



**STUDENT/RESEARCH SUPERVISOR MEMORANDUM OF AGREEMENT**  
**Responsibilities during Graduate Training**

Dear Student and Supervisor,

To ensure that there is a clear understanding between the student and supervisor, and to facilitate completion of all the requirements of the graduate program, it is essential that both the student and supervisor allocate at least one hour to go through the following Memorandum of Agreement **TOGETHER**.

Discuss the various issues, writing notes on this form as appropriate. Please sign on the designated line on page 2, and copy twice. Please hand in the original copy to the Student Services Office, and both the student and supervisor should retain one copy each.

1) We have agreed together that the potential or actual thesis topic will be:

Thesis title:

2) We have agreed together that the potential Graduate Advisory Committee members will be:

- a)
- b)
- c)

3) It is the **supervisor's responsibility** to ensure that the Graduate Advisory Committee meets at least once every academic year (July 1 to June 30), and that a Graduate Advisory Committee Report arising from each meeting be submitted to the Student Services Office. It is the **student's responsibility** to facilitate scheduling the Committee meeting and ensuring the committee members attend either in person or via teleconference.

4) We have discussed together the importance, both for the student's CV and for the Faculty of applying for scholarships and awards. The student was informed of the top-up policy for the Faculty of Dentistry (10% top up of the value of the award for awards less than \$15,000; \$3,000 top up for awards over \$15,000). We have agreed that the student should apply for the following external and/or internal scholarships:

- a)
- b)
- c)

**For sections 5 and 6:** If the student is unclear of the implications of authorship or the allocation of intellectual property, you are advised to contact the Graduate Program Director of your discipline, or the Associate Dean of Graduate & Postgraduate Studies. Further information regarding University of Toronto's policies can be found on the [Intellectual Property Awareness Form](#)

- 5) Discuss a paradigm for deciding the authorship and the order of authorship on oral and poster presentations, journal submissions and book chapters.
  
- 6) We have discussed how intellectual property will be allocated (i.e. patents, licensing agreements, etc.). Based on our discussion, we have agreed to the following:
  - 7) We have discussed important timelines and major milestones including anticipated completion time and developed the following schedule:
  
  - 8) We have discussed the frequency, length and format of individual meetings, including the preferred method of communication, turnaround time for drafts of thesis chapters, publications or conference presentations are approximated below:
    - a) Frequency and nature of meetings:
  
    - b) Turnaround time for editorial revisions:
  
  - 9) We have discussed email expectations and have noted that responses are not required outside of regular business hours.
  
  - 10) We have discussed the Graduate Student Vacation Policy, which states *“Graduate students are permitted to take up to 2 weeks’ vacation time per academic year, in addition to the Winter Break, Reading Week and statutory holidays. In exceptional circumstances, additional time may be granted. Students must request the permission of their supervisor and/or Graduate Specialty Program Director in advance of any request.”*

11) We have discussed possible absences for both the student and supervisor that could affect the progress of the student's program.

a) Expected supervisory unavailability:

b) Expected student unavailability:

Supervisor Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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

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

*Please hand in the original copy to the Student Services Office. Both the student and supervisor should retain one copy each.*