

Microbiology and Immunology Graduate Program McGill University Letter of Understanding (LOU)

This letter of understanding is designed to promote a dialogue between the supervisor(s) and the student to define their mutual expectations and to promote awareness to University, Graduate and Postdoctoral Studies and MIMM Graduate Program guidelines, regulations and policies governing graduate students and supervisors.

The ultimate goal of this LOU is to achieve a beneficial and positive discussion between the student and the supervisor(s) that will avoid misunderstandings.

The letter must be dated and signed by all parties (e.g., supervisor, co-supervisor and supervisee) within 1 month of the student arrival in the laboratory (for new graduate students) and revisited every 12 months or as needed, as the supervisory relationship changes as the student progresses towards the degree.

McGill Student ID #:

Program Start Date:

IDENTIFICATION

Student Name:

Program & Year (MSc1/PhD2):

Supervisor Name:	Supervisor Dept. (if outside MIMM):	
Co-Supervisor Name (if any):	Co-Supervisor Dept. or Unit (if any):	
OBJECTIVES AND EXPECTATIONS		
Research Project		
Short description of research project.		

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
of student-supervisor meetings

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

If a co-supervisor is needed, the expectation is that she/he will be available to see the student through to the end of her/his degree. The primary supervisor's and student's individual preferences should be taken into account in the selection of the appropriate co-supervisor.

The role of co-supervisor (https://www.mcgill.ca/gradsupervision/supervisors/co-supervision) is always to provide academic support alongside that of the primary supervisor. However, the role of the co-supervisor varies according to the nature of the research student's research and the composition of the supervisory team. Students, supervisors and co-supervisors should meet to discuss and agree on each person's responsibilities, duties and expectations. Supervisors and co-supervisors must agree on the space and financial commitments as well as author contributions for all publications emanating from the project.

1. Alongside the primary supervisor, the role of the co-supervisor is to:

- monitor the student's progress throughout the entire graduate program;
- ensure the student understands the academic requirements rules for her/his degree;
- provides lab space, lab reagents and/or experimental advice, whenever necessary
- verify that the student's advisory committee meets on a regular basis;
- meets regularly with the student to discuss research and academic progress
- provide guidance and support should the student experience difficulties in the program or with the thesis;
- help the student with other practicalities of conducting research, e.g. how to access university resources etc.

2. With regard to thesis examinations:

- like the primary supervisor, the co-supervisor will appear on the defense notice.
- the co-supervisor may not serve as Chair of the defense.

Outline the specific role(s) of the Advisory Committee		
Discuss expectations in terms of:		
Frequency* of student-committee meetings and involvement on the preparation of academic work (e.g. oral or poster		
presentations, comprehensive exam, manuscripts,)		

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 <u>leave of absence & vacation policy</u> , 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)		
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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.		

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 Microbiology & Immunology Graduate Program. * 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 MIMIM 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.
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Stipend amount for the current year: \$
Source:
Evtornal award ¢
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.*