

DEPARTMENT OF ENGLISH

PhD Declaration of Supervisor and Thesis Research Focus

This form must be submitted to the Graduate Program Administrator (SS1148) by **April 1st** of the first year.

- This form is expected to demonstrate that your proposed Supervisor is suitable for directing your thesis research.
- Once the form is approved by the Graduate Executive Committee (GEC) the Graduate Program Administrator will prepare the *Appointment of Supervisor* form which requires signatures from the Student, Supervisor and Graduate Director, for Faculty of Graduate Studies records.

NOTE: The Faculty of Graduate Studies requires that the Student and Supervisor complete the [FGS Checklist of Expectations](#). We recommend students arrange this when they are preparing their Annual Progress Report. When complete, hand in a copy of the checklist to the Graduate Program Administrator in SS1148 for the student file.

Student		UCID
Proposed Thesis Research Focus (<i>provide a short working title, 5 to 10 words</i>):		
<i>(Signature of Student)</i>		<i>(date)</i>
Proposed Supervisor (<i>a CV must be available to GEC</i>):	<i>I am willing to supervise this research.</i>	
	<i>(signature of supervisor)</i>	<i>(date)</i>
If applicable, Proposed Co-supervisor (<i>a CV must be available to GEC</i>):	<i>I am willing to co-supervise this research.</i>	
	<i>(signature or Co-supervisor)</i>	<i>(date)</i>

Action of Graduate Executive Committee:	1. Supervisor approved	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	2. Thesis Research Focus approved	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signed: _____	Date: _____		
(Chair of Graduate Executive Committee)			

Revised June 2015

For Mac users: saving fillable forms and creating electronic signatures using Preview or other PDF readers

To create an electronic signature:

- Under Tools, go to Annotate>Signature>Create Signature> Manage Signatures (or click on signature icon in toolbar)
- Follow instructions for drawing or taking a photograph of your signature.
- Select your signature, and drag it to the signature section(s) of the form; size if necessary.

How to save fillable forms:

- If you find forms are blank when you send or print them, these steps work with most applications.
- After you've filled out a form, **choose Print from the File menu** (or command-P) and then use the PDF option to save it as a PDF. See screenshot below. You will also see options to preview, save, print, e-mail (or in recent systems, message) the file.
- The form is then saved as a "flat" file (you can't edit text any more, but it also means that the recipient will actually be able to see the form data).
- Note: "Export As" and "Save As" do not accomplish the same thing. You lose your data that way.

