1 Graduate Program Support

1.1 Faculty of Pharmaceutical Sciences

1.1.1 Associate Dean, Graduate and Postdoctoral Studies

1.1.2 Office of the Associate Dean, Graduate and Postdoctoral Studies

1.2 Faculty of Graduate and Postdoctoral Studies

2 Academic Information

2.1 Choosing and Registering for Courses

2.1.1 Student Services Centre

2.1.2 Faculty Course Requirements

2.1.3 Things to Consider When Registering for Courses

2.1.4 Adding and Dropping Courses

2.1.5 PHAR 648: Pharmaceutical Sciences Graduate Seminar Program

2.2 Additional Training Courses

2.2.1 Safety and Animal User Training

2.2.2 Centre for Teaching, Learning and Technology

2.2.3 Graduate Pathways to Success

2.3 Duration of Program

2.3.1 Request for Extension

2.4 Leaves

2.5 Academic Concession and Deferred Standing

2.5.1 Academic Concession

2.5.2 Deferred Standing

2.6 Graduate Student and Supervisor Agreement

2.6.1 Dispute Resolution

2.7 Scholarly Integrity

2.7.1 What is Scholarly Integrity?

2.7.2 Research Misconduct

2.7.3 Consequences of Research Misconduct

2.7.4 Additional Resources

2.7.5 Guidelines for Dealing with Plagiarism by Graduate Students

2.7.6 Resources for Understanding & Avoiding Plagiarism

2.8 Policies, Procedures and Guidelines

2.8.1 Policy on Academic Progress

2.8.2 Faculty Guidelines on Monitoring of Academic Progress

2.8.3 Academic Progress and Program Completion Checklist

2.8.4 Use of Degree Status Designations
3 Student Supervision and Progression ........................................................... 15

3.1 Research Supervisor ..................................................................................... 15
  3.1.1 Policies and Guidelines on Graduate Student Supervision ..................... 15
  3.1.2 Faculty Policy on Graduate Student Supervision by Faculty Supervising Their First Doctoral Student .... 15
  3.1.3 Faculty Policy on Graduate Student Supervision by Professors Emeriti ... 15
  3.1.4 Policy on Graduate Student Supervision by Adjunct Professors ............ 15
  3.1.5 Policy on Graduate Student Supervision by Non-Tenure Track Faculty .. 16

3.2 Research Supervisory Committee Chair ..................................................... 16
  3.2.1 Roles & Responsibilities of the Research Supervisory Committee Chair ... 16
  3.2.2 Selection of Chairs ................................................................................. 16
  3.2.3 Length of Terms as Chair ....................................................................... 16
  3.2.4 Roles and Responsibilities of the Chair .................................................. 16

3.3 Research Supervisory Committee ............................................................... 18
  3.3.1 Establishing a Research Supervisory Committee .................................... 18
  3.3.2 Committee Membership ....................................................................... 18
  3.3.3 First Supervisory Committee Meeting .................................................... 18
  3.3.4 Meeting Schedule ................................................................................. 18
  3.3.5 Format of Supervisory Committee Meetings ......................................... 19
  3.3.6 Monitoring Student Progress ................................................................. 19
  3.3.7 Research Proposal .................................................................................. 19
  3.3.8 Research Proposal Meeting ................................................................. 19

3.4 Comprehensive Exam .................................................................................. 20
  3.4.1 Purpose of Exam .................................................................................... 20
  3.4.2 Scope of Exam ....................................................................................... 20
  3.4.3 Preparation for Exam ............................................................................ 21
  3.4.4 Format of Exam .................................................................................... 21
  3.4.5 Role of Examination Committee Chair ................................................ 21
  3.4.6 Performance Assessment ..................................................................... 21
  3.4.7 Conditional Pass .................................................................................. 22
  3.4.8 Fail ....................................................................................................... 22
  3.4.9 Timing ................................................................................................. 22
  3.4.10 Oral Feedback .................................................................................... 22
  3.4.11 Responsibilities of the Student ............................................................ 22

3.5 Admittance to Candidacy ........................................................................... 22

3.6 Transfer from PhD to MSc ......................................................................... 23
3.7 Permission to Write the Thesis ............................................................................................................ 23
3.8 Thesis Preparation .............................................................................................................................. 23
3.9 Preparation for PhD Thesis Defense .................................................................................................... 24
3.10 PhD Thesis Defense ........................................................................................................................... 25
  3.10.1 Examining Committee .................................................................................................................... 25
  3.10.2 Selection of External Examiner Nominees .................................................................................... 25
  3.10.3 Preparing for the Exam .................................................................................................................. 26
3.11 Thesis Submission ............................................................................................................................. 26
3.12 Leaving the Faculty on Completion of Your Program ....................................................................... 26
1 Graduate Program Support

1.1 Faculty of Pharmaceutical Sciences

1.1.1 Associate Dean, Graduate and Postdoctoral Studies
Dr. Thomas Chang
Associate Dean, Graduate and Postdoctoral Studies
Room 6320
604-822-7795
thomas.chang@ubc.ca

The Associate Dean, Graduate and Postdoctoral Studies is the graduate advisor for the Faculty of Pharmaceutical Sciences and the person to go to if you are having problems with your graduate program.

1.1.2 Office of the Associate Dean, Graduate and Postdoctoral Studies
Dr. Barb Conway
Administrator
Room 6615
604-822-2390
barb.conway@ubc.ca

Shirley Wong
Manager, Graduate and Postdoctoral Programs
Room 6321
604-827-0188
shirlewo@mail.ubc.ca

The staff in the Office of the Associate Dean, Graduate and Postdoctoral Studies are your resource for all inquiries about graduate school including admissions, registration, academic progress, awards, pay and GTA assignments.

1.2 Faculty of Graduate and Postdoctoral Studies

The Faculty of Graduate and Postdoctoral Studies coordinates and maintains the quality of all masters and doctoral programs at UBC. This includes administering admissions, records, awards and scholarships, as well as policies, procedures, and guidelines and professional development for graduate students across the campus. Visit grad.ubc.ca for more information
2 Academic Information

2.1 Choosing and Registering for Courses

2.1.1 Student Services Centre
Register for courses, check and pay fees online, and keep your address and email information up to date using the Student Services Centre (SSC) ssc.adm.ubc.ca. The mailing address listed here is the one that the Faculty of Graduate and Postdoctoral Studies and the Registrar’s Office will use, so it is essential that you keep it up to date. Your password is initially set as your year, month, and date of birth (ymmd). Change it as soon as possible to keep your information secure.

2.1.2 Faculty Course Requirements
All PhD students must be registered in their thesis course (PHAR 649) in both the winter (September to April) and summer (May to August) academic sessions at UBC. All students must register in the seminar course for the winter session (PHAR 648 for PhD).

There is no minimum credit requirement for PhD students; however, candidates for a PhD degree who have not taken the PHAR courses offered in their discipline must achieve an equivalent academic level during their first two years of study as determined by their research supervisory committee.

PhD students must register in PHAR 590, 591, 648 and 649. Students enrolled in the Pharmacoepidemiology, Health Economics, and Outcomes training program may be given an exemption from PHAR 590. In this case, consult with your supervisor to identify and register in other equivalent courses.

Course offerings and outlines can be found online: students.ubc.ca. You can register online through the SSC. If you encounter any problems registering for courses contact the Office of the Associate Dean, Graduate and Postdoctoral Studies.

2.1.3 Things to Consider When Registering for Courses

1. Discuss your courses and timetable with your supervisor as soon as possible when you arrive.

2. You MUST register in the thesis course (PHAR 649/001 for PhD students) for the full winter session (Terms 1 and 2) when you arrive in September.

3. Note that the SSC will only allow you to register in courses to a maximum of 18 credits per term. This number includes the credits for PHAR 648 (1 per term) and PHAR 649. If you and your supervisor have determined that you should take more than the maximum number of credits per term, please contact the Office of the Associate Dean, Graduate and Postdoctoral Studies to arrange registration in the extra courses.

4. All graduate students are required to complete the Faculty’s Graduate Student Presentation Skills Workshop. Information about when this workshop will be held will be provided after you arrive. You are strongly encouraged to complete this workshop early in your program.

2.1.4 Adding and Dropping Courses
You can add and/or drop courses via the SSC until the second week of term. After that, you will need to complete a Change of Registration Form. grad.ubc.ca/forms/registration-change-registration-form
2.1.5 **PHAR 648: Pharmaceutical Sciences Graduate Seminar Program**
The Faculty of Pharmaceutical Sciences Graduate Seminar Program is intended to provide all graduate students with a strong foundation across the major research disciplines in the pharmaceutical sciences and the opportunity to learn how to present their research findings to their peers and the scientific community. All PhD students are required to attend throughout the year. These weekly seminars are normally held Wednesdays at 12:00 pm-1:00 pm in Room 3340 in the Pharmaceutical Sciences Building. Student practice presentations are held once per month on Friday 12:00 pm-1:30 pm. Constructive feedback is provided to each student so that they can learn how to construct and deliver an effective scientific seminar to colleagues and fellow scientists. In addition, professional development workshops and discipline-specific presentations, seminars, journal clubs and student presentations are held on alternating Fridays, beginning at 12:00 pm. You will receive a seminar schedule with more details.

Formal Faculty wide seminars: General interest seminars will be offered throughout the year. This will include invited external speakers, faculty members and graduate students (e.g., final PhD seminar).

External seminars: Graduate students are encouraged to attend seminars held in other Faculties that are related to their research fields or interests. Supervisors may assist graduate students to identify appropriate seminars.

2.2 **Additional Training Courses**

2.2.1 **Safety and Animal User Training**
The Department of Risk Management Services offers regularly scheduled training programs for University faculty, staff, and students: [rms.ubc.ca](rms.ubc.ca).

- Chemical Safety training is mandatory for all faculty, staff, visiting scientists and students prior to applying for or on having access to areas where chemical hazards are being handled or stored. See [rms.ubc.ca/health-safety/research-safety/chemical-safety/chemical-safety-training](rms.ubc.ca/health-safety/research-safety/chemical-safety/chemical-safety-training).
- Biosafety training is mandatory for all faculty, staff, visiting scientists and students prior to applying for or on having access to areas where work is being done under a UBC Biosafety Permit. See [rms.ubc.ca/health-safety/research-safety/biosafety/biosafety-training](rms.ubc.ca/health-safety/research-safety/biosafety/biosafety-training).
- The Canadian Council for Animal Care requires all personnel who work with animals in teaching and research at UBC and affiliated institutions to complete the Experimental Animal User Training Program. See [animalcare.ubc.ca/training/ccac-ethics-online](animalcare.ubc.ca/training/ccac-ethics-online).

2.2.2 **Centre for Teaching, Learning and Technology**
The Centre for Teaching, Learning and Technology (CTLT) offers a variety of workshops and services to graduate students who want to gain skills in different aspects of teaching and learning. Workshops are free to UBC graduate students and teaching assistants. See [ctlt.ubc.ca/programs/graduate-student-ta-programs](ctlt.ubc.ca/programs/graduate-student-ta-programs).

2.2.3 **Graduate Pathways to Success**
The Graduate Pathways to Success program is a palette of non-credit workshops, seminars and other activities designed to complement your graduate program's academic curriculum and mentorship experience. See [grad.ubc.ca/current-students/graduate-pathways-success](grad.ubc.ca/current-students/graduate-pathways-success).

2.3 **Duration of Program**
University regulations establish a six-year time limit for the completion of a doctoral program. The time that the student is on approved leave does not count in the determination of the time limit.
If a student transfers from a master’s program to a doctoral program without completing the master’s degree, the commencement of the doctoral program will be from the date of first registration in the master’s program. If a student transfers from one area of specialization to another in a doctoral program, the normal time limit for completing the degree is not affected.

2.3.1 Request for Extension
Extenuating circumstances not of the candidate’s making may justify allowing the student additional time to complete his/her degree program. A request to the Faculty of Graduate and Postdoctoral Studies for a one-year’s extension will be received favorably if it is fully justified and supported by the Associate Dean, Graduate and Postdoctoral Studies. A second year’s extension requires a compelling rationale and an explanation of the special circumstances that would justify an exception. Extensions will not be granted beyond two years.

The student’s research supervisor should contact the Associate Dean, Graduate and Postdoctoral Studies. A Request for Extension to Time Allowed for Degree Completion Form: grad.ubc.ca/forms/request-extension-time-allowed-degree-completion and appropriate letters must be submitted to the Associate Dean before the student’s program end date. All extension requests must include a schedule showing how the thesis will be completed in the period requested. To help track a graduate student’s progress through extensions, the Faculty of Graduate and Postdoctoral Studies has made an extension timeline tool available: grad.ubc.ca/faculty-staff/admin-resources-templates/sample-extension-time-line.

2.4 Leaves
A graduate student who finds it necessary for parental, health, personal, professional, or academic reasons to interrupt his or her studies may apply for a leave of absence. Responsibility for approving a leave of absence rests with the Dean of the Faculty of Graduate and Postdoctoral Studies.

A leave of absence will normally begin on the first day of September, January, or May for a period of four, eight or twelve months.

Links to resources:
Procedure: grad.ubc.ca/current-students/managing-your-program/leave-absence
Description: calendar.ubc.ca/vancouver/index.cfm?tree=12,204,341,191
Policies: senate.ubc.ca/vancouver/policy-abstracts

2.5 Academic Concession and Deferred Standing
2.5.1 Academic Concession
As stated in the UBC Calendar in the section on academic regulations calendar.ubc.ca/Vancouver/index.cfm?tree=3,0,0,0, you may request an “academic concession” if there are circumstances that may adversely affect your attendance or performance in a course or program. Generally, such circumstances fall into one of two categories, conflicting responsibilities and unforeseen events.

Conflicting responsibilities include, but may not be limited to: representing the University, the province or the country in a competition or performance; serving in the Canadian military; observing a religious rite; working to
support oneself or one’s family; and having responsibility for the care of a family member. Unforeseen events include, but may not be limited to: ill health or other personal challenges that arise during a term; and changes in the requirements of an on-going job.

2.5.2 Deferred Standing
In the case of completing course requirements, if you intend to, or must, request an academic concession, you should notify the course coordinator and also the Associate Dean, Graduate and Postdoctoral Studies. A deferred standing is considered appropriate if the medical or personal problems make it impossible for you to complete the course requirements on time. In this case, the Associate Dean, will send a memo to the Dean of Graduate and Postdoctoral Studies recommending deferred standing and the reasons for the deferral.

There are timelines for completion of course requirements provided on the Faculty of Graduate and Postdoctoral Studies website: grad.ubc.ca/faculty-staff/policies-procedures/deferred-standing.

You should also be aware that religious observance may preclude you from attending classes or examinations at certain times. In accordance with UBC Policy on Religious Holidays: universitycounsel.ubc.ca/policies/policy65.pdf if you wish to be accommodated for religious reasons, you must contact the instructor/course coordinator and make your request known at least two weeks in advance, and preferably earlier.

2.6 Graduate Student and Supervisor Agreement
The UBC policy on Scholarly Integrity requires that research conditions for members of a research team should be outlined in a letter from the principal investigator before team members become engaged (Policy No 85: universitycounsel.ubc.ca/files/2015/08/policy85.pdf). The Faculty of Pharmaceutical Sciences Graduate Student & Supervisor Agreement is available from the Office of the Associate Dean, Graduate and Postdoctoral Studies and will be sent to supervisors with incoming graduate students.

The principal investigator should make any additions to the form in the spaces provided and discuss their expectations and the Graduate Student & Supervisor Agreement with each new graduate student. Any additions must be initialed by all parties.

The graduate student and supervisor(s) should fill in, sign, and date the form. Copies should be made for all signing parties and the original signed copy forwarded to the Office of the Associate Dean, Graduate and Postdoctoral Studies where it will be filed with the graduate student’s record.

2.6.1 Dispute Resolution
In general, it is expected that student concerns will be dealt with as close to the source of concern as possible. The best way to handle a problem between a graduate student and supervisor is to identify it while it is small and manageable, and collaborate on finding a solution. The lists below show who should be consulted during resolution of specific types of problems, and the order in which they should be consulted:

Courses and course grades:

- course instructor
- Associate Dean, Graduate and Postdoctoral Studies, Faculty of Pharmaceutical Sciences
Comprehensive examination, thesis supervision:

- research supervisor
- Associate Dean, Graduate and Postdoctoral Studies, Faculty of Pharmaceutical Sciences

Status in the program:

- research supervisor
- Associate Dean, Graduate and Postdoctoral Studies, Faculty of Pharmaceutical Sciences
- Dean, Faculty of Graduate and Postdoctoral Studies

Depending on the issues, the following resources should also be considered: the Graduate Student Society, Equity and Inclusion Office, and Ombudsperson’s Office.

2.7 Scholarly Integrity

The Faculty of Pharmaceutical Sciences requires all PhD students to complete a course entitled “Scholarly integrity and research ethics” (PHAR 591). This section of the Graduate Student Handbook is intended only to provide some basic information and guidelines for students. It should be noted that it is not intended to be a complete account of all the issues around scholarly integrity and the responsible conduct of your academic and research work. Meanwhile, if you have any questions or require clarification about any part of this section, you should discuss these with your supervisor or with the Associate Dean.

2.7.1 What is Scholarly Integrity?

Scholarly integrity encompasses many different issues and includes the following areas:

- Research work: This includes the responsible and ethical conduct of experiments, collection of data, reporting and sharing data, ownership of data, intellectual property etc.
- Authorship, publication practices, peer review: Institutions, journal publishers, granting agencies, professional societies, etc., frequently publish guidelines on appropriate conduct and responsibilities.
- Mentoring: For example, the student-supervisor relationship is guided by UBC and Faculty policies and guidelines on responsibilities and behaviour.
- Ensuring the integrity of your submitted work: This includes expressing your own ideas, acknowledging sources of information and the contributions of others and avoiding plagiarism and cheating.

2.7.2 Research Misconduct

Research misconduct includes any practices that “seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgements of data” (Macrina, 2005).

Examples of research misconduct are given below:

- Fabrication: means making up data or results and recording or reporting them.
- Falsification: means changing in order to deceive. It includes manipulating studies or changing or omitting data such that the research is not accurately represented.
• Plagiarism: occurs when an individual submits or presents the work of another person as his or her own (see further information below).
• Cheating incidents in tests and examinations. Examples include, bringing unauthorized materials into an exam and attempting to refer to them and colluding/copying from another student during an exam.
• Failure to comply with UBC’s policies and procedures on research. Examples include, failure to obtain approvals for research involving animals, human subjects, biohazards, radioisotopes etc. and failure to conduct research in accordance with the protocols described.

Allegations of scientific misconduct, in general, require the following elements:

1. Significant deviation from normally accepted scientific practices.
2. The misconduct is committed intentionally or knowingly.
3. There is sufficient evidence establishing the misconduct.

2.7.3 Consequences of Research Misconduct
Depending on the nature of the misconduct, any or all of the following are possible consequences:

1. Marks deduction for an assignment.
2. A failing grade and/or mark of zero in the assignment, exam, course.
4. Suspension from the University for a period of time and cancellation of scholarships.

All cases of research misconduct will be brought to the attention of the research supervisor(s) and the Associate Dean, Graduate and Postdoctoral Studies and a course of action will be recommended.

2.7.4 Additional Resources
UBC and the Faculty of Pharmaceutical Sciences expect all scholars, whether they are students or members of faculty and staff, to maintain the highest ethical standards in the conduct of scholarly activities (teaching, research or any other form of scholarship). As students, you are expected to assume personal responsibility for the intellectual and ethical quality of your work.

Your supervisor(s), supervisory committee and the Associate Dean, Graduate and Postdoctoral Studies are available to answer any questions or concerns you may have regarding your responsibilities. The required course on Scholarly Integrity and Research Ethics that you will take during your graduate program will also provide you with knowledge and guidance on these issues.

1. Scholarly Integrity Policy 85 universitycounsel.ubc.ca/files/2015/08/policy85.pdf
   This policy describes scholarly integrity, activities that constitute examples of scholarly misconduct and procedures to be followed for allegations of scholarly misconduct.

2. Research Policy 87 universitycounsel.ubc.ca/files/2016/04/policy87.pdf
   This policy describes responsibilities and procedures for applying for grants and contracts, use of funds, use of animals for teaching and research, research involving human subjects and other matters.

3. UBC Calendar: Academic regulations calendar.ubc.ca/Vancouver/index.cfm?tree=3,54,111,959
   This section of the calendar describes student conduct and discipline and gives examples of academic misconduct.
4. **Plagiarism**

Plagiarism is intellectual theft. It occurs when an individual submits or presents the oral or written work of another person as his or her own. This definition, taken from the UBC Calendar, applies to draft work and oral presentations as well as to final submissions. Failing to properly cite the work of another also constitutes plagiarism, even if it is accidental. Plagiarism constitutes serious academic misconduct. The Faculty of Graduate and Postdoctoral Studies is responsible for holding all graduate students in its graduate programs to the highest possible standards of academic conduct. Every case of suspected plagiarism must be reported to the Faculty of Graduate and Postdoctoral Studies.

Plagiarism is one example of research or academic misconduct that is viewed very seriously by the Faculty and UBC. A “zero tolerance” policy has been adopted by the Faculty for cases of documented plagiarism.

Plagiarism comes in different forms and it is very important that you understand what constitutes plagiarism. Some excellent websites and resources are provided for you, below.

Plagiarism of any kind is a form of academic misconduct and will result in penalties. Some examples of plagiarism are summarized below:

- Copying large or small pieces of material from any source and presenting it as your own.
- Submitting the same piece of work (e.g., term paper for two different courses, exams or assessments).
- Cutting and pasting together pieces of work such as sentences or paragraphs from other sources and submitting the paper as your own.
- Reworking the work of others or taking their ideas without acknowledgement.
- Submitting work with inaccurate or incomplete referencing.

2.7.5 **Guidelines for Dealing with Plagiarism by Graduate Students**

Faculty of Graduate and Postdoctoral Studies website: [grad.ubc.ca/faculty-staff/policies-procedures/dealing-plagiarism-graduate-students](http://grad.ubc.ca/faculty-staff/policies-procedures/dealing-plagiarism-graduate-students)

2.7.6 **Resources for Understanding & Avoiding Plagiarism**

You are responsible for reading and understanding the nature and consequences of plagiarism.

1. UBC Library and Learning Commons website: [help.library.ubc.ca/planning-your-research/academic-integrity-plagiarism](http://help.library.ubc.ca/planning-your-research/academic-integrity-plagiarism).

2.8 **Policies, Procedures and Guidelines**

2.8.1 **Policy on Academic Progress**

The progress of all students working toward the PhD degrees will be monitored regularly. A student may be required to withdraw if progress has not been satisfactory as evidenced by, for example, coursework, research work, research proposal, comprehensive exam or other requirements of the graduate program or the Faculty.
2.8.2 Faculty Guidelines on Monitoring of Academic Progress

1. Monitoring the academic progress of graduate students is the primary responsibility of the research supervisor(s) and supervisory committee. Chairs of supervisory committees should bring any problems related to academic progress to the attention of the Associate Dean, Graduate and Postdoctoral Studies.

2. The Associate Dean will review the progress of all graduate students at least once per year, based on the following: academic transcripts, progress report forms generated following supervisory committee meetings, student CVs and one-on-one meetings.

3. All graduate students will be expected to submit an updated CV each academic year to the Office of the Associate Dean, Graduate and Postdoctoral Studies (see section 2.8.5 Academic Curriculum Vitae).

4. The Associate Dean, in consultation with the research supervisor(s), will inform students in writing of unsatisfactory progress.

5. The Associate Dean, in consultation with the research supervisor(s), will inform students in writing of any requirements which must be met in order to allow the student to continue with their program.

2.8.3 Academic Progress and Program Completion Checklist

Students, supervisors, supervisory committees and Chairs of supervisory committees are each responsible in different ways for ensuring the timely and satisfactory progress of a student through the graduate program. Details of these responsibilities are provided in section 3 Student Supervision and Progression.

The Office of the Associate Dean, Graduate and Postdoctoral Studies is responsible for periodic reviews of a student’s academic progress. The following is intended as a summary checklist for students, supervisors, and Chairs of supervisory committees to use to ensure that all program requirements are either in progress or complete.
<table>
<thead>
<tr>
<th>Task</th>
<th>Timeline</th>
<th>Completion Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet with minimum of supervisor and chair</td>
<td>Within first month of starting program</td>
<td>Yes</td>
</tr>
<tr>
<td>Student/Supervisor agreement signed</td>
<td>Within 3 months of starting program</td>
<td>Yes</td>
</tr>
<tr>
<td>Supervisory committee struck</td>
<td>6 – 12 months</td>
<td>Yes</td>
</tr>
<tr>
<td>Coursework underway or complete</td>
<td>Variable</td>
<td>No</td>
</tr>
<tr>
<td>Research proposal approved</td>
<td>9 – 12 months</td>
<td>Yes</td>
</tr>
<tr>
<td>Comprehensive examination complete</td>
<td>18 – 24 months</td>
<td>Yes</td>
</tr>
<tr>
<td>Admittance to candidacy (ADGPS)</td>
<td>Comprehensive exam passed; 36 months</td>
<td>Yes</td>
</tr>
<tr>
<td>Graduate Student Presentation Skills Workshop complete</td>
<td>Within first year of program</td>
<td>Yes</td>
</tr>
<tr>
<td>Permission to write thesis obtained</td>
<td>Variable</td>
<td>Yes</td>
</tr>
<tr>
<td>One manuscript published or submitted</td>
<td>Before program completion</td>
<td>Yes</td>
</tr>
<tr>
<td>Review Final Doctoral Examination guide</td>
<td>grad.ubc.ca/current-students/final-doctoral-exam/final-doctoral-examination-guide</td>
<td>Yes</td>
</tr>
<tr>
<td>Review Checklist for Doctoral Candidates</td>
<td>grad.ubc.ca/forms/doctoral-examinations-planning-tool-checklist-candidates-supervisors</td>
<td>Yes</td>
</tr>
<tr>
<td>External Examiner nominated</td>
<td>grad.ubc.ca/forms/nominations-external-examiner-doctoral-dissertation-form</td>
<td>Yes</td>
</tr>
<tr>
<td>Final Faculty seminar complete</td>
<td>At least 1 week before thesis defense</td>
<td>Yes</td>
</tr>
<tr>
<td>Final thesis submitted to the university</td>
<td>Submit final thesis to FGPS and cIRcle</td>
<td>Yes</td>
</tr>
</tbody>
</table>
2.8.4 Use of Degree Status Designations
It is a matter of academic integrity that students, both current and former, correctly represent their degree program status and credentials. The Faculty of Graduate and Postdoctoral Studies provides guidelines to help inform students of the appropriate ways to represent themselves. Students should not use designations that are not officially sanctioned by the University nor should they use acronyms that might be misunderstood by members of the general public who are not well-versed in academic requirements.

Visit grad.ubc.ca/current-students/student-responsibilities/use-degree-status-designations to view the guidelines.

2.8.5 Academic Curriculum Vitae
All PhD students are expected to submit an up-to-date curriculum vitae (CV) each year at the beginning of the academic year in September.

Please submit a CV using the Canadian Common CV: www.ccv-cvc.ca.

1. Personal Information
   - Language Competencies
   - Address, Phone Numbers, Email Address, Web Address
   - Citizenship Status

2. Education
   - Degrees

3. Academic Awards and Honours
   - Distinctions
   - Scholarships
   - Awards

4. Work Experience
   Begin with most recent and put in chronological order

5. Publications
   - Journal Articles
   - Abstracts
   - Posters
   - Patents

6. Presentations

7. Memberships in Scholarly Societies or Other Organizations
3 Student Supervision and Progression

3.1 Research Supervisor

The principal role of a research supervisor is to help you achieve your scholarly potential. The supervisor’s personal style and your own needs often define how this role is fulfilled. Typical duties of the supervisor include:

- Assisting the student to select and plan a suitable and manageable research topic
- Being accessible to the student for consultation and discussion of academic progress and research
- Helping establish the student’s supervisory committee
- Giving the student timely and thorough feedback on written work
- Assisting the student to gain access to facilities or research materials
- Ensuring a safe, healthy and harassment-free research environment
- Helping the student to be aware of current program requirements, deadlines, sources of funding

3.1.1 Policies and Guidelines on Graduate Student Supervision

The primary responsibility for defining criteria for membership in the Faculty of Graduate and Postdoctoral Studies rests with each academic unit and, in the Faculty of Pharmaceutical Sciences, is based on the current approved Senate Policy. Full members of the Faculty of Graduate and Postdoctoral Studies must be faculty members holding the title of professor, associate professor, assistant professor, or professor emeritus. Full members of the Faculty of Graduate and Postdoctoral Studies are permitted to supervise graduate students (MSc or PhD) and to vote in the Faculty of Graduate and Postdoctoral Studies. See senate.ubc.ca/vancouver/policy-abstracts for a list of Senate policies.

3.1.2 Faculty Policy on Graduate Student Supervision by Faculty Supervising Their First Doctoral Student

A tenure-track assistant/associate/full professor may be either a co-supervisor or the sole supervisor of a graduate student (PhD or MSc). If he/she is supervising their first PhD student, a senior faculty member with doctoral student supervisory experience will be assigned as Chair of the student’s supervisory committee and will serve as a mentor to the supervisor in helping guide the student’s PhD program.

3.1.3 Faculty Policy on Graduate Student Supervision by Professors Emeriti

A professor emeritus may supervise MSc or PhD graduate students, but is required to select a suitable co-supervisor who can contribute intellectually to the student’s project, and who also meets the following requirement: the co-supervisor must be a full-time faculty member in Pharmaceutical Sciences or, in exceptional circumstances, the co-supervisor may be from another department. The professor emeritus must provide a rationale and obtain the approval of the Associate Dean, Graduate and Postdoctoral Studies before selecting a co-supervisor. A co-supervisor may only be selected with the clear understanding that he/she may be asked to assume responsibility for the supervision of the student should this be considered necessary. In the latter case, and in the event that the co-supervisor assuming responsibility for supervision of the student is from another department, a co-supervisor from Pharmaceutical Sciences must be selected.

3.1.4 Policy on Graduate Student Supervision by Adjunct Professors

An adjunct professor may supervise MSc or PhD graduate students, but is required to select a suitable co-supervisor who is a full-time faculty member in Pharmaceutical Sciences and who can contribute intellectually to
the student’s project. In addition, if the adjunct professor is supervising their first PhD student, the co-supervisor must be a senior faculty member with doctoral student supervisory experience.

3.1.5 Policy on Graduate Student Supervision by Non-Tenure Track Faculty
A non-tenure track faculty member may supervise MSc graduate students with the approval of the Associate Dean, Graduate and Postdoctoral Studies. Prior to accepting a PhD student, a non-tenure track faculty member must receive approval to be a co-supervisor from the Faculty of Graduate and Postdoctoral Studies. For both MSc and PhD students, a co-supervisor must be selected who is a full-time faculty member in Pharmaceutical Sciences and who can contribute intellectually to the student’s project. A co-supervisor may only be selected with the clear understanding that he/she may be asked to assume full responsibility for the supervision of the student should this be considered necessary.

3.2 Research Supervisory Committee Chair

3.2.1 Roles & Responsibilities of the Research Supervisory Committee Chair
The UBC Faculty of Graduate and Postdoctoral Studies provides guidelines on Supervisory Committees for masters and doctoral students in which, normally, a student’s supervisor also serves as the Chair of the supervisory committee. However, the Faculty of Pharmaceutical Sciences feels that the needs of the student are best served by nominating an independent, arms-length individual to be the Chair of the student’s research supervisory committee.

3.2.2 Selection of Chairs
- The Associate Dean, Graduate and Postdoctoral Studies is responsible for assigning the Chair of a graduate student research supervisory committee.
- All full-time, tenure-track faculty members who are also members of the Faculty of Graduate and Postdoctoral Studies may be assigned to Chair the research supervisory committee(s) of one or more graduate students.
- Normally, new faculty members who have not previously participated as a member of a student’s supervisory committee will not be assigned as a Chair until after they have completed serving as a member of a research supervisory committee for one student.

3.2.3 Length of Terms as Chair
Faculty members are asked to serve as the Chair for a graduate student’s entire PhD program. If the Chair is on sabbatical/study or any other type of leave for longer than 6 months, a temporary Chair will be assigned to a student’s research supervisory committee.

3.2.4 Roles and Responsibilities of the Chair
These include, but are not limited to the following:

1. Chairing Meetings – Chair all meetings of the graduate student’s research supervisory committee. A student and supervisor must make every effort to accommodate the Chair’s and committee member’s schedule in setting a meeting date.
2. **Annual Supervisory Committee Meetings** – The supervisory committee must meet at least once per year to monitor the student’s progress. Contact the graduate student and supervisor if meetings are not occurring in a timely fashion.

3. **Monitoring Student Progress** – The Chair should ensure that the supervisory committee is satisfied that the student is making good progress and is on-track with their program. For example:
   - Is required coursework underway or completed?
   - Has the research proposal been approved?
   - Has the comprehensive exam been completed?
   - Has the student given seminar(s)?

   Any action items recorded in the Progress Report from previous meetings should be reviewed to assure the committee that there are no outstanding issues to discuss. The Chair is at liberty to ask the student questions relating to any aspect of their progress or to clarify issues.

4. **Feedback** – The Chair should ensure the student receives clear and constructive feedback, including all action items, both verbally and via the Progress Report following each meeting. The Chair is responsible for completing the PhD Progress Report form, available as an electronic file, within one week following the meeting. The Chair is also responsible for sending electronic copies of the completed Progress Report file to:
   - Student
   - Supervisor, co-supervisor
   - All committee members
   - Associate Dean, Graduate and Postdoctoral Studies
   - Office of the Associate Dean, Graduate and Postdoctoral Studies (for the student’s file)

5. **Mentoring** – On an as needed basis. If the Chair is a senior member of faculty, they are strongly encouraged to offer advice and mentorship to a junior faculty member supervising the student for whom they are Chair.

6. **Comprehensive Exam** – Ensure the supervisory committee and the student are familiar with the Faculty’s guidelines on comprehensive exams (see [3.4 Comprehensive Exams](#)). Chair the comprehensive exam. Ensure the student receives feedback on their performance following the exam. Any additional requirements for the student as recommended by the committee must be clearly communicated to the student. In the event of a Fail, the Chair must notify the Associate Dean, Graduate and Postdoctoral Studies.

7. **Admittance to Candidacy** – Notify the Associate Dean, Graduate and Postdoctoral Studies that the requirements for a doctoral student to be “Admitted to Candidacy” have been completed. The requirements are the following:
   - All required coursework has been successfully completed
   - The supervisory committee has approved the research proposal
   - The comprehensive exam has been passed

8. **Issues or Problems** – Bring any ongoing issues or problems needing resolution to the attention of the Associate Dean, Graduate and Postdoctoral Studies.
3.3  Research Supervisory Committee

3.3.1 Establishing a Research Supervisory Committee
Research supervisory committees are established to assist the student with every stage of their program, including selection of appropriate coursework, development of ideas and methodologies for the research proposal, discussion of results, and preparation of the thesis. It is the responsibility of the supervisory committee to provide constructive criticism and assessment of the student’s research project and written materials.

The supervisor/co-supervisor in consultation with the graduate student should suggest suitable individuals for the research supervisory committee. These individuals will normally possess expertise in areas or disciplines that are relevant to the student’s proposed field of research or project. If deemed appropriate, the supervisory committee membership may include senior instructors, professor emeriti, honorary faculty, adjunct faculty, off-campus professionals as well as faculty members from other universities. These members must be approved by the Associate Dean, Graduate and Postdoctoral Studies and Dean of Graduate and Postdoctoral Studies. The supervisor/co-supervisor is normally responsible for contacting potential supervisory committee members requesting them to serve on the research supervisory committee.

3.3.2 Committee Membership
PhD committees are composed of:

- Chair
- Supervisor (and co-supervisor, if applicable)
- At least 3 other members. One member must be from the Faculty of Pharmaceutical Sciences and a minimum of one member must be from outside the Faculty of Pharmaceutical Sciences

3.3.3 First Supervisory Committee Meeting
The first meeting should be held within the first month of the start of the student’s program. Its purpose is to begin to introduce the student to their committee and to help choose at least the core courses that the student will take as part of their program. Since the full membership of the student’s supervisory committee may not yet be determined, this meeting will include, at a minimum, the student, the supervisor and the committee chair, however, it is recommended that as many committee members as possible attend.

3.3.4 Meeting Schedule
Both the Faculty of Pharmaceutical Sciences and the Faculty of Graduate and Postdoctoral Studies require supervisory committees to meet at least once per year to monitor a student’s progress. It is the Chair’s responsibility to contact the graduate student, supervisor, and Associate Dean if meetings are not occurring in a timely fashion. The first full supervisory committee meeting should ideally be held within 12 months and must take place within 15 months of entering the program. The PhD student will normally present their research proposal for approval at this meeting. In consultation with their supervisor/co-supervisor, the graduate student will normally contact committee members and arrange a suitable meeting date, time, and location for the committee meeting. It is strongly recommended that either the student or supervisor send a reminder about an upcoming meeting to committee members a few days in advance.
3.3.5 Format of Supervisory Committee Meetings
Where possible and appropriate, a student’s supervisory committee should be made aware of the purpose of a particular meeting. Examples of these may be:

- Presentation of the research proposal
- Comprehensive exam
- Permission to write a thesis
- Permission to send a thesis to the Faculty of Graduate and Postdoctoral Studies for transmittance to the external examiner

In general, it is expected that a student will provide a written summary of their progress to members of their supervisory committee at least 10 days prior to the meeting. This report might include, but not be limited to, coursework completed, research data, publications, presentations, and problems encountered. The report need not be extensive or include previously approved or discussed information. However, it should include a summary of the accomplishments and include a timeline for the completion of the program.

Normally, a student will be expected to give a brief presentation providing an overview of their progress report and respond to questions about progress from members of the supervisory committee. Following the discussion at every meeting, the student will be excused from the room and their progress discussed in camera by the committee. The committee will then discuss the progress since the previous meeting. The student will be called back in the room and given detailed feedback from the committee about their progress and any action items resulting from the meeting.

3.3.6 Monitoring Student Progress
The Chair is responsible for completing and circulating electronic copies of the Graduate Student Progress Report. The intent of these progress reports is to record a summary of the meeting and to highlight action items. Copies of the electronic Progress Report file should be sent to the student, supervisor/co-supervisor, all members of the supervisory committee, the Associate Dean, Graduate and Postdoctoral Studies and the Office of the Associate Dean, Graduate and Postdoctoral Studies for filing.

3.3.7 Research Proposal
All PhD students must write their research proposal in the general form used for CIHR Operating grant applications and the proposal must be distributed to the committee members at least 10 days prior to the meeting. The sections to be completed are:

- Summary of research proposal (1 page)
- Summary of progress (1 page)
- Research proposal (maximum of 10 pages, not including appended figures, tables, schematic diagrams and references). The proposal should include a timeline for all phases of the project and program.

Consult the CIHR website: cihr-irsc.gc.ca for detailed instructions on sections and formatting.

3.3.8 Research Proposal Meeting
The student will make an oral presentation (about 40-45 min) of their proposal and include any preliminary data and progress obtained to date. The supervisory committee members will ask questions and make comments related to the research proposal. The student is expected to be able to respond to questions related to aspects, such as:
Following the question and discussion period, there will be an in camera discussion. The supervisory committee will either accept the proposal or suggest an action plan for revising the proposal. The committee is expected to provide the student with constructive feedback on the proposal. In rare cases, but if deemed necessary by the committee, a student may be asked to revise their proposal and present it again to the committee.

3.4 Comprehensive Exam

All doctoral students in Pharmaceutical Sciences will take the oral comprehensive exam following completion of coursework and approval of the research proposal. This will normally take place within 24 months of entering the program. Students who are not admitted to candidacy (approval of research proposal and successful completion of the comprehensive exam) within 36 months from date of initial registration in the program will be asked to withdraw from the program.

Requirements and guidelines for comprehensive exams in the Faculty of Pharmaceutical Sciences:

3.4.1 Purpose of Exam

The purpose of the exam is to assess whether the student has developed:

- Strong analytical, problem solving and critical thinking skills.
- General understanding of concepts fundamental to their disciplinary field. For example, students in a particular discipline would be expected to demonstrate a sufficient breadth of knowledge of their discipline.
- Appropriate depth of academic background for successful engagement in their doctoral research.
- An ability to verbally communicate their knowledge of their discipline.

3.4.2 Scope of Exam

In general, it is expected that the scope of the exam may include the following:

- Knowledge acquired from coursework
- Knowledge of concepts fundamental to the disciplinary field (see above)

It is the responsibility of the candidate’s committee to meet with and inform the student as to the nature and material to be covered in the exam. This could include, but is not limited to:

- Providing the student with a text, review paper(s) or other suitable references covering the desired topics of study
- Directing the student to material in specific coursework
- Providing the student with a list of topics for study
3.4.3 Preparation for Exam
It is the responsibility of the student and the supervisor to agree upon arrangements for preparation and study for the exam. The following are to be used as guidelines:

- All students are permitted a minimum of the equivalent of 4-6 weeks full-time study leave, where there is no expectation of research work or attendance in their office/lab.
- Students may tailor their study leave according to personal preferences and needs. For example, a student may choose to do part-time study and part-time research work.
- One or more practice sessions with the supervisor or other members of the student’s research group are highly recommended.

3.4.4 Format of Exam
The exam will consist of an oral examination of the topics and material assigned by examination committee members.

The examination committee consists of the supervisory committee and the Chair of the student’s supervisory committee. All members of the committee must be present. An alternate Chair may only be designated on special request by the supervisor to the Associate Dean, Graduate and Postdoctoral Studies. The Chair will not normally put questions to the student unless this has been previously agreed to by the supervisory committee. Interested faculty members may attend the exam but are not permitted to put questions to the student.

The length of the exam is typically between 2-3 hours and the order of examiners, length of time for each examiner and number of rounds of questioning will be established by the Chair (see below).

3.4.5 Role of Examination Committee Chair
The roles and responsibilities of the Chair of the examination committee are as follows:

- Establishes order in which examiners will ask questions, the approximate length of time for each examiner and anticipated number of rounds of questioning.
- Ensures the integrity of the examination process and that appropriate procedures are followed.
- Ensures clarification of questions to candidate as appropriate.
- Adjourns the examination and calls for the in camera session.
- Calls for feedback and a rating of the performance of the student from each examiner.
- A consensus of the committee will determine a pass, fail or conditional pass.
- The Chair may guide the reaching of consensus but may not vote.
- Provides feedback to the student.
- Completes progress report.

3.4.6 Performance Assessment
The examination committee meets in camera to evaluate the student’s performance in all aspects of the exam and renders one of the following decisions:

1. Pass
2. Conditional Pass
3. Fail
3.4.7  **Conditional Pass**  
A conditional pass indicates that the student generally performed well but their performance was inadequate in one or more areas. Normally, the student will be re-examined at a later date by one or more members of the committee on those areas. Once the student has successfully passed the additional requirements, they are given an unconditional pass.

3.4.8  **Fail**  
In the case of a fail, a date will be set for a second examination, allowing adequate time for preparation by the student. The conditions for repeating the examination must be clearly provided to the student and stated in the progress report.

In the case of a second fail (i.e., re-examination) the student is required to withdraw from the program.

3.4.9  **Timing**  
The timing of the re-examination is at the discretion of the supervisor and Chair, but will normally take place within 2 months. Under exceptional circumstances (e.g. student is required to take a course), a longer period may be granted but must be completed within 6 months.

3.4.10  **Oral Feedback**  
The supervisor and Chair are responsible for documenting the assessment (strengths, weaknesses) and reasons for the decision in sufficient detail in the progress report. In the case of circumstances other than a pass, documentation of reasons is required in the Progress Report. Oral feedback to the student is the responsibility of the supervisor.

3.4.11  **Responsibilities of the Student**  
Students are expected to:

- Take responsibility for their own learning.
- Meet with each member of their supervisory committee to identify topics and material for study.
- Schedule a date, time and location for the examination, ensuring all members of the examination committee are available.
- Negotiate preparation time for examination and practice sessions with their supervisor.
- Contact their supervisor, Chair and Associate Dean, Graduate and Postdoctoral Studies in a timely fashion if circumstances arise that may significantly affect their performance or if additional study time is required.

3.5  **Admittance to Candidacy**  
The basic requirements for a doctoral student to be admitted to candidacy are:

- The student has successfully completed all required course work.
- The student has passed the comprehensive examination.
- The student’s thesis proposal has been approved by the supervisory committee.
The Chair of the student’s graduate research committee must notify the Associate Dean, Graduate and Postdoctoral Studies that the comprehensive examination has been successfully completed. The Associate Dean will then notify the Faculty of Graduate and Postdoctoral Studies in writing that this requirement has been met and request that “Admitted to Candidacy” be recorded on the student’s academic transcript.

Students are expected to complete their comprehensive examination within 24 months from the date of initial registration. A student who is not admitted to candidacy within 36 months from date of initial registration must withdraw from the program. The Dean of the Faculty of Graduate and Postdoctoral Studies may permit an extension of this period under exceptional circumstances.

3.6 Transfer from PhD to MSc

A student may apply to transfer from a doctoral to a master’s program. The transfer should be initiated early in the student’s doctoral program and should be supported by the graduate program. See grad.ubc.ca/faculty-staff/policies-procedures/transfer-doctoral-masters-programs for details on the conditions that must be met for transfer.

3.7 Permission to Write the Thesis

A meeting should be scheduled and the supervisory committee notified that the student is requesting permission to write the thesis. It is expected that 10 days before the meeting, the student will provide members of their supervisory committee with a progress report that summarizes previous data shown to the committee and provides subsequent progress to date.

The student will give an oral presentation that summarizes data obtained to date and provides some discussion of the results. Following discussion and questions from the committee, a decision will be made regarding permission to write the thesis.

Frequently, the student will be given permission to write the thesis, but is given action items that must be completed prior to preparation of the thesis. It is the student’s and supervisor’s responsibility to ensure that these action items are dealt with in an appropriate manner. In the case of a PhD student, the Chair should ensure that the supervisor has completed the necessary Faculty of Graduate and Postdoctoral Studies forms for selection of an external examiner and should engage the supervisory committee in a discussion about suitable university examiners (see section 3.10.2 Selection of External Examiner Nominees).

3.8 Thesis Preparation

The student is responsible for consulting the Faculty of Graduate and Postdoctoral Studies website for all materials relating to preparing the thesis, formatting requirements, pagination and supporting documents.

The Faculty of Graduate and Postdoctoral Studies website provides comprehensive instruction on dissertation and thesis preparation at grad.ubc.ca/current-students/dissertation-thesis-preparation. Review this information early in your program. It is important that you start planning your thesis from the very beginning of your degree program.
The Faculty of Graduate and Postdoctoral Studies is happy to review your thesis early in its preparation to ensure that you’re on the right track. It’s a good idea to get a pre-review when your thesis is nearly ready for examination, so that you have time to make any formatting changes in advance of corrections required by your committee or examiners. Theses are reviewed electronically and they are reviewed in the order in which they’re received. See grad.ubc.ca/current-students/dissertation-thesis-preparation/pre-reviews to learn how to get a pre-review.

3.9 Preparation for PhD Thesis Defense

The student and supervisor are expected to consult the Faculty of Graduate and Postdoctoral Studies website for detailed guidelines on preparing a PhD thesis, particularly familiarizing themselves with the various Doctoral Exam Planning Tools, including the Doctoral Exam Checklist: grad.ubc.ca/current-students/final-doctoral-exam/tools-planning-doctoral-exam.

The student is required to submit their doctoral thesis to the Faculty of Graduate and Postdoctoral Studies for a review of formatting prior to submitting copies for external and other examiners. See grad.ubc.ca/current-students/dissertation-thesis-preparation/pre-reviews to learn how to get a pre-review. Theses are reviewed electronically in the order in which they are received (allow up to 3 days). The student is then expected to provide their supervisor/co-supervisor with a complete first draft of the thesis. The supervisor/co-supervisor will provide revisions for the student to prepare subsequent drafts as necessary. When the supervisor/co-supervisor has given final approval to the thesis, the student is responsible for photocopying and providing copies to all members of the supervisory committee with a request for feedback/revisions within a timeframe of at least 10 days.

A student is not permitted to submit his/her thesis to the Faculty of Graduate and Postdoctoral Studies (to be sent to an external examiner) until ALL members of their supervisory committee have given their approval to do so. One of two approaches may be taken:

- Another meeting of the supervisory committee may be called to review the revisions to the thesis. Following appropriate revisions to the thesis, the Chair must notify the Associate Dean, Graduate and Postdoctoral Studies in writing that all members of the supervisory committee have given their approval for the thesis to be given to the Faculty of Graduate and Postdoctoral Studies. If desired, the Chair may designate the supervisor/co-supervisor to notify the Associate Dean.
- If another meeting is not deemed necessary, the supervisor/co-supervisor and/or the student must ensure that all members of the supervisory committee have given their approval for the thesis to be given to the Faculty of Graduate and Postdoctoral Studies. It is then the responsibility of either the Chair or supervisor/co-supervisor to notify the Associate Dean, Graduate and Postdoctoral Studies, in writing, that the thesis has been approved by all members of the supervisory committee.

When the Associate Dean, Graduate and Postdoctoral Studies receives written notification of thesis approval as outlined above, the supervisor or student should complete the form entitled “Graduate Program Approval of
Doctoral Dissertation for External Examination*: grad.ubc.ca/forms/graduate-program-approval-doctoral-dissertation-external-examination-form for the Associate Dean’s signature.

For information on initial submission of a doctoral dissertation for transmittal to the External Examiner, please see the Final Doctoral Examination Guide on the Faculty of Graduate and Postdoctoral Studies website: grad.ubc.ca/current-students/final-doctoral-exam/final-doctoral-examination-guide. All doctoral oral exam forms are available on the Faculty of Graduate and Postdoctoral Studies website: grad.ubc.ca/current-students/final-doctoral-exam/doctoral-exams-forms.

The student must submit a copy of his/her final, defended thesis for approval by the Faculty of Graduate and Postdoctoral Studies for inclusion in cIRcle, UBC’s online information repository. The student’s program cannot be closed and he/she will not be eligible to graduate until the content and formatting of the thesis have been officially approved. The student will receive an official email confirming final approval of the thesis. It is the student’s responsibility to ensure that the Doctoral Dissertation Approval form: grad.ubc.ca/forms/doctoral-dissertation-approval is submitted to the Faculty of Graduate and Postdoctoral Studies. Review the Final Dissertation & Thesis Submission guidelines at: grad.ubc.ca/current-students/final-dissertation-thesis-submission and see Section 3.11 Thesis Submission.

3.10 PhD Thesis Defense

3.10.1 Examining Committee
The regulations of the Faculty of Graduate and Postdoctoral Studies will prevail. The examining committee will consist of the following:

1. Chair – named by the Faculty of Graduate and Postdoctoral Studies.
2. Two University Examiners:
   - At least one from outside the Faculty.
   - One normally from the Faculty of Pharmaceutical Sciences.
3. Research Committee Members – A minimum of two to a maximum of three members of the Candidate’s Research Supervisory Committee.
4. External Examiner – a senior person outside the University who is at arm’s length from the candidate and the supervisor.

3.10.2 Selection of External Examiner Nominees
The supervisor is responsible for nominating a minimum of two well-qualified, objective, experienced individuals not associated or affiliated with UBC. The specific qualifications of an external examiner are listed on the nomination form at grad.ubc.ca/forms/nominations-external-examiner-doctoral-dissertation-form. On the form, please comment on the relevant qualifications of each nominee by noting field(s) of expertise and achievements, or by listing specific publications that relate to the candidate’s research. Explain why each would be a suitable examiner for the dissertation. The Faculty of Graduate and Postdoctoral Studies will invite the external examiner to serve.

The nomination form also lays out clear guidelines about arm’s length requirements and independence of assessment. Please be familiar with these guidelines.

Doctoral External Examiners Transport Fund: The Faculty of Graduate and Postdoctoral Studies encourages, but does not require, the External Examiner to attend the oral defence. Partial reimbursement for transportation
expenses is available, as detailed at grad.ubc.ca/sites/default/files/doc/page/docexams_xx_transport_fund_0.pdf. It is expected that the supervisor and/or academic unit of the doctoral candidate will cover the balance of the external examiner’s travel expenses. Guidelines and procedures are detailed on the form.

3.10.3 Preparing for the Exam
The Faculty of Graduate and Postdoctoral Studies provides a comprehensive Doctoral Exam Guide grad.ubc.ca/current-students/final-doctoral-exam/final-doctoral-examination-guide. In addition to the information noted above, it provides detailed instructions and information about the exam timeline, the external examiner, the university examiners, submitting your thesis for exam, scheduling and holding the final oral defense, and final thesis submission after defense. Read this exam guide at least 12 months before you expect to defend to help you prepare a timeline and action plan.

3.11 Thesis Submission
Important: This section applies only to final, post-defence submission of theses and dissertations.

To be eligible for convocation, all doctoral candidates must submit a final, defended thesis electronically as a single non-secured electronic PDF file to UBC’s online information repository, cIRcle. See circle.ubc.ca.

The Faculty of Graduate and Postdoctoral Studies website provides complete instructions on the final submission of your thesis at grad.ubc.ca/current-students/final-dissertation-thesis-submission. Read this information early to avoid problems at deadlines. Also be sure you are familiar with the required forms and arrange to obtain signatures well ahead of submission deadlines. See grad.ubc.ca/current-students/final-dissertation-thesis-submission/document-requirements.

3.12 Leaving the Faculty on Completion of Your Program
Please ensure that you do the following after you have submitted your final thesis document to the Faculty of Graduate and Postdoctoral Studies:

1. Apply for graduation on SSC (if it has not been done yet).
2. Leave original data with your supervisor.
3. Clean up your desk.
4. Return keys to the Office of Operations and Facilities Management (Room 3334).
6. Provide the Office of the Associate Dean, Graduate and Postdoctoral Studies with your new contact information. Enjoy!