



***THESIS CHAIR AGREEMENT***  
Harvard-MIT Health Sciences and Technology

*This form is to be submitted with the final defended and approved doctoral thesis proposal to the HST-IMES Committee on Academic Programs (HICAP).*

**Section I:** to be completed by the student

**Student Name:**

**Thesis Proposal Title:**

**DATE of Thesis Proposal Presentation to Committee:**

**Name of Thesis Committee Chair:**

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**Section II:** to be reviewed and signed by the Thesis Committee Chair.

I confirm that the student successfully defended the thesis proposal to the full thesis committee on the date listed above.

I agree that the proposal presented to the thesis committee and outlined in the thesis proposal is adequate for a doctoral thesis.

I agree to serve as the student's PhD thesis committee chair and have reviewed the roles and responsibilities of the chair as defined in the [HST PhD Thesis Guide](#) (and listed below).

Each HST PhD thesis committee is headed administratively by a chair, chosen by the student in consultation with the research supervisor. The thesis committee chair is expected to:

- provide advice and guidance concerning the thesis research;
- oversee meetings of the full thesis committee, to be held at least once per semester;
- preside at the thesis defense;
- review and evaluate the final thesis document.

The thesis committee chair must be well acquainted with the academic policies and procedures of the institution granting the student's degree and be familiar with the student's area of research. The research supervisor may not simultaneously serve as thesis committee chair.

**Chair Signature | Date:**

**Chair Email:**

**Comments (optional):**