



### RMES Master's Thesis Defence Form

- Please complete this form and submit it to the Graduate Program Manager in AERL rm 430 a minimum of three weeks prior to the proposed defence date.
- It is the student's responsibility to confirm that a room is booked for their final defence when submitting this form.
- **NOTE:** A copy of the student's Abstract and Thesis Title Page must accompany this form.

<b>Student name:</b>		<b>Student number:</b>	
<b>Program stream</b> (circle one):    RMES    FISH		<b>Degree</b> (circle one):    MA    MSc	
<b>Program start date</b> (mm/yyyy):		<b>Program end (projected)</b> (mm/yyyy):	
<b>Members of Supervisory Committee</b> (see instructions on next page)		<i>Roles include: Supervisor, co-supervisor, committee member, non-UBC committee member</i>	
Name _____	_____	Role _____	_____
Name _____	_____	Role _____	_____
Name _____	_____	Role _____	_____
<b>Members of Examination Committee</b> (see instructions on next page)		<i>Roles include: Examination chair*, supervisor*, co-supervisor, committee member, external (non-committee) member *The supervisor can also serve as Chair of Exam Committee</i>	
Name _____	_____	Role _____	_____
Name _____	_____	Role _____	_____
Name _____	_____	Role _____	_____
Name _____	_____	Role _____	_____
<b>Thesis title:</b>			
<b>RMES course/credit requirements completed? (Y/N)</b> <a href="http://ires.ubc.ca/information-for-current-students/program-requirements/masters-program/">http://ires.ubc.ca/information-for-current-students/program-requirements/masters-program/</a> (if no, please explain)			
<b>Masters' Final Defence date, time and location:</b>			

**In signing, I confirm that all RMES course requirements have been met, that the thesis is ready to be defended and I have obtained the agreement of the other examining committee members to schedule this Master's final defense.**

<b>Student Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>

#### RMES approval of Master's defense examination committee

<b>RMES Grad Advisor Signature:</b>	<b>Date:</b>
-------------------------------------	--------------



## **RMES Policy on Master's Supervisory and Examination Committees:**

[http://ires.ubc.ca/files/2010/06/Student\\_Supervisory\\_Committee.pdf](http://ires.ubc.ca/files/2010/06/Student_Supervisory_Committee.pdf)

### **Master's Supervisory Committee Composition**

#### Number of members:

Master's supervisory committees must have at least two members, and should have at least three members (including the supervisor). Requests for 4 or more members must be approved by the Grad Advisor or Director.

<https://www.grad.ubc.ca/faculty-staff/policies-procedures/supervision>

<https://www.grad.ubc.ca/current-students/supervision-advising/supervisory-committee>

#### IRES representation:

In almost all cases, the supervisor will be an IRES core or "core associate" (CA) faculty member. This provides sufficient IRES representation. In the few cases where the supervisor is not an IRES core or CA faculty member, the committee must be vetted by the Grad Advisor or Director.

(For further information on "core associates," see the IRES Internal Policy on Faculty Associates.)

#### Non-G+PS supervisory committee member:

A committee can include member(s) who are not UBC faculty (e.g., professors at other universities, research associates, etc.) with approval by the Grad Advisor or Director. The student or supervisor will need to complete a faculty of Graduate and Postdoctoral Studies (G+PS) "Recommendation for Non-G+PS Member to Join Supervisory Committee" form and include all required attachments. <https://www.grad.ubc.ca/faculty-staff/policies-procedures/non-members-faculty-graduate-postdoctoral-studies-supervisory>

#### G+PS membership:

At least half of the members of the supervisory committee must be members of G+PS.

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,204,350,773>.

1 of 2 committee members who hold G+PS membership constitutes a majority.

#### IRES - recognized committees:

In some cases, the best committee for a student may not meet the G+PS membership requirement. In particular, a committee of 3 may be desired, in which only person A is a tenure-track faculty member, while persons B and C are faculty members at other universities, adjunct faculty, research associates, practitioners, etc. In this case, IRES will recognize the committee (e.g., persons A, B, and C) for advising purposes, but a subset of the committee (e.g., A and B) must be designated as the formal committee that meets G+PS membership requirements.

### **Master's Final Defense Committee Composition**

#### Committee composition:

The master's thesis examination committee should be comprised of members of the supervisory committee, one examiner not involved in supervisory committee, plus an additional departmental examiner if needed (see below). G+PS requires that the examination committee include, at minimum, the supervisor and one person not involved in the thesis supervision.

#### Examination chair:

The chair of master's thesis defense should be a member of the examination committee who is also an IRES core or CA faculty member. G+PS permits the thesis supervisor to also serve as Chair of the Master's examination.

#### External (non-committee) member:

An external (non-committee) examiner should be someone who was not involved in the thesis supervisory committee or research. In cases where the supervisory committee did not include an IRES core faculty member or core associate, the external (non-committee) member should be an IRES core or CA faculty member. Supervisors should endeavour to avoid calling upon an individual for service as an external examiner more than once per 12 months. (G+PS recommends that at least 1 member of the examining committee be from another graduate program.)