**Inter-University PhD in Educational Studies**

**Approval of Doctoral Supervisory Committee Membership Form**

The Supervisory Committee normally is in place by June 30th of the first year, before the start of courses in July. The pro tem Supervisor, in collaboration with the doctoral student, is responsible for selecting the appropriate people to form the committee. This process in informed by the roster of people accredited to be doctoral faculty, to supervise and/or to sit on committees. Respective roles and responsibilities for each, the doctoral student, supervisor and committee member are set out in a handbook for graduate supervision, available from the Doctoral Program Office. In some instances, in order to augment intellectual expertise, the supervisor may wish to request the temporary appointment of an associate supervisor. Once the supervisory committee is constituted, changes to committee members can be approved by the Inter-University Doctoral Administrative Committee (IDAC) using the *Request to Change Doctoral Supervisory Committee Membership* form. Doctoral students may wish to have a different complement of committee members for their portfolio versus their dissertation. Different forms are available for approving the external examiners for the portfolio and for the dissertation defences.

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**Doctoral Student’s Name and Identification Number**

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**Home Institution**

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| --- | --- | --- |
| Supervisor’s Name | Home Institution | Signature |
| Name (indicate):* Pro tem
* Final
 |  |  |
| Associate Supervisor (not required) | Institution/Affiliation | Signature |
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| Co-Supervisor (not required) | Institution/Affiliation | Signature |
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| Committee Members(two are required) | Institution/Affiliation | Signature |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

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I concur with this plan. **Doctoral Student** Date

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**Supervisor** Date

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**Approved by the IDAC** Date

This form is placed in the doctoral student’s file in the Doctoral Program Office.