Senior Thesis Supervisor Form for Graduate Students
Committee on Degrees in Social Studies

Supervisor name: _____

Student(s) you are supervising: _____

Email address: _____

Telephone number: _____

HUID (if applicable)**:** _____

If you are on a completion fellowship:
1. Are you in residence? ☐ Yes ☐ No
2. Do you have permission from your advisor to supervise a thesis? ☐ Yes ☐ No

If you are an international student:
1. Do you have any visa constraints? ☐ Yes ☐ No
2. Will you be exceeding the .57 FTE maximum? ☐ Yes ☐ No
   (Thesis supervision is .07 FTE.)

Thesis Reading Requirement:

Everyone who is compensated to supervise theses in Social Studies is required to grade senior theses and participate in the oral examinations. Oral examinations are held in April, and you are expected to be physically present for any exams in which you are participating. If you are being paid to supervise a thesis, we will ask you to grade one senior thesis per supervision.

Acknowledgement of Harvard's Human Subjects Rules:

Students who plan to conduct research using human subjects need to complete Harvard's Undergraduate Research and Training Program (in-person or on-line) and submit a smart form describing their research through the Committee on the Use of Human Subjects (CUHS) website. A representative from the Undergraduate Research and Fellowships Office will review the form and determine whether students need to undergo IRB review or not.

As a thesis supervisor, you share responsibility for the ethical conduct of research with your student. To learn more about undergraduate human subjects research at Harvard and your role as a thesis supervisor, please go to: https://cuhs.harvard.edu/urtp-portal and click on "Information for Research Supervisors."

Students must complete their training and the smart form at least four weeks before starting research. Students may not start research until they have heard back from CUHS.

Please sign below, even if your student does not anticipate conducting research using human subjects, to acknowledge that you understand and will comply with these rules.

Supervisor name: _____   **Date:** _____