

Microbiology and Immunology Graduate Program
McGill University
Letter of Understanding (LOU)

This letter of understanding is designed to promote a dialogue between the supervisor(s) and the student to define their



****Outline the specific role(s) of the co-supervisor:**

If a co-supervisor is needed, the expectation is that she/he will be available to see the student through to the end of her/his degree. The primary supervisor's and student's individual preferences should be taken into account in the selection of the appropriate co-supervisor.

The role of co-supervisor (<https://www.mcgill.ca/gradsupervision/supervisors/supervision>) is always to provide academic support alongside that of the primary supervisor. However, the role of the co-supervisor varies according to the nature of the research student's research and the composition of the supervisory team. Students, supervisors and co-supervisors should meet to discuss and agree on each person's responsibilities, duties and expectations. Supervisors and co-supervisors must agree on the space and financial commitments as well as author contributions for all publications emanating from the project.

1. Alongside the primary supervisor, the role of the co-supervisor is to:

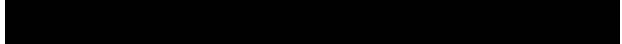
- monitor the student's progress throughout the entire graduate program;
- ensure the student understands the academic requirements rules for her/his degree;
- provides lab space, lab reagents and/or experimental advice, whenever necessary
- verify that the student's advisory committee meets on a regular basis;
- meets regularly with the student to discuss research and academic progress
- provide guidance and support should the student experience difficulties in the program or with the thesis;
- help the student with other practicalities of conducting research, e.g. how to access university resources etc.

2. With regard to thesis examinations:

- like the primary supervisor, the co-supervisor will appear on the defense notice.
- the co-supervisor may not serve as Chair of the defense.

Outline the specific role(s) of the Advisory Committee
Discuss expectations in terms of: Frequency of student-committee meetings and involvement on the preparation of academic work (e.g. oral or poster presentations, comprehensive exam, manuscripts,)

*The MIMM department requires a minimum of 1 meeting per year



Operational Expectations**

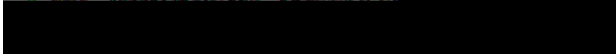
Discuss expectations in terms of:

Working hours, vacation policy, contribution to general duties, training/assistance from and to other personnel/students, attendance to laboratory meetings, frequency of student-supervisor meetings

Empty table area for notes or details.



Discuss attendance to conferences/workshops/courses dedicated to professional development including teaching assistantships (in the latter case, ~~time~~ a schedule that would ensure timely progression of the student thesis work)



Student Responsibilities

Limits to work* and activities offered; [policies on TA positions](#); academic, technical or language training required; expected attendance at journal clubs, workshops and seminars, aside from official requirements of the Graduate Program.

Empty box for student input

* In order to maintain full-time status, a graduate student should not work more than 180 hours per term over 15 weeks with 12 hou



Other expectations: Discuss any additional aspect that is not included in this LOU and that is important for the supervisor or the student. Examples: Laboratory etiquette (e.g. confidentiality, relationships with members of the laboratory, computer use (research purposes/personal use), etc.

Signing of this Letter attests to compliance with Submitting this agreement attests to:

1. University regulations and guidelines governing graduate students and supervisors
 - x General University policies, procedures and guidelines (<https://www.mcgill.ca/secretariat/policiesand-regulations>).
 - x Policies defined by Graduate and Postdoctoral Studies in the Graduate Calendar (<http://www.mcgill.ca/gps/students>)

2. University regulations on the ethical conduct of research (<https://www.mcgill.ca/research/rar/welcome/research-policiesand-regulations>)

3. University safety regulations, established by Environment Health and Safety (