

# Letter of understanding

What is an LOU and how to get the most out of it

## 1 What is it?

- A Letter of Understanding (LOU) is a document that helps to structure and record a meeting with your supervisor about your relationship and mutual expectations.
- Different departments have varying requirements and templates for LOUs. Ask your Graduate Program Director about them!

## 2 What's in it?

An LOU will often have you asking questions like these:

When will we meet?  
How often?

How will we  
communicate?

What kind of feedback  
will I receive? How  
often? How fast?

What are my research  
responsibilities?

Are there options for  
further professional  
development?

What are my long-  
term goals for getting  
this degree?

## 3 Why use it?

- An LOU is required for all PhD students and must be uploaded to myProgress, it is also just great tool to clarify your role as Grad student and get off on the right foot! It is not required for Master's students, but highly suggested!
- Check out this template from Graduate and Postdoctoral Studies



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