

The Departmental Approval - SBME

PURPOSE

The purpose of the Departmental Approval is to confirm the following:

- Two committee members have read and confirmed that the dissertation is ready for submission to the [External Examiner](#).
- All requirements for the graduate program degree have been fulfilled.
- The candidate is currently registered in good standing, with all fees paid in full.

PROCEDURES

- 1) When the student's thesis is ready to be reviewed:
 - The student will send the thesis to 2 committee members for review.
 - These members must read the full thesis and provide edited versions to the student and the supervisor.
 - The student will fill in Part A of this form and submit it to the chairperson to collect feedback from the two members who read the thesis and obtain the signatures if they approve the thesis for the External Examiner
 - After signatures are added, the chair will return this PDF document to SBME Student Services to confirm that the student can proceed for the final examination.
- 2) SBME Student Services will prepare the [Graduate Program Approval of Doctoral Dissertation for External Examination](#) form, and forward it to the student's supervisor and Graduate Advisor to sign. Once signed, they will send the form to the Faculty of Graduate and Postdoctoral Studies (G+PS).

NEXT STEPS

PhD Candidates should follow the doctoral exam guidelines from G+PS in order to prepare for the Final Defense. Please consult the following links for more information.

Doctoral Exam Guidelines:

<https://www.grad.ubc.ca/current-students/final-doctoral-examination>

Planning Tools:

https://www.grad.ubc.ca/system/files/forms/docexams_planning_tool_checklist.pdf

Guide for Doctoral Exam:

<https://www.grad.ubc.ca/current-students/final-doctoral-exam/final-doctoral-examination-guide>

Doctoral Checklist for Supervisors and Candidates:

<https://www.grad.ubc.ca/forms/doctoral-examinations-planning-tool-checklist-candidates-supervisors>

Doctoral Deadlines:

<https://www.grad.ubc.ca/current-students/final-doctoral-exam/doctoral-deadlines>