

Graduate Program, Department of Biochemistry
LETTER OF UNDERSTANDING

Signing of this Letter attests to compliance with:

1. University regulations and guidelines governing graduate students and supervisors

- General University policies, procedures and guidelines (<http://www.mcgill.ca/secretariat/policies/>).
- Policies regarding all students ([http://www.mcgill.ca/secretariat/li0.9\(i0.9c\(2\)/JEMC ET/Spni\)-1\(e\)-](http://www.mcgill.ca/secretariat/li0.9(i0.9c(2)/JEMC ET/Spni)-1(e)-)

Operational Expectations

Working hours, and necessity of work outside regular hours; group meetings; general lab duties; record keeping; assistance from and to other personnel/students; policies on authorship of publications, within the norms of the discipline and University policies on research ethics and intellectual property.

Supervisory Responsibilities*

Frequency of student-supervisor meetings; training role of the supervisor, including time-frame for review of the student's written work, extent of involvement with preparations for committee meetings and comprehensive examinations, and of grant/scholarship applications, manuscripts and theses; role of the co-supervisor (if any).

*A supervisor may not terminate supervision or payment of any stipend without just cause, documented due process, reasonable notice, and approval of the GPD, GAC or Chair.

Student Responsibilities

Limits to work* and activities off-hours; policies on TA positions; academic, technical or language training required; expected attendance at journal clubs, workshops and seminars, aside from official requirements of the Biochemistry Graduate Program.

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

Other Comments

Any other points important to the supervisor or student

