





**Supervisory Responsibilities\***

**Feedback expectations.** Discuss the supervisor's involvement on the preparation of academic work (e.g. oral or poster presentations, comprehensive exam, manuscripts,) the time frame for submission of the academic work by the student and the return of comments from the supervisor(s)

\*A supervisor may not terminate supervision or payment of any stipend without just cause, documented due process, reasonable notice, and approval of the GPD, GAC or Chair

**Outline the specific role(s) of the co-supervisor:\*\***

Discuss expectations in terms of:  
Contribution to general duties, training/assistance from the co-supervisor, attendance to laboratory meetings, frequency of student-supervisor meetings





**Operational Expectations\*\*\***

Discuss expectations in terms of:

Working hours, vacation policy, contribution to general duties, training/assistance from and to other personnel/students, attendance to laboratory meetings, frequency of student-supervisor meetings

\*\*\*As per the GPS's leave of absence & vacation policy , all graduate students and postdocs are entitled to an additional vacation leave of fifteen (15) working days in the calendar year. Duration and timeline of the permitted vacation should be discussed and approved by the supervisor as desired.

Discuss expectation for record keeping, intellectual property, publications, and authorship regarding the graduate student.

Discuss expected attendance to journal clubs/seminars\*\*\* or other academic activities aside from official requirements of the Graduate Program

\*\*\*The MIMM department requires each student to attend 10 scientific seminars given by professors per term.



Discuss attendance to conferences/workshops/courses dedicated to professional development including teaching assistantships (in the latter case, outline a schedule that would ensure timely progression of the student thesis work)

**Feedback expectations.** Discuss the supervisor's involvement on the preparation of academic work (e.g. oral or poster presentations, comprehensive exam, manuscripts,) the time frame for submission of the academic work by the student and the return of comments from the supervisor(s)

**Degree completion expectations.** Discuss the supervisor's involvement on thesis preparation, the time frame for submission of thesis draft by the student and feedback from the supervisor(s), the time dedicated to thesis writing, the stipend during thesis writing, the expected time for initial thesis submission, the transfer of knowledge (e.g. overlap with a new graduate student), etc.



**Student Responsibilities**

Limits to work\* and activities off-hours; [policies on TA positions](#); academic, technical or language training required; expected attendance at journal clubs, workshops and seminars, aside from official requirements of the Biochemistry Graduate Program.

Empty box for student input.

\* In order to maintain full-time status, a graduate student should not work more than 180 hours per term over 15 weeks with 12 hours per week. Graduate e-Calendar

**Financial Commitment**

The MIMM Graduate Program has guaranteed graduate student stipends that are [documented on the website](#). Researchers must guarantee that each student under his/her supervision receives **at least** the specified minimum stipend. It is expected that students will apply to all internal and external studentships to which they are eligible. The supervisor is responsible for providing sufficient resources for the student's research project.

Stipend amount for the current year: \$ \_\_\_\_\_

**Source:**

External award \$ \_\_\_\_\_

University award \$ \_\_\_\_\_

Departmental award \$ \_\_\_\_\_

Paid from research grant \$ \_\_\_\_\_



**Other expectations:**

Discuss any additional aspect that is not included in this LOU and that is important for the supervisor or the student.  
Examples: Laboratory etiquette (e.g. confidentiality, relationships with members of the laboratory, computer use (research purposes vs personal use), etc.

***Signing of this Letter attests to compliance with: Submitting this agreement attests to:***

**1. University regulations and guidelines governing graduate students and supervisors**

- General University policies, procedures and guidelines (<https://www.mcgill.ca/secretariat/policies-and-regulations>).
- Policies defined by Graduate and Postdoctoral Studies in the *Graduate e-Calendar* (<http://www.mcgill.ca/gps/students>)

**2. University regulations on the ethical conduct of research** (<https://www.mcgill.ca/research/ran-welcome/research-policies-and-regulations>)

**3. University safety regulations**, established by Environment Health and Safety (<http://www.mcgill.ca/ehs/>).

**4. Policies and guidelines of the MIMM Graduate Program**, documented on the MIMM Graduate Studies site (<https://www.mcgill.ca/microimm/students/graduate-studies>)

***The student and supervisor shall retain copies of the signed Letter of Understanding and submit the original to the Student Affairs Administrator of MIMM. A copy should be uploaded to the student's MyProgress site by the student.***

***Sections included in this letter of understanding were adapted from resources provided by McGill Graduate and Postdoctoral Studies (GPS) and letters of understanding of other McGill graduate programs.\****