



MASc Supervisory Committee Approval Form

Every MASc student should have a supervisory committee nominated within 12 months of starting the program. The membership of the supervisory committee may be altered during the program with approval of the Graduate Advisor.

The supervisory committee should be comprised of the following:

- the primary supervisor
- the co-supervisor, if applicable
- one additional committee member
 - members may include regular faculty members, senior instructors, honorary faculty, adjunct faculty, off-campus professionals, as well as faculty members from other universities.

Instructions:

Students should work with their supervisor to nominate an appropriate supervisory committee. A completed form should be submitted to Mech Student Services (students@mech.ubc.ca) within 12 months of starting the program for final approval by the Graduate Advisor.

If there are any changes made to the supervisory (primary or co-supervisor) roles after admission to the program or any changes to the committee members throughout the program, a new approval form must be submitted to the Mech Student Services office indicating the change.

Note that for any non-G+PS member to act in a supervisory role, a request for approval must first be submitted to the Faculty of Graduate and Postdoctoral Studies and include a copy of the individual's curriculum vitae and a memo of support from the Graduate Advisor.

Check the box that applies:

- New student nominating supervisory committee
- Current student indicating change to supervisory or committee member roles

Student name:	Student number:
Program:	Primary supervisor:
Co-supervisor, if applicable:	



THE UNIVERSITY OF BRITISH COLUMBIA

Mechanical Engineering

Department of Mechanical Engineering
6250 Applied Science Lane
Vancouver, BC Canada V6T 1Z4

Phone 604 822 2781
Fax 604 822 2403
www.mech.ubc.ca

Supervisory Committee Members (at least one member is required):

1. _____
2. _____

Approval:

Primary Supervisor

Date

Co-supervisor, if applicable

Date

Graduate Advisor

Date



Annual Research Progress Report

All MAsC and PhD students in the Department of Mechanical Engineering should make systematic and consistent progress in their research.

Students should complete section A and B, detailing the achievements of the previous year and the objectives for the next year and then send to their supervisor for completion of Section C. Upon receiving the completed form back, the student should then forward it to MECH Student Services (students@mech.ubc.ca).

Students who are fellowship holders and already submit an Annual Progress report to G+PS do not need to submit this second report.

Deadlines for submission of progress reports are based on the program start date:

Program start	Submission deadline
September	August 30
January	December 30

SECTION A - *To be completed by the student*

Please outline the courses already completed toward the program requirements, including the number of credits and grade received.

Course requirements:

MAsC – 30 credits, including the thesis and seminar course (if applicable)

PhD – 33 credits, including the seminar (if applicable) and up to 18 credits exemption based on courses completed during an approved Master's degree.

SECTION B – *To be completed by the student*

Complete this report section in response to the following questions:

1. What progress was made during the previous year toward completing the program requirements (coursework, literature review, research proposal, candidacy, thesis, etc.)? Did the progress meet or surpass the objectives set at the beginning of the year? Please explain.
2. What progress was achieved during the previous year with respect to professional development in the program of studies (conference presentations, publications, etc.)?
3. What program requirements (courses, comprehensive examination, thesis, etc.) still need to be completed? Please specify the completion deadlines for outstanding program requirements, including the specific objectives for meeting these in the next year.
4. Other comments, if any.

SECTION C – *To be completed by the Supervisor*

The Supervisor should review section A and B to ensure accuracy and provide additional comments regarding the student's progress. If progress is not satisfactory, please attach documentation outlining the assessment of the progress.



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Last Name	First Name
UBC Student Number	Graduate Program
SECTION A: Courses completed (include the number of credits and grade received for each course)	
SECTION B: Student's Report	



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SECTION C: Supervisor's Comments

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Student Name (Printed)	Signature	Date
Supervisor Name (Printed)	Signature	Date



MASc Thesis Defence Examination Committee Approval Form

For consistency, the thesis defence examination committee should approximate the supervisory committee and should be comprised of the following:

- The primary supervisor
- The co-supervisor, if applicable
 - Note: in the case that a student has a co-supervisor, only primary or co-supervisor is required to attend the thesis defence.
- At least two additional members
 - May include senior instructors, honorary faculty, emeritus, adjunct faculty, off-campus professionals as well as faculty members from other universities.
 - At least one member must be from the Department of Mechanical Engineering within the student's research area.
 - None of the members may be a close friend or relative of the student or supervisor(s).
 - A member from the Department of Mechanical Engineering other than the primary or co Supervisor shall act as Examination Committee Chair.

Instructions:

Students should nominate the members of the Thesis Defence Examination Committee by submitting a completed *MASc Thesis Defence Examination Committee Approval Form* to Mech Student Services (students@mech.ubc.ca) for approval by the Graduate Advisor **at least one month prior** to making defence arrangements

Student name:	Student number:
Program:	



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Examination Committee Members:

1. _____
2. _____

Approval:

Primary Supervisor

Date

Co-Supervisor, if applicable

Date

Graduate Advisor

Date