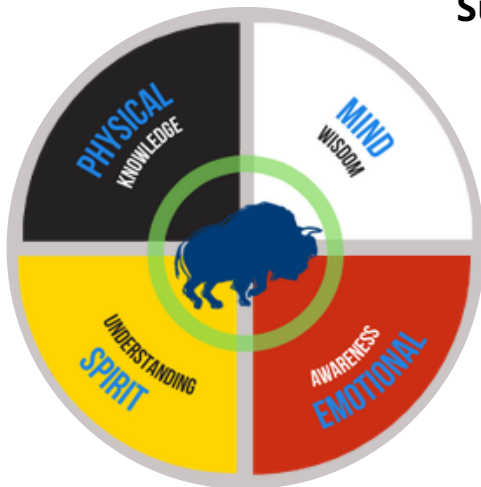




Student-Supervisor Letter of Understanding

Graduate Student: _____

Supervisor: _____



Statement of Purpose

This document was created to provide a template for the graduate student-supervisor relationship. Graduate education is a pivotal time for the student, and the student-supervisor relationship builds the foundation of your graduate student journey. The School of Graduate Studies recognizes the complexities of graduate education, and how tension can arise when roles and expectations are not clearly defined and understood between both parties.

A letter of understanding is a way for both the student and the supervisor to develop a shared understanding of roles and responsibilities within your working relationship. We encourage you to think of this document as a way to build the foundations of the student-supervisor relationship. Reviewing this document together provides the opportunity to clarify expectations for both student and supervisor.

Communication and Meetings

The frequency and types of communication and meetings will vary depending on the needs of the student and the nature of each student-supervisor working relationship. Outlining clear expectations for both can prevent potential miscommunications.

For the duration of the program, we agree to meet approximately _____ times each month. These meetings will be scheduled by _____.

Regarding Supervisory Committee meetings, **we will meet at least twice every academic year, as per the School of Graduate Studies Policies and Procedures**. We are equally responsible for ensuring these meetings occur. Once a rough timeline has been determined, _____ is the party responsible for scheduling these meetings.

As the Student, I acknowledge my responsibilities to:

- communicate with my Supervisor if circumstances occur that affect my ability to make program progress

Student Signature: _____ Supervisor Signature: _____



- communicate with my Supervisor about any time off I require

As the Supervisor, I acknowledge my responsibilities to:

- provide timely feedback on drafts, applications, or research presentations
- commit to responding to my graduate student within _____ business days
- regularly assess my Student's program progress, and clearly communicate if program expectations are not being met
- provide feedback in _____ format, as agreed to by the graduate student
- ensure my Student receives appropriate research training
- communicate about any leaves of absence I may take and ensure my Student has proper supervision during these absences

Funding

As the Student, I acknowledge my responsibilities to:

- seek out appropriate GA positions for either teaching or research experience in consultation with my Supervisor
- seek other funding opportunities through both internal and external grant and scholarship opportunities when applicable

If research funding is provided by the supervisor, the funding will be paid in _____ installments at _____ frequency.

Professional Development

As the Student, I acknowledge my responsibilities to:

- consider completing an [Individualized Development Plan \(IDP\)](#) to make informed decisions about what events, workshops, symposiums, or conferences I will attend
- seek out both academic and non-academic opportunities that align with my IDP

Dissemination of Knowledge

It is both the Supervisor and the Student's responsibility to:

- develop a working understanding of the University of Lethbridge and its academic unit's policies and procedures regarding both publications and [Intellectual Property](#).

Student Signature: _____ Supervisor Signature: _____



- if appropriate, review and complete the [Intellectual Property Guidelines](#) for Supervisors and Students
- maintain appropriate confidentiality about research activities, as it is understood in disciplinary and Institutional practice (if required for IP or Patent)

In our research field, the convention is that authors are listed in the following order:
_____. We agree that this convention will be normally applied to our joint work except by mutual agreement.

Student Wellbeing and Safety

As the Student, I acknowledge my responsibilities to:

- ensure that I follow and align with all [working alone policies](#) on campus.
- work with my Supervisor to create an adjusted timeline for my program, and seek a Leave of Absence or a Program Extension from the School of Graduate Studies if necessary
- complete all safety training deemed necessary for my research to be conducted safely (ex: WHMIS, etc.)

As the Supervisor, I acknowledge my responsibilities to:

- refer my Student to appropriate support resources when necessary
- make every reasonable effort to ensure my Student's learning and working environment is safe and adequately supported
- ensure that my Student has received appropriate safety training before commencing work.

Privacy and Confidentiality

As the Student, I acknowledge my responsibility to:

- maintain confidentiality of all research activities as determined by my relevant Board of Ethics
- if confidential information is provided to me during my program, I will not disclose the confidential information to any third party, except as required by law or as permitted by the agreement pursuant to which the confidential information was shared

As the Supervisor, I acknowledge my responsibility to:

- direct my Student to relevant confidentiality or privacy policies
- assist my Student in learning to maintain confidentiality and privacy within the context of their work

Student Signature: _____ Supervisor Signature: _____