Purpose: The student-supervisor agreement is designed to guide a discussion on work expectations and financial support for students. An understanding of, and adherence to, this agreement will help to specify the roles of each party and help to establish and maintain open lines of communication along with providing a positive mentoring relationship between the supervisor and the student.

Procedure: Upon entry into the program students and their supervisor(s) must discuss and fill out both parts of this form in order to outline roles and expectations for the duration of the supervisory relationship. Both parts of this agreement may be revisited at any time by the student or supervisor(s) however Part II must be reviewed and revised on a regular schedule once at the beginning of each semester (within 2 weeks of the official start of classes for each term – refer to the University Calendar for specific dates) as financial obligations (scholarships, awards & grants) are subject to change.

The completed form is to be submitted to the Graduate Advisor. Three copies of the form will be made; one will be kept in the student’s file with the Graduate Program Administrator, the others will be provided to the student and the supervisor for their records.

Not all questions are relevant to each student depending on the stage of their graduate career. Please answer all questions that are applicable to this student’s degree (include “N/A” for any non-applicable sections). Please be as specific in your discussion as possible so that the expectations are clear for both parties. This agreement is to be completed by both the student and the supervisor together. If consensus cannot be met between the student and supervisor, please document the discrepancy and submit to the Graduate Advisor (or alternate designate), who will follow up with both parties.

Part I: Laboratory-Specific Expectations
Part II: Finances

Failure of either the student or the supervisor to adhere to the agreements established in this document will be recorded by either party and provided to the Graduate Advisor or alternate designate. The Graduate Advisor, or alternate designate, will make a determination with respect to the appropriate action required, in accordance with relevant policies, and will follow up with both parties for mediation and resolution of the documented incident.
PART I: LABORATORY-SPECIFIC EXPECTATIONS

The student and supervisor(s) should discuss and check off the items listed below. Doing so ensures clear communication and the basic expectations of the supervisory relationship.

☐ The student and supervisor have read, discussed, understood and will abide by the policies and expectations specified in the NGP Code of Conduct, NGP Handbook and Graduate Supervision Policy.

☐ The student and supervisor will meet on a regular basis (frequency has been discussed).

☐ The supervisor will be provided updates of the student’s progress and the results of experiments (frequency has been discussed).

☐ The student and the supervisor will work together to develop a project.

☐ The student and the supervisor will select a committee together (GSP 2.1) within 3 months of starting the program, subsequent supervisory committee meetings should occur at least annually thereafter.
  o Note: this meeting must occur within the first term of entry into the program (NGP Handbook).

☐ The student will attend, and participate in, regular lab meetings.

☐ Expectations for average work hrs/week and/or recommended daily work hrs have been outlined and agreed upon.

☐ The composition of work hours has been discussed. The table below outlines examples of potential work hour tasks to be discussed.

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Thesis Laboratory Work</strong></td>
</tr>
<tr>
<td><em>(including but not limited to experiments, and lab duties)</em></td>
</tr>
<tr>
<td><strong>Coursework</strong></td>
</tr>
<tr>
<td><em>(including but not limited to attending classes and seminars, studying)</em></td>
</tr>
<tr>
<td><strong>Other</strong></td>
</tr>
<tr>
<td><em>(including but not limited to TAships, non-thesis laboratory work, colony management, mentorship of students, technician training, award applications, other measures of student success as described in the NGP Handbook)</em></td>
</tr>
</tbody>
</table>

☐ Planned vacation days: ____________________
Note: graduate students are entitled to a **minimum of 10 working days** of vacation per year **not including weekends, statutory holidays, or university closure days** *(FGS Calendar Page 39).*

- The student and the supervisor will provide each other with notice pertaining to their intention to take vacation days or leaves of absence, as set out in the FGS Calendar *(GSP 9.18).*

- Expectations for the amount of time that the student can be away from the lab/research to prepare for the candidacy exam

- Expectations for the amount of time that the student can be away from the lab/research to write their thesis/dissertation

- Amount of time for the supervisor to provide feedback on written documents submitted to them (such as drafts of thesis/dissertation/research proposal). *Note: this time cannot exceed** 20 business days without extenuating circumstances** *(GSP 5.9)*

- Amount of time for the **student** to respond to requests from the supervisor for information and progress on academic and scholarly matters.

- Amount of time for the **supervisor** to respond to requests from the student regarding academic and scholarly matters.

**Signatures:**

<table>
<thead>
<tr>
<th>Student</th>
<th>Supervisor</th>
<th>Graduate Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________</td>
<td>______________</td>
<td>________________</td>
</tr>
</tbody>
</table>

Date: ________________
PART II: FINANCES

As per the GSP (5.10) The supervisor(s) must identify the student’s annual stipend, its duration and source(s), and whether/how it is renewable.

- Student stipend for the current year: ________________________________.
  
  *Note: A minimum of $20,000 per year is guaranteed to graduate students (NGP Handbook).*

- Guaranteed student stipend period ends (Month/Year): ____________________.
  
  *Note: A minimum stipend is guaranteed for 2 years (MSc program) and 4 years (PhD program). Financial support beyond this time depends on the ability of the supervisor to support the student or pre-existing scholarships and awards.*

- If the guaranteed period of student stipend provision ends immediately after the next semester:
  
  - Will funding be provided for the semester after guaranteed funding expires? YES / NO.
  
  *(e.g. If guaranteed funding expires May 2020, then determine whether funding will be available every semester starting Sept 2019)*

- Student stipend for the current year will come from *(identify any and all sources)*:

<table>
<thead>
<tr>
<th>Contribution to Student Stipend ($)</th>
<th>Source (i.e. Supervisor operating grant, TAship, external awards)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- UVic Donor awards will be *(select one)*:
  
  - Awarded on top of the student stipend *(page 2)*
  - Contributed to offset the student stipend *(page 2)*
  - Multiple awards will be split between being added on top of the student stipend and contributed towards it *(page 2)*

  *(Specify how funds will be allocated: _____________________________)*

- FGS Graduate Award will be *(select one)*:
  
  - Awarded on top of the student stipend *(page 2)*
  - Contributed to offset the student stipend *(page 2)*
Teaching Assistantships are permitted: YES / NO.

If permitted, Teaching Assistant stipend will be:
  □ Collected on top of the student stipend (page 2)
  □ Contributed to offset the student stipend (page 2)

Expectations for student presentations at Scientific Conferences:
- Conference attendance is required: YES / NO.
  - If required, # conferences attended per year: __________.
  - Sources of funding to attend mandatory meetings will be provided by:

<table>
<thead>
<tr>
<th>Source</th>
<th>Funds Available ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor’s Operating Grant</td>
<td></td>
</tr>
<tr>
<td>Travel Awards/Career Development Allowance</td>
<td></td>
</tr>
</tbody>
</table>

- If not required, # conferences may be attended per year?: __________.
  - Sources of funding to attend optional meetings will be provided by:

<table>
<thead>
<tr>
<th>Source</th>
<th>Funds Available ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Expense</td>
<td></td>
</tr>
<tr>
<td>Supervisor’s Operating Grant</td>
<td></td>
</tr>
<tr>
<td>Travel Awards/Career Development Allowance</td>
<td></td>
</tr>
</tbody>
</table>

Note: Conference days may not be counted as vacation days.

Signatures: (This form must be revisited annually)

Student ___________________ Supervisor ___________________ Graduate Advisor ___________________

Date: _____________________