

Supervision Letter of Understanding, between PhD Students and their Supervisor(s)

Department of Chemistry, McGill University

Name of Student:
Name of Supervisor(s):
Date of this meeting:
Program & year:

A reminder of the various regulations, policies and guidelines students and supervisors should be aware of:

1. University regulations and guidelines governing graduate students and supervisors (<https://www.mcgill.ca/secretariat/policies-and-regulations>)
Policies defined by Graduate and Postdoctoral Studies in the Graduate e-Calendar (<https://www.mcgill.ca/gps/students/graduate-policies-and-regulations>)
2. University regulations on the ethical conduct of research (https://www.mcgill.ca/secretariat/files/secretariat/regulation_on_the_conduct_of_research_2019.pdf)
3. University safety regulations, established by Environment Health and Safety (<http://www.mcgill.ca/ehs/>).
4. Policies and guidelines of the Chemistry Graduate Program, documented on the Chemistry Graduate Studies site (<https://mcgill.ca/chemistry/current-graduate-students>).

We also would like to make you aware of great resources such as :

<https://www.mcgill.ca/hr/benefits/health-well-being>
<https://www.mcgill.ca/wellness-hub/>

We want to remind you of our university commitment for equity, diversity and inclusion (https://www.mcgill.ca/gps/files/gps/equity_diversity_and_inclusion.pdf).

For each topic below, the student should include a summary of the outcome of the discussion. The final letter should be signed by both the student and advisor(s) and uploaded by the student to *MyProgress*. It is understood that all these issues may be reassessed each year at the student and/or advisor's discretion.

Summary of the meeting outcomes for each topic below:

Graduate program requirements

Timeline for Examinations and Course Completion

What particular courses do I need to take and by when? Meeting with GPD recommended if any additional questions.

Supervisory responsibilities

Meetings

How often shall we meet during the first year and how will this change during the course of the degree? Is there a preference for scheduled meetings or can I drop by when needed?

Determination of research topic

Timeline and short description

Feedback from the supervisor

What are the expectations surrounding feedback on thesis chapter submissions and research articles?

Publications

What are the expectations surrounding research articles? Are they expected to be completed and submitted before the final oral defense?

Student responsibilities

Lab duties.

What are they and how are they assigned?

Lab book and record keeping.

What are the expectations?

TAing and teaching

What are the student's teaching expectations?

Applications for scholarships

What expectations are there for the student applying to bursaries, fellowships, etc?

Operational expectations

Time allocation to working and vacations

Working load (progress toward degree), outside regular hours. You have 3 weeks of designated vacation time per year. How will this be scheduled, can it roll over to the next year?

Conferences, workshops, and summer schools

What opportunities are there and how will we proceed?

What happens should problems arise?

We understand that any important issues that arise throughout the course of the degree be addressed first by the student and the advisor. In cases where the student still feels certain issues have not been addressed, they **will and should talk privately with the GPD**. Student in the GPD's group may talk to the GPA (Chantal Marotte) or the chair.

Other

Other

Any other topics can be discussed including IP.

The signatures below are non-binding. This is a document to generate understanding between student and supervisor, it is not a work contract.

X

Student

X

Supervisor