

SUPERVISION GUIDELINES FOR DOCTORAL ADVISORY COMMITTEES

Department of Integrated Studies in Education

Supervisor's Role and Responsibilities

1. In order to be considered for admission to the ad hoc PhD, applicants must secure the collaboration of a prospective supervisor (Note: applicants are not guaranteed admission to the program by virtue of having a prospective supervisor). The prospective supervisor is expected to provide assistance to the applicant by (a) providing feedback on the proposal required for admission to the program and (b) establishing a Doctoral Advisory Committee, before the application deadline, by identifying two other faculty members willing to serve on the Doctoral Advisory Committee, which will consist of, in addition to the supervisor, one internal member and one external member (i.e., internal and external to the student's program).
2. If the student is admitted to the program, the supervisor will receive notification from the Graduate and Postdoctoral Office in April. The supervisor will then convene a meeting of the Doctoral Advisory Committee, to be held before June 30, in order to approve, in consultation with the student, the student's individual program of study (i.e., the ad hoc requirements for graduation). This involves completing and submitting the form titled "Requirements for Graduation of ad hoc Candidates" now available on the Department's web site.
3. The supervisor will coordinate the Comprehensive Examination by establishing, in consultation with the Doctoral Advisory Committee and the student, (a) the examination questions (see separate document titled Policy and Regulations for the PhD Comprehensive Examination) and (b) the time and date of the oral examination. Upon receiving confirmation of the time and date from the supervisor, the Program Coordinator will book a room for the oral examination.
4. The supervisor must approve the student's final dissertation proposal as well as the Statement of Ethics, which, if applicable, the student must submit to the Ethics Review Committee for approval before undertaking research involving human participants.
5. During all phases of the PhD program, the supervisor must meet with the student regularly, provide prompt feedback when work is submitted (including drafts of the thesis), and uphold the highest professional standards of research and scholarship.
6. The supervisor will ensure that the student provides committee members with paper copies of the penultimate draft of the thesis in a coordinated manner at least 8 weeks prior to the initial submission to the Thesis Office
7. The supervisor will assist the student in completing the Nomination of Examiners Form, which must accompany the thesis at the time of submission to the Thesis Office. Then, upon receipt of the PhD Oral Defense Form from the Graduate and Postdoctoral Studies Office, the Graduate Program Coordinator will ask the supervisor to identify, in consultation with the student, members of the oral defense committee and then to make initial contact with them to confirm their willingness and availability to participate. Upon receiving names of oral defense committee members from the supervisor, the Program Coordinator will proceed to make arrangements for the oral defense examination in coordination with the Graduate and Postdoctoral Studies Office.
8. The supervisor is responsible for overseeing revisions required by the oral defense committee and then attesting to these revisions by signing the final Thesis Submission Form.

Committee Members' Role and Responsibilities

At the beginning of the doctoral program and under the guidance of the supervisor, the student should establish a tutorial relationship with each member of the Doctoral Advisory Committee. The student is responsible for maintaining contact with committee members in order to ensure their facilitative role in the student's doctoral program. The responsibilities of committee members are normally as follows:

1. Once the candidate is accepted into the program, committee members will participate in discussing and approving the student's course requirements at an initial meeting with the candidate and the supervisor to be held before June 30.
2. Committee members will participate in discussing and approving the candidate's comprehensive examination questions.
3. Committee members will read the candidate's papers comprising the comprehensive examination and will normally provide written commentary to be returned to the student after the oral examination. Committee members will ask the candidate questions at the oral examination and then assist in the overall pass/fail evaluation of the candidate's performance on the written and oral components of the comprehensive examination.
4. Committee members will read the student's final dissertation proposal and provide feedback as needed.
5. The student will provide each committee member with a paper version of the thesis at least 8 weeks prior to the initial submission to the Thesis Office. Committee members will read the thesis and provide feedback to the student within 4 weeks of receiving it.

IMPORTANT DOCUMENTS

On DISE's website, at <http://www.mcgill.ca/edu-integrated/graduate/documents/>, you will find the following documents:

- Requirements for Graduation of ad hoc Candidates
- Supervision Guidelines (this document)
- Comprehensive Examination Guidelines

Also on DISE's website, you will find links to important documents on the Graduate and Postdoctoral Studies web site (<http://www.mcgill.ca/gps/>):

- Nomination of Examiners Form
- Thesis Submission Forms
- Submission Dates
- Thesis Preparation and Submission Guidelines