

## CONCORDIA UNIVERSITY STUDENT AND SUPERVISOR FRAMEWORK

The purpose of this document is to provide a framework for discussion between supervisor(s) and student to help manage their relationship and expectations. A clear understanding of expectations from the beginning is critical for a successful relationship. Since relationships and expectations evolve with progression through the program, this form may be revisited as needed. Students and supervisor(s) should also familiarize themselves with our resources: Supervision Guidelines ([PhD](#) and [Master's](#)), and [Graduate Calendar](#).

This framework and the understandings that it will reflect do not supersede the University's policies, any collective or employment agreement or the above-mentioned Supervision Guidelines or any other such rule or process set forth by the University.

### SUPERVISOR(S) AND STUDENT

The supervisor(s), \_\_\_\_\_, agree(s) to supervise the graduate student named below; and the student, \_\_\_\_\_ (ID# \_\_\_\_\_) studying in the program \_\_\_\_\_ at Concordia University wishes to carry out their graduate program under the supervision of the supervisor(s) named above.

Each point below should be checked once reviewed and understood.

### ROLES AND RESPONSIBILITIES

Agree	N/A	Statement
		Supervisor(s) makes every effort to guide the student on degree requirements, research, thesis proposal, thesis writing, suitable resources and workplace safety, as appropriate. Student seeks advice on these matters as needed.
		Supervisor(s) helps student develop an appropriate research question, establish achievable goals and provides feedback on an ongoing basis.
		Supervisor(s) and student familiarize themselves with the policies, procedures, regulations and deadlines established by the department and School of Graduate Studies, Concordia University.
		Supervisor(s) and student demonstrate appropriate professional judgment, collegial behaviour, academic rigour and integrity at all times and in every facet of the graduate program.
		Supervisor(s) and student both provide input on the composition of the supervisory and examining committees.

## MEETINGS AND COMMUNICATION

Agree	N/A	Statement
		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 frequency). These meetings will be _____ (indicate mode: in-person or other networking tools).
		Other than the regular meetings, communication can take place by _____ (indicate all modes that apply). It is the responsibility of both the supervisor and student to check-in regularly in-between meetings.
		The supervisor(s) will provide feedback in a timely manner (normally not to exceed 3 weeks) to written work related to the thesis, as well as scholarship applications, manuscripts, or scholarly presentations, <i>et cetera</i> .
		The supervisor(s) and student will organize and schedule an in-person meeting with the entire supervisory committee at least twice before the defence. (For PhD only)
		Supervisor makes arrangements to ensure continuity of supervision during sabbatical leaves or extended periods of absence.

Any other arrangements:

## TIMELINES AND COMPLETION

Agree	N/A	Statement
		It is expected that the student completes the graduate program within their time limit. Please refer to <a href="#">Time Limits</a> in the Graduate Calendar.
		Student dedicates appropriate time to the graduate program to make timely and effective progress towards degree completion. When considering opportunities for other academic duties such as non-degree research, teaching and teaching assistantships, the thesis completion timeline should be respected.
		Formal SGS progress reports are to be submitted at least once per year. The student and the supervisor(s) must both complete the progress reports.

Supervisor may have specific expectations about research progress timelines. Please specify if applicable:

## FUNDING

Agree	N/A	Statement
		According to the letter of admission, the student's funding package consists of the following:
		The student will seek additional opportunities for scholarships, teaching assistantships/research assistantships and other sources of funding.
		Funding provided by the supervisor is contingent upon availability of funds, the student's research progress and other sources of funding that the student obtains. The supervisor will inform the student of changes to the funding normally three (3) months in advance. Note that not all supervisors provide financial support.  Supervisor intends to provide \$_____ annually in financial support over the time period of _____ (# of years).

Additional details about funding decisions:

## MEETINGS AND COMMUNICATION

Agree	N/A	Statement
		Research results generated by the student will normally be disseminated by  (indicate all that apply: journal articles, conference papers, workshop or conference presentations, juried exhibitions...) in addition to the thesis.
		In sole-authored publications and other disseminations, the supervisor(s) and student will acknowledge the contribution of the other(s) as appropriate.
		In co-authored publications and other disseminations, the order of the authors will be determined by the following factors:  All authors are responsible for the contents of the publication and must consent before submission for publication.
		Research findings may also be disseminated more broadly by non-academic means (such as with traditional and social media, public lectures, reports to community partners and other interested bodies...). All authors are responsible for the contents and must consent before any dissemination occurs.
		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 all commercialization options are preserved ( <a href="#">VPRGS-9</a> ).

Additional details about patentability:

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## INTELLECTUAL PROPERTY, ACADEMIC INTEGRITY, AND ETHICS

Agree	N/A	Statement
		<p>The supervisor(s) and student will read and discuss all applicable policies, notably:</p> <ul style="list-style-type: none"> <li>• <a href="#">Academic Code of Conduct (2015)</a></li> <li>• Policy for the Responsible Conduct of Research (<a href="#">VPRGS-12</a>)</li> <li>• Policy for the Ethical Review of Research Involving Humans (<a href="#">VPRGS-3</a>)</li> <li>• Policy on the Ethical Use of Animals in Research and Teaching (<a href="#">VPRGS-13</a>)</li> <li>• Policy on Conflicts of Interest in Research (<a href="#">VPRGS-5</a>)</li> <li>• Policy on Intellectual Property (<a href="#">VPRGS-9</a>)</li> <li>• Code of Rights and Responsibilities (<a href="#">BD-3</a>)</li> </ul>
		The student will keep orderly records of all research data produced or developed according to the Canadian Tri-Agency <a href="#">Statement of Principles on Digital Data Management</a> .
		Where thesis research data is produced or developed, both the student and supervisor(s) will have access to view the data at all times.
		The student is responsible for understanding the meaning of academic integrity at Concordia University and ensures it is applied to all their work.
		In the case that the thesis research involves an industrial or community partner, supervisor(s) and student will abide by their specific research agreement as approved by the <a href="#">Research Partnerships and Innovation Team</a> .

## SAFETY

Agree	N/A	Statement
		The student will undertake appropriate safety courses at Concordia University, including those pertaining to workplace and fieldwork protection, hazardous materials, 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 the University if further training is required.

## PROFESSIONAL DEVELOPMENT

Agree	N/A	Statement
		Opportunities for the student to attend suitable conferences and present scholarly work will be sought by both parties.
		Supervisor(s) will help student to obtain funding for supervisor-approved conference presentations.
		Supervisor will encourage student to attend relevant professional development training through GradProSkills and/or other organizations.

## CONFLICT RESOLUTION

The well-being of students, and harmonious relationships with their supervisors, are important to the University. However, there are occasions in which a misunderstanding may arise. If such an occasion should present itself, the process, roles and responsibilities of parties are outlined in the supervision guidelines under the section on Conflict Resolution.

We have read and understood the processes of student-supervisor conflict resolution as specified in the relevant School of Graduate Studies Supervision Guidelines ([PhD](#) and [Master's](#)).

Student signature: \_\_\_\_\_

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

Student name: \_\_\_\_\_

### Supervisor(s)

Supervisor signature: \_\_\_\_\_

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

Supervisor name: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_

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

Supervisor name: \_\_\_\_\_