

Policy on RMES Supervisory and Examination Committees – version 1/27/09

The following policy applies to students who began their RMES programs in 2008~09 or after. For students who began their programs earlier, it serves as guidelines. (However, elements that are noted as FoGS requirements apply to all students. Further information on FoGS requirements can be found at: www.grad.ubc.ca.)

1. Master's Students

1.1 Supervisory Committee

- *Number of members* – Committee should be comprised of at least 2 members. (FoGS recommends 3.) 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 committees 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.
- *FoGS membership* – A majority of the committee members must be members of the Faculty of Graduate 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/FoGS 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 FoGS 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 FoGS membership requirements.

1.2 Examination Committee

- *Committee composition* – The master's thesis examination committee should be comprised of the supervisory committee plus an additional departmental examiner if needed (see below) and one person not involved in the thesis supervision. The departmental examiner and the "examiner not involved in supervision" may be the same person. (FoGS requires that the examination committee include, at minimum, the supervisor and one person not involved in the thesis supervision.)

- *Departmental examiner* – All examination committees should include someone who can serve the function of the departmental examiner, i.e., who can help ensure that the exam conforms with IRES norms and expectations. The departmental examiner should be an IRES core faculty member or core associate. When the supervisory committee includes an IRES core or CA faculty member (i.e., almost all cases), no additional departmental examiner is needed. Otherwise, a departmental examiner is required. The supervisor should identify the most appropriate core or CA faculty member to serve as departmental examiner, based on the student's research topic.
- *Examination chair* – The chair of the master's thesis defense (examination) should be a member of the examination committee who is also an IRES core or CA faculty member.
- *Extra-departmental member* – FoGS recommends that at least 1 member of the examining committee be from another graduate program.

2. Doctoral Students

2.1 Supervisory Committee

- *Number of members* – FoGS 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 committees can include member(s) who are not UBC faculty (e.g., professors at other universities, research associates, etc.) with approval from the Dean of FoGS. 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 FoGS.
- *FoGS membership* – A majority of the committee members must be members of the Faculty of Graduate 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/FoGS requirement.
- *IRES-recognized committees* – In some cases, the best committee for a student may not meet the FoGS 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,

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 FoGS membership requirements.

2.2 Examination Committee

- *Committee composition* – FoGS stipulates that the doctoral examination committee must be comprised of the following: 2 or 3 supervisory committee members (including the supervisor), 2 university examiners, and an external examiner (who provides a written report but usually does not attend in person). In addition, FoGS appoints a chair for the final doctoral exam.
- *Departmental examiner* – For RMES students, 1 of the university examiners must be a departmental examiner, i.e., an IRES core faculty member or core associate.