



RECOMMENDATION FOR ADVANCEMENT TO CANDIDACY

STUDENT INFORMATION:	Student Number:
First Name:	Last Name:
E-mail:	Telephone:
Degree: (e.g., PhD, DMA)	Program:

Supervisory Committee: Minimum three members. Please type or print FIRST AND LAST names clearly.

1.	2.
3.	4. (if any)

Advancement to Candidacy: Doctoral Programs

The basic 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 thesis proposal has been approved by the Supervisory Committee.

For graduate programs that include a foreign language requirement, completing it is an additional requirement for advancement to candidacy. Programs may also wish to apply additional criteria for students to be advanced to candidacy. In such cases, programs must inform the Faculty of Graduate Studies and the student(s) of these criteria in writing.

Students are expected to complete their comprehensive examination within 24 months of their date of initial registration. Students who have not advanced to candidacy within 36 months of their date of initial registration must withdraw from the program. (Extensions of this period may be permitted by the Dean of Graduate Studies in exceptional circumstances.)

As soon as a student has satisfied all requirements, the program must recommend to the Faculty of Graduate Studies that the student be advanced to candidacy. The date of advancement to candidacy is entered on the University's Student Information System, and appears on the student's transcript.

All dates below MUST be provided:

Program Start Date (yyyy/mm/dd): _____

Date of Completion of Required Coursework (yyyy/mm/dd): _____

Date of Completion of Comprehensive Examination (yyyy/mm/dd): _____

Date of Approval of Thesis Proposal by Supervisory Committee (yyyy/mm/dd): _____

Date of Completion of Requirements for Candidacy (yyyy/mm/dd): _____

Please note that this form will not be processed for students who have outstanding fees.

Approval of Research Supervisor:

Signature

Name (please print)

Program

Date (yyyy/mm/dd)

Approval of Graduate Program Advisor:

Signature

Name (please print)

Program

Date (yyyy/mm/dd)

Faculty of Graduate Studies use only:

Date of Approval

Signature of FoGS Clerk

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 Research Ethics Board**, 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 Committee.

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).

This list is also available online:

<http://www.grad.ubc.ca/current-students/dissertation-thesis-preparation/research-ethics-board-contacts>

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 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)