

# AGREEMENT BETWEEN GRADUATE STUDENT AND SUPERVISOR

## Biology Graduate Academic Unit (Saint John)

The following items are meant as a starting point for discussion, and may be revised or reworded as appropriate. Both student and supervisor(s) should sign three identical copies: one to go in the “official file” (DoGS), and the others to be retained by the signatories. The specifics on this document do not constitute a binding contract, however the final version that is signed by student and supervisor should be seen as an agreement to be honoured.

### Supervisor(s)'s commitment to the graduate student

- **Financial**
  - subsistence:
    - Teaching Assistantships,
    - Research Assistantships,
    - stipend, and
    - duration and value of each
  - research expenses and access to equipment as required
    - chemicals and essential supplies
    - new equipment required
    - field expenses (accommodation, per diem, travel, vehicle use)
    - conference attendance (travel, registration, other)
    - costs of presentations
- **Space**
  - laboratory space
  - office space
  - experimental (lab, growth chamber, etc.)
  - storage of samples
  - computer equipment (printer, etc.)
- **Scholarly assistance**
  - input and assistance
    - regular meetings
    - discussion opportunities (lab group?)
    - feedback on written work
  - mutually-set deadlines met
  - assistance with presentations (guidance, dry-run, etc.)
- **Professional acknowledgment**
  - first authorship on publications using data collected for thesis, assuming thesis is completed
  - single authorship on projects done independently outside thesis
  - second authorship if thesis is not completed; student will have opportunity to comment on manuscript before submission.
  - final word on additional co-authors
  - until it is published, supervisor will not release data to third parties without the consent of the student
  - acknowledgment of equipment designed and built for research (i.e. by

- student)
    - in publications
    - in practice (i.e. access continuing after graduation)
  - permanent access to data collected by student
- **General**
- openness to discussion on research and academic matters
- fair warning of potential changes in plans (e.g. changes in supervisor's funding or contract, sabbatical leaves)
- commitment for duration of research project and thesis, recognizing the student's career and financial investment

### **Graduate student's commitment to supervisor(s)**

- **Evidence of financial responsibility**
  - applications for additional funding (any source)
  - input on grant proposals, as needed
  - acceptance and fulfillment of TAs or equivalent
  - judicious use of resources
- **Evidence of scholarship**
  - courses completed to acceptable standards and in timely fashion
  - programme requirements met and on time
  - creative thought in design, implementation, analysis and interpretation
  - independent efforts to learn and apply theoretical and practical aspects
- **Evidence of scholarly productivity**
  - milestones of research effort (e.g. field season's goals) met within reason
  - interim reports on time
  - mutually-set deadlines met
  - preparation of manuscripts for publication, preferably before thesis completion
- **Academic/professional acknowledgment**
  - supervisor has access to data used in thesis, in perpetuity; clear and correct raw data and copies of all analyses to be provided before leaving
  - supervisor has input into manuscripts and is second author in publications directly resulting from thesis data
  - supervisor's support to be acknowledged in other papers or presentations where this allowed collection of data outside thesis proper
- **General**
- effort to work with lab "team"; collaboration, cooperation and contribution to consensus as required
- openness to discussion on research and academic matters
- fair warning of potential changes in plans (e.g. decision to switch to part-time or to drop programme)
- commitment to development and completion of research project and thesis, recognizing the supervisor's career and financial investment
- independent efforts to meet needs

**Notes and suggestions:**

The items on this document are by no means exhaustive.

Discussion of the nature and limits of the professional relationship are a good idea.

Any changes to this agreement may be made with the assent of all parties, and should be duly noted and signed to avoid later misunderstandings.

If two or more co-supervisors, proportions of these commitments should be itemized in detail.

Dr. Kate Frego  
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September 2001