

The intention of this agreement is to clarify expectations between the supervisor and the student, and to provide the student with information necessary for success. Both the supervisor and the student should retain a copy of the completed form, and the supervisor/program ([@twu.ca](mailto:@twu.ca)) will also provide a copy to the Office of Graduate Studies ([GradStudies@twu.ca](mailto:GradStudies@twu.ca)).

STUDENT NAME	STUDENT ID	STUDENT EMAIL
PROGRAM OF STUDY DEGREE		EXPECTED COMPLETION DATE (Semester/Year)

### EXPECTATIONS

<u>Student</u>	<u>Item of Discussion</u>	<u>Supervisor</u>
<input type="checkbox"/>	<b>THESIS GUIDEBOOK.</b> We have reviewed the <a href="#">Thesis Guidebook</a> , including the section on Roles and Responsibilities of the Graduate Student and Graduate Supervisor.	<input type="checkbox"/>
<input type="checkbox"/>	<b>POLICIES AND PROCEDURES.</b> We have reviewed and discussed Grad Studies policies and procedures relevant to degree completion, leaves of absence, continuing enrollment, supervising, theses, defences, graduation, etc.	<input type="checkbox"/>
<input type="checkbox"/>	<b>OTHER RESOURCES.</b> We have discussed where to locate resources such as the TWU <a href="#">Student Code of Conduct</a> , our program handbook, and the <a href="#">Office of Graduate Studies website</a> containing forms, important dates, and other relevant information.	<input type="checkbox"/>
<input type="checkbox"/>	<b>MEETINGS.</b> We will meet at least once monthly, with additional meetings as needed.	<input type="checkbox"/>
<input type="checkbox"/>	<b>FEEDBACK.</b> We have discussed that the student may expect timely feedback from the supervisor on written work, normally within two to three weeks of submission by the student.	<input type="checkbox"/>
<input type="checkbox"/>	<b>PROGRESS REPORTS.</b> We have discussed that the supervisor is responsible to track, support, and report on the student's satisfactory progress towards degree completion.	<input type="checkbox"/>
<input type="checkbox"/>	<b>DEGREE COMPLETION.</b> We have discussed program expectations and have identified an expected completion date (entered above).	<input type="checkbox"/>
<input type="checkbox"/>	<b>SCHOLARLY DEVELOPMENT.</b> We have discussed program opportunities for the student to develop presentation and writing skills. This may include participation in seminars, conferences, competitions, publication opportunities, and/or application for awards.	<input type="checkbox"/>

### AGREEMENT

The undersigned acknowledge that they, the supervisor and student, have together reviewed the above items, that reference materials, including forms and policies, relating to graduate studies have been made accessible to the student, and that clarification has been provided as requested.

_____	_____	_____
Student (Name)	Signature	Date
_____	_____	_____
Supervisor (Name)	Signature	Date

### OFFICE OF GRADUATE STUDIES USE ONLY

Date received by OGS:
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