



Letter of Understanding Milestone Form

A Letter of Understanding (LOU) is a tool for clarifying mutual expectations between a supervisor and supervisee, which is important to ensure the success of the graduate student. According to the University Regulations on Graduate Student Supervision, Graduate and Postdoctoral Studies "strongly recommends that all parties engaged in supervisory roles sign a letter of understanding with each supervisee."

An LOU can take many forms, but its purpose is to document the discussion between supervisors and their PhD students regarding mutual expectations. Some suggested discussion topics are given below, as well as best practices for supervisors and supervisees. To facilitate this discussion, the Faculty of Engineering has prepared a series of survey questions that may be used to motivate a discussion related to the topics listed below, which are available through the Department/School Graduate Program Director.

By signing below, the supervisor and supervisee confirm that a discussion has taken place on the given date, and that they have come to a shared understanding of both the supervisor's and supervisee's expectations. This 1-page signed form should be uploaded to myProgress by the graduate student to satisfy the LOU milestone in the student's first term. The topics of discussion may be revisited during progress tracking meetings or as needed.

We confirm that a meeting to clarify mutual expectations was held on the following date: _____

Supervisor: _____

Signature: _____

Co-Supervisor: _____

Signature: _____

Graduate Student: _____

Signature: _____

Table with 2 columns: Best Practices and Possible Discussion Topics. The Best Practices column lists guidelines for supervisors and supervisees. The Possible Discussion Topics column lists 10 topics for discussion, including supervisory meetings, communication, feedback, expectations, funding, teaching responsibilities, research responsibilities, publication, authorship, and professional development.