

Appendix A - Graduate Student Expectations Agreement

Research and experience have shown that a mutual understanding of expectations between students and their supervisors is critical to the success of a graduate program. To facilitate the communication of these expectations, the following list was created, to be read and discussed by both the student and his/her supervisor at the onset of the student's program, to be added to if necessary, and to be initialed by both parties. This list may be re-visited and modified over time as necessary, and a copy should be kept in the student's departmental file.

Students can expect their supervisor to:

- Be committed to their research and educational program, and offer stimulation, respect and consistent encouragement.
- Not assign tasks or research unrelated to their thesis topic except by mutual agreement.
- Be accessible for consultation and discussion of their academic progress and research.
- Establish a supervisory committee that will meet at least once a year to review progress and provide guidance for future work.
- Respond thoroughly and in a timely fashion to submitted written work. (normally 2 weeks)
- Make every effort to ensure that sufficient resources needed for the thesis project are available (including resources for photocopying, printing, computer time, etc.)
- Ensure that the research environment is safe and free from harassment and conflict.
- Help them to be aware of their program requirements, deadlines, etc.
- Encourage students to present their research results within and outside the University.
- Assist them in planning their research program, setting a time frame, and adhering as much as possible to the schedule, and encouraging them to complete their thesis requirements in a timely fashion.
- Acknowledge their contributions, when appropriate, in published material and oral presentations.
- Provide in writing the conditions of employment agreed upon - specifically, the salary to be paid (students **must** receive the **minimum** level of financial support of \$17,500 per year and the duration of the commitment (a minimum of 2 years guaranteed support). Supervisors are encouraged to "top up" the minimum salary scale when possible and as appropriate, depending on performance, seniority, etc. (It should be noted that the difference in salary scales between Master's and Doctoral CIHR traineeship award recipients is \$3,500.)
- Other:

Student

Supervisor