



## RECOMMENDATION FOR ADVANCEMENT TO CANDIDACY

Students must submit this form to their graduate program office. Program staff will ensure that the committee has been approved in the Supervisory Committee Management Tool (SCMT) and send the form to [graduate.sas@ubc.ca](mailto:graduate.sas@ubc.ca)

<b>STUDENT INFORMATION:</b>		<b>Student Number:</b>	
<b>Given Name:</b>		<b>Family Name:</b>	
<b>Email:</b>	<b>Degree (e.g. PhD):</b>	<b>Program:</b>	

Supervisory Committee: Minimum of three members. 50% must be members of G+PS.

Do NOT include the Chair of the Comprehensive Exam on the committee unless they are also a committee member.

Name (PRINT CLEARLY)	Role (sup., co-sup., memb.)	G+PS member?	UBCO?
1.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure	<input type="checkbox"/> Yes <input type="checkbox"/> No

If “No” is ticked under “G+PS member?”, please ensure that a Recommendation for Non-G+PS Member to serve on a doctoral committee has been submitted prior to this candidacy recommendation. If “Not sure”, please see the link below.

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

Non-members of G+PS must be approved by G+PS to join committees before the student can advance to candidacy.

The requirements for a doctoral student to be advanced to candidacy are:

- all required coursework has been successfully completed
- the comprehensive examination has been passed
- the research supervisor has certified that the thesis proposal has been approved by the Supervisory Committee
- the student is not on financial hold due to outstanding fees

**Supervisory committee has been approved in SCMT. This must be done before submitting this form.**

All dates below **MUST** be provided (yyyy/mm/dd):

<b>Program start date</b> (if transferred from master’s to PhD, start date of master’s) :			
<b>Has student been on leave? If so, dates:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Dates: _____
<b>Was granted an extension to candidacy? If so, new candidacy date:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Date: _____
<b>Was coursework required? If so, date of completion:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Date: _____
<b>Date of completion of comprehensive examination:</b>	_____		
<b>Date of approval of thesis proposal by supervisory committee:</b>	_____		
<b>Date of completion of requirements for candidacy (must be NO EARLIER than the latest date of completion of coursework, comp. exam, and proposal):</b>	_____		

**Approval of Research Supervisor:**

\_\_\_\_\_  
Signature    Name (please print)    Program    Date (yyyy/mm/dd)    Email address

**Approval of Graduate Advisor or Head of the Graduate Program:**

\_\_\_\_\_  
Signature (must be different from above)    Name (must be different from above)    Program    Date (yyyy/mm/dd)

**IMPORTANT: The second page MUST be completed by the graduate student named above.**



**Graduate students must sign below to confirm that they have read and understood the following:**

### Research Ethics

Any research or study conducted at UBC facilities (including UBC's affiliated hospitals) or undertaken by persons connected to the University that involves human subjects, animals or bio-hazardous materials must be reviewed and approved by the [UBC Office of Research Ethics](#), a division of the Office of Research Services. **This must be done before the research begins.**

**If there is any possibility that your research will include any of the components listed below, you must contact the appropriate [UBC Research Ethics Board](#) to ask whether a review will be required:**

For research involving **animals, fish or cephalopods**, contact the [UBC Animal Care and Use Program](#).

For research involving **bacteria, viruses, plasmids, recombinant DNA, animal tissues or other biohazards**, contact the [UBC Biosafety Committee](#).

For research involving **human subjects, human tissue, human stem cells or data collected on human subjects**, contact the [Office of Research Ethics](#).

For research involving **human subjects, either directly or indirectly, which are non-invasive to the person**, contact the [UBC Behavioural Research Ethics Board](#) (BREB). The BREB reviews all research involving **interviews, questionnaires, focus groups, aptitude testing, internet surveys, telephone polls, or psychological experiments**.

For medical research such as **clinical trials, epidemiological studies with blood or tissue samples, medical imaging, rehabilitation or exercise programs, genetic banking of tissues or human stem cell research**, contact the [Clinical Research Ethics Board](#) (CREB).

See "[Ethical Issues](#)" on the G+PS website.

### Academic Honesty and Plagiarism

It is your obligation to know and adhere to the University's standards for academic honesty. Standards at the University of British Columbia may be different from those at other institutions. If you are in any doubt as to the standard of academic honesty at UBC, consult your instructor as soon as possible. Never submit an assignment unless you are sure it meets the relevant standard of academic honesty.

Plagiarism is intellectual theft. It occurs when an individual submits or presents the oral or written work of another person as his or her own. This applies to draft work and oral presentations as well as to final submissions. Failing to properly cite the work of another also constitutes plagiarism, even if it is accidental. Any and all forms of plagiarism constitute serious academic misconduct.

### Communication

The Faculty of Graduate and Postdoctoral Studies will use email to send you information vital to the successful completion of your degree. It is extremely important to keep your contact information up to date. You are responsible for ensuring that you receive these emails by keeping your profile current and checking for messages regularly.

### Student's Declarations

By checking these boxes and signing below, I declare that:

- I have read and understood the information in "Research Ethics" (above). I will ensure that formal ethical approval is obtained from the appropriate UBC Research Ethics Board for any aspect of my research that requires it.
- I have read and understood the information in "Academic Honesty and Plagiarism" (above). I will conduct all my work with the highest standards of academic honesty and take care to avoid plagiarism.
- I have read and understood the information in "Communication" (above). I will keep my contact information up to date in UBC's Student Information System (SIS), and check my email regularly.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Student's name (please print)

\_\_\_\_\_  
Date (yyyy/mm/dd)