



## 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 their graduate program office.
- 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 their graduate program office.
- 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 their graduate program office.

**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 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 or the UBC Animal Care Committee 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). 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 must submit this form to their graduate program office who will ensure that the committee has been entered in SISC, verify the signatures and initials, and send the form to the Faculty of Graduate and Postdoctoral Studies.

If the candidate would like a copy of this form for their records, please photocopy it before submitting it to the graduate program office. **We cannot make copies of the form once the thesis has been approved.**

**For convenience, each party required to sign this form may sign a separate copy and return it to the program office as a PDF. The signed copies together will constitute a single fully signed document.**

## DOCTORAL DISSERTATION APPROVAL

Students must submit this form to their graduate program office. Program staff will ensure that the committee has been entered in the Supervisory Committee Management Tool (SCMT), verify that the signatures and initials are authentic, and send the form to the Faculty of Graduate and Postdoctoral Studies at [graduate.thesis@ubc.ca](mailto:graduate.thesis@ubc.ca).

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.

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

REQUIRED: I verify that approval of a [UBC Research Ethics Board](#) or [UBC Animal Care Committee](#) (Supervisor must initial)

☐ was not required; \_\_\_\_\_  
Supervisor's initials

OR ☐ was required and obtained. \_\_\_\_\_  
Supervisor's initials

Name of Research Supervisor	Signature	Date (yyyy/mm/dd)
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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)
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Name of University Examiner	Signature	Date (yyyy/mm/dd)
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Name of Supervisory Committee Member or Co-supervisor	Signature	Date (yyyy/mm/dd)
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Name of Supervisory Committee Member	Signature	Date (yyyy/mm/dd)
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Name of External Examiner	Signature	Date (yyyy/mm/dd)
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**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
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