graduate studies | YORK UNIVERSITÉ UNIVERSITY

Office of the Dean
York University

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# Supervisor & Supervisory Committee Approval

Submit completed form to Office of the Dean, Faculty of Graduate Studies. See page two for FGS regulations and instructions on filling out this form.

| **Student information** | |
|---|---|
| Surname | Given name(s) |
| Student Number | E–mail |
| Program<br>- please select - | Degree & Level of Study<br>- please select - |

## Committee Approval

☐ Appointment of Supervisor ☐ Establishment of Committee ☐ Change to Committee

| **Graduate appointment in** | | **Supervisor/Committee**<br>*To be completed by supervisor* | | | |
|---|---|---|---|---|---|
| Full Name (As per appointment in ARMS | Grad Program (Check ARMS for Active Appointments | Incoming/Outgoing | New/Existing Committee Role (Supervisor/ Co-Supervisor/ Committee Member | Date added to Committee (MM/DD/ YYYY) | Signature |
| Eg: Moores | EECS | Outgoing | Committee Member | 06/01/2024 | |
| Eg: Moores | EECS | Incoming | Supervisor | 06/19/2025 | |
| | | - please select - | | | |
| | | - please select - | | | |
| | | - please select - | | | |
| | | - please select - | | | |
| | | - please select - | | | |
| | | - please select - | | | |

**Privacy:** Personal information in connection with this form is collected under the authority of *The York University Act*, 1965 and will be used for educational, administrative and statistical purposes. If you have any questions about the collection, use and disclosure of personal information by York University, please contact: Faculty of Graduate Studies, 230 York Lanes, (416)736-2100 x 55521.

| Approval | | |
|---|---|---|
| Graduate Program Director name | Signature | Date (mm/dd/yyyy) |

**FGS use only**

☐ GEM Coded Reviewed by:

☐ Appointments Confirmed

| TD Coordinator Name | Signature | Date (mm/dd/yyyy) |
|---|---|---|

# Supervisor & Supervisory Committee Approval—Information

**Faculty of Graduate Studies Regulations**
**Thesis Supervisory Committees**
Master's thesis supervisory committees consist of a minimum of two faculty members from the Faculty of Graduate Studies, at least one of whom must be from the program in which the student is enrolled, and who serves as the principal supervisor.

In exceptional circumstances, and with the prior approval of the Dean, one additional member may be appointed who is not a member of the Faculty of Graduate Studies. Such recommendations are to be accompanied by a brief rationale and a up-to-date curriculum vitae, which may be attached to the Supervisor & Supervisory Committee Approval Form.

The membership of each master's thesis supervisory committee, including the Chair, must be recommended by the appropriate graduate program director for approval and appointment by the Dean of Graduate Studies no later than the second term of study (or equivalent for part-time students) or, for students in the Graduate Program in Environmental Studies, by the end of the third term of study.

**Dissertation Supervisory Committees**
A dissertation supervisory committee will consist of a minimum of three members from the Faculty of Graduate Studies, at least two of whom must be members of the graduate program in which the student is enrolled. The principal supervisor must be a Full Member of the graduate program in which the student is enrolled. An Associate Member of the graduate program may serve as a cosupervisor on the condition that the other co-supervisor is a Full Member of the graduate program.

In exceptional circumstances and with prior approval of the Dean, the third, or an additional member, may be appointed who is not a member of the Faculty of Graduate Studies. Such recommendations are to be accompanied by a brief rationale and a up-to-date curriculum vitae, which may be attached to the Supervisor & Supervisory Committee Approval Form.

For doctoral students to remain in good academic standing, they must have a supervisor and supervisory committee in place in accordance with program requirements. The minimum Faculty of Graduate Studies requirements are as follows:

- A supervisor must be recommended by the appropriate graduate program director for approval by the Dean of Graduate Studies no later than the end of the fifth term of study (end of second term of PhD II). Students will not be able to register in the seventh term of study (the onset of PhD III) unless a supervisor has been approved.
- A supervisory committee must be recommended by the appropriate graduate program director for approval by the Dean of Graduate Studies no later than the end of the eighth term of study (end of second term of PhD III). Students will not be able to register in the tenth term of study (the onset of PhD IV) unless a supervisory committee has been approved.

**Instructions**
***Supervisor/Committee***
Name and Signature required OR email from member verifying agreement to be supervisor or committee member. If additional members are on the committee, please add names. If roles are different than provided (e.g., supervisor, co-supervisors), please indicate accordingly.

***Member of York Graduate Program***
List program relevant to current supervision in section marked "Graduate appointment in".

***Change to committee***
Email or signature confirmation required from both outgoing and incoming supervisory committee members.