

Department of Biology
GRADUATE STUDENT–SUPERVISOR AGREEMENT

NAME Student number Date.....

Candidate for MSc PhD Initial registration in this degree (e.g. Fall 2014)

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This is an agreement between graduate student and thesis supervisor and it is required to be **filled out at the beginning of the graduate degree program**. It is the student's responsibility to enlist a supervisory committee **within the first term of the degree program**, to complete this form, and to submit it to Joanne Surette in the Biology Graduate Office.

1. Supervisory Committee

Each of these people must be contacted in person to sign this form confirming that they agree to sit on your committee.

	Position	Name (please print)	Signature
1	Supervisor		
2	Biology Faculty member (usually from same research area)		
3	Faculty member (from different research area)		
4			
5			

*Note that only members # 1, 2 and 3 are required; for MSc students, # 3 is usually a Biology faculty member whereas for PhD students # 3 **must** be from a different research area either within or outside of Biology.

2. COLLABORATIVE RESEARCH

Our Guide to Graduate Studies (<http://www.queensu.ca/biology/gradpostdoc/current/guide-2.html>) provides guidelines with respect to (i) authorship on papers based on thesis research, and (ii) the ownership of intellectual property. Graduate students should discuss these matters with their supervisor and indicate on an attached page any special arrangements that differ from the recommendations listed in our Guide.

3. SAFETY

Queen's University and the Dept of Biology take safety seriously and we want to ensure that you have useful training and fill out the required forms.

- At the start of each year, graduate students should discuss with their supervisor and labmates all safety considerations with respect to the lab and field work required for their thesis
- All graduate students are legally required to take a WHMIS course, and this must be updated **every year** with the WHMIS Refresher Quiz on-line. Please make arrangements to take or update this course immediately.
- Some students will also need BIOSAFETY, RADIATION, or BOATING safety training.
- If your thesis project includes field research, you are legally required to fill out an on-line FIELD RESEARCH SAFETY PLANNING RECORD for any upcoming field work, as well as for any other time off campus (conferences) required for your graduate work.

4. WORKLOAD and VACATIONS

The following applies specifically to students within the normal time limits (2 yrs MSc, 4 yrs PhD) who are being paid the minimum guaranteed stipend.

The workload required for successful completion of high quality research and a thesis usually exceeds the typical 35-h work-week by a considerable amount. This expected workload varies among labs and should be discussed with your supervisor at the beginning of each academic year.

Return completed and signed form to the Graduate Office in Biology

All graduate students are entitled to two weeks (10 working days) vacation, in addition to statutory holidays and the annual Christmas Closing (usually 5-6 working days from Christmas Day to New Year's Day)—the undergraduate spring Reading Week is a break from coursework and is not a holiday for graduate students. Vacations are an important aspect of maintaining a healthy program of study—see details of vacation arrangements on the Biology Dept website. Student and supervisor should agree in advance when such vacations will be taken.

If students are unable to continue their thesis or TA work for an extended period due to illness or other contingencies, they should apply to the Graduate School to be put on inactive status. While students are 'inactive' they do not pay tuition, nor are they paid scholarships, TAs or stipends.

5. TRICOUNCIL CONSENT for HIGHLY QUALIFIED PERSONNEL (HQP)

When faculty apply to NSERC, SSSHR, or CIHR for research grants they must provide a list of students (HQP) they have supervised. Faculty cannot use your name on grant applications without your consent. If you consent, please sign the following statement:

I hereby allow my supervisor to include limited personal data about me in grant applications submitted for consideration to NSERC for the next six years. This limited data will only include my name, type of HQP training and status, years supervised or co-supervised, title of the project or thesis and, to the best of my supervisor's knowledge, my position title and company or organization at the time the application is submitted. I understand that NSERC will protect this data in accordance with the Privacy Act, and that it will only be used in processes that assess my supervisor's contributions to the training of highly qualified personnel (HQP), including confidential peer review.

.....
(date)

.....
(student's signature)

6. RELEASE OF CONFIDENTIAL INFORMATION

Information contained in the student's file in the Graduate Office is confidential and is normally accessible for administrative purposes only by the Graduate Studies Assistant, the Graduate Studies Committee and the student's Supervisory Committee. On occasion other faculty may request access to the information in that file (e.g. transcripts) to help them in writing letters of recommendation. Please consider whether you wish to allow the release of information in your file to other faculty members and sign below if you agree. Note that some members of faculty may be unwilling to write letters of recommendation without access to material in your file. You will need to provide a separate letter of authorization if you subsequently decide to release this information.

I authorize release of the information contained in my file to faculty members in the Biology Department.

.....
(date)

.....
(student's signature)