



WACH – Supervisory Committee Guidelines and Roles

PhD Supervisory Committee

This committee must be composed of:

- Supervisor (or co-supervisors)
- Three (3) other faculty members, of which one (1) must be from the WACH program
 - If the student has co-supervisors, only two additional members are required

MSc Supervisory Committee

This committee must be composed of:

- Supervisor (or co-supervisors)
- Two (2) other faculty members, of which one (1) must be from the WACH program
 - If a student has co-supervisors, only one additional member is required

Please note:

- Supervisory committee members will be submitted to the Program Co-Directors for approval.
- It is an expectation of the WACH program that faculty will serve as content experts on other supervisory committees.

Supervisory Committee Chairs

Chairs will be nominated by the Program Co-Directors.

The Chair is a member of the WACH faculty who will ensure that the meetings proceed according to protocol, and also serve to provide an additional point of contact for the student if they are in need of guidance. We will aim to nominate Chairs who work in the same general area or methodology as the student's project.

- Please note that it is an expectation of the WACH program that faculty serve as a Chair on other supervisory committees. This role has a low time commitment of maximum 3 hours per year.

Who can serve on supervisory committees?

Supervisory committee members should be UBC Faculty of Graduate and Postdoctoral Studies faculty members.

- Non-G+PS members may be considered, and will be reviewed first by the Program Co-Directors. To be approved, they should be actively engaged in research, experienced with graduate education, hold appropriate qualifications, and provide specific expertise that cannot be offered by a G+PS member.
- At least 50% of the supervisory committee members must be G+PS members.
- If non-G+PS members such as clinical/partner/adjunct faculty are approved by the Program Co-Directors, we also need to submit a recommendation for approval to the Faculty of Medicine and G+PS.

When should the meetings be held?



Supervisory committees should meet at least annually, at which time the student will provide a research proposal (first meeting) and progress report.

The first meeting must be held within **10 months** of the student's start date.

Please note:

- Students who have not held their regular annual supervisory committee meeting may not be eligible for program-recommended funding (4YF, GSI, BCGS).
- We strongly discourage planning supervisory committee meetings during July or August.