



## DOCTORAL DISSERTATION APPROVAL FORM INSTRUCTIONS

### Procedures Following a Successful Oral Defence

If the dissertation is judged satisfactory and the overall recommendation of the examining committee is “Pass”, the examination chair will coordinate the signing of the Doctoral Dissertation Approval form at the end of the exam. Three scenarios are possible.

- If no revisions are required, the research supervisor, one University examiner, and 1-3 other members of the examining committee immediately provide all signatures required on the Doctoral Dissertation Approval form. This form is then given to the candidate to submit to Graduate and Postdoctoral Studies (G+PS).
- If minor revisions are required, the research supervisor withholds signature from the Doctoral Dissertation Approval form. Other members of the examining committee, including one of the University examiners, may sign immediately. The research supervisor will retain the form and sign after checking that the required revisions have been completed. This form is then given to the candidate to submit to G+PS.
- If substantive revisions are required, one signature line on the Doctoral Dissertation Approval form is reserved for each of the committee members selected to check the revisions. The designated committee members will be communicated to the candidate by the examination chair at the end of the examination. Other members of the examining committee may sign immediately. The research supervisor will keep the form until the appointed members check that the required revisions have been completed, at which time those members will also sign. This form is then given to the candidate to submit to G+PS.

**Note:** This form must contain the signatures of at least **three** examiners to be accepted by G+PS as complete; the research supervisor, one University examiner, and one other examiner. If necessary, each party required to sign the Doctoral Dissertation Approval form may sign a separate copy and send it to the candidate by fax or PDF scan so that the candidate can submit all the forms together.

### Additional Responsibilities of the Research Supervisor

In addition to signing the Doctoral Dissertation Approval form, the research supervisor must verify the content of the Preface by initialling in the space provided on the form.

The research supervisor must also verify that approval of UBC Office of Research Ethics was EITHER not required OR was obtained for the dissertation research by initialling in the appropriate space on the form. **G+PS will be unable to accept forms where the supervisor has initialed both options.**

### Submission to G+PS

Candidates normally have **one calendar month** from the date of the oral defence to complete any required revisions and submit the final version of the dissertation and all required forms (including this one) to G+PS. If the committee is recommending an extension to this period to G+PS, this will be communicated to the candidate by the examination chair.

Candidates are asked to submit all forms to G+PS at the same time, including the Doctoral Dissertation Approval form. G+PS is not permitted to accept electronic, digital or typed signatures or initials, but is able to accept scans of original signatures on this form.

If the candidate would like a copy of this form for his/her records, please photocopy it before submitting it to G+PS. **We cannot make copies of the form once the thesis has been approved.**



## DOCTORAL DISSERTATION APPROVAL

The student should submit this form directly to the Faculty of Graduate and Postdoctoral Studies together with other forms for final dissertation submission.

Student: \_\_\_\_\_ Student number: \_\_\_\_\_  
Given Name Family Name

in partial fulfillment of the requirements for the degree of: \_\_\_\_\_ in: \_\_\_\_\_  
Degree (PhD, DMA, EdD) Graduate Program Name

Date of Dissertation Defence: \_\_\_\_\_  
Date (yyyy/mm/dd)

**Dissertation Title:**

As research supervisor for the above student, I certify that I have read this student's defended dissertation (title above), have approved changes required by the final examiners, and recommend the dissertation to the Faculty of Graduate and Postdoctoral Studies for acceptance. **NOTE: We are not permitted to accept electronic signatures or initials.**

**REQUIRED: I verify and endorse the content of the Preface:** \_\_\_\_\_ (Supervisor must initial)

**REQUIRED: INITIAL ONE STATEMENT ONLY:**

**EITHER** I verify that approval of [UBC Office of Research Ethics](#) was not required: \_\_\_\_\_ (Supervisor must initial)

**OR** I verify that approval of [UBC Office of Research Ethics](#) was obtained for research: \_\_\_\_\_ (Supervisor must initial)

\_\_\_\_\_  
Name of Research Supervisor Signature Date (yyyy/mm/dd)

**The undersigned certify that they recommend this dissertation to the Faculty of Grad. and Postdoc. Studies for acceptance:**

\_\_\_\_\_  
Name of University Examiner Signature Date (yyyy/mm/dd)

\_\_\_\_\_  
Name of University Examiner Signature Date (yyyy/mm/dd)

\_\_\_\_\_  
Name of Supervisory Committee Member or Co-supervisor Signature Date (yyyy/mm/dd)

\_\_\_\_\_  
Name of Supervisory Committee Member Signature Date (yyyy/mm/dd)

\_\_\_\_\_  
Name of External Examiner Signature Date (yyyy/mm/dd)

**Note:** A minimum of three signatures on this form is required for approval of the dissertation; the research supervisor's signature, a University examiner's signature, plus the signature of at least one more member of the examining committee.

**Faculty of Graduate Studies use only:**

\_\_\_\_\_  
Date thesis approved in cIRcle

\_\_\_\_\_  
Receipt email sent

\_\_\_\_\_  
Thesis Clerk