

Graduate Supervision Form: Discussion Points for a Healthy Working Relationship between Students and Thesis Directors (Supervisors)

This form should be completed within 3 months of the student officially registering with their thesis supervisor. In the case of co-supervision, all supervisors should complete this form. The form should be revisited yearly when completing the annual progress report, or as needed if there are changes that impact the initial agreements contained herein. If both parties agree to make necessary adjustments, it would be preferable to make the changes on a new form unless the changes are minor.

The discussion points below should be relevant to all graduate programs that include a thesis. Please address the points below and make any relevant comments in the spaces provided.

- Goals:**
- Facilitate discussion and clarify expectations on important topics related to graduate supervision
 - Serve as a foundational document for healthy and respectful student-faculty supervisory relationship.

General Notes :

DISCUSSION POINTS		Notes
1	We have discussed the supervisory style of the supervisor and the learning style of the student, with a focus on how to optimize the compatibility of these styles. Part of this discussion may include how the respective backgrounds of the supervisor and student inform these styles, allowing for a culturally informed approach.	
2	We commit to treating each other, other colleagues, and committee members, in a respectful and collegial manner.	
3	The supervisor commits to providing and supporting a safe, inclusive and healthy work environment in their own research and academic spaces (e.g., labs, discussion groups, etc.), as well as encouraging work-life balance. As part of this discussion, it should be highlighted that students should normally not work on all statutory holidays, holidays associated with their religion, and when the university is officially closed. Additionally, students should normally have up to three weeks of vacation per year. The student similarly commits to respecting and positively contributing to such an environment.	
4	We have discussed and acknowledged the work commitments outside of the supervision relationship on the part of the supervisor (e.g., teaching, administration, service) and the student (e.g., coursework, professional development). If applicable, we discussed reduced workloads on the part of the supervisor (e.g. workload at 60% due to an accommodation) and the student (e.g., part-time student).	

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DISCUSSION POINTS		Notes
5	<p>We have determined a meeting schedule to discuss progress on research related to the thesis (should be monthly at a minimum).</p> <p>Our meetings will be:</p> <p><input type="checkbox"/> Weekly</p> <p><input type="checkbox"/> Biweekly</p> <p><input type="checkbox"/> Monthly</p> <p><input type="checkbox"/> Other (You need to explain why in the notes.)</p> <p>Approximate length of meetings: _____</p>	
6	<p>We have discussed best communication strategies (e.g., reasonable and timely feedback, notifying each other of absences/leaves, right to disconnect at certain times like weekends, etc.).</p>	
7	<p>We have discussed the possible scope of thesis projects relevant to the supervisor's expertise, available resources, and the guidelines for the student's program of study.</p>	
8	<p>We have discussed the purpose and expectations of the Thesis Advisory Committee (if applicable).</p>	
9	<p>We have discussed the typical time to completion of a thesis in the supervisor's research group (e.g., lab), with the knowledge that this differs across students and projects. We have also discussed the expected average number of hours per week devoted to thesis work (dependent on full-time versus part-time status).</p>	
10	<p>We have discussed the career goals of the student, not limiting the conversation to academic careers.</p> <p>The supervisor commits, to the best of their ability, to aiding the student in achieving these goals by providing or suggesting resources for relevant training (e.g., research skills, knowledge translation, critical thinking, professional development) and finding relevant internal/external resources.</p>	
11	<p>We have created a reasonable timeline for completion of milestones in the specific program of study of the student and how the supervisor will best support this timeline via mentorship. Please note the decisions for the following milestones (if applicable).</p> <p>1) Creation of the thesis advisory committee finished by end of Year ____ of program.</p> <p>2) Comprehensive exam finished by end of Year ____ of program.</p> <p>3) Thesis proposal finished by end of Year ____ of program.</p> <p>4) Thesis defense finished by end of Year ____ of program.</p> <p>5) Other key milestones:</p> <p>_____</p> <p>_____</p>	
12	<p>We have discussed the anticipated date of the Progress Report and what academic progress entails to remain in good academic standing to remain in program.</p>	
13	<p>We have discussed the resources that the supervisor will provide to the student according to relevant university guidelines for the program of study, including discussing the support roles of relevant staff and program directors.</p>	
14	<p>We have discussed authorship practices (presentations, publications, patents) within the supervisor's general field of research and specific research group (e.g., lab). The student should be well-informed about norms in the field and an active participant in the creation of any agreements or arrangements pertaining to intellectual property and joint authorship. The supervisor has committed to document any such agreement or arrangement in writing.</p>	

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Points de discussion		Commentaires
15	<p>We have discussed the financial plan available to help support the student throughout their graduate studies including, but not limited to, university and external scholarships and their deadlines, direct funding from supervisor (e.g., stipends, research assistantships), funding for research-related travel, research placements in external organizations, teaching assistantships. The student should also seek out funding opportunities (e.g., community-based scholarships) independent of the supervisor.</p> <p>If the supervisor will be providing any direct funding, please note the amount and duration in the notes section. Note that any funding agreements are subject to change based on available resources and student performance in the case of contracts (e.g., research assistantships). Funding should be revisited as needed. However, note that funding commitments stated in the official offer of admission cannot be changed, as this is a binding agreement.</p>	
16	<p>We have discussed any training programs outside of typical coursework needed to successfully complete the thesis (e.g. ethics, equipment, professional development, health and safety) and how to best find and/or register for such training. In cases where the training requires a fee to register, we have clearly determined who will pay such a fee and have noted it in the notes section.</p>	
17	<p>We have discussed our mutual commitment to academic integrity in the thesis project, including but not limited to the following:</p> <ol style="list-style-type: none"> 1) Authenticity of work and proper referencing. 2) Following relevant ethical guidelines. 3) Detailed record keeping 4) Immediately declaring conflicts of interest. 5) Appropriate interpretation of research results. 	
18	<p>We have discussed the expectations related to the thesis (as described in the academic regulations):</p> <p>The master's thesis must demonstrate that the student possesses a scientific working method and is familiar with the main scientific works related to their thesis topic.</p> <p>The doctoral thesis must make a significant contribution to the advancement of knowledge in the research field and demonstrate the student's autonomy. It must be the result of thorough and original research and must be publishable.</p>	
19	<p>We have discussed how dissatisfaction, disagreements and conflicts are to be addressed.</p>	

SIGNATURE –STUDENT:

YEAR	MONTH	DAY
DATE		

SIGNATURE –THESIS DIRECTOR:

YEAR	MONTH	DAY
DATE		

Resources:

- [Academic Regulations](#)
- [Research conduct regulations](#)
- [Research Data Management](#)
- [Graduate Studies Scholarship](#)
- [Student Rights and Responsible Conduct](#)
- [Essential Requirements: Master's and Doctorate Theses and Comprehensive](#)
- [Progress Report](#)