



PhD THESIS - DEPARTMENTAL APPROVAL FORM (SBME)

Part A – to be completed by Candidate				
Student: Given Name	Family N	Jamo	Number	
			Number	
Supervisor	Graduat	Graduate Advisor		
Dissertation Title				
Committee members names:				
Reading PhD full Thesis and providing feedback		Readi	ng Thesis for University Exam	
IMPORTANT : If the members of your committee hav				
be submitted to student services before you can prod	ceed to the Final	Defense. Student	Initials:	
Doub D. to be completed by Consulation Comme	ittoo			
Part B – to be completed by Supervisory Comm	ittee			
		Proceed to the University Examination.		
RECOMMENDATION FROM EXAMINING COMMITTEE		Do not proceed to the University Examination.		
	-		·	
Comments				
By signing below, we confirm that:				
 this PhD Thesis has been read in full by t that edited versions have been provided 				
- that edited versions have been provided	to the student	and the supervis	or.	
Required Signatures (three):				

Part C – to be completed by Chairperson

Chairperson, please return this form to the SBME Student Services (<u>students@sbme.ubc.ca</u>).

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.
- o 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
 - o 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 <u>Graduate Program Approval of Doctoral Dissertation for External Examination</u> 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