

Graduate Program in Microbiology & Immunology

Acknowledgement of understanding of supervisor and student responsibilities

Supervisor Name(s) _____ **- It is my responsibility to:**
(print)

- Make every effort to provide guidance in choosing course work, planning experiments, and preparing presentations, publications, reports and scholarship proposals
- Provide appropriate resources and work space to accomplish the project
- Work with you to develop hypotheses / research questions and achievable goals
- Establish a professional working relationship that includes respect and understanding
- Guide you to learn how to work independently and as a member of a team
- Ensure that your contributions to scholarly activity are noted in both abstracts and publications
- Meet regularly to provide guidance, assess progress and assist in completing the program on time
- Guide you to receive appropriate safety, animal, and waste management training
- Monitor the accuracy, validity, and integrity of your progress
- Respond in a timely manner with comments/revisions to drafts of applications, reports or presentations
- Ensure that you are aware of relevant policies and procedures for the conduct of research and proposal writing to avoid improper documentation of results or plagiarism

Student Name _____ **- It is my responsibility to:**
(print)

- Enrol in all required graduate courses in order to progress in the graduate program in Microbiology & Immunology according to the program regulations.
- Exhibit independent judgment, academic rigor, and intellectual honesty
- Devote full time to scholarly studies and make timely progress towards completion of degree. This includes participation in regular lab meetings, seminars, journal clubs, and department research days
- Interact at least weekly with my supervisor(s) to assess progress and obtain guidance
- Interact with graduate and undergraduate students, staff and faculty in a professional and mature manner
- Negotiate timing of holidays
- Work in the laboratory in a safe manner in accordance with university (or other institution) regulations and training
- Maintain accurate laboratory notebooks and other records of research progress. These are to be retained by the supervisor upon completion of the degree.
- To establish, in consultation with my supervisor, deadlines to which I will adhere
- Hold face-to-face meetings with Advisory Committee at 6 month intervals or as requested
- Distribute printed copies of progress report and future plans to advisory committee **at least one week** in advance of meetings

- Plan appropriately to allow time for my supervisor(s) to review and comment on reports before distribution to the Advisory Committee
- Be aware of relevant policies and procedures for the conduct of research and proposal writing to avoid improper documentation of results or plagiarism
- Be aware of relevant policies and procedures set by the School of Graduate and Postdoctoral Studies

MEETINGS

Meetings can be called by either student or supervisor(s), and usually by common agreement, with the frequency varying according to the stage of the program and the tasks at hand.

TIME-LINES

- Every effort will be made to complete research, course work and thesis defence within 2-years for an M.Sc. degree or 4-5 years for the Ph.D. degree. Timelines are not flexible for the 1-year project and course-based MSc degree.
- Be aware that financial support beyond the normal length of program is difficult and may not be possible to obtain. Continued support beyond that time will only be considered if research progress has been substantial, and that the likelihood of completion of the work within a further four-month period is very high.

Signatures. I acknowledge that I have received and understand this information:

Student

Date

Supervisor

Date

Graduate Studies Committee Chair (Dr. Dikeakos)

Date