

## LETTER OF UNDERSTANDING 2025-26

Pharmacology and Therapeutics



This agreement is designed to promote dialogue between the supervisor(s) and the student to define their mutual expectations and to increase awareness of the rights and responsibilities governing the training program and the student-supervisor relationship. The aim is to anticipate and avoid potential problems and to facilitate a positive and mutually beneficial experience. This agreement should be reviewed annually and if necessary, revised and re-signed.

### *Signing of this Agreement attests to:*

- 1) **Compliance with University Regulations and Guidelines Governing Graduate Students and Supervisors.**
  - Rights and responsibilities established under the [Handbook on Student Rights and Responsibilities \(The Green Book\)](#).
  - General Information, Regulations and Research Guidelines Graduate and Postdoctoral Studies documented in the [Graduate Studies Handbook](#), including University policies on research ethics, intellectual property, conflict of interest, leaves of absence, vacation time and holidays
  - Supervisory Guidelines established by Graduate and Postdoctoral Studies, and documented in section 10.1 of the Official [University Policies, Procedures and Guidelines](#) (including harassment policy) documented on the website of the University [Secretariat](#)
  - Unit policies and procedures: [Graduate Guidelines](#).
- 2) **Compliance with policies and regulations on ethical conduct of research.**
  - If the Student is working with human subjects/animals or tissues, radioactive or biohazardous materials, lasers or other hazards, the Supervisor will ensure that all ethics certifications and training will be obtained and appropriate safety protocols are followed.
- 3) **Commitment to regular performance review and completion of progress reports** in compliance with the policies of Graduate and Postdoctoral Studies [[see Graduate Research Progress Tracking](#)] and the Pharmacology and Therapeutics Graduate Program.
- 4) **Compliance with the policies of the Pharmacology and Therapeutics Departmental Graduate Program**, including funding guarantees, academic requirements and progress milestones.

### *Tuition Supplement for Out of Province and International students:*

Out of Province and International MSc students pay three (3) semesters of full fees before they fall to the same rate as Quebec students. PhD International students pay 6 or 8 semesters (admitted as PhD2 or PhD1 respectively) before they fall to the same rate as Quebec students. ***All graduate students will be responsible for paying the equivalent of the Quebec rate of tuition with their stipend.*** A Graduate Excellence Fellowship will be allocated directly into the student fee account depending on their status (see chart below). The amounts for 2025-2026 are as follows:

Minimum Stipend Policy for M.Sc. Students, 2025-26						
	MSc1	MSc2	MSc1 OOP	MSc2 OOP	MSc1	MSc2
	QC	QC			INTL	INTL
FMHS minimum Living Allowance	\$22,686	\$22,686	\$22,686	\$22,686	\$22,686	\$22,686
Tuition/Fees/Insurance	\$5,545	\$5,751	\$12,028	\$8,993	\$24,033	\$15,303
Minimum total funding	\$28,231	\$28,438	\$34,715	\$31,679	\$46,720	\$37,989
Tuition Support from Department_GEF			\$6,400	\$3,200	\$18,100	\$9,400
Supervisor Contribution	\$28,231	\$28,438	\$28,315	\$28,479	\$28,620	\$28,589

	PhD2-4 CDN	PhD5-7 CDN	PhD2-4 INTL	PhD5-7 INTL
FMHS minimum Living Allowance	\$24,186	\$24,186	\$24,186	\$24,186
Tuition/Fees/Insurance	\$5,545	\$4,734	\$21,891	\$5,349
Minimum total funding	\$29,731	\$28,920	\$46,077	\$29,535
Tuition Support from Department_GEF			\$16,000	
Supervisor Contribution	\$29,731	\$28,920	\$30,077	\$29,535

All graduate students will pay the equivalent to the QC fees. Remaining fees for International students will be covered by the GEF (Graduate Excellence Fellowship). Deposits directly into the student's fee account will occur mid-August and mid-December.

**Financial Commitment:** The Department of Pharmacology and Therapeutics has a guaranteed stipend policy. The current minimum stipends established by our Graduate Training Committee are documented on the website ([Stipends and Tuition Assistance](#)). Supervisors must guarantee that each student under his/her supervision receives at least the specified minimum stipend, through a combination of internal/external awards and payment from research funds. **Normally, this funding commitment will last for the entire duration of the Master or PhD degree. However, it may be terminated if performance is deemed unsatisfactory, especially after 2 years (Masters) or 5 years (PhD).** It is expected that the student will apply to all internal and external graduate studentships for which they are eligible.

**Initial stipend** to be paid to [Student Name]

**Amount** (total on an annual base): \$[XX,XXX]

**Source (Specify):**

- a) external award \$[XX,XXX]
- b) internal award \$[XX,XXX]
- c) paid from research grant \$[XX,XXX]

**Start and end dates of stipend:** Start: [date] End: [date]

**Teaching assistantship:** The student has discussed their interest/intent to TA during their graduate program and presented a plan to their supervisor outlining a schedule that would ensure timely progression of their thesis work:

[xyz]

**Other support:** The supervisor is responsible for providing access to sufficient resources for the graduate student’s research project. The researcher should specify his/her policy on funding of other activities such as attending conferences to present research, subject to availability of funds:

[xyz]

**Academic Preparation:** Specify any requirements needed to address background preparation (academic knowledge, technical or language skills, etc.) that could impact on research performance or course work.

[xyz]

**Expectations of the Supervisor’s Research Environment:** Operational expectations including, space allocated in the lab, lab operations, frequency of student-supervisor meetings, group meetings, reports, record keeping, contribution to general duties, number of hours expected in lab per week, assistance from and to other personnel/students.

[xyz]

**Expected attendance to events:** journal clubs, seminars, etc, aside from official requirements of the Graduate Program

[xyz]

**Signatures:**

*\*I am aware of and understand the content of this document including the general responsibilities of graduate students, supervisors, and the University defined by Graduate and Postdoctoral Studies.*

[Student name]

Signature:

Date:

[Supervisor name]

Signature:

Date:

[Co-Supervisor name (if any)]

Signature:

Date:

Graduate Program Director or Department Chair

Signature:

Date:

# RESPONSIBILITIES OF STUDENTS, SUPERVISORS, GRADUATE PROGRAM AND THE UNIVERSITY

(Adapted from: Supervisory Guidelines, Graduate and Postdoctoral Studies, Draft March 2010)

## *General Responsibilities of the Student*

### *Be Aware of and Follow Administrative Requirements*

- Maintain awareness of all policies, procedures and deadlines that affect you.
- Monitor and use your official McGill email address for official correspondence related to your program of study and registration as a student at McGill. Regularly access and read the University's Information. Technology web page, including use of e-mail. Consult official University documents and communicate with your program's administrators.
- Maintain your registration throughout the duration of the program, including ensuring that visas and employment authorization documents, where required, are kept up to date.
- Adhere to all deadlines and policies regarding registration, thesis submission, and if necessary, withdrawal.

### *Maintain Accessibility and Communication*

- Keep in touch with your supervisor, advisor and program administrators. Provide your supervisor and program administrators with your permanent and current contact information and advise the supervisor of any absences. Engage in open communication and feedback with your supervisor on all issues, including research design and results, technical difficulties, other demands of the Program (courses, etc.), personal concerns affecting research progress and meeting milestones (such as medical and family-related issues), expectations, and supervisory practices.
- Meet regularly with your supervisor, advisor and thesis advisory committee to report on progress; comply with the Research Progress Tracking Policy of Graduate and Postdoctoral Studies.
- Identify and address problems early. Inform your advisor and/or Graduate Program Director in a timely fashion, of any serious difficulties including illness, trouble with course work or other program milestones, and problems with supervision. Supervisory issues could include mismatch of interests, major professional academic disagreements, interpersonal conflicts, or potential conflict of interest situations. If a change of supervisor is warranted, the Program will work with the student to find a new supervisor.

### *Perform Academically*

- Collaborate with your supervisor to select the members of your thesis advisory committee.
- Prepare a research plan and timetable in consultation with your supervisor as a basis for the program of study.
- Work diligently towards your program milestones and meet them. Be aware that continuing in the Program requires satisfactory performance in course work and research. The failure policy of Graduate and Postdoctoral Studies requires that a student withdraw from the University upon a second failing grade, including supplemental exams, in any course(s) required for the Program; a second unsatisfactory research progress report is also grounds for dismissal.
- Give serious consideration and timely responses to comments and advice from your supervisor and/or members of your thesis advisory committee.
- Apply to all appropriate sources of funding.

### ***Conduct Research in a Responsible Manner***

- Uphold the academic integrity of the University. Understand what constitutes plagiarism, misconduct and cheating.
- Be aware of emergency procedures in your workplace (in case of fire, etc.). Obtain specific training and certification related to occupational health and safety, as required for your workplace and to undertake the proposed research. Maintain a workplace that is safe, tidy and healthy.
- Comply with all policies on research ethics and procedures governing use of human or animal subjects.
- Follow good laboratory practices and use research etiquette. Respect the work and equipment of others, and show tolerance and respect for others sharing the same facilities. Discuss potential large upfront costs or expenses when planning the research and prior to purchase. Be aware of laboratory/office operational rules and requirements. Maintain good records of each stage of the research; ensure that records and associated experimental samples are appropriately stored and that they remain properly archived with the laboratory. Understand that experimental records and materials are the property of the laboratory, although you have a right to retain copies of these records related to your thesis research.
- As early as possible, discuss with your supervisor any expectations and policies concerning authorship of publications, and issues surrounding copyright and ownership of intellectual property. Note, your thesis research must be publishable in the public domain, although you may request withholding of your thesis for a period of up to one year.

### ***Take Advantage of Opportunities for Professional Development***

- Develop your professional skills (including presentation skills, teaching, writing reports and grant applications, preparation of your curriculum vitae, interviewing techniques, and management skills including time management) by attending workshops offered through Graduate and Postdoctoral Studies, Teaching and Learning Services, your Faculty and your Graduate Program. ([Link to Skillsets](#))
- Attend seminars.

### ***General Responsibilities of the Supervisor(s)***

Supervising graduate students is an important an integral part of a professor's workload and academic duty. Each professor is expected to participate in faculty development activities to improve teaching, supervisory and research skills throughout his/her career. Within the context of the role as supervisor, a professor's primary task is to guide and inspire his or her students to reach their scholarly/scientific potential. In order to maintain the quality learning environment outlined below, it is advised that supervisors not take on more than four new students per academic year.

***Supervisors are expected to:***

#### ***Follow Rules and Regulations***

- Be aware of and conform to University's and the Program's requirements and procedures.
- Monitor the student's progress in achieving the milestones of his/her degree program. Participate in the University's mandatory progress tracking procedures, including documented Advisory Committee meetings at least once per year, to ensure that supervision and research objectives as well as a realistic timetable for meeting objectives are clear, in writing and commonly understood by both student and supervisor. Any deficiencies should be documented early and remedial action identified in consultation with the student and the Advisory Committee. Understand that dismissal of a student

from the Program for lack of performance in research can be requested (to the Graduate Program Director) only after two unsatisfactory research progress reports to the Advisory Committee.

- Understand that Professors must meet qualifications and standards of performance in carrying out supervisory responsibilities.

### ***Maintain Accessibility and Communication***

- Maintain open communication with the student on all issues, including expectations and supervisory practices. Be available for regular consultation with the student and the student's thesis advisory committee, where applicable.
- Be sensitive to other program requirements, including course work, in your expectation of the student's time management. Keep in mind that passing grades (B- or better) are required for students to maintain their good standing in the Program. Reasonable time must be available for students to attend classes, study and prepare assignments.
- Examine thoroughly all written material relevant to the thesis/research project submitted by the student and provide constructive suggestions, orally and/or in writing, for improving the work, when necessary.
- Together with the student, outline an appropriate timetable for the provision of work for review and for feedback, depending on deadlines and the nature and length of the document. In general, it would be appropriate to provide written or oral comments to the student within 2 to 4 weeks of receipt of the submitted material according to the nature of the document, but it is recognized that on occasion, a longer response time may be needed because of other commitments of the supervisor. The students and supervisor should bear in mind that relying exclusively on oral comments or summaries of discussions can be problematic in the event of a conflict.
- Inform the program administrators (i.e. Graduate Program Director, and Advisor), in a timely fashion, of any serious difficulties which may arise in supervision. These might include mismatch of interests, major professional academic disagreements, interpersonal conflicts, or potential conflict of interest situations. If a change of supervisor is warranted, the Program will assist the student in finding a new supervisor.
- Inform the student of any prolonged absences, including sabbatical leaves, and make satisfactory alternative supervisory arrangements as required.
- Be on the alert for and acknowledge any personal difficulties of the student and refer him/her to the appropriate University student services for support.

### ***Provide and Convey Research Information***

- Provide guidance, instruction, and encouragement regarding the student's research activities and professional development. Guide the student in the selection and planning of an appropriate research topic.
- Ensure that the student has information on relevant theoretical, methodological and technical skills necessary for the research. Ensure that the student has access to intellectual resources and research opportunities.
- Discuss early on with the student, the University's policies governing copyright and intellectual property. Discuss *a priori* any specific expectations concerning authorship of publications, and issues surrounding ownership of intellectual property and disclosure (this may include patents/licenses).

### ***Contribute to the Student's overall Professional Development***

- Encourage the student to disseminate his/her research results through publications and conference presentations; to participate in departmental/university seminars, and to attend workshops on professional skill development.

- Assist the student with applications for funding and with his/her next career step. Provide letters of reference and general advice on career development.
- Inform the student clearly and in a timely manner when academic performance is not meeting expectations. Work with the student to identify problems and find solutions, including bringing problems forward for discussion with the advisory committee.

### ***Provide an Appropriate Research Environment***

- Advise the student on the standards for quality and style to which theses and papers for publication must conform and the rules and disciplinary convention of authorship.
- Ensure that the student is informed of the best practices for the responsible conduct of research, including respect for academic integrity. Ensure the student is informed of general emergency and safety measures in the workplace and at the University (e.g. emergency procedures and numbers), and obtains training and certification in laboratory safety, research with human subjects, animal handling, and safety in handling radioactive and hazardous materials, as relevant.
- Maintain a professional relationship with the student. The University does not permit a professor to supervise any individual with whom he or she has a personal relationship that may constitute a conflict of interest. Should such an occasion arise, the professor must resign as supervisor. The Program, in such instances, will assist the student in finding another supervisor.
- Avoid conflicts of interest in proprietary research. Declare any business relationship with the student or research being conducted by the student. A professor must not supervise a student who is employed in a company in which the professor has an interest. Research conducted by the student for his/her thesis must be publishable in the public domain.
- Ensure appropriate funding to cover the operating costs incurred by the student to carry out his/her thesis research and to provide a stipend according to the Program's policies.