



Guidance Document for Principal Investigators on Supervising Graduate Students at UBC

Introduction: This guidance document outlines the sequential steps for Principal Investigators (PIs) to follow when supervising students in a graduate program at the University of British Columbia (UBC). PIs are only eligible for formal affiliation with a grad program, in the supervisory/G+PS member sense, if they have an appropriate appointment that makes them eligible for G+PS membership. Essential requirements are the need for approval from both the Faculty of Medicine (FoM) and the Dean of Graduate and Postdoctoral Studies (G+PS).

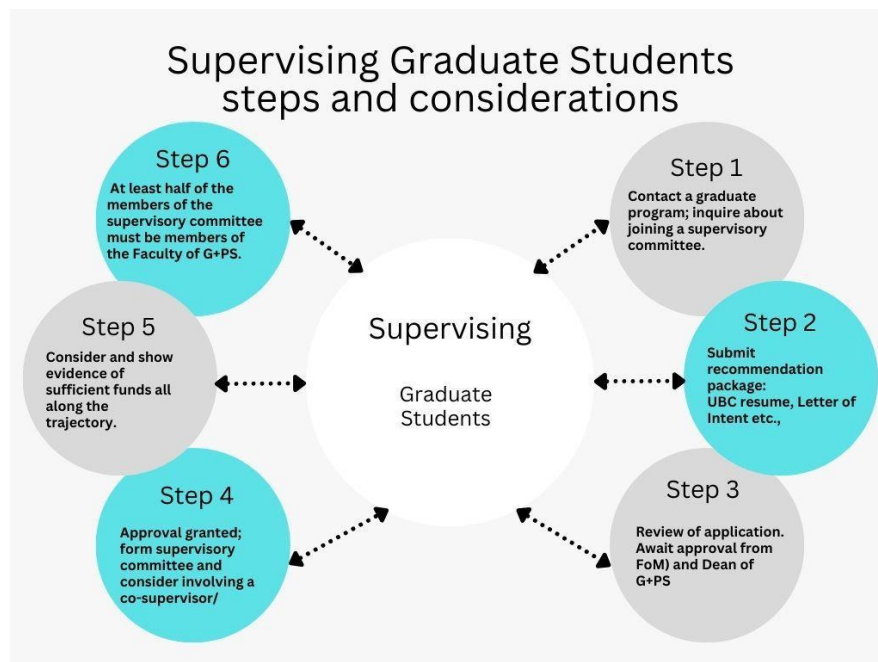


Figure 1 Visual Summary: Process Overview for Graduate Student Supervision

1. Contacting Graduate Programs: MDs, young investigators, PIs, and clinician scientists must contact a graduate program (e.g., Experimental Medicine, Biomedical Engineering) to inquire about joining supervisory committees. Each program may have distinct intake procedures, so individuals should inquire about specific requirements.

2. Understanding the Supervisor's Role: Recognize that a supervisor's role extends beyond guiding research. Familiarize yourself with UBC's expected standards for the student's degree, guiding them through educational milestones, and administrative processes for overall student success.

3. Eligibility and Approval: While a PhD or master's degree is not mandatory, sufficient knowledge of doctoral degree management is essential. Approval from the Dean of G+PS and from the FoM is required to supervise or co-supervise and is contingent on the nominee's experience and committee composition.

The graduate program reviews PI's application files, provides recommendations on their roles, and subsequently seeks approvals from both FoM and G+PS. Graduate Programs adhere to the Senate-approved policy on Supervision as outlined on the G+PS website and the supervisor approval process outlined by FoM. Supervising a student of e.g., ExMed can begin only after G+PS has granted final approval!

4. Application for Clinical-Stream Faculty: Non G+PS members require individual approval, necessitating a completed recommendation package for each student. Refer to G+PS supervision policies for details. Partner professors can be approved only by the FoM, as G+PS has delegated approval to the FoM.

5. Intakes in Experimental Medicine: Many students interested in clinical cardiovascular research are in the Department of Experimental Medicine (ExMed), which has intakes three times a year: in mid-February, mid-June, and mid-October.

Contact info: Program office: medi.exptlmed@ubc.ca

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Website: Department of Experimental Medicine:

<https://exp.med.ubc.ca/>

6. PI Intake Process: To apply for PI intake in ExMed, submit a recommendation package including a UBC resume/CV and a Letter of Intent (LoI). Clearly state your willingness to contribute as a faculty member. UBC CV must outline your training, expertise, academic achievements, qualifications and experience, especially in supervising graduate students. The LoI, for instance, must describe why you choose ExMed as your home program to supervise graduate students.

The School of Biomedical Engineering (SBME) has other requirements. For instance, the research must fit within their research themes. Additionally, thesis projects must involve the application of engineering principles in problem-solving and design to biomedicine.

7. Review Process: The program executive committee at ExMed reviews the documents, taking about 3-4 weeks. If ExMed approves, they will submit a recommendation to Grad Studies for review.

8. Supervisory Committee Recommendations: The committee will offer recommendations on supervisory privileges, including the need for a senior faculty co-supervisor. Accept graduate students based on these suggestions, but non-G+PS members must not accept students without Dean of G+PS approval.

9. Formation of Supervisory Committee: Accepted students must form their supervisory committee within 12 months, requiring approval from G+PS. The program officer assists in paperwork preparation, and formal notification follows once the committee is approved.

10. Involvement of Co-Supervisor: Consider involving a co-supervisor for valuable support throughout the process, extending beyond the thesis.

11. Faculty Membership Requirement: Ensure at least half of the supervisory committee members are from the Faculty of G+PS. Current members of G+PS

12. Funding Requirement: Show evidence of sufficient funding to support the student's training throughout its duration.

13. Form Completion: Complete the required paperwork, providing information, such as name, employer, position and CV. Indicate suitability to supervise and list the qualifications that you hold.

14. Confirmation of Willingness: Confirm your willingness to supervise or co-supervise, and accept responsibilities. Discuss these responsibilities with the student and graduate advisor to ensure viability and desirability.

15. Colleagues in the division of cardiology with G+PS membership: Dr. Krahn, Dr. Laksman, Dr. Leipsic, Dr. Mancini, Dr. Mayo, Dr. Rabkin, Dr. Sellers, Dr. Tsang, Dr. Turgeon (pharmaceutical sciences), Dr. Webb.

References

- 1. G+PS supervision: Policies and Procedures on Supervision.**
Supervision guidelines outlined by G+PS
Find forms:
Recommendation for Supervision of Graduate Student by Non-G+PS Member
Recommendation for Non-G+PS Member to Join Supervisory Committee
More info
<https://www.grad.ubc.ca/faculty-staff/policies-procedures/supervision>
- 2. Supervision: How to obtain graduate supervision approval in the Faculty of Medicine.**
Supervisor approval process outlined by FoM
Supervision capabilities, Supervision approval
<https://mednet.med.ubc.ca/research/graduate-postdoctoral-education/graduate-supervision/>
- 3. Apply for graduate students. Application and Admission. Explore UBC's graduate programs**
<https://www.grad.ubc.ca/prospective-students/application-admission>
- 4. Department of Experimental Medicine:**
<https://exp.med.ubc.ca/>
- 5. School of Biomedical Engineering**
<https://bme.ubc.ca/>
- 6. Clinical Faculty Appointments and Promotions (HR):**
<https://mednet.med.ubc.ca/hr/hiring-faculty/getting-started/clinical-faculty-appointments-and-promotions/>
- 7. Link for the G+PS database for research supervisors:** <https://www.grad.ubc.ca/prospective-students/research-supervisors>. Their membership status is indicated for all the members listed.