



**Office of Graduate Studies
Appointment of Thesis Supervisor (External) Approval Form
(see Policy on reverse)**

Student Information

Name: _____ Student ID: _____

Degree Program: _____ Signature: _____

Thesis Title Proposed: _____

External Thesis Supervisor

Name: _____

_____ E-mail or Telephone

Signature: _____ Date: _____

Member(s) of Thesis Committee (if known—Please give contact information if not MSVU Faculty):

_____ Name _____ Contact Information

_____ Name _____ Contact Information

_____ Name _____ Contact Information

Graduate Program Coordinator

Name: _____

Signature: _____ Date: _____

Dean of Graduate Studies

Name: _____

Signature: _____ Date: _____

Signatures indicate agreement on behalf of the student and Thesis Supervisor and confirmation of the appointment by the Program Graduate Studies Committee and the Dean of Graduate Studies. Any changes to the Thesis Supervisor must be submitted on a new form.

The Dean of Graduate Studies will copy the completed form to:
Student and Thesis Supervisor and Thesis Committee and Graduate Program Coordinator (to be placed in the student's file)

Policy & Procedures for the Appointment of
Thesis Supervisor (External) and Thesis Committees

• **Convocation Deadlines:** Students intending to graduate at an upcoming convocation must successfully complete their thesis defence and have their grade submitted by the last day to register for a course in the Fall or Summer semesters. Students should refer to the Academic Course Add/Drop Dates published in the Graduate Calendar and available online for the current academic dates.

• **Thesis Continuation Fee:** Students for whom a thesis grade has not been submitted by the Office of Graduate Studies following the end date of their initial thesis registration will be automatically registered in a thesis continuation for the following semester. The automatic thesis continuation registration will occur on the last day to register for a course for that semester and will continue for each consecutive semester until the thesis has been successfully defended and the grade submitted (Thesis Release Form) to the Registrar's Office.

Thesis Supervisor

Prior to registering in the thesis course, students must have an approved thesis supervisor. The thesis supervisor will guide, direct and supervise the development of the thesis proposal, supervise the research and provide feedback on the written thesis.

- Normally to be appointed as a thesis supervisor an individual must have a PhD or master's degree with a thesis requirement or equivalent research experience and have served as a thesis committee member.
- The student in consultation with her academic advisor should discuss her proposed research with an identified faculty member (Note: In some programs students are directed to potential identified supervisors during the admissions process). If the faculty member agrees to supervise the research, the faculty member will submit the *Appointment of Thesis Supervisor (External) Approval Form* signifying agreement to act as thesis supervisor as well as a copy of their current curriculum vitae to the Department/Graduate Program Co-ordinator. This form will also be signed by the student.
- The Department/Program Graduate Studies Committee will approve the appointment of the supervisor.
- The Graduate Program Coordinator will sign the form indicating approval of appointment of the supervisor and forward to the Dean of Graduate Studies along with the copy of the curriculum vitae.
- The appointment will be confirmed by the Dean and the completed form copied to the supervisor, the student and the Graduate Program Coordinator (to be placed in the student's file).
- If a thesis supervisor is away from campus for more than three months and unable to continue supervision, an acting supervisor may be appointed with the approval of the Program Graduate Studies Committee and the Dean. A new *Appointment of Thesis Supervisor (External) Approval Form or Appointment of Thesis Supervisor Form* must be completed.

Thesis Committee

- The Supervisor (or potential supervisor) in consultation with the student will recommend at least one other member of the supervisory committee to the Graduate Program Coordinator who will forward the recommendation to the Dean of Graduate Studies.
- Normally, if the Thesis Supervisor is external to MSVU at least one member of the Thesis Committee must be a full-time faculty member at MSVU.
- A copy of the form, signed by the Dean of Graduate Studies, will be sent to the Thesis Supervisor, Committee members, the Graduate Program Coordinator and the student.
- Changes to thesis committees must be approved by the Graduate Program Committee who will forward the recommendation in writing to the Dean of Graduate Studies. The Dean will approve recommendations for changes in writing to the supervisor and members, copied to the Graduate Program Coordinator and the student.
- The recommendation for the supervisor and other members of the supervisory committee can be sent forward concurrently to the Dean.
- The thesis supervisor must be familiar with, and must agree to adhere to, all approved Policies & Procedures pertaining to theses at Mount Saint Vincent University.
- In cases where the thesis research requires ethics approval from the University Research Ethics Board, the Program/Department Graduate Studies Committee will appoint an internal member of faculty to be the contact on campus to answer questions that come to the Research Office should the need arise.



**Office of Graduate Studies
External Thesis Supervisor
Terms & Conditions of Appointment**

I _____, agree to follow the policies and procedures for thesis supervision as approved by the Senate of Mount Saint Vincent University and provided by the Office of the Dean of Graduate Studies

I understand that compensation for the supervision of the thesis will be made as per Appendix B: Non-Bargaining Unit Work, of the Part-time Faculty Collective Agreement between Mount Saint Vincent University and The Canadian Union of Public Employees (CUPE), Local 3912 from September 1, 2016 to August 31, 2020.

Signature: _____

Date: _____

The External Thesis Supervisor will submit the completed form to the Dean of Graduate Studies, Office of Graduate Studies, Seton Academic Centre, Room 302.