

This is a draft template for an agreement provided by the Dean of Graduate Studies and Research on 6 Sep 2006. Please try it out, adapt it for your own use, and provide feedback for improvement of future versions.

- Carl von Baeyer, Graduate Chair, Psychology

GRADUATE STUDENT - SUPERVISOR AGREEMENT¹

Student

Name :	Email :
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Course

Degree :	Start Date:
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Title of Project

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Supervisor(s)

Name :	Email :
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Department/College

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Student's Advisory Committee Members

<ul style="list-style-type: none">•••

Student Funding

Source:
Amount:
Duration :

- This agreement is to be regarded as an aid to planning and completing the project. It is not intended to be legally binding.
- The Supervisor and the Student are free to change, omit, or add items to suit their joint purposes.
- If the research question or methods change substantially, or issues arise which require that the agreed dates be altered, modify the contract, **highlighting the changes**.
- **Copies** should be provided to both signatories.

¹ Modified from: Hopkins, W.G. (2001). A research agreement for students in exercise and sport science. Sport Science, 5, available at: <http://sportsoci.org/>.

What **question(s)** does the project address?

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1. Describe the **design** of the study, the **subjects**, **sample size**, and the **independent** and **dependent variables**.

- For multiple projects, duplicate this panel:

Design : Subjects : Sample size : Independent Variables : Dependent Variables :

2. Who is giving **statistical advice** on the design and analysis?

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3. List any **difficult, invasive, or time-consuming measures** that require another person's help. Who is helping, and what is their status on any publication (co-authorship or acknowledgement)?

Measures : Person(s) : Publication Status :

4. Describe any **pilot work completed** or needed to be completed to establish the feasibility of the project, including student training (animal care; statistics including commercial software such as SPSS, etc.).

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5. What is the supervisor's **initial** intellectual contribution to this research project?

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6. What is the student's **initial** intellectual contribution to this research project?

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7. Are there any pre-existing contracts that impact on the student's ability to claim **Intellectual Property rights** or that may delay publication?

- Supervisor and student should discuss IP rights and append any written agreement to this document.

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8. What is the **approximate cost** of the research project not including the student's stipend? Where are the funds coming from?

- If the student is expected to contribute to the cost of the project this must be made clear at the outset.

Cost :	Funding source(s) :
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9. If ethics approval is required, who will write the first draft of the application? What is the timeline for submission?

Who :	Timeline :
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10. Indicate **who is responsible** for each of the following issues.

- Securing assistance of others (e.g. technician, statistician):
- Certification of student (e.g. for lab safety procedures):
- Calibration and maintenance of equipment:
- Agreements or contracts for access to outside equipment/facilities:
- Intellectual property rights for collaborative work with other institutions:

Issue :	Responsibility:
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11. If human subjects are involved, who will **provide feedback to subjects** when the project is finished?

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12. What will be the **role, if any, of the supervisor in obtaining and analyzing the data?**

- Examples: active assistance with whatever; training of other personnel; guidance with analysis only.

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13. How many **hours per week** will the student spend on the project generally (when gathering data and when writing up)?

Fall Term:
Winter Term : :
Spring/Summer Term:

14. How many **hours per week of additional, formal commitments** (coursework, marking, demonstrating, teaching, outside work) does the student have?

Fall Term:
Winter Term : :
Spring/Summer Term:

15. When will the student table a **written proposal** and give a **seminar** on the proposal?

Written proposal :	Seminar :
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16. How often or when will the student have **regular meetings** with the supervisor and supervisory committee, and who will keep and circulate minutes of the meetings?

Meetings with supervisor :
Meetings with committee :
Minutes :

17. Who is to take responsibility to **arrange meetings**?

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18. If **shared equipment or facilities** must be used, who is responsible for booking the equipment or otherwise ensuring it will be available?

List Equipment/Facility :

Booked by:

19. Which **seminars, colloquia and journal clubs/research teams** is the student expected to attend?

20. What is the approximate date for completion of lab/field work/collection of data?

21. What is the approximate date for completion of data analysis?

22. Indicate the approximate dates of submission of the first draft of the thesis (could be subdivided by section of thesis).

23. How long at most will the supervisor take to review and return each draft?

of drafts :

Turn-around time :

24. Will the student write up the project **for journal publication(s)** before extending it into a thesis?

25. If the data are sufficient to **submit for publication**, who will write the first draft of the manuscript, and what will be the order of the authors?

Write first draft :

Order of authors :

26. What is the model for the **form of the thesis** (e.g., traditional chapters, collection of manuscripts with Introduction and Conclusion), **style of the thesis** (styles for headings, references, tables, and figures; e.g., APA, a specific journal, a past thesis), and will it be submitted in paper or electronic form?

Form :

Style :

Paper or Electronic :

27. If the student is **dissatisfied with supervision** and has been unable to resolve it with the supervisor, who will the student consult?

I agree, to the best of my ability, to act in accordance with the above agreement.

Student: **Date:**

Supervisor(s): **Date:**