PHD Supervisory/Committee Responsibilities

1. Prospectus approved by entire committee. Good idea if committee can meet with student as a group to hear each others’ feedback before approval. If student wants to develop a timeline, this is certainly something we can do although my experience is that thesis takes as long as it is going to take.
2. Student/supervisor organize defense (649). Supervisor attends and takes notes; committee members can but are not required to attend.
3. Student completes chapters (hopefully chronologically!) and submits each chapter as it is completed to supervisor who reads and provides feedback within 3-4 weeks.  Student consults with other committee members at any point during writing chapters for advice, thoughts, insights into literature etc.
4. Half way through thesis (after 2-3 chapters are completed and vetted between supervisor and student), committee is asked to read first half of thesis and provide feedback within 4-5 weeks – written feedback that should be shared with student and other committee members.  Meeting will be scheduled for the committee to meet, if necessary virtually and hear others’ input on thesis and suggestions going forward.
5. Second half of thesis proceeds same way as first with supervisor working through each chapter with student. Supervisor also discusses possibility of presenting research at conferences etc. (but again input can be sought from committee members) publications out of thesis that could be hived off and sent to journals etc.
6. Once a draft of the whole thesis is ready and satisfactory to both student and supervisor, it can be sent to committee members who are asked for feedback.  This is a critically important stage and committee members are asked to read the thesis closely at this stage to ensure it is ready for defense.
7. A second draft may be required with summation of changes made to address concerns.  Supervisor will also discuss with committee members possible examiners for the thesis and complete forms for both external and university examiners.
8. PLEASE NOTE – this final stage takes time and students often want to get feedback and reply quickly. This may take some time and you cannot be rushed by external deadlines.
9. Once final draft is ready, student is responsible (supported by supervisor and with the help of the checklist provided by UBC G+PS) to ensure the thesis is in the right form and various forms are completed and filed as needed.  PLEASE NOTE The dates that the faculty of grad studies provides the students are not that important (even if they make them seem like they are) – they are simply based on the May or November convocation dates and working back from that.  My own experience is simply to work through the draft of the thesis until is ready for submission and submit it at that point.
10. Supervisor will work with university examiners and committee to organize a date for the oral defense of dissertation.  Student will ensure dissemination of dissertation to examination committee members in their preferred form (hard copy or electronic).