SBME UBC
SCHOOL OF BIOMEDICAL ENGINEERING

School of Biomedical Engineering
Faculty of Applied Science | Faculty of Medicine
University of British Columbia
2222 Health Sciences Mall
Vancouver BC. V6T 1Z3
www.sbme.ubc.ca

SUPERVISORY COMMITTEE MEMBERS APPROVAL FORM

Student Last Name	First Name	Student #	Program
			☐ MASc ☐ PhD

PLEASE READ FULL DOCUMENT PRIOR TO COMPLETING THIS SECTION

Supervisory Committee Proposalp

ROLE	COMMITTEE MEMBER NAME	DEPARTMENT (i.e. SBME, EECE, PATH, etc.)	ACADEMIC RANK (i.e. Associate Professor; Assistant Professor; etc.)	G+PS MEMBERSHIP STATUS**
Supervisor				
Co-Supervisor				
Chair*		SBME		
Member				
Member				

* The committee Chair must be a Core Faculty or Associate Member of SBME. The supervisor cannot have this role.
** Instructions for checking G+PS status can be found on page 3. Incomplete forms will be returned to students.

Master's students: "Non-G+PS" approved members will be assessed by the SBME program graduate advisors.
Doctoral students: "Non-G+PS" approved members must be approved by the Faculty of Graduate and Postdoctoral studies. Students or Supervisors must submit to the SBME office the required documentation outlined in the Recommendation Form: https://www.grad.ubc.ca/forms/recommendation-non-gps-member-join-supervisory-committee

Composition of the Supervisory Committee

Supervisory committees must meet the requirements of the School of Biomedical Engineering and the Faculty of Graduate and Postdoctoral Studies (G+PS), as outlined below (and in the Appendix, page 4).

MASc STUDENTS COMMITTEE

- Minimum of **3 members**, including the student's research supervisor and the chair.
- The Chair must be an Associate Member or Core Faculty of SBME (and not a supervisor).
- At least 50% of the members of the supervisory committee must be members of The Faculty of Graduate and Postdoctoral Studies.
- MASc students planning to transfer to the PhD program should follow the PhD committee requirements.

PhD STUDENTS COMMITTEE

- Minimum of **4 members** (normally at least at the rank of Associate Professor), including the student's research supervisor and the chair.
- The Chair must be an Associate Member or Core Faculty of SBME (and not a supervisor). The Chair role will apply to the Supervisory Committee and also to the Comprehensive Examining Committee.
- At least 50% of the members of the supervisory committee must be members of The Faculty of Graduate and Postdoctoral Studies. **Non-G+PS members must receive approval from G+PS to serve in the committee**.
- Extra members may be accepted. 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 delays.

Project Information (max 500 words):

1. Describe the goals of your research project
2. Outline how the project will align with biomedical engineering concepts (see Appendix).

Student Confirmation (all boxes must be checked):

- ☐ I confirm that I have read and understood this form in full.
- ☐ I have checked the Academic Rank and G+PS Membership Status of my committee members.
- ☐ The chair of my committee is a Core Faculty or Associate Member of SBME.
- ☐ My committee members have been informed of the SBME Thesis Guidelines (see Appendix).

Additional Comments from Student / Supervisor:

Student's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Role of the Supervisory Committee

The SBME supervisory committee is responsible for guiding the student in selecting required courses, planning the research and preparing the thesis. Supervisory committee members are responsible for providing constructive criticism and assessment of the student's ideas as the program develops, broadening and deepening the range of expertise and experience of the graduate student.

- **The supervisory committee must meet at least once a year** to monitor and direct the student's progress. Generally, it is the student's responsibility to organize the committee meetings.
- The committee is required to approve the Final Thesis or Dissertation before examination.
- **The Chair of the Committee** is responsible for ensuring the graduate project is grounded in the design components of biomedical engineering (see Appendix: SBME Thesis Guidelines).

DEADLINE TO FORM THE COMMITTEE and SUBMIT FORM FOR APPROVAL OF COMMITTEE:

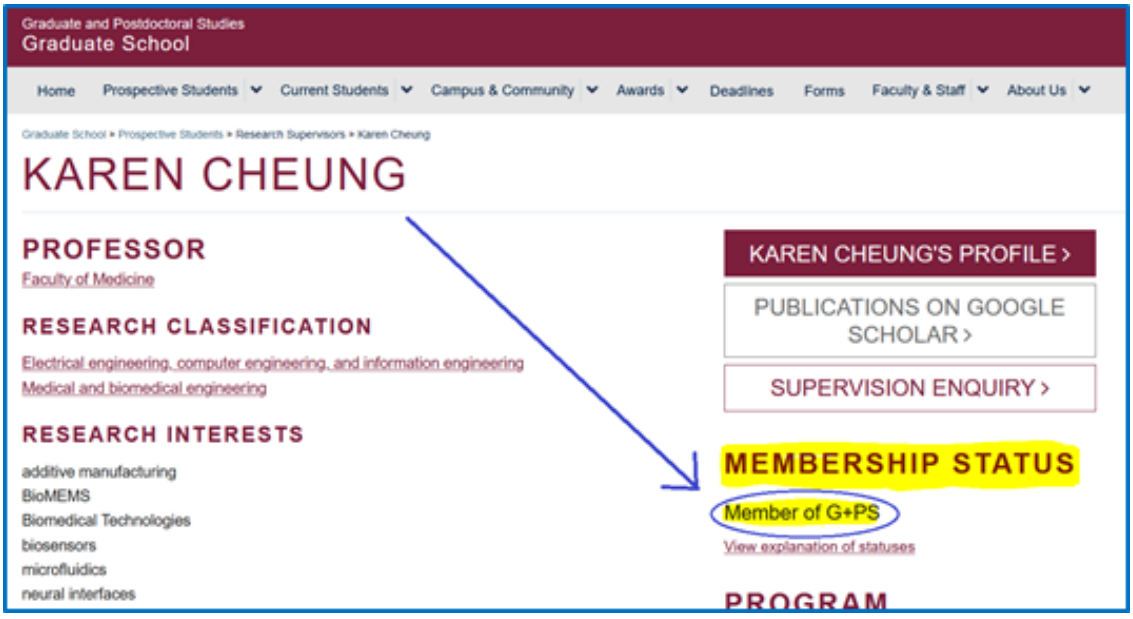
- The deadline to submit this form is within **8 months** of your registration in the program.
- However, we recommend that you have your first Supervisory Committee meeting **within 4 months of being admitted to the program**.

PROGRAM START DATE	DEADLINE FOR SUBMISSION OF THIS FORM (8 months from start of program)
September	**April 30th**
January	**August 31st**
May	**December 31st**

Checking G+PS Membership Status

Students must verify G+PS membership status on this website: https://www.grad.ubc.ca/supervisor-search.

- **Type name in the Keywords search box and search for the committee member name.**
  - If their name is not found, they are **Not a G+PS member**.
  - If their name is found, click on the name to open a new page.
- **Check under "MEMBERSHIP STATUS" for their current status with G+Ps.** Possible statuses (see image)
  - Member of G+PS
  - Partner Appointment
  - Eligible for G+PS Membership



APPENDIX

SBME 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.

For more information on SBME policies please visit:

MASc Policies: https://www.bme.ubc.ca/graduate/current-students/policies-procedures/masc-program/
PhD Policies: https://www.bme.ubc.ca/graduate/current-students/policies-procedures/phd-program/