



## Graduate and Postdoctoral Studies Framework for Supervision Letters of Understanding<sup>1</sup>

The primary goal of a PhD is for the student to become an independent researcher; as such, the supervisory relationship will change over time.

Setting out mutual expectations

(e.g., annual, quarterly, or monthly meetings) to ensure the success of the student's research.



3. Feedback expectations (e.g., how often; turnaround times)
4. Expectations for written work (e.g., submitting chunks or large sections; submitted electronically)
5. Student funding
6. Teaching/ Teaching Assistant responsibilities
7. Research responsibilities (e.g., hours in lab etiquette; safety training)
8. Publication and intellectual property
9. Authorship policies
10. Professional development (e.g., conferences; writing courses; workshops)

The letter must be dated and signed by all parties (e.g., supervisor, supervisor, committee member, and supervisee). It should be revisited every 12 months or as needed, as it is expected that the supervisory relationship changes as the student progress towards the degree.