Student-Supervisor Memorandum of Understanding

All students in thesis programs must complete this form contingent with submission of a thesis topic for approval. The signatures of student and supervisor indicate that they intend to abide by the terms and provisions of this agreement. A copy of the signed Memorandum should be included in the student’s IHPME Graduate Institute file.

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student’s Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Supervisor’s Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Degree</th>
</tr>
</thead>
</table>

Title of Project:

Role and Responsibilities of the Supervisor

All supervisors are expected to have good knowledge of the Graduate Program. The following conditions have been read and agreed upon by student and supervisor:

- The supervisor will guide the graduate program of the student (including assistance with course selection) and facilitate timely completion of course work, research, thesis writing and defense, in accordance with SGS policy.

- The supervisor will provide mentorship (for instance, opportunities for funding, ensuring the student has opportunities to present his/her work at academic forums, facilitating access to study data/subjects).

- The supervisor will ensure appropriate membership of the student’s thesis committee. For doctoral students, the thesis committee must consist of at least three members, one of which is the supervisor. For masters students, the thesis committee must consist of at least two members, one of which is the supervisor, but normally consists of at least three members, one of which is the supervisor.

- The supervisor will be available to meet regularly to discuss ongoing progress and issues. The frequency and regularity of meetings with the student will vary depending on the stage at which a student is at but the supervisor and the student should meet a minimum of 6 times per year and the thesis committee should meet a minimum of twice per year.

- The supervisor will ensure timely feedback to the student. Normally, written work should be returned within 10-15 working days, or at an agreed time which may vary depending on the volume of work to be reviewed.

- The supervisor will ensure appropriate ongoing supervision of the student during any leave of absence from the University (sabbatical, medical leave).

- The supervisor will facilitate funding from a research grant, if possible, and support the student in applications for fellowship grants.
Role and Responsibilities of the Student

All students are expected to have good knowledge of the Graduate Program. The following conditions have been read and agreed upon by the student and supervisor:

- The student is responsible for keeping in touch with the supervisor and providing progress reports.
- The student is responsible for informing the supervisor of any changes in contact details (e-mail, mailing address, telephone).
- The student is responsible for keeping the supervisor informed of any problems that could delay (or prevent) completion of the research.
- The student is responsible for preparing and submitting the thesis research for relevant ethics approval (with input from supervisor).
- The student is responsible for undertaking the research according to relevant regulations and guidelines (and as agreed with the supervisory committee).
- The student is responsible for submitting their work to their supervisor and committee, adhering as closely as possible to the agreed upon timetable.
- The student is responsible for indicating how advice and suggestions from the supervisor and committee have been integrated into the thesis work.

In addition, the student and supervisor should discuss/define:

- Ownership and use of data
- A plan for presentations and publications based on the thesis
- Authorship protocols for presentations and publications

In Case of a Disagreement between Student and Supervisor

If there is a disagreement between the student and supervisor, the steps outlined in the School of Graduate Studies Academic Appeals process should be followed.

Signatures

Student
Date

Supervisor
Date