The University of British Columbia

School of Kinesiology

COMMITTEE MEMBERSHIP APPROVAL REQUEST

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| **STUDENT INFORMATION** |
| First Name:       | Last Name:       | Student Number:       |
| Degree: [ ]  MA [ ]  MSc [ ]  PhD  |

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| **COMMITTEE MEMBERS** |
| Supervisor/Co-Supervisor(s):       |
| List other Committee Members: There must be at least 2 KIN faculty members and a minimum of 3 committee members. See below for policies on committee membership.      |
| As per the School graduate programs’ policy, committee members must be independent and arm’s-length from the supervisor and student. Is there any relationship or potential conflict of interest that might impact the independence of the committee members, such as former mentor/mentee, postdoctoral fellow?[ ]  No conflict of interest[ ]  Yes, there may be a potential conflict of interest (COI)If “Yes”, provide name of committee member(s), details such as the type of COI and rationale for inclusion. Has the student agreed to the appointment?     Please select one of the following options if the potential COI is related to a previous relationship among committee members (e.g., mentor/mentee). Is the COI:[ ]  Ongoing[ ]  Within the last 5 years[ ]  More than 5 years ago\*NOTE: 6 years is considered a reasonable period of time for a former mentee who is conducting independent research to be considered sufficiently arm’s length |

* At least half (50%) of the committee members must be tenured or tenure track UBC faculty members. Thesis Supervisor is responsible for ensuring all committee members are current G+PS members in the [supervisory directory](https://www.grad.ubc.ca/prospective-students/research-supervisors). If they are not UBC faculty members, permission must be obtained from the Grad Advisor and/or G+PS. For more information on this policy, please see: <https://www.grad.ubc.ca/faculty-staff/policies-procedures/non-members-faculty-graduate-postdoctoral-studies-supervisory> <https://www.grad.ubc.ca/forms/recommendation-non-gps-member-join-supervisory-committee>
* Committee Membership normally comprises of three faculty members: (1) Thesis Supervisor (2) One other member from KIN faculty (3) Another KIN faculty or faculty member(s) from other UBC departments as deemed appropriate (these may include non-faculty members subject to KIN and G+PS’ approval). To request non G+PS member, see next page.
* ***Committee members must be independent of, and at-arm’s length from the supervisor and student. More information can be found in the*** [***KIN Graduate Programs Handbook***](https://kin.educ.ubc.ca/graduate-programs/current-graduate-students/#Resources-3) ***and*** [***University Counsel Policy***](https://universitycounsel.ubc.ca/files/2021/01/Evaluating-a-Graduate-Student-with-a-Related-Party.pdf)***.***
* ***Committee members that have a conflict of interest with the supervisor(s), may serve as additional members to the committee, and not one of the required 3 members.***

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| **SIGNATURES:**  |
| Student:  | Date:       |
| Supervisor:  | Date:       |
| Graduate Programs Director:  | Date:       |

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| **REQUEST FOR NON G+PS MEMBER TO SERVE ON MASTER’S STUDENT’S COMMITTEE**Supervisors may request non G+PS members to serve on both Masters’ and PhD students’ committees. Please fill the information below for Master’s students. For PhD students, please fill in [G+PS form](https://www.grad.ubc.ca/forms/recommendation-non-gps-member-join-supervisory-committee) |
| Name of non-G+PS member to serve on Master’s student committee:       |
| Title of non-G+PS member (i.e. Postdoctoral fellow, Assistant Professor, Instructor):       |
| University of organization affiliation of non-G+PS member:       |
| Provide link to the non-G+PS member’s bio or attach their CV:      |
| Is this person actively engaged in research, have any experience with graduate education/supervision, hold any appointments, qualifications, etc:[ ]  Yes, actively engaged in research[ ]  No, is not actively engaged in researchIf “No”, provide details/rationale for inclusion:      |
| Does this non G+PS committee member bring unique skills/expertise to the committee which are not redundant to other members:[ ]  Yes, will bring unique skills and expertise[ ]  No, will not bring unique skills and expertisePlease provide brief details/rationale for inclusion based on your answer above.       |
| As per the School graduate programs’ policy, committee members must be independent and at arm’s-length from the supervisor and student. Is there any relationship or potential conflict of interest that might impact the independence of the *non G+PS* committee member, such as former mentor/mentee, postdoctoral fellow?[ ]  No conflict of interest[ ]  Yes, there may be a potential conflict of interest (COI)If “Yes”, please provide details/rationale for inclusion. Provide details such as the type of conflict of interest, and has the student agreed to the appointment?     Please select one of the following options if the potential COI is related to a previous relationship among committee members (e.g., mentor/mentee). Is the COI:[ ]  Ongoing[ ]  Within the last 5 years[ ]  More than 5 years ago\* NOTE: 6 years is considered a reasonable period of time for a former mentee who is conducting independent research to be considered sufficiently arm’s length  |
| Please provide a brief description or title of the student’s thesis topic or proposal:      |

\*Please return completed form to Graduate Programs Coordinator