

## Letter of Understanding

The Graduate Programme of the Institute of Islamic Studies is a collaborative community dedicated to maximizing the seriousness and significance of the research of its members. We are intentionally multi- traditional and multi-disciplinary, and intend that this complexity be generative in the development and cultivation of graduate students' research projects. We ask members of our community to recognize this internal complexity, and to contribute to it. To this end, we ask students to inform themselves of the expectations of graduate students at McGill, including the 'MyProgress' timeline. The expectations of our local academic culture include also the following mutual responsibilities, undertaken in order that our aspirations for this community be known and realized.

These guidelines are designed to facilitate positive and mutually beneficial Student-Supervisor relationships, the extent of participation in activities other than the Dissertation, Comprehensives, and Research Projects. Where these notes hinder rather than help, they should be amended to meet mutually acceptable needs, in general or as occasions arise.

### **A. Supervisor's Responsibilities**

1. Meet regularly with students (ordinarily at least once per semester), provide supportive guidance and feedback, and be available for consultation at other agreed times.
2. Arrange substitute supervision or alternative arrangements during extended absences.
3. Advise on course selection.
4. Assist in the preparation for comprehensive or oral examinations.
5. Advise students on preparation of conference and journal presentations based on work done in the programme, and assist with applications for support to attend suitable conferences at a reasonable distance and on whose programmes students earn a place.

6. Assist full-time students in applying for stipends.
7. Provide feedback within a mutually agreed time-frame on written work submitted for review.
8. Research must be presented in accordance with the technical requirements of each supervisor.

**B. Student's Responsibilities**

1. To monitor their programme on Minerva with 'MyProgress' as a matter of 'due diligence' in meeting the requirements of their prescribed timeline and milestones.
2. Regularly pursue academic work and keep the supervisor informed of progress or problems.
3. Communicate any absences or interruptions in the program and dissertation process;
4. Inform the Supervisor of any program or subject changes as the work evolves, including a possible change of supervisors.
5. Prepare conference presentations and publications on research and other activities.
6. With appropriate guidance, prepare a draft version of the thesis, normally within 3 months of its final submission for MA degrees, or 6 months for doctoral degrees, ordinarily by the end of PhD7.
7. Apply for scholarships and bursaries, especially McGill, FQRSC, and SSHRC (where eligible).
8. Participate to a mutually agreed extent in teaching-related activities.
9. Take a professional role in one's discipline by undertaking, where feasible, at least one student or regular membership in an appropriate professional guild or academic organization.

**Mutual Expectations Regarding Research Supervision (concluded)****C. Joint Responsibilities**

1. It is important for Supervisor and Student to establish a mutually agreeable timeframe for response to communications and requests for appointments to meet (notation in 'E' below).

2. Give full credit for the contributions of others and to research funding in all presentations and publications.
3. Assign authorship according to the latest AAR, MLA or APA publication guidelines. The contribution of the supervisor should be formally recognized in the Acknowledgements. It is important for the Supervisor and Student to establish an agreement regarding credit in publications related to any research involving both parties (notation in 'E' below) such that all work is scrupulously acknowledged.

**F. Signatures**

We agree to work together in an advisory relationship in accordance with the above guidelines.

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

Signatures

Supervisor Name: \_\_\_\_\_

Sign \_\_\_\_\_

Trainee Name: \_\_\_\_\_

Sign \_\_\_\_\_