



PhD Supervisory Committee Nomination Form

The program of each student is overseen by a supervisory committee consisting of the primary supervisor (and co-supervisor, if applicable), who normally acts as chair of the committee, plus at least two additional committee members.

Committee members may include regular faculty members, senior instructors, honorary faculty, adjunct faculty, off-campus professionals as well as faculty members from other universities.

For any non-G+PS member to be added to the supervisory committee, **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.

Instructions:

All PhD students must submit the below form within 12 months of starting the program.

In addition, a new form should be submitted if any changes are made to supervisory roles (primary or co-supervisor) after admission to the program or if any there are any changes made to the supervisory committee member composition throughout the program.

Check the box that applies:

- New student nominating supervisory committee
- Current student making changes to supervisor/co-supervisor or committee members

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 (a minimum of two members are required):

1. _____
2. _____
3. _____

Approval:

Primary Supervisor signature

Date

Co-supervisor (if applicable) signature

Date

Graduate Advisor signature

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



PhD Literature Review Examination Committee Approval Form

The student should work with their supervisor to form an examining committee for their literature review defence. For consistency, the committee should approximate the supervisory committee as well as the examining committee formed later on for the Research Proposal Defence.

The Literature Review Examination Committee should be comprised of the following:

- The primary supervisor and co-supervisor, if applicable
- Three additional examiners
 - at least 1 from within Department
- The most senior member, excluding the primary or co-supervisor, acts as chair

Instructions:

Students must submit the below form to students@mech.ubc.ca for approval by the Graduate Advisor at least one month prior to the literature review defense.

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



Literature Review Defense Examining Committee:

1. Examiner: _____
2. Examiner: _____
3. Examiner & Chair: _____

Approval:

_____ Primary Supervisor	_____ Date
_____ Co-supervisor, if applicable	_____ Date
_____ Graduate Advisor	_____ Date



PhD Qualifying Procedure Part A1: Literature Review Defence Approval Form

Instructions:

The student should bring this form to the literature review defence for completion by the examination committee. Following the defence, the form should be signed by the supervisor(s) and submitted to the Mech Student Services office (students@mech.ubc.ca) who will send to the Graduate Advisor for approval.

Student Name	
Student Number	
Date of Defence	

Examination Committee Members:

1. _____
2. _____
3. _____



The committee recommends that the student:

- Proceed to the research proposal defence
- As above, but must complete additional requirements as outlined below

- Withdraw from the PhD program

Approval:

Primary Supervisor signature

Date

Co-supervisor (if applicable) signature

Date

Graduate Advisor signature

Date



PhD Qualifying Procedure Part A2: Credit Exemption Form

The PhD program requires satisfactory completion of a minimum of 33 credits of coursework. Up to 6 credits may be at the undergraduate level in courses numbered 300 to 499.

This includes 12 credits of foundational coursework completed within the student's first two terms in their program, up to 18 credits obtained from an approved Master's degree, and the seminar course (if required) or one additional 3 credit course if not taking the seminar course. In all cases, the coursework plan should be approved by the student's research supervisor.

Credit exemption based on coursework completed during a Master's program at an external university may be obtained with the unanimous approval of the student's literature review defence examination committee following the literature review defence. Such credits cannot exceed 18 in total and should not include credit for the master's thesis.

NOTE: *This form is not required if the student completed an MASc degree in UBC-MECH, however, only up to 18 credits will be applied to the PhD coursework requirements and should not include the MASc thesis credits.*

Instructions:

This form should be accompanied with:

- A copy of the student's UBC academic history (unofficial transcript) showing completion of 12 credits foundational coursework
- A detailed course outline & copy of the transcript for any credit exemption requested from an external institution

Student Name	
Student Number	



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Approval:

Number of credits approved for exemption _____

Primary Supervisor signature

Date

Co-supervisor (if applicable) signature

Date

Graduate Advisor signature

Date



PhD RPD Examination Committee Approval Form

For consistency, the Research Proposal Defence Examining Committee should approximate the supervisory committee and the examining committee of the Literature Review Defence.

The Research Supervisor cannot be a member and can choose whether or not to attend the proposal defence.

The RPD Examination Committee should be comprised of the following:

- Three examiners, not including the primary or co-supervisor.
 - should not all belong to the same research area
 - the most senior member should act as Chair

Instructions:

Students should work with their supervisor to select the appropriate RPD Examining Committee members. The following completed form must be submitted to students@mech.ubc.ca for approval by the Graduate Advisor *at least one month prior to the Research Proposal Defence*.

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



Research Proposal Defense Examining Committee:

1. Examiner: _____
2. Examiner: _____
3. Examiner & Chair: _____

Approval:

_____ Primary Supervisor	_____ Date
_____ Co-supervisor, if applicable	_____ Date
_____ Graduate Advisor	_____ Date



PhD Qualifying Procedure Part B: Research Proposal Defence Approval Form

Student Name	
Student Number	
Primary Supervisor	
Co-supervisor (if applicable)	
Date of RPD	

Examination Committee Members:

Examiner _____

Examiner _____

Examiner & Chair _____

The committee recommends that the student:

- be advanced to PhD candidacy
- return for another examination
- not be admitted to the PhD program



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Approval:

Chair signature

Date

Graduate Advisor signature

Date