



## Student-Supervisor Agreement

(Please print, complete and return to Graduate Administrator)

Supervisor(s): \_\_\_\_\_  
Signature \_\_\_\_\_ Print Name \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Student: \_\_\_\_\_  
Signature \_\_\_\_\_ Print Name \_\_\_\_\_

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

### Funding

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- You are supported by base level funding as outlined in your offer of admission
  - Funding is comprised of WGRS (departmental funding) and a 2-term Teaching Assistant position
- You can (should) apply for external funding where appropriate
- You can (and should) take an agreed number of weeks holidays each year as outlined in the GTA Collective Agreement
- Should supervisor support be available, on top of your base level funding, you may be eligible for a GSA/ GF or an RA
- Your funding amount will change if you receive a scholarship and if your enrollment status changes from full-time, part-time or to Year X status (enrollment beyond the two-year Masters and four-year Doctoral program durations). Please contact the Graduate Administrator to learn of these changes prior to commence receiving any award

### Publication & Authorship

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- Work directly from student's thesis that is published, the student will be the first author
  - The supervisor will be listed as a co-author on work that they have contributed to
  - Other details of any other potential co-authors, if known at this stage, should be listed
- If not published (or in progress) after 1 year(s) of completing student's thesis, the supervisor may submit as the first author (with you as co-author)
- Work which is primarily the students' individual work, and which supervisor has not contributed to can be published without the supervisor being listed as co-author

### Intellectual property

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- If thesis undertaken is your own idea/ project, any data generated will be your property
- Any data that is generated as part of a supervisor's lab, for your project, will be property of the lab
  - At the end of your thesis these data must be identified and provided

- You will also retain full use of these data for future analysis
- Any physical samples that are collected as part of a supervisor's lab will be property of the lab
  - You will also retain full use of these samples for future analysis
- You will be required to complete an Ethical Review as part of Western's NMREB

### **Conferences and Professional Development**

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- You can and should attend academic conferences given your work justifies presentation
  - Suggested conferences include CAG, AAG, etc.
- You can and should attend workshops (etc.) where appropriate to improve your skills in various aspects of your research and/or teaching (e.g. taking courses with CTL)

### **Space**

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- You will be provided with shared office space (desk, chair etc.)
  - If you have any concerns with your space, please talk your supervisor) first
- Should you require specific computing equipment and software to conduct your research analysis, please speak to your supervisor

### **Fieldwork**

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- You will conduct field work, as deemed required
- Your program supervisor will be the overseeing research advisor/ supervisor
- Any further details about fieldwork that should be discussed up front (e.g. timing, funding) with your supervisor

### **Meetings**

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- Students-supervisor meetings will occur: regularly, monthly, bi-weekly, as needed
- You will document meeting agendas/ action items using any of the following: email, Google blog, Word document, other software, etc.
- Labs/ groups also holds (monthly, quarterly, annual) meetings which you are expected to attend
- It is expected that you should participate in departmental weekly seminars and other relevant organized events

### **Supervisor's Expectations**

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- You will write a (MSc/ MA/ PhD) Thesis on your agreed upon topic/ area of research (considering funding, Supervisor's interest)
  - Expected Timeline: TWO years for MA/ MSc and FOUR years for PhD
- You will conduct an annual review (called diagnostics) every year
  - By the end of term 2 and 4; annually after that
- You will complete a research proposal by:
  - Masters: end of term 2-3
  - PhD: end of term 4-5 (in conjunction with the comprehensive exam)
- You will complete your comprehensive exams by:
  - PhD: end of term 4-5 (in conjunction with the proposal)
- You will complete a research timeline that will be discussed during our meetings
- You will complete the mandatory course requirements

- You should discuss your course selections with your supervisor
- You should discuss your TA selection with your supervisor once solicitations are released
- You will discuss any extra work with your supervisor prior to taking it on so that we can ensure you are optimizing your time to meet your program goals and timelines

**Student's Expectations and Goals regarding the following:**

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- Type of field work:
  
- Type of software:
  
- Learn how to operate piece(s) of equipment:
  
- Learn how to perform types of analysis:
  
- To seek a job working in the field of:
  
- To seek a PhD position studying (if applicable):
  
- To seek a research position studying:
  
- To connect/network with leaders in the field of: