

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 will also provide a copy to the Office of Graduate Studies ([FGS@twu.ca](mailto:FGS@twu.ca)).

STUDENT NAME:	STUDENT ID#:
DEGREE:	EMAIL:
PROGRAM:	RESEARCH SUPERVISOR:
EXPECTED COMPLETION:	PROGRAM DIRECTOR:

**EXPECTATIONS & RESPONSIBILITIES  
of both the  
SUPERVISOR & STUDENT**

Student	Item of Discussion	Supervisor
<input type="checkbox"/>	<b>Office of Research &amp; Graduate Studies.</b> We have reviewed and discussed both the role of and resources available through the Office of Research & Graduate Studies, including the Graduate Studies Coordinator and the School of Graduate Studies website ( <a href="https://www.twu.ca/academics/school-graduate-studies">https://www.twu.ca/academics/school-graduate-studies</a> ), which contains timelines, deadlines, expected learning outcomes, forms, procedures, policies, etc.	<input type="checkbox"/>
<input type="checkbox"/>	<b>Research Resources and Training.</b> We have discussed resources and training available for successful completion of a thesis, including Norma Marion Alloway Library's Research Guides (LibGuides) and Video Tutorials ( <a href="http://libguides.twu.ca/library_research/home">http://libguides.twu.ca/library_research/home</a> ).	<input type="checkbox"/>
<input type="checkbox"/>	<b>Meetings.</b> We will attend regular ( <input type="checkbox"/> weekly / <input type="checkbox"/> bi-weekly / <input type="checkbox"/> bi-monthly / <input type="checkbox"/> monthly) meetings, and we can expect to be able to arrange additional meetings, as necessary.	<input type="checkbox"/>
<input type="checkbox"/>	<b>Feedback.</b> We have discussed that editorial feedback on written work is expected from the supervisor in a timely manner and that a reasonable amount of time should be permitted for feedback (up to three weeks, depending on the size of the document and timing of submission).	<input type="checkbox"/>
<input type="checkbox"/>	<b>Progress Reports.</b> We have discussed progress reporting by the Supervisor in Faculty 180 and how satisfactory progress toward degree completion must be demonstrated by the Student.	<input type="checkbox"/>
<input type="checkbox"/>	<b>Stages of Research.</b> We have discussed the stages of research, including but not limited to: 1) proposal, 2) data collection, 3) analysis, 4) final writing, and 5) defence.	<input type="checkbox"/>

- Degree Completion.** We have discussed program expectations regarding prospective timetable for degree completion, as well as the Degree Completion Policy, and have proposed an expected completion date and entered it in the space provided above.
- Governance.** We have discussed the rules, regulations, and policies governing progress through graduate programs, including: Graduate Thesis/Dissertation Policy; Incomplete Grade Policy; Graduation Ceremony Participation Requirements for Graduate Programs; Faculty of Graduate Studies Program Completion Policy;
- Intellectual Property.** We have discussed intellectual property issues that may arise in the course of studies, and reviewed the Intellectual Property Policy.
- Course Learning Outcomes.** We have discussed required coursework, standards of evaluation, and Student Learning Outcomes.
- Professional Skills.** We have discussed the importance of acquiring professional skills of value to the Student's future career, the responsibility of the Student to be aware of available resources, and the responsibility of the Supervisor to reasonably accommodate these efforts.
- Presentations.** We have discussed program expectations regarding opportunities for the Student to participate in presentations at seminars, competitions, and conferences, including the opportunity to travel and available travel funds.
- Ethics.** We have discussed that ethics approval is required before data collection can begin, when animals or humans are involved, and have reviewed the procedure for approval from the Research Ethics Board, through the Office of Research & Graduate Studies.
- Leave of Absence.** We have discussed the definition of a Leave of Absence (LOA), as well as the potential circumstances surrounding when and how to request a LOA.
- Handbooks.** We have reviewed and discussed both the Student Handbook (<https://www.twu.ca/student-handbook>) and the program's handbook.
- Academic Misconduct.** We have reviewed the Policy on Academic Misconduct and discussed what constitutes academic misconduct and procedures for dealing with academic misconduct. (Also see Student Handbook.)
- Bullying & Harassment.** We have discussed the Bullying & Harassment Policy specifically, located in the Student Handbook, and resources of referral.

By signing, I acknowledge that we, the Supervisor and Student, have together reviewed the above expectations and responsibilities, that reference materials, including policies, relating to graduate studies have been made accessible to the Student, and that clarification has been provided as requested.

\_\_\_\_\_  
Name of Graduate Student                      Signature of Graduate Student                      Date

\_\_\_\_\_  
Name of Research Supervisor                      Signature of Research Supervisor                      Date