

# PhD Program Information

## Supervisor

When students first register they will be assigned a supervisor who will be responsible for academic guidance towards the creation of the PhD Candidate's Proposed Program Plan. The responsibility of the supervisor begins with the admission of the doctoral student and ends once the student has chosen a dissertation supervisor.

### ***1. Rationale for the Role of the Supervisor***

The supervisor's role is created to ensure individual attention and encouragement to doctoral students and to ensure high completion rates for admitted students. The supervisor provides an academic and cultural apprenticeship for the student.

### ***2. Who Can Become a Supervisor?***

Any member of the Graduate Program in Education can nominate themselves to be a supervisor. In an attempt to serve students well and to balance faculty workload, the Admissions Committee will make every effort to distribute supervisory responsibilities across faculty members.

### ***3. Description of the Supervisor Role***

The role of the supervisor in the doctoral program of the Graduate Program in Education is as follows:

- The supervisor does not necessarily become the dissertation supervisor.
- The supervisor must have the ability and interest to facilitate the doctoral student's research and academic interests. In the event that the Admissions Committee cannot identify a faculty member with a similar area of specialization as that proposed as the area of interest by an applicant to the doctoral program, then no offer of admission will be extended. Offers of admission are extended only to applicants who are deemed to be admissible on academic grounds and for whom there is at least one faculty member to serve as supervisor.
- The supervisor must work with the doctoral student to devise a Proposed Program Plan.
- This Plan must be reviewed a minimum of once a year.
- The supervisor meets regularly with the doctoral student to provide advice on:
  - Regulations
  - Coursework
  - Program planning options
  - Funding opportunities comprehensives
  - Planning to undertake dissertation work.

It is likely that there will be periods where the supervisor and the doctoral student meet more frequently than others. For instance, it is likely that in the doctoral student's early experiences in the first semester of the program and for program review sessions, the supervisor may schedule meetings more than once a month whereas on other occasions the meetings will not occur as frequently. It may also be the case that

where a faculty member is supervising several doctoral students, that faculty member may schedule some group meetings to discuss matters common to all the students being supervised.

- The supervisor advises the doctoral student about offices to contact for keeping track of deadlines such as regulatory time lines governing comprehensive examinations, the dissertation and convocation.
- The responsibility of the supervisor begins with the admission of the doctoral student and ends once the student chooses a dissertation supervisor. In the event that during the course of study a doctoral student elects to request that a different faculty member than the one initially assigned undertake the role of supervisor, the replacement faculty member assumes the role of supervisor until the dissertation proposal is filed with the Graduate Program Office.

#### ***4. Procedures for Changing Supervisors***

A change in supervisor may occur for a variety of reasons. To change supervisors, doctoral students must submit a "Change of Supervisor" to the Program Director. Ideally, a student changing a supervisor should have already identified a new faculty supervisor and asked that faculty member to assume the role prior to the submission of the "Change of Supervisor" form. In the event that the change of supervisor is initiated by a faculty member, the expectation remains that, the student will identify a new faculty member and ask that faculty member to assume the role prior to the submission of the "Change of Supervisor" form. In the event that the student had not identified a new supervisor, doctoral students should contact the Graduate Program Director or a member of the Graduate Executive Committee for advice.

#### ***5. Timelines***

Specific time lines for finding a new supervisor have been set in place to ensure that student's progress through the program.

- Fall and winter semesters: Maximum interval without supervisor is one month.
- Summer semesters: Maximum interval without supervisor is 2½ months.

In the event that a student does not find a supervisor during this time, the Graduate Executive Committee will assign one.

You may download the FGS Supervisory Committee form from the FGS web site:

<http://www.yorku.ca/grads/forms/SupervisorCommitteeApproval.pdf>