representation. In the few cases where the supervisor is not an IRES core or CA faculty member, the committee must be vetted by the Grad Advisor or Director. (For further information on "core associates," see the IRES Internal Policy on Faculty Associates.)

#### Members not on the UBC faculty

A committee can include member(s) who are not UBC faculty (e.g., professors at other universities, research associates, etc.) with approval by the Grad Advisor or Director. The student or supervisor should make the request in writing, explaining the rationale and including the proposed committee member's c.v.

#### G+PS membership

A majority of the committee members must be members of the Faculty of Graduate and Postdoctoral Studies, i.e., tenure---track assistant, associate, or full professors. (<http://www.grad.ubc.ca/policy/index.asp?menu=011,000,000,000>) This is a UBC/G+PS requirement. 1 of 2 committee members constitutes a majority.

#### IRES---recognized committees

In some cases, the best committee for a student may not meet the G+PS membership requirement. In particular, a committee of 3 may be desired, in which only person A is a tenure---track faculty member, while persons B and C are faculty members at other universities, adjunct faculty, research associates, practitioners, etc. In this case, IRES will recognize the committee (e.g., persons A, B, and C) for advising purposes, but a subset of the committee (e.g., A and B) must be designated as the formal committee that meets G+PS membership requirements.

### **RES Doctoral Students Supervisory Committee Policy:**

#### Number of members

UBC Graduate and Postdoctoral Studies (G+PS) requires that a Ph.D. committee be comprised of at least 3 members. IRES recommends that committees have 3 members, but recognizes that 4 or more members may be appropriate in some cases.

#### IRES representation

In almost all cases, the supervisor will be an IRES core or "core associate" (CA) faculty member. This provides sufficient IRES representation. In the few cases where the supervisor is not an IRES core or CA faculty member, the committee must be vetted by the Grad Advisor or Director. In all cases, there must be at least 1 IRES core or CA faculty member on the committee. (For further information on "core associates," see the IRES Internal Policy on Faculty Associates.)

#### Extra---academic representation

In keeping with IRES' focus on applied research, it is recommended that committees be comprised of 2 academics and 1 (or more) non---academic professionals.

#### Members not on the UBC faculty

A committee can include member(s) who are not UBC faculty (e.g., professors at other universities, research associates, etc.) with approval from the Dean of G+PS. The student or supervisor should make the request in writing to the Grad Advisor, explaining the rationale and including the proposed committee member's c.v. The Grad Advisor then submits a formal request to the Dean of G+PS.

#### G+PS membership –

*A majority of the committee members must be members of the Faculty of Graduate and Postdoctoral Studies, i.e., tenure track assistant, associate, or full professors.* (<http://www.grad.ubc.ca/policy/index.asp?menu=011,000,000,000>) This is a UBC/G+PS requirement.

#### IRES---recognized committees

In some cases, the best committee for a student may not meet the G+PS membership requirement. In particular, a committee of 3 may be desired, in which only person A is a UBC tenure---track faculty member, while persons B and C are faculty members at other universities, adjunct faculty, 2 research associates, practitioners, etc. In this case, at the recommendation of the supervisor, IRES can add a core or CA faculty member (person D) so that the full committee meets G+PS membership requirements.