



DOCTORAL SUPERVISORY COMMITTEE ENROLLMENT

The School of Graduate Studies requires that each student in a doctoral program meet annually with a supervisory committee to assess the student's progress in the program and to provide advice on future work. The committee will consist of the supervisor and at least two graduate faculty members. The departmental timeline requires that a student establish a committee within three months of entering the doctoral program and that the committee meet for the first time within the first year in the program. More information on our [website](#) and the [SGS website](#).

How Do You Choose Committee Members?

Committee members are best selected in consultation with your supervisor.

Here are some key questions when considering prospective members:

- Can they add value (e.g., field-specific advice) to your research program?
- Will they be around and available for consultation and meetings throughout most of your program?
- Will they be approachable and offer constructive advice?
- Can they be objective enough to help if problems arise?
- Will they be able and willing to offer their opinion even if contrary to that of your supervisor or other members?
- Is there a good balance? Do their areas of expertise cover a sufficient range?

Process

- Schedule a meeting with your supervisor to discuss which faculty members to ask to serve on your supervisory committee
- Send an email to each faculty member providing a brief introduction about your research and requesting if they could serve on your committee
- Once you have received confirmation from all committee members, complete this form.
- Download as **ONE PDF file** using the final naming convention LastName, FirstName SUPCommittee to the [departmental folder](#) in the following order:
 - 1) [Doctoral Supervisory Committee Form](#)
 - 2) Attach copies of the e-mail from your two (three if co-supervised) committee members confirming they agreed to serve.

Date of Submission (dd/mm/yyyy): _____

Student Name: _____ Student Number: _____

Date of first registration in program (mm/yyyy): _____

Area of Study: _____

Supervisor: _____

Co-supervisor, if applicable: _____

Committee Member: _____

Committee Member: _____

Make sure to retain a copy for your own record keeping.