

## SBME Supervisory Committee Form - MAsc and PhD Students

### When to complete this form

We recommend that you have your first Supervisory Committee meeting within four months of being admitted to the program. **The deadline to submit this form is within 8 months** of your registration in the program. Please see dates below:

PROGRAM START	DEADLINE
September 1 <sup>st</sup>	April 30 <sup>th</sup>
January 1 <sup>st</sup>	August 31 <sup>st</sup>
May 1 <sup>st</sup>	December 31 <sup>st</sup>

### Supervisory Committees roles

Supervisory committee members are to be available for help at every stage of the student's program, from selection of coursework to formulation of the research proposal, by establishing the methodology and discussing the results, to presentation and publication of the thesis or dissertation.

It is the responsibility of the supervisory committee to provide constructive criticism and assessment of the student's ideas as the program develops, thereby broadening and deepening the range of expertise and experience of the graduate student. The committee is required to approve the final thesis or dissertation before examination.

### Supervisory Committee responsibilities

- The supervisory committee, whether master's or doctoral, must meet at least once a year to monitor and direct the student's progress.
- The Chair of the committee is responsible for ensuring the graduate project is grounded in the design components of biomedical engineering.
- Generally, it is the student's responsibility to organize the committee meetings.



## Requirements

### MASc STUDENTS

The program of each student is overseen by a committee of no less than 3 members, one of which is the student's supervisor and one of which is the Chair. This committee is nominated by the student's supervisor and approved by the program graduate advisor, within 8 months of the candidate's registration in the program.

### PhD STUDENTS

The program of each student is overseen by a committee of no less than 4 committee members (normally at least at the rank of Associate Professor), including the student's Research Supervisor and the Chair. The Chair role will apply to the supervisory committee and also to the Examining Committee.

Extra members may be accepted, on a case-by case. Please note that scheduling conflicts may occur if larger committees are requested. It's the student's responsibility to contact members in advance to prevent delay.

## Members Eligibility

At least 50% of the members of the supervisory committee must be G+PS approved. Students should verify the supervisory members' status within G+PS prior to submitting this form:

#### Steps:

- 1) Visit <https://www.grad.ubc.ca/prospective-students/research-supervisors>
  - 2) Search for the committee member. Click on their name to open a new page.
  - 3) Check the membership status.
- For MASc students, non-G+PS committee members will be assessed and approved by the Graduate Advisor.
  - For PhD Students, non-G+PS committee members must be approved by the Faculty of Graduate Studies. Please gather all documents and fill in the following form, and send to [students@sbme.ubc.ca](mailto:students@sbme.ubc.ca) for processing:

Recommendation for non-GPS member to join supervisory committee:

<https://www.grad.ubc.ca/forms/recommendation-non-gps-member-join-supervisory-committee>

For more information on the SBME policies please visit:

[SBME MASC Policies](#)

[SBME PhD Policies](#)



## Student and project Information

Student Last Name	First Name	UBC Student #	Program MAsc or PhD
-------------------	------------	---------------	------------------------

Maximum of 500 words for both:

1) Brief Project Description: Please describe the goals of your research project.

2) Alignment with Biomedical Engineering concepts: Please outline how the project will align with biomedical engineering concepts. (see Appendix: BME Thesis Guidelines):



## Supervisory Committee proposal

	Name	Role	Department	G+PS <a href="#">Membership</a>	Approval (BME office)
1		Chair			
2		Supervisor			
3					
4					
5					
Comments:					

Student's Signature:		Date:	
SBME Graduate Advisor Review:		Date:	

## Appendix

### BME THESIS GUIDELINES

Biomedical engineering (BME) involves **the application of engineering principles in problem-solving and design to biology and medicine**. To be grounded in BME, our thesis projects are required to meet the following two requirements:

- 1) The core hypothesis or goal of the thesis should be centered around a biological system that has perceived relevance to advancing medicine or around an engineering problem with an application to biological systems. The impact of the project on advancing medical knowledge or practice can be immediate (for translational projects) or implied (for foundational biology projects), as long as it is communicated clearly in the motivation of the project.
- 2) The thesis should make use of novel quantitative techniques and/or systematic experimentation to achieve its goal or evaluate its hypothesis. Examples of quantitative techniques include: the use of computational models that aim to test or generate predictions about the biological system being studied, the development or use of bioinformatics pipelines, or the development of algorithms for large data processing. Examples of systematic experimental design include: the development of new tools and technologies to assess a hypothesis, or the use of iterative cycles of engineering design (design-build-test-learn) in developing experiments and measuring outcomes in the biological system.