**Template and guidelines for writing a Letter of Understanding between a graduate student and supervisor**

The Faculty of Graduate Studies and Research aspires to provide the highest quality of graduate student supervision experience at the University of Regina (U of R). Key to this is clarifying the graduate student supervisor relationship and aligning supervisor and graduate student expectations. Following national best practices, and U of R’s policy about what constitutes a respectful university, this Letter of Understanding (LoU) template aims to facilitate a conversation between supervisor and student that will help build a respectful and fruitful relationship of mutual benefit. It is highly recommended that students and supervisors review this LoU at the beginning of the student’s program and revise and adjust it as the graduate program progresses (if needed).

Instructions

1. Student and supervisor(s) should read the supporting information for the creation of a Letter of Understanding by the Canadian Association of Graduate Studies (CAGS) (you can access it through this link <https://cags.ca/cags-publications/> select *Best Practices* and then *Creating a letter of Understanding for Advisors/supervisors and Graduate Students*.
2. Student and supervisor(s) should meet to discuss the document and identify each person’s main responsibilities.
3. Supervisor(s) should write the LoU (template below)
4. Student and supervisor(s) should initial to indicate acceptance of their responsibilities
5. Student and supervisor(s) will keep a copy of an initialed LoU

Other resources

* [Students rights and responsibilities](https://www.uregina.ca/gradstudies/current-students/Rights%20/index.html)
* [Respectful University](https://www.uregina.ca/policy/browse-policy/policy-GOV-100-015.html)
* [Registration](https://www.uregina.ca/gradstudies/current-students/Registration%20/index.html)
* [Theses and Defense](http://www.uregina.ca/gradstudies/current-students/Thesis_and_Defense/index.htm)
* [Working with a Supervisor](https://www.uregina.ca/gradstudies/current-students/Rights%20/change-supervisor.html)
* [Intellectual Property Policy](https://www.uregina.ca/gradstudies/current-students/Rights%20/intellectual-property.html)
* [Conflict of Interest](https://www.uregina.ca/gradstudies/current-students/Rights%20/conflict-of-interest.html)
* [Academic Misconduct](https://www.uregina.ca/gradstudies/current-students/Rights%20/Academic_Misconduct.html)
* [Appeals Guide for Students](https://www.uregina.ca/gradstudies/assets/docs/pdf/StudentAppeals.pdf)
* [Travel and Fieldwork Safety](https://www.uregina.ca/hr/hsw/travel-fieldwork/index.html)
* [Workers Compensation](https://www.uregina.ca/gradstudies/current-students/Rights%20/workers-compensation.html)
* [Student Accessibility](https://www.uregina.ca/student/accessibility/students/index.html)
* [Student Advocate](https://www.ursu.ca/advocate/)
* [Convocation](http://www.uregina.ca/gradstudies/current-students/grad-convocation/deadlines.html)

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**Letter of Understanding between [Name of student] and [Name of supervisor(s)]**

**University of Regina**

**[date]**

**Next date of review [date]**

This Letter of Understanding follows national standards and documents responsibilities and expectations identified after a conversation between student and supervisor(s). [The responsibilities below are common ones but student and supervisor should add, modify, etc. according to the conversation and discussion of the [CAGS document](https://cags.ca/cags-publications/)]. In case of co-supervision, we recommend adding a section detailing the activities of the co-supervisor.

**As a student, I will:**

\_\_\_Arrange and attend regular meetings with supervisor(s) to assess performance, discuss progress, assignments and research related topics, and preparation and submission of thesis, journal articles, etc.

\_\_\_Arrange and attend term meetings with the supervisor to discuss course work, research, schedules for work completion, funding, and all matters pertaining to support of the student’s studies, including personal matters if necessary.

\_\_\_Be up to date in matters related to deadlines, calendar, schedule, policies, regulations and, registration, pertaining to academic and non-academic matters, at all university levels (department or unit, faculties (home faculty and FGSR), university).

\_\_\_Develop the skills, learning approaches, and background knowledge necessary to carry out graduate work. This may include participation in department seminars, workshops and specific training, after discussion with supervisor.

\_\_\_Carry out academic activities with rigor and intellectual honesty.

­\_\_\_Make timely progress towards completion of degree and spend the required number of hours carrying out research activities and course work (FGSR recommends a semester-by-semester study plan be set when a student begins their degree).

\_\_\_Read [FGSR’s policy on Intellectual Property](https://www.uregina.ca/gradstudies/current-students/Rights%20/intellectual-property.html) and agree to be bound by the rules and regulations governing the ownership of IP as set out in the policy unless an alternative agreement has been made and signed off on by both student and supervisor.

**\_\_\_**Follow and comply with all University of Regina Safety, Health and Safety policies and protocols (<https://www.uregina.ca/policy/browse-policy/policy-GOV-100-005.html>) in the classroom, residence, laboratory, and campus at large.

**As a Supervisor, I will:**

\_\_\_Meet with the student to discuss details of course selection, research/project and financial support as appropriate.

\_\_\_Have a meeting with the student to discuss intellectual property, copyright, and data sharing.

\_\_\_Arrange and attend regular meetings with the student to assess performance, discuss progress, assignments and research related topics, and preparation and submission of thesis, term papers, journal articles, etc.

\_\_\_Arrange and attend term meetings to discuss course work, research, schedule for work completion, funding, and all matters pertaining to support of the student’s studies, including personal matters if necessary.

\_\_\_Make sure that the student’s research/project has an appropriate research question(s) and achievable goals, can be finished within the given time and aligns with the program structure.

\_\_\_Provide the student with the resources (equipment, space, etc.) necessary to conduct research/work, guide the formation of the supervisory committee and the identification of the external examiner.

\_\_\_Provide timely feedback that is also constructive, honest and fair on assignments, essays, reports, presentations, project, thesis drafts and other documents pertaining to the student’s graduate work (FGSR recommends returning feedback to students in 2-3 weeks).

\_\_\_Inform and update the student on policies and procedures at all university levels related to all aspects of student’s graduate studies including course work, research/project development, safety, wellbeing, etc.

\_\_\_Make the necessary arrangements to ensure the continuity of supervision during leaves or extended periods of absence.

\_\_\_Read [FGSR’s policy on Intellectual Property](https://www.uregina.ca/gradstudies/current-students/Rights%20/intellectual-property.html) and agree to be bound by the rules and regulations governing the ownership of IP as set out in the policy unless an alternative agreement has been made and signed off on by both student and supervisor.

**\_\_\_**Evaluate, assess,communicate, follow, and comply with all University of Regina Safety, Health and Safety policies and protocols (<https://www.uregina.ca/policy/browse-policy/policy-GOV-100-005.html>) to make sure all students and personnel under my supervision in the classroom, office, and laboratory, are safe.

**As a co-supervisor, I will (if applicable):**