



Institute for the History & Philosophy  
of Science & Technology  
UNIVERSITY OF TORONTO

**The office of the Director of Graduate Studies**

**Changes to Existing Supervisory Committee Form**

NAME & STUDENT #: \_\_\_\_\_

*The choice of supervisor and other members of your supervisory committee is among the most important tasks of a graduate student. Graduate units are under an obligation to ensure students receive as much support as possible in making this choice. (See the SGS brochure "Improving Doctoral Program Time to Completion", September 2016: [http://www.sgs.utoronto.ca/Documents/TTC%20Best%20Practices\\_Students\\_SGS.pdf](http://www.sgs.utoronto.ca/Documents/TTC%20Best%20Practices_Students_SGS.pdf)) The School of Graduate Studies has guidelines in place for the supervision of doctoral students. They are in effect at the IHPST! You may retrieve a copy from here: <https://www.sgs.utoronto.ca/Documents/supervision+guidelines.pdf>*

*Please also refer to the MEMO from the office of the DGS dated April 10, 2017 (DGS MEMO 6/2017). This MEMO specifies the implementation of important SGS guidelines at the IHPST. The MEMO should be available online on the IHPST website.*

*Everyone signing this form agrees to be part of a working relationship. The relationship cannot be dissolved without good reasons to be stated in writing to the Director of Graduate Studies. Any change to the constitution of the supervisory committee as documented by this form must be reported immediately to the office of the DGS. This is a shared responsibility of both the supervisor and the supervised graduate student.*

**Supervised Graduate Student, please check:**

*I have read the SGS guidelines concerning supervision \_\_\_\_\_*

*I am requesting the following changes to my supervisory committee:*

- adding an additional committee member*
- replacing an additional committee member*
- replacing the supervisor*
- installing a co-supervision*

**Supervisor, please check:**

*I have discussed with my student the requested changes \_\_\_\_\_*

*I am in agreement with the requested change \_\_\_\_\_*



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*At this point, I have some concerns about the academic performance of the student, and I am attaching a statement to outline these concerns* \_\_\_\_\_

*At this point, I have no concerns about academic performance* \_\_\_\_\_

*The DGS should meet with the student to discuss sources of additional support beyond the assistance the student can expect to receive from the supervisory committee* \_\_\_\_\_

*I have discussed with the student a concrete timeline for the submission of a thesis proposal and agreed with the student on a meeting schedule to discuss progress* \_\_\_\_\_

**All members of the supervisory committee, please sign below to confirm your service on this committee:**

\_\_\_\_\_  
*Name (supervisor)*

\_\_\_\_\_  
*Signature, Date*

\_\_\_\_\_  
*Name (co-supervisor/advisor)*

\_\_\_\_\_  
*Signature, Date*

\_\_\_\_\_  
*Name (advisor)*

\_\_\_\_\_  
*Signature, Date*

\_\_\_\_\_  
*Name (advisor)*

\_\_\_\_\_  
*Signature, Date*

***Student, please sign below:***

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Signature, Date*

**Office Use Only:**

**The supervisory committee was approved** \_\_\_\_\_

**The supervisory committee was *NOT* approved  
(statement is attached)** \_\_\_\_\_

\_\_\_\_\_  
**Signature DGS, Date**