



**LETTER OF AGREEMENT FOR GRADUATE EDUCATION
DEPARTMENT OF PHYSIOLOGY, MCGILL UNIVERSITY**

This agreement¹ is designed to promote dialogue between the supervisor(s) and the student to define their expectations and to increase awareness of the rights and responsibilities governing the training program and the student-supervisor relationship. The aim is to avoid problems and to achieve a positive and mutually beneficial experience.

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 [Graduate Studies Handbook](#).
- Official [University Policies, Procedures and Guidelines](#) (including harassment policy) documented on the website of the University [Secretariat](#).
- *Unit policies and procedures*: It is the responsibility of the academic unit to inform students and supervisors.

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 material, lasers or other hazards, the Supervisor will ensure that all ethics certifications and training will be obtained and appropriate safety protocols are followed. For detailed ethics and safety policies, please visit the [Ethics and Compliance](#) webpage. Additional information on research and lab safety can be found at the [Environmental Health and Safety Office](#).

3) Commitment to regular performance review and completion of progress reports in compliance with the policies of Graduate and Postdoctoral Studies and the Graduate Program <http://www.mcgill.ca/gps/policies/tracking> [see Graduate Research Progress Tracking].

4) Compliance with the policies of the Graduate Program, including funding, academic requirements and milestones. <http://www.mcgill.ca/physiology/graduate-studies>

The Physiology Graduate program has a guaranteed funding policy. Any faculty or associate member who agrees to supervise a graduate student who does not have their own funding (i.e. a fellowship) 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. All students can expect a minimum living expense of \$15,000/yr. plus tuition, fees and services. Fees include: society fees, student services, registration and transcript charges, copyright fee and information, technology charge for full-time students. For details please refer to: <http://www.mcgill.ca/student-accounts>. Payment of the minimum stipend cannot be terminated without the permission of the Graduate Program Committee upon demonstration of just cause and with reasonable notice.

INITIAL STIPEND to be paid to _____

I.D# _____

Amount (on an annual base): \$ _____

Source (Specify):

- a) external award \$ _____
- b) Internal award \$ _____
- c) paid from research grant \$ _____

OTHER SUPPORT: The supervisor is responsible for providing access to sufficient resources for the graduate student 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.

¹ adapted from a template provided by Graduate and Postdoctoral studies



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Academic Preparation: Specify any deficiencies in the student's background preparation (academic knowledge, technical or language skills, etc.) that must be addressed to avoid negative impact on research performance or course work.

Expectations: Supervisor's *Research Environment* Specify:

- Operational expectation, including working hours, frequency of student-supervisor meetings, groups/lab meeting, reports, record keeping, contribution to general duties, assistance from and to other personnel/students.
- Expected attendance at journal clubs, seminars, etc., aside from official requirements of the Graduate Program.
- Policies on review of written work (extent of supervisor's involvement with student's presentations, thesis preparations, time-frame for return of comments, etc.)

Other expectations: please specify



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RESPONSIBILITIES OF STUDENTS AND SUPERVISORS,

General Responsibilities of the Student

Be Aware of and Follow Administrative Requirements

- o Maintain awareness of all policies, procedures and deadlines that affect you.
- o Monitor and use your official McGill email address for official correspondence related to your program of study and registration as a student at McGill.
- o Maintain your registration throughout the duration of the program, including ensuring that visas and employment authorization documents, where required, are kept up to date.
- o Adhere to all deadlines and policies regarding registration, meeting your program's milestones, thesis submission, and if necessary, withdrawal.
- o Completion of Research Progress Tracking forms for every student/supervisory committee meeting.

Maintain Accessibility and Communication

- o Provide your supervisor and program administrators with your permanent and current contact information and inform your supervisor of any absences. The student is responsible for explaining any absences to the supervisor.
- o 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 issues), expectations, and supervisory practices.
- o Meet regularly with your supervisor and thesis advisory committee to report on progress; comply with the Research Progress Tracking policy of Graduate and Postdoctoral Studies
<http://www.mcgill.ca/gps/students/research-exams#progress>
- o Identify and address problems early. Be aware of guidelines for conflict resolution between student and supervisor. If necessary inform the appropriate program personnel (i.e. Graduate Program Director.) www.mcgill.ca/student-services

Perform Academically

- o Collaborate with your supervisor to select the members of your thesis advisory committee.
- o Prepare a research plan and timetable in consultation with your supervisor as a basis for your program of study.
- o 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, i.e. less than B-) including supplemental exams, in any course(s) required for the Program; a second unsatisfactory research progress report is also grounds for dismissal.
- o Give serious consideration and timely response to comments and advice from your supervisor and/or members of your thesis advisory committee.
- o Apply to all appropriate sources of funding <http://www.mcgill.ca/gps/funding/students-postdocs/students>

Conduct Research in a Responsible Manner

- o Uphold the academic integrity of the University. Understand what constitutes plagiarism, misconduct and cheating.
- o 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.
- o Comply with all policies on research ethics and procedures governing use of human or animal subjects.
- o Students are expected to work full time for the completion of their degree. Any extracurricular activities should not interfere with work.



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- Follow good laboratory practices and research etiquette. Respect the work and equipment of others, and Show tolerance and respect for others sharing the same facilities. Discuss potential large costs or expenses when planning the research and prior to purchase. Be aware of laboratory 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 records.
- Discuss with your supervisor, very early on, 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. <http://www.mcgill.ca/skillsets/>
- Attend relevant seminars and colloquia.

General Responsibilities of the Supervisor(s)

Supervising graduate students is an important an integral part of a professor's workload and academic duty. 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. Supervisors are expected to guide and support. www.mcgill.ca/gradsupervision

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 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 will occur after two unsatisfactory research progress reports to the Advisory Committee.

Maintain Accessibility and Communication

- Maintain open communication with the student on all issues, including supervisory practices. Be available for regular consultation with the student and the student's thesis advisory committee.
- Be sensitive to other program requirements, including course work, in your expectation of the student's time management.
- 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.
- Inform the program administrators (i.e. Graduate Program Director), 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 unit is responsible for assisting 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 alert of any changes in the student's performance and have him/her seek help to the appropriate University Student Services. www.mcgill.ca/student-services



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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 project.
- Discuss with the student, very early on, 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 colloquia, and to attend workshops on professional skill development.
- Provide guidance to the student with applications for funding as well general advice on career development.
- Inform the student clearly and in a timely manner if their performance is not meeting expectations. Work with the student to identify problems and find solutions; bring problems forward for discussion with the advisory committee, if necessary.

Provide an Appropriate Research Environment

- Ensure that the student is informed of the best practices for the responsible conduct research with respect to academic integrity.
- Ensure the student is informed of general emergency and safety measures in the workplace, 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. Avoid supervising any individual with whom you have a personal relationship that may constitute a conflict of interest, including a family member. Any professor engaged in a personal relationship with a student must resign as supervisor. The unit is responsible in such instances for assisting the student in finding another supervisor.
- Avoid conflicts of interest in proprietary research and follow McGill's conflict of interest policy. Declare to the Graduate Program Director any financial or business relationship with the student or with a company in which the student is conducting research. Have appropriate agreements for research leading to intellectual property or research being conducted for /in collaboration with an industrial partner. Research conducted by the student for his/her thesis must be publishable in the public domain.
- Ensure to the best of your ability 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.



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Signatures*

**I aware of and understand the content of this document including the appended program milestones and general Responsibilities of graduate students. Supervisors, the Graduate Program and the University defined by Graduate and Postdoctoral Studies. www.mcgill.ca/gps*

Student: _____ Signature: _____ Date: _____
Print name

Supervisor: _____ Signature: _____ Date: _____
Print name

Co-Supervisor (if any): _____ Signature: _____ Date: _____
Print name

Unit Head (Graduate Program Director):

_____ Signature: _____ Date: _____
Print name