



## MSc in Applied Science Establishment of Supervisory Committee

### Information for Students & Faculty

- The attached form should be used to establish a student's Supervisory Committee.
- A Supervisory Committee should be established for all new MSc students within the student's first month in the program.

### Supervisory Committee Makeup

- An MSc student's Supervisory Committee must consist of a minimum of three faculty members:
  1. the research thesis Supervisor,
  2. a faculty member who doesn't specialize in the student's area of research, and isn't from the same department as the Supervisor, and
  3. another faculty member (may be an expert in the student's area of research, and may be from the same department as the Supervisor).
- NOTE: In the case of co-supervisors, a minimum of four committee members are needed (supervisors plus two additional committee members).
- The Supervisory Committee may consist of more than three members. While meetings become harder to schedule with larger committees, additional expertise is sometimes required depending on the nature of the research to be conducted.

### Establishing the Supervisory Committee

- The student should consult with their Supervisor to identify potential faculty members for their Supervisory Committee.
- The student should complete Part I of the attached form, and then obtain signatures from those faculty willing to serve on their Committee (electronic signatures are fine).
- When complete, the student should email the form to [keith.bain@smu.ca](mailto:keith.bain@smu.ca), or deliver a hard copy to Keith in the Dean of Science Office.
- The completed form must be submitted within one month of starting the MSc program.



**MSc in Applied Science  
Establishment of Supervisory Committee Form**

**Part I: Student Information**

|                            |  |            |  |
|----------------------------|--|------------|--|
| <b>Student Name:</b>       |  | <b>A#:</b> |  |
| <b>Program Start Date:</b> |  |            |  |

|  |
|--|
| <b>Description of Proposed Thesis Research</b> |
|  |

|  |    |     |
|--|----|-----|
| <b>Enrolled in Co-op Stream?</b>           | No | Yes |
| <b>Planning to enroll in Co-op Stream?</b> | No | Yes |

|  |                                  |
|--|----------------------------------|
| <b>Planned Courses</b> (add planned elective courses below, if required) |                                  |
| <b>Course</b>  | <b>Semester (e.g. Fall 2023)</b> |
| APSC 6600: Graduate Seminar  |                                  |
|  |                                  |
|  |                                  |
|  |                                  |

**Part II: Supervisory Committee**

| <b>Supervisory Committee</b> |             |                    |                  |
|------------------------------|-------------|--------------------|------------------|
|                              | <b>Name</b> | <b>Affiliation</b> | <b>Signature</b> |
| Supervisor                   |             |                    |                  |
| Committee Member             |             |                    |                  |
| Committee Member             |             |                    |                  |
|                              |             |                    |                  |
|                              |             |                    |                  |

|                           |              |
|---------------------------|--------------|
| <b>Student Signature:</b> | <b>Date:</b> |
|---------------------------|--------------|

|                                       |              |
|---------------------------------------|--------------|
| <b>Program Coordinator Signature:</b> | <b>Date:</b> |
|---------------------------------------|--------------|

Email completed form to [keith.bain@smu.ca](mailto:keith.bain@smu.ca)