



## GRADUATE STUDENT AND SUPERVISOR AGREEMENT

Date: \_\_\_\_\_

The following are terms of the graduate student and supervisor relationship. These terms apply to the time during which \_\_\_\_\_ is a graduate student in the \_\_\_\_\_ Graduate Program working under the supervision of \_\_\_\_\_.

**1) Supervisory Meetings.** Student and supervisor will meet each week on at least two occasions, once at a weekly lab meeting, and once for an individual meeting. The individual meeting will be scheduled for a time convenient to both student and supervisor and time should be allowed for 1 hour of discussion. Email will also be a means for communication and questions.

**2) Student Funding.** The student will be required to apply for as many scholarships and/or bursaries as she is eligible. In the event that the student’s funding should run out, base level funding will be provided from \_\_\_\_\_.

**3) Teaching responsibilities.** The student will take on at least one teaching assistantship during the course of her program, even if it is not necessary for financial reasons. However, this TA position will not occur until after the first year of the program.

**4) Research/Publication conditions.** Student will be provided with access to adequate computing and material resources to conduct his/her research. Original data records must remain with the lab, but copies may be kept by student upon completion of program to assist in writing papers. Student is expected to comply with all University standards and policies of scholarly integrity. Failure to do so may result in being required to withdraw from the graduate program and other punitive actions by the University.

**5) Authorship Policies.** It is the policy of this department to assign authorship based on level of intellectual contribution to the research, as determined collectively by the research team. The research supervisor is usually listed as the last author. If there are disputes about authorship within the research team, the department Head will determine the order of authorship. Student will be encouraged to publish the result of their research according to the standards in their field.

**6) Work hours.** Hours of work and holidays are at the discretion of the student, but will normally meet or exceed \_\_\_\_\_ hours per week. A sufficient quantity of work will be carried out to complete projects, meet deadlines and achieve in classes.

**I have read and agree to the above terms.**

Student’s signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor’s signature \_\_\_\_\_ Date \_\_\_\_\_