



**Office of Graduate Studies  
Appointment of Thesis Co-Supervisors Approval Form  
(see Policy on reverse)**

**Student Information**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Signature: \_\_\_\_\_

Thesis Title Proposed: \_\_\_\_\_

**Thesis Co-Supervisors**

1. Name: \_\_\_\_\_ 2. Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**Reason for appointment of Co-Supervisors (e.g. specific role of each co-supervisor):**

\_\_\_\_\_  
\_\_\_\_\_

**Member of Thesis Committee (if known—Please give contact information and provide cv if not MSVU Faculty):**

\_\_\_\_\_  
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 Co-Supervisors and confirmation of the appointment by the Program Graduate Studies Committee and the Dean of Graduate Studies. Any changes to the Thesis Co-Supervisors must be submitted on a new form.*

The Dean of Graduate Studies will copy the completed form to:  
Student – Thesis Co-Supervisors – Thesis Committee – Graduate Program Coordinator (to be placed in the student’s file)

*Policy & Procedures for the Appointment of  
Thesis Co-Supervisors 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 Co-Supervisors**

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. In particular circumstances co-supervisors may be appointed. The specific roles and responsibilities of each co-supervisor must be provided.

- Normally to be appointed as a thesis co-supervisor a faculty member must have a PhD or master's degree requiring a thesis 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 or members (Note: In some programs students are directed to potential identified supervisors during the admissions process). If faculty members agree to co-supervise the research, the faculty member(s) will submit the *Appointment of Thesis Co-Supervisors Approval Form* signifying agreement to act as thesis co-supervisors 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 co-supervisors.
- The Graduate Program Coordinator will sign the form indicating approval of appointment of the co-supervisors and forward to the Dean of Graduate Studies.
- The appointment will be confirmed by the Dean and the completed form copied to the co-supervisors, the student and the Graduate Program Coordinator (to be placed in the student's file).
- If one thesis co-supervisor is away from campus for more than three months and unable to continue supervision, an acting co-supervisor may be appointed with the approval of the Program Graduate Studies Committee and the Dean. This may or may not be the co-supervisor. A new *Appointment of Thesis Co-Supervisor Approval Form* must be completed.

### **Thesis Committee**

- The Co-Supervisors (or potential co-supervisors) in consultation with the student will recommend one other member of the supervisory committee to the Graduate Program Coordinator who will forward the recommendation to the Dean of Graduate Studies.
- A copy of the form, signed by the Dean of Graduate Studies, will be sent to the Thesis Co-Supervisors, 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 co-supervisors and members, copied to the Graduate Program Coordinator and the student.
- The recommendation for the co-supervisors and other members of the supervisory committee can be sent forward concurrently to the Dean.