



STUDENT SERVICES

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**Faculty of Social Work Letter of Understanding between _____ (Student)
and _____ (Academic Supervisor)**

University of Regina

This Letter of Understanding follows national standards and documents responsibilities and expectations identified after a student and supervisor(s) conversation. [The responsibilities below are common ones, but a student and a supervisor can add, modify, etc., according to the conversation and discussion of the [CAGS document](#)]. In the case of co-supervision, we recommend adding a section detailing the activities of the co-supervisor. This letter will be added to the student's electronic file.

As a student, I will:

1. Attend regular meetings with supervisor(s) to assess performance, discuss progress, and preparation and submission of required work for thesis, field or research practicum reports, etc.
2. Arrange meetings or other means of communication to discuss potential delays in learning due to personal or other matters and manage these effectively.
3. Understand that the availability or ability of my academic supervisor to support my work can change, especially if there are significant delays, interruptions, or periods of leave of absence (LOAs) that affect the completion of my academic work.
4. Be up to date in matters related to deadlines, calendar, schedule, policies, regulations and registration, about academic and non-academic issues at all university levels (home faculty and FGSR, university).
5. Develop the skills, learning approaches, and background knowledge necessary to carry out graduate work. This may include participation in FSW seminars, workshops or specific trainings on literature searches, writing workshops.
6. Carry out academic activities with rigour, academic integrity and intellectual honesty.
7. Make sure that I understand that the use of generative AI tools in academic work that would compromise my original work is considered academic misconduct and will be reported to an investigating Dean.
8. Make timely progress towards completion of degree and spend the required number of hours carrying activities and course work.
9. Follow the FSW deadlines for submitting required documents for thesis work (Thesis Proposal, Thesis), practicum proposal or final practicum reports as outlined in the MSW Thesis Manual and MSW Field Practicum Manual.
10. Respect the timelines for receiving feedback from my Academic Supervisor and Academic Committee Members in an FGSR-recommended time period, such as 2-3



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weeks for reviewing my written work such as thesis proposal, thesis chapters, final reports, etc. (*Academic Supervisor can add information/discuss their typical response time to students' email inquiries, voice mail (2-3 business days), except when on vacation, during the University closure dates, specify the availability during a sabbatical*).

11. Become familiar with and follow the FGSR timelines and policies for timely completion of thesis or practicum requirements and attend to these deadlines.
12. Read [FGSR's policy on Intellectual Property](#) 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.
13. 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:

1. Attend meetings with the student to assess performance, discuss progress and preparation and submission of required work for thesis, field or research practicum, etc.
2. Make sure that the student's thesis research or practicum work and final reports have achievable learning goals, can be finished within the given time and align with the MSW program requirements.
3. Provide timely feedback that is also constructive, honest and fair on thesis drafts and other documents about the student's graduate work (FGSR recommends returning feedback to students in 2-3 weeks).
4. Inform about and make the necessary arrangements to ensure the continuity of supervision during leaves or extended periods of absence.
5. Read [FGSR's policy on Intellectual Property](#) 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.
6. 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.
7. Discuss the student's timelines for completing their thesis or practicum work to ensure their understanding of the FSW deadlines for submitting required work for their program route (thesis proposal, thesis, practicum proposal or final practicum reports) as outlined in the MSW Thesis Manual and MSW Field Practicum Manual.



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8. Become familiar with FGSR timelines and processes for timely completion of the requirements for completion of a student program routes and attend to the FGSR deadlines and policies for thesis and final report submission.

In some circumstances a student may be required to work with a co-supervisor, and when that is the case, all the relevant points listed above will be negotiated and settled between the supervisor, co-supervisor and the student, and will apply. The main supervisor and co-supervisor will establish how they would work together, decide if there are specific responsibilities between the two, and divide the work to collegially support the student to completion of their program. These points will be added to this Letter of Understanding, and a signed copy kept on the student's file (forwarded to MSW Advising).

Supervisor

Date

Co-Supervisor (if applicable)

Date

Graduate student

Date

Timelines and deadlines for thesis defense are outlined here:

https://www.uregina.ca/graduate-studies-research/thesis-project-prac/index.html#fact_2_1

Table of deadlines for Graduation, Thesis or Final Report submission:

<https://www.uregina.ca/graduate-studies-research/thesis-project-prac/thesis-deadlines.html>