



## RES Supervisory Committee Composition and Examination Policies

### **RES Master Student Supervisory Committee Policy:**

**Number of Members:** Master's Supervisory committees should be comprised of at least 2 members; Graduate and Postdoctoral Studies (G+PS) recommends 3 members, including the supervisor. Requests for 4 or more supervisory committee members must be approved by the RMES Graduate Advisor or IRES Director

.

**IRES Representation:** In almost all cases, the supervisor will be an IRES Core Faculty or "Faculty Associate" (FA) member. This provides sufficient IRES representation. In the few cases where the supervisor is not an IRES Core or FA member, the committee must be vetted by the RMES Graduate Advisor or IRES Director.

(For further information on Faculty Associates, see the IRES Policy on [Faculty Associates](#).)

**Non-G+PS Members:** A supervisory committee can include member(s) who are not UBC G+PS faculty members with approval by the RMES Graduate Advisor or IRES Director. Examples of non-G+PS members include, but ARE not limited to, professors at other universities, research associates, etc. The student or supervisor should make the request to add a non-G+PS member to their committee in writing/email to the RMES Graduate Advisor and IRES Graduate Program Manager. For further details on submission requirements to review and approve a non-G+PS member request, see the link.

<https://www.grad.ubc.ca/faculty-staff/policies-procedures/non-members-faculty-graduate-postdoctoral-studies-supervisory>

**G+PS Membership:** A majority of the supervisory committee must be G+PS members, i.e., tenure-track assistant, associate, or full professors. This is a UBC/G+PS requirement. 1 of 2 committee members constitutes a majority.

<https://www.grad.ubc.ca/faculty-staff/policies-procedures/membership-faculty-graduate-postdoctoral-studies>

**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 Master Student Examination Committee Policy:**

**Number of Members:** The master's thesis examination committee should be comprised of members of the supervisory committee, one examiner not involved in supervisory committee, plus an additional departmental examiner if needed (see below).

G+PS requires that the examination committee include, at minimum, the supervisor and one person not involved in the thesis supervision.

**IRES representation:** The chair of master's thesis defense should be a member of the examination committee who is also an IRES core or CA faculty member. G+PS permits the thesis supervisor to also serve as Chair of the Master's examination.

**External (non-committee) members:** An external (non-committee) examiner should be someone who was not involved in the thesis supervisory committee or research. In cases where the supervisory committee did not include an IRES core faculty member or core associate, the external (non-committee) member should be an IRES core or CA faculty member.

Supervisors should endeavour to avoid calling upon an individual for service as an external examiner more than once per 12 months. (G+PS recommends that at least 1 member of the examining committee be from another graduate program.)



### **RES Doctoral Student 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 recommend 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 Faculty or "Faculty Associate" (FA) member. This provides sufficient IRES representation. In the few cases where the supervisor is not an IRES Core or FA member, the committee must be vetted by the RMES Graduate Advisor or IRES Director. In all cases, there must be at least 1 IRES Core or FA member on the committee. (For further information on Faculty Associates, see the IRES 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.

**Non-G+PS Members:** A committee can include member(s) who are not UBC G+PS faculty members with approval from the Dean of G+PS. Non-G+PS members include professors at other universities, research associates, etc. The student or supervisor should make the request in writing to the RMES Graduate Advisor, providing a rationale for the non-G+PS members inclusion on the committee and include the proposed committee member's c.v. The RMES Graduate Advisor can then approve a formal request be made to the Dean of G+PS. Details on this procedure are found in the link. <https://www.grad.ubc.ca/faculty-staff/policies-procedures/non-members-faculty-graduate-postdoctoral-studies-supervisory>

**G+PS membership:** A majority of the committee members must be G+PS members, i.e., tenure track assistant, associate, or full professors. This is a UBC/G+PS requirement <https://www.grad.ubc.ca/faculty-staff/policies-procedures/membership-faculty-graduate-postdoctoral-studies>

**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 FA member (person D) so that the full committee meets G+PS membership requirements.

### **RES Doctoral Student Examination Committee Policy:**

The Examination Committee normally consists of an External Examiner (not required to attend the Oral Defence), two University Examiners, two or three member of the Candidate's Supervisory Committee (including the Research Supervisor) and an Examination Chair. Details can be found in the link: <https://www.grad.ubc.ca/current-students/final-doctoral-exam/examination-committee>