

Template for the “Supervision Letter of Understanding,” between PhD  
Students and Advisor(s)  
Department of Mathematics and Statistics, McGill University

Name of Student: \_\_\_\_\_

Name of Advisor(s): \_\_\_\_\_

For each topic below, 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 can be reassessed each year at the student and/or advisors' discretion.

A meeting between the student and advisor took place on \_\_\_\_\_ to discuss the following topics. We summarize the outcomes for each topic below:

**1) Role of each advisor if there is more than one advisor.**

Will the advisors equally share the responsibilities and collaborations (as discussed below) or will there be a Principal Advisor and Co-advisor(s) (in which case some details of the roles of each should be discussed)?

**2) Timeline for PhD Qualifying Examination and course completion**

What particular courses do I need to take and by when? When will I take the qualifying exam?

### **3) Meetings**

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

### **4) Advisory Committee**

How and when will it be formed, how often will we meet?

### **5) Time allocation to working and vacations**

### **6) Determination of research topic**

Can we define a timeline and approach?

### **7) TAing and teaching**

What are the student's teaching expectations?

### **8) Applications for external funding**

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

**9) Conferences, workshops, and summer schools**

What opportunities are there and how will we proceed?

**10) Seminar and Colloquium Participation**

What are the expectations?

**11) Feedback from the advisor**

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

**12) Publications**

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

**13) 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.**

14) **How will sabbatical leaves be handled?**

X

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Student

X

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Supervisor