



Doctoral Committee / Comprehensive Exam

This form is to be completed and forwarded to the respective Associate Dean/Chair of Graduate Studies/PhD Director of Graduate Studies in Education for review and approval. The signed form is then to be forwarded to the Office of the Secretariat.

New Form

Revised Form

Student Name:

Student Home University I.D.#:

Program Name:

Committee Member E-Signature

Supervisor (first reader¹):

Co-supervisor (if applicable¹):

Committee Member 1
(home university²):

Committee Member 2
(partner university³):

Committee Member 3 (mandatory, UWindsor*)
(External Program Reader):

External program reader department:

Additional Committee Member 3 (optional, BU and LU)
(External Program Reader⁴):

Department of External program reader:

For revised committees, former members should indicate their assent to the changes:

Name:

E-signature:

Research Ethics: Does research involve human subjects? Yes No

If yes, Research Ethics Board approval for this research is? Pending Denied Approved

¹ Supervisors are first readers of students' work. They are designated faculty members in the Joint PhD in Educational Studies program at students' home universities. Supervisors have supervised one thesis to completion at the Master of Education level. Supervisor(s) are present in person at the comprehensive portfolio, dissertation proposal, and dissertation examinations.

² Doctoral committee members are second readers. Committee members attend comprehensive portfolio, dissertation proposal meetings, and portfolio and dissertation examinations in person or via video or teleconference. All committee members are designated faculty members in the Joint PhD in Educational Studies program.

Designated faculty have a completed doctoral degree and are provided status as an instructor, doctoral committee member, and/or supervisor by the home university. Typically, they are fulltime faculty members in the Faculties of Education and Graduate Studies at the participating universities. Designated faculty are engaged in an active program of research and scholarship, and they facilitate doctoral students' immersion into the research culture through their teaching, research, and doctoral committee work. Designated faculty are listed in the Directory of Designated Faculty, Joint PhD in Educational Studies program (www.jointphdined.org).

³ Including the supervisor, the doctoral committee is composed of a minimum of three, designated faculty from at least two participating universities.

⁴ In exceptional situations, an individual with appropriate academic qualifications from outside the program may serve as an additional committee member. Approval is required from the Associate Dean or Chair of Graduate Studies in Education and the Program Committee.

* The University of Windsor requires an additional doctoral committee member to serve as the External Program Reader. This committee member must have Graduate Faculty Status at the University of Windsor and be external to the Faculty of Education.

Signed and dated

Student Signature:

Date:

Supervisor Signature:

Date:

**Co-supervisor signature:
(If applicable)**

Date:

**** University of Windsor Additional Instructions for submission to UWinsite:**

Instructions for completion: **download** this form - digitally **complete** all required components - **print** this form - **submit** to the necessary committee members for their **initial** on page 1 - complete and sign page 2 - scan both pages of this form - upload the completed form to UWinsite Student as a **service request (see below)**.

Instructions: This form needs to be submitted as a **Service Request** in UWinsite Student. Login to your student account - select **Research Tracking** - then **Service Requests** - create **New Service Request** - select **Research Activities** - select **Thesis Review Committee** - Choose your program - **Add attachment** - Upload this form and any attachments - Add any relevant comments to text box – **Click Submit**