



## SUB-COMMITTEE TERMS OF REFERENCE THESIS SCREENING PANEL

<b>A. Purpose</b>	The purpose of the Thesis Screening Panel is to: <ol style="list-style-type: none"><li>1. Review all PhD thesis proposals and submitted MSc thesis proposals (i.e. not required, but available to those MSc students who wish to have their proposal formally reviewed) and</li><li>2. Provide feedback and recommendations regarding these proposals to the individual students, their supervisors, and Graduate Programs Manager.</li></ol>
<b>B. Reporting</b>	The Thesis Screening Panel is a sub-committee of the SPPH Student Admissions and Progression Committee, to which it reports.
<b>C. Mandate and Duties</b>	<ol style="list-style-type: none"><li>1. The Thesis Screening Panel has the authority to:<ol style="list-style-type: none"><li>a. Evaluate its own performance.</li><li>b. Execute all those duties delegated to it by the SPPH Student Admissions and Progression Committee.</li></ol></li><li>2. The Thesis Screening Panel has the responsibility to review all PhD thesis proposals and submitted MSc thesis proposals to:<ol style="list-style-type: none"><li>a. Determine whether the proposal conforms to the requirements for a PhD or Masters thesis proposal as appropriate.</li><li>b. Determine whether the proposal meets general expectations of the University and the School, and in particular, constitutes a study that is:<ol style="list-style-type: none"><li>i. Feasible for the student to complete.</li><li>ii. Likely to be of a magnitude and scope that will be acceptable as a doctoral or masters thesis.</li></ol></li><li>c. Provide oral and written feedback to students and their respective supervisory committees on all aspects of their proposals.</li><li>d. If deemed necessary, to recommend that a student re-submit a revised version of the proposal to the Panel.</li></ol></li><li>3. The Thesis Screening Panel is accountable to:<ol style="list-style-type: none"><li>a. The SPPH Student Admission and Progression Committee, to which it reports .</li><li>b. The University and the UBC Faculty of Graduate Studies.</li></ol></li></ol>



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<b>D. Membership</b>	Membership of the Thesis Screening Panel shall include, at a minimum: <ol style="list-style-type: none"><li>1. A minimum of five (5) SPPH Full Faculty members, including the chair who have supervised a PhD student in the past, as voting members, for a 3 year term.</li><li>2. Members will be appointed by the Student Admissions and Progression Committee and serve for a 3 year renewable term.</li><li>3. Members will be sought from volunteers, and membership will be structured to reflect the diversity of interests across the school, in relation to the range of student thesis proposals that are being reviewed.</li><li>4. Ex-officio members will include the Graduate Programs Manager and the MSc/PhD Program Director, for the duration of those individuals' appointments in their respective roles.</li></ol>
<b>E. Leadership</b>	The Chair of the Thesis Screening Panel shall be selected from amongst the members, for a term of one year, renewable by mutual agreement.  In the event of the Chair's temporary absence, s/he may appoint a delegate to serve as Acting Chair of the Panel .



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<b>F. Operations</b>	<ol style="list-style-type: none"> <li>1. The Panel’s activities will involve reviewing student theses and related presentations, and providing constructive guidance to students and their advisors about the quality of the proposed work, as well as its suitability to meet the requirements of the student’s degree program.</li> <li>2. The Panel’s activities will be modelled on standard peer review processes, and result in a written evaluation of the quality of the proposed work, together with a written summary of recommendations to the student and advisor.</li> <li>3. Panel members will work to seek consensus about individual proposals and presentations with a goal of providing constructive feedback to both the student and advisor.</li> <li>4. Recommendations from the Panel will generally fall into the following categories: <ol style="list-style-type: none"> <li>a) Excellent – proceed with the proposed work;</li> <li>b) Adequate – proceed with minor modifications to the proposal; or</li> <li>c) Needs revision – the proposed work needs major additional development or reconsideration, and the student is encouraged to resubmit to the panel. These recommendations will be communicated by the Chair in writing to the student, the advisor and the MSc/PhD Program Director. They are provided as guidance and are not binding on the student and/or the advisor.</li> </ol> </li> <li>5. Students may choose to appear before the Panel on one or more occasions to receive feedback and advice.</li> <li>6. The Panel will meet at least twice annually, and at the call of the Chair.</li> <li>7. A minimum of three members will constitute a quorum for the Panel.</li> <li>8. Subject to the agreement of the Panel members, observers including advisors and committee members, may attend Panel meetings to provide support to students. All observers, together with the student, will leave the room during Panel deliberations.</li> </ol>
<b>G. Evaluation</b>	<p>A full review of the Terms of Reference, deliberations and effectiveness of the Panel will be conducted on an annual basis by the Panel or its designated representatives, with the results of that review to be presented to the Panel for discussion and action.</p>



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<b>H. Documentation Protocol</b>	<ol style="list-style-type: none"><li>1. Students are required to submit written proposals, signed by their supervisory committee, to the Panel no later than two weeks in advance of the Panel’s meeting at which the proposal will be considered.</li><li>2. Each proposal is reviewed by primary and secondary reviewers, who are responsible for preparing a written review.</li><li>3. The Panel Chair is responsible for preparing a summary of Panel recommendations, which once approved by the Panel will serve as the official record of their deliberations.</li><li>4. Recommendations regarding individual proposals will be provided to the Graduate Programs Manager, individual students and their supervisors.</li><li>5. Following Panel approval, these summary recommendations minutes will be circulated electronically to the SPPH Student Admission and Progression Committee for information.</li></ol>
<b>I. Document Control</b>	<p>Original approved by Full Faculty : October 15, 2009</p> <p>This revision approved by Full Faculty : Date</p>