



UNIVERSITY OF SASKATCHEWAN

# College of Graduate and Postdoctoral Studies

GRAD.USASK.CA

## **Student-Supervisor Agreement**

**for thesis-based degree programs (May 2017)**

*This document has been adapted from guidelines created by the University of Manitoba Faculty of Graduate Studies and the Canadian Association of Graduate Studies.*

### **NOTE:**

The student should be the main party responsible for the study program and the performance of related activities, such as the submission of a Master's or Doctoral thesis, and should demonstrate a deep commitment to the program of study and interest in the selected research topic.

## Introduction

- This form is designed to provide a framework for discussion between the Supervisor(s) and the Graduate Student and to establish guidelines to govern their relationship. It may be revisited at any stage of the Student's graduate program to accommodate for changes in the Student-Supervisor(s) relationship and/or the research project.
- The Supervisor(s)-Student relationship involves mentoring, support, career development, as well as academic oversight. The Supervisor(s) and Student should work together to arrive at jointly acceptable terms to establish their relationship.
- The completed form is to be regarded as an aid to planning and finishing the thesis project. It is not intended to be legally binding.
- It's anticipated that the discussion between Student and Supervisor(s) while completing this form will contribute to a healthy relationship, but completion of this agreement is not mandatory. This agreement is not a required element of a graduate student's program.
- The Supervisor and the Student are free to add items to the form to tailor it to their joint purposes.
- The Supervisor(s) is/are responsible for supervising the Student's graduate program. The Supervisor(s) is/are the Student's primary contact(s) at the University of Saskatchewan, and should be familiar with the general policies and regulations of the College of Graduate and Postdoctoral Studies as well as the specific supplementary regulations of their academic unit. This form does not replace official University of Saskatchewan statements of policy and procedure.
- If the Student or Supervisor(s) have any questions or concerns regarding their graduate program or this form, advice may be sought from the program graduate chair, unit head, or the College of Graduate and Postdoctoral Studies.
- Please visit the College of Graduate and Postdoctoral Studies website to find more information and guidance for both the Supervisor(s) and Student.
- The Supervisor(s) and the Student should review each of the points listed below and check off each box to confirm that the items have been discussed and understood by the Supervisor(s) and the Student. **Ideally, this document should be completed prior to the commencement of any research and no later than the submission of the first Progress Report for the Student.**

## Part 1 | Supervisor(s) and Student

- a. The supervisor(s), \_\_\_\_\_ (the “Supervisor(s)”) is/are a member/s of the College of Graduate and Postdoctoral Studies and agree(s) to supervise the graduate program of the Student named below; and
- b. The student \_\_\_\_\_ (the “Student”) is registered in the College of Graduate and Postdoctoral Studies, studying in \_\_\_\_\_ at the University of Saskatchewan and wishes to carry out a graduate program under the supervision of the above named Supervisor(s).

## Part 2 | General Roles and Responsibilities

### 2.1 The Supervisor(s)

Please review the following points, and click each box to acknowledge that it was discussed.

The Supervisor(s) will:

- Guide the Student on degree requirements, appropriate elective course work, research, thesis proposal, thesis writing, suitable resources, and workspace.
- Assess and confer appropriate and fair acknowledgment of Student contributions to scholarly activity.
- Give reasonable notice to the Student of extended absences from campus, such as research leaves, and make satisfactory arrangements during such absences.
- Provide advice on the composition of the advisory and examining committees.
- Disclose any conflict of interest that may arise with respect to the Student.

The following are optional points to be discussed. If relevant, please review the following points, and click the box to acknowledge that it was discussed.

- Provide guidance on how to work effectively as a member of a team.
- Assist in providing infrastructure and facilities required for the Student to undertake scholarly activities.
- Any other mutually agreed upon responsibilities:

## 2.2 The Student

Please review the following points, and click each box to acknowledge that it was discussed.

The Student will:

- Familiarize themselves with the policies, procedures, regulations and deadlines established by the University of Saskatchewan, the College of Graduate and Postdoctoral Studies, and their respective unit.
- Seek the advice of the Supervisor(s) regarding required course work including appropriate electives, research, thesis proposal, thesis writing, suitable resources, and workspace.
- Demonstrate appropriate professional judgment, collegial behavior, academic rigor and integrity at all times and in every facet of the graduate program.
- Dedicate time to the graduate program to make timely and effective progress towards degree completion.
- Maintain contact with the Supervisor(s) and provide any changes in contact information.
- Consult with the Supervisor(s) regarding graduate program examiners and assessors.

The following are optional points to be discussed. If relevant, please review the following points, and click the box to acknowledge that it was discussed.

- Keep laboratory, research, and computer areas tidy, and respect the space and property of others.
  - Strive to work effectively as a member of a team.
  - Any other mutually agreed upon responsibilities:
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## 2.3 The College of Graduate and Postdoctoral Studies

The College of Graduate and Postdoctoral Studies holds primary responsibility for ensuring that program policies, including admission criteria, program timelines, and requirements are clearly articulated and duly followed. The College also facilitates access to funding sources. Students and Supervisor(s) should be familiar with the College website, regulations, and resources.

See <http://www.usask.ca/cgps/>

### Part 3 | Meetings

Please review the following points, and click each box to acknowledge that it was discussed.

- The Supervisor(s) and Student will arrange and attend regular meetings. The frequency of the meetings may vary, but at a minimum, meetings normally will be held every \_\_\_\_\_(indicate weekly or monthly intervals and/or frequency).
- The Supervisor(s) will respond in a timely manner (normally not to exceed 30 days) with constructive suggestions/revisions to written work (including proposals, literature reviews, analysis, chapters), as well as research and scholarship applications, reports, manuscripts, or scholarly presentations.
- The Supervisor(s) and Student will organize and schedule an in-person meeting with the entire advisory committee at least once annually. Additional meetings may be held at the request of either the Student or the Supervisor(s). If appropriate, the Student will distribute reports in advance of scheduled meetings with the advisory committee.
- Any other mutually agreed upon responsibilities:  
\_\_\_\_\_  
\_\_\_\_\_

### Part 4 | Publications

Please review the following points, and click each box to acknowledge that it was discussed.

- The Supervisor(s) will acknowledge the contribution of the Student in any publications and/or presentations, as appropriate.
- Order of authorship and the criteria to determine the order of authorship on any shared publications will be established.
- All University policies pertaining to attribution and/or authorship will be followed.
- The Student and the Supervisor(s) will discuss the patentability of any invention arising out of the research before any publication or presentation of the research in order to ensure that the patentability of the invention is not jeopardized.
- Any other mutually agreed upon responsibilities:  
\_\_\_\_\_  
\_\_\_\_\_

## Part 5 | Intellectual Property, Academic Integrity, and Ethics

Please review the following points, and click each box to acknowledge that it was discussed.

- The Student will hold the copyright of their thesis.
- The Supervisor(s) and Student will abide by the specific guidelines and rules for copyright and intellectual property at the University of Saskatchewan.
- The Student will keep orderly records of all research data produced or developed.
- Where research data is produced or developed, both the Student and Supervisor(s) will have access to the data at all times.
- Both Student and Supervisor(s) understand that the provisions of the University's Intellectual Property Policy pertaining to work done while a graduate student, as well as the guidelines around publication and access to research data, remain in place even after the Student is no longer attending the University.
- The Student is responsible for understanding the meaning of academic integrity at the University of Saskatchewan and ensuring it is applied to all their work.
- The Supervisor(s) and the Student will adhere to the University's policies and procedures related to the conduct of research, including any necessary human ethics review procedures, and animal care ethics, that must be completed.
- Where the Supervisor(s) is/are a member(s) of the University of Saskatchewan Faculty Association ("USFA"), the provisions of the USFA collective agreement will apply to the Supervisor(s).

The following are optional points to be discussed if relevant. Please review the following points and click the box to acknowledge that it was discussed.

- The Student must complete appropriate courses on the use of animals or humans in research.
- Any other mutually agreed upon responsibilities:

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## Part 6 | Timelines and Completion

Please review the following points, and click each box to acknowledge that it was discussed.

- Progress Report forms are to be submitted at least once per 12-month period. More frequent updates may be necessary. The Advisory Committee and the Supervisor(s) must jointly complete this form.
- The maximum time period, including course work, examinations, research, thesis writing and defence (if applicable) permitted for the Student's graduate program is \_\_\_ years (please consult your specific program regulations as set by the College of Graduate and Postdoctoral Studies). It is anticipated that the Student should complete the graduate program within \_\_\_ years.

The following are optional points to be discussed. If relevant, please review the following points, and click the box to acknowledge that it was discussed.

- Student commitments for other duties such as non-degree research, teaching and teaching assistantships, or other responsibilities, should not delay efforts to complete the graduate program.
- Any other mutually agreed upon responsibilities:  
\_\_\_\_\_

## Part 7 | Funding

Please review the following points, and click each box to acknowledge that it was discussed.

- The Student will seek opportunities for scholarships appropriate to their program, aided by the Supervisor(s).

If relevant, please review the following points, and click the box to acknowledge that it was discussed.

- The student will receive \$\_\_\_\_\_ per month for \_\_\_\_\_ (duration) from \_\_\_\_\_ (source) subject to satisfactory progress in program requirements.

- Any other mutually agreed upon responsibilities:  
\_\_\_\_\_  
\_\_\_\_\_

## **Part 8 | Safety**

If relevant, please review the following points, and click the box to acknowledge that it was discussed.

- The Student will be subject to appropriate safety courses or requirements at the University of Saskatchewan, including those pertaining to workplace and fieldwork protection, hazardous materials, radioisotopes, laboratory and environmental waste management, or others.
- The Supervisor(s) and Student will seek input and direction from safety officers or other appropriate personnel within their unit if further training is required.

## **Part 9 | Privacy and Confidentiality**

Please review the following points, and click each box to acknowledge that it was discussed.

- If confidential information is provided to a student in the program, the student will not disclose the confidential information to any third parties, except as required by law or as permitted by agreement pursuant to which the confidential information was shared.
- The U of S Freedom of Information and Protection of Privacy Policy applies to the Student's program along with provincial and federal legislation.

## **Part 10 | Professional Development**

Please review the following points, and click each box to acknowledge that it was discussed.

- Opportunities for the Student to attend suitable conferences and present scholarly work will be sought.
  - Sources of funding for Student travel should be investigated and applied for.
  - Professional development programs, such as effective writing courses, teaching training, academic integrity, and workshops on research grants and career opportunities will be encouraged.
  - Any other mutually agreed upon responsibilities:
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## **Part 11 | Vacation**

Please review the following points, and click each box to acknowledge that it was discussed.

- Graduate students are entitled to a minimum of 2 weeks vacation per year in addition to weekends, statutory holidays, and university closures. Vacation time will be scheduled at times that are mutually agreed upon by the student and supervisor(s).



- Where program requirements necessitate working during weekends, statutory holidays, or university closures, alternate time off will be provided as mutually agreed.
- Students receiving funding with a service requirement may not take vacation at a time that causes disruption to the service requirement unless approved by the person/unit in charge of the service.

**Part 12 | Other**

Any other mutually agreed upon responsibilities:

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The Student and Supervisor(s) have reviewed and understand these guidelines.

By checking this box, you agree that you have read and understood this form, and that the information provided within is true and accurate to the best of your knowledge.

\_\_\_\_\_  
student signature

\_\_\_\_\_  
student printed name

Date: \_\_\_\_\_

\_\_\_\_\_  
supervisor signature

\_\_\_\_\_  
supervisor printed name

Date: \_\_\_\_\_

\_\_\_\_\_  
supervisor signature

\_\_\_\_\_  
supervisor printed name

Date: \_\_\_\_\_

Copies of these signed guidelines will be kept by the Supervisor(s) and the Student, the unit (in the Student's file), and the College of Graduate and Postdoctoral Studies.