

Preamble

- This form is designed to provide a framework for discussion between advisors and graduate students registered in a thesis or practicum program and to establish guidelines to govern their relationship. It may be revisited at any stage of the Student's graduate program to accommodate for changes in the Student-Advisor relationship.
- The Advisor-Student relationship involves mentoring, support, career development, as well as academic oversight. Advisors and students must arrive at jointly acceptable terms to establish their relationship.
- The Advisor is responsible for supervising the graduate Student's graduate program. The Advisor is the Student's primary point of contact at the University of Manitoba, and should be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic unit. This form does not replace official University of Manitoba statements of policy and procedure.
- If students or advisors have any questions or concerns regarding their graduate program or this form, advice may be sought from the program graduate chair, unit head, Student Advocacy or the Faculty of Graduate Studies
- The Faculty of Graduate Studies plays an active role in the development of the Advisor-Student relationship. Please visit the Faculty's website (http://umanitoba.ca/faculties/graduate_studies/) to find more information, consultation, and guidance for both advisors and students.
- The Advisor and the Student must review each of the points listed below and must check off each box to confirm that these items have been discussed and understood. *These guidelines must be completed prior to the commencement of any research and no later than the submission of the first Progress Report for the Student.*
- Copies of these completed guidelines will be available for the Advisor and the Student online for the Faculty of Graduate Studies

Participants

Advisor

First Name: _____
Last Name: _____
UMNetID: _____

Student:

First Name: _____
Last Name: _____
Student Number: _____
UMNetID: _____

Part 1 | Advisor and Student

- a. The advisor listed above (the "Advisor") is a member of the Faculty of Graduate Studies and may supervise graduate Students in (select one) at the University of Manitoba and agrees to supervise the graduate program of the Student named above.
- b. The student listed above (the "Student") is registered in the Faculty of Graduate Studies, studying in (select one) at the University of Manitoba and wishes to carry out a graduate program under the supervision of the above named Advisor.



Part 2 | General Roles and Responsibilities

2.1 The Advisor

Please review the following points, and click each box to acknowledge that it was discussed.

The Advisor will:

- Guide the Student on appropriate course work, research, thesis proposal, thesis writing, suitable resources, and workspace.
 - Assess, and confer appropriate and fair acknowledgment, of Student contributions to scholarly activity.
 - Give reasonable notice to the Student of extended absences from campus, such as research leaves, and make satisfactory arrangements during such absences.
 - Provide advice on the composition of the advisory and examining committees.
 - Disclose any conflict of interest that may arise with respect to the Student.
 - Provide guidance on how to work effectively as a member of a team.
 - Assist in providing infrastructure and facilities required for the Student to undertake scholarly activities.
 - Any other mutually agreed upon responsibilities:
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2.2 The Student

Please review the following points, and click each box to acknowledge that it was discussed.

The Student will:

- Familiarize themselves with the policies, procedures, regulations and deadlines established by the University of Manitoba, the Faculty of Graduate Studies and their respective unit, and if appropriate associated research institute.
- Seek the advice of the Advisor regarding appropriate course work, research, thesis proposal, thesis writing, suitable resources, and workspace.
- Understand the University of Manitoba's policies concerning use of computer systems and networks. See this page
- Demonstrate appropriate professional judgment, collegial behaviour, academic rigor and integrity at all times and in every facet of the graduate program.
- Dedicate time to the graduate program to make timely and effective progress towards degree completion.
- Maintain contact with the Advisor and provide any changes in contact information.
- Consult with the Advisor regarding graduate program examiners and assessors.

The following are optional points to be discussed. If relevant, please review the following points, and click the box to acknowledge that it was discussed.

- Keep laboratory, research, and computer areas tidy, and respect the space and property of others.
- Strive to work effectively as a member of a team.
- Any other mutually agreed upon responsibilities:



2.3 The Faculty of Graduate Studies

- The Faculty of Graduate Studies holds primary responsibility for ensuring that program policies, including admission criteria, program timelines, and requirements, are clearly articulated and duly followed. The Faculty also facilitates access to funding sources. Students and Advisors should be familiar with the Faculty website, regulations, and resources.
http://umanitoba.ca/faculties/graduate_studies/

2.4 The Unit

- The unit of the Student's graduate program establishes the Supplementary Regulations for that program (including course requirements, examinations, thesis evaluation, and other requirements). These specific program regulations are posted on the Faculty of Graduate Studies website (https://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html).

Part 3 | Meetings

Please review the following points, and click each box to acknowledge that it was discussed.

- The Advisor and Student will arrange and attend regular meetings. The frequency of the meetings may vary, but at a minimum, meetings will normally be held every _____ (indicate weekly or monthly intervals and/or frequency).
- The Advisor will respond in a timely manner (normally not to exceed 30 days) with constructive suggestions/revisions to written work (including proposals, literature reviews, analysis, chapters), as well as research and scholarship applications, reports, manuscripts, or scholarly presentations.
- The Advisor and Student will organize and schedule an in-person meeting with the entire Advisory committee at least once annually. Additional meetings may also be held at the request of either the Student or the Advisor. If appropriate, the Student will distribute reports in advance of scheduled meetings with the Advisory committee.

The following is an optional point to be discussed. If relevant, please review the following point, and click the box to acknowledge that it was discussed.

- Any other mutually agreed upon responsibilities:
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Part 4 | Publications

Please review the following points, and click each box to acknowledge that it was discussed.

- The Advisor will acknowledge the contribution of the Student in any publications and/or presentations, as appropriate.
- Order of authorship and the criteria to determine the order of authorship on any shared publications will be established.
- All University policies pertaining to attribution and/or authorship will be followed.
- The Student and the Advisor will discuss the patentability of any invention arising out of the research before any publication or presentation of the research in order to ensure that the patentability of the invention is not jeopardized.

The following is an optional point to be discussed. If relevant, please review the following point, and click the box to acknowledge that it was discussed.

- Any other mutually agreed upon responsibilities:
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Part 5 | Intellectual Property, Academic Integrity, and Ethics

Please review the following points, and click each box to acknowledge that it was discussed.

- The Student will hold the copyright of his/her thesis.
- The Advisor and Student will abide by the specific guidelines and rules for copyright and intellectual property at the University of Manitoba, including the Intellectual Property Policy. See http://umanitoba.ca/admin/governance/governing_documents/community/235.html
- The Student will keep orderly records of all research data produced or developed.
- Where research data is produced or developed, both the Student and Advisor will have access to the data at all times.
- Both Student and Advisor understand that the provisions of the University's Intellectual Property Policy pertaining to work done while a graduate student, as well as the guidelines around publication and access to research data, remain in place even after the Student is no longer attending the University.
- All Students are responsible for understanding the meaning of academic integrity at the University of Manitoba and ensuring it is applied to all their work.
- The Advisor and the Student will adhere to the University's policies and procedures related to the conduct of research, including any necessary human ethics review procedures, and animal care ethics, that must be completed. See http://umanitoba.ca/admin/governance/governing_documents/research/373.html; and http://umanitoba.ca/admin/governance/governing_documents/research/374.html
- Where the Advisor is a member of the University of Manitoba Faculty Association ("UMFA"), the provisions of the UMFA collective agreement will apply to the Advisor.

The following are optional points to be discussed. If relevant, please review the following points, and click the box to acknowledge that it was discussed.

- The Student must complete appropriate courses on the use of animals or humans in research.
- Any other mutually agreed upon responsibilities:

Part 6 | Timelines and Completion

Please review the following points, and click each box to acknowledge that it was discussed.

- Progress Report forms are to be submitted at least once per 12-month period. More frequent updates may be necessary. The Student and the Advisor must jointly complete this form.
- The maximum time period, including course work, examinations, research, thesis writing and defence (if applicable) permitted for the Student's graduate program is (Select One) years (please consult your specific program regulations as set by the Faculty of Graduate Studies). It is anticipated that the Student should complete the graduate program within (Select One) years.

Part 6 | Timelines and Completion (continued)

The following are optional points to be discussed. If relevant, please review the following points, and click the box to acknowledge that it was discussed.

- Student commitments for other duties such as non-degree research, teaching and teaching assistantships, or other responsibilities should not delay efforts to complete the graduate program.
- Any other mutually agreed upon responsibilities:

Part 7 | Funding

Please review the following points, and click each box to acknowledge that it was discussed.

- The Student will seek opportunities for scholarships appropriate to their program, aided by the Advisor.

The following are optional points to be discussed. If relevant, please review the following points, and click the box to acknowledge that it was discussed.

- The Advisor will provide \$_____ in funding to the Student as stipend or wages, subject to satisfactory progress by the Student and the availability of funds for the academic year starting (select one) and ending (select one).
- Any other mutually agreed upon responsibilities:

Part 8 | Safety

The following are optional points to be discussed. If relevant, please review the following points, and click the box to acknowledge that it was discussed.

- The Student may be subject to safety courses or requirements at the University of Manitoba, including those pertaining to workplace protection (including Workplace Hazardous Material Information System "WHMIS"), hazardous materials, radioisotopes, laboratory and environmental waste management, or others.
- The Advisor and Student will seek input and direction from safety officers or other appropriate personnel within their unit if further training is required.

Part 9 | Privacy and Confidentiality

Please review the following points, and click each box to acknowledge that it was discussed.

- If confidential information is provided to a student in the program, the student will not disclose the confidential information to any third parties, except as required by law or as permitted by agreement pursuant to which the confidential information was shared.
- The Freedom of Information and Protection of Privacy Act ("FIPPA") and The Personal Health Information Act ("PHIA") apply to the Student's program. See http://umanitoba.ca/admin/governance/governing_documents/community/244.html*

Part 10 | Professional Development

Please review the following points, and click each box to acknowledge that it was discussed.

- Opportunities for the Student to attend suitable conferences and present scholarly work will be sought.
- Sources of funding for Student travel should be investigated and applied for.
- Professional development programs, such as effective writing courses, teaching training, academic integrity, and workshops on research grants and career opportunities will be encouraged.

The following is an optional point to be discussed. If relevant, please review the following point, and click the box to acknowledge that it was discussed.

- Any other mutually agreed upon responsibilities:

Part 11 | Other

The following is an optional point to be discussed. If relevant, please review the following point, and click the box to acknowledge that it was discussed.

- Any other mutually agreed upon responsibilities:
