

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

