

Student-Supervisor Memorandum of Understanding

The aim of this understanding is to define the expectations and responsibilities of the graduate student and supervisor in the Faculty of Medicine at the University of Calgary. 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.

Student Name: _____

Graduate Program: _____

Specialization (if applicable): _____

Year in Program: _____

Supervisor Name: _____

Leaders in Medicine Program?:

This form must be completed by all new graduate students in the Faculty of Medicine and again after successful completion of the candidacy exam (in the case of a PhD student). The complete form is to be submitted to the graduate program administrator. It will be kept in the student's file at GSE.

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 and stage of training. Please be as specific as possible so that the expectations are made clear to both parties. This agreement is to be completed by both the student and the supervisor together.

If a consensus cannot be met between the student and supervisor, please document the discrepancy and submit to your graduate coordinator, who will follow up with both.

Please check all boxes once the topics have been discussed.

Expectations - Students

Graduate Students hold the primary responsibility for the successful completion of their degree. It is noted that the successful completion of a thesis will require constant collaboration between the graduate student and the supervisor.

Expectations - Supervisors

Supervisors are committed to the education and mentorship of the graduate student and to the research project.

As supervisor I will provide my graduate student a stimulating learning environment. I will help to foster critical thinking and confidence in my student and support his/her development as a productive member of society.

Agreement:

- The student and supervisor will meet on a regular basis and the supervisor will be provided updates of the student’s progress and the results of experiments. These meetings will occur _____ and will be initiated by _____.
- The student and the supervisor will work together to develop a thesis project.
- The student and the supervisor will work together to select a thesis committee.
- The student will attend and participate in regular:
 - Lab Meetings _____
 - Research in progress sessions _____
 - Journal clubs _____
 - Seminars _____

Student Supervisor



FACULTY OF MEDICINE

Office of the Associate Dean (Graduate Science Education)
 Health Sciences Centre, Room-G329
 Telephone: (403) 220-5712
 Fax: (403) 210-8109
 Email: medgse@ucalgary.ca

Expectations for:

- Work Hours _____
- Sick leave/Family days _____
- Vacation (FGS stipulates a minimum of 2 weeks) _____

Student	Supervisor

Financial Considerations:

- Student stipend will come from: _____
- Funds for the project will come from: _____
- Authorship on scientific papers will be discussed.
- Intellectual property will be discussed.
- Required coursework will be discussed.
- Expectations regarding animal work, human subjects, and ethics will be discussed as applicable to the project.

Student	Supervisor

Expectations for student presentation at Scientific Conferences:

- Frequency/Attendance: _____
- Funding for these meetings will be provided by: _____

Student	Supervisor

Expectations for the time that the student can be away from the lab/research to write the research proposal:

Student	Supervisor

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

Student Supervisor

--	--	--

Expectations for the time that the student can be away from the lab/research to write thesis:

Student Supervisor

--	--	--

Maximum time for supervisor to provide feedback on written documents submitted to the supervisor:

Student Supervisor

--	--	--

For Students

- It is my responsibility to set up committee meetings in a timely fashion.
- My first committee meeting will be scheduled within _____ of starting the program and at least annually thereafter
- I will comply with all institutional policies and program timelines
- I will maintain a detailed, organized and accurate lab book
- I understand that the data generated in the lab, are the property of the lab and all data and lab books must remain in the lab after completion of the degree in an accessible and organized state.
- I will be a good “lab citizen” and share common lab responsibilities

**Student
Initials**



FACULTY OF MEDICINE

Office of the Associate Dean (Graduate Science Education)
Health Sciences Centre, Room-G329
Telephone: (403) 220-5712
Fax: (403) 210-8109
Email: medgse@ucalgary.ca

For Supervisors

- It is my responsibility to set up examinations in a timely fashion
- I will be aware of, and help the student comply with, all institutional policies and program timelines
- I will not ask my students to perform work outside of his/her training program
- I will provide career development and counselling to my student

**Supervisor
Initials**

I acknowledge that I have read and discussed this agreement with my supervisor/student.

Student Signature & Date

Supervisor Signature & Date

Graduate Program Director Signature & Date
