Faculty of Health Sciences

Initial Supervisory Committee Checklist - MSc and PhD Programs

Please note: The Student and the Senior Supervisor are responsible for completing the steps as outlined in this checklist. Students who fail to submit a completed Initial Supervisory Committee form by the last day of class during the semester, in which it is due, will not be allowed to register for the next semester.

Senior Supervisor (SS) and Student:

A. At the beginning of the first semester of entry into the graduate program:
   Identify Supervisory Committee (SC) members and schedule a meeting (reserve a room and AV cart if required in SFU Connect). NOTE: While a face-to-face introductory meeting is preferred, SC members may attend via electronic technology as long as they are given access to the appropriate information (e.g., slides for a presentation) in advance.

B. A minimum of two weeks in advance of the scheduled meeting with the SC:
   Student and SS meet to develop a coursework plan and summary of the research plan or research area the student will be working in. Fill out the Initial SC Meeting Form. If needed, complete the Approval of SC Form required for the SFU Office of Graduate Studies.

C. One week before the meeting:
   Submit coursework plan and summary of research area, or the completed Initial SC Meeting Form, to the members of the SC. Send reminder to the SC one week in advance of the meeting.

D. Discuss and approve at the meeting:
   a. The initial research plan/area.
   b. The proposed coursework plan.
   c. Plans to attend meetings and workshops, etc.
   d. Plan(s) for student financial support (TAships, RAships, scholarship support, and/or research funds, internal/external awards, etc.). As it is a goal of FHS to fund all MSc and PhD students to $18,500 and $21,000 per year, respectively, Senior Supervisors are encouraged to support their students to these levels.

E. After the meeting:
   Please submit by email to the MSc/PhD Graduate Programs Assistant at fhs_programs@sfu.ca either a scanned PDF of the completed and signed Initial Supervisory Committee Meeting Form, or an electronically signed version of the form. Be sure it is copied it to all members of the Supervisory Committee (and to the student if it is being submitted by the Senior Supervisor).