

McGill University Graduate Program in Family Medicine
Letter of Understanding for Graduate

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Letter of Understanding for Graduate Education

Studies require that students withdraw from the University upon second failing grade, including supplemental exams, in any course(s) required for the Program; a second unsatisfactory research progress report is also grounds for dismissal.

- Give serious consideration and timely response to comments and advice from your supervisor and/or members of the TSC.
 - Apply to all appropriate sources of funding and provide adequate notice to your supervisor regarding required documents etc.
4. Conduct Research in a Responsible Manner
- Uphold the academic integrity of the University. Understand what constitutes plagiarism,

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General Responsibilities of the Supervisor(s)

Supervising graduate students is an important and integral part of a professor/researcher's workload and academic duty. Each professor/researcher is expected to participate in activities to improve teaching, supervisory and research skills throughout his/her career. Within the context of the role of supervisor, a professor/researcher's primary task is to guide and inspire their students to reach their scholarly/scientific potential. In order to maintain the quality learning environment outlined below, it is advised that supervisors not take on more than five new students per academic year. Supervisors are expected to:

1. Follow Rules and Regulations

- Be aware of the University's and the Program's requirements and procedures.
- Monitor the student's progress in achieving the milestones of their degree program. Participate in the University's mandatory progress tracking procedures including documented TSC meetings at least once a year, to ensure that supervision and research objectives as well as a realistic timetable for meeting objectives are clear, in writing and commonly understood by both the student and the supervisor. Any deficiencies should be documented early and remedial action identified in consultation with the student's TSC. Understand that dismissal of a student from the Program for lack of performance in research can be requested (to the Program Director) only after two unsatisfactory research progress reports by the TSC to the Graduate Program.

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- and/or appropriate University student services for support.
- As a supervisor, you will encounter students from different cultures and backgrounds. It is important to discuss expectations, identify shared values, and try new approaches to supervision whenever they might be feasible. More information on cultural sensitivity can be found at <http://www.mcgill.ca/gradsupervision/supervisors/interacting-supervisees/studentdiversity>.
3. Provide and Convey Research Information
- Provide guidance, instruction and

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The Following Information has been discussed and included as part of the Letter of Understanding:

A commitment of financial support is not necessary but in many situations is advisable. Below are the advised minimum annual stipends according to various scenarios:

MSc Quebec residents:	\$17,930 per year (\$14,000+ fees)
MSc non Quebec residents who are landed immigrants or Canadian Citizens:	\$22,000 per year
PhD and International students (both MSc and PhD level):	\$22,500 per year

These are only recommended minimum stipend suggestions. In all instances, supervisors are free to pay more than the recommended amounts. The supervisor can also partially fund a student (e.g. at lower than the recommended level) or the student may be self-funded as long as there is proof the student is financially able to complete the program.

Financial Commitment: Family Medicine provides tuition assistance and has a policy that the supervisor must ensure that the student has the financial ability to complete the program. Please check the line that will apply:

___ As a graduate student in the program, I have my own studentship from an external source; a funding agency (e.g. CIHR, NSERC, etc.); or I am able to self fund.

or

___ My supervisor has agreed to provide financial support to the applicant in the amount of \$_____ that covers the period starting on _____ and that will terminate on _____. Should I receive a studentship or fellowship or receive external funding during the stipulated time period, my supervisor will only be responsible for top up funds so that I receive the stipend stipulated above.

Other Support: The supervisor is responsible for providing access to sufficient resources for the graduate student's research project. The researcher should specify his/her policy on funding of other activities such as attending conferences to present research, subject to availability of funds. The student must specify any work commitments they have outside the thesis work:

Academic Preparation: Specify any areas in the graduate student's background preparation (academic knowledge, technical or language skills, etc.) that must be addressed to avoid negative impact on the research performance or coursework:

Expectations Regarding the Supervisor's Research Environment:

Specify operational expectations including working hours, frequency of the graduate student supervisor meeting, as well as the Thesis Supervisory Committee (TSC) meetings, group meetings, reports, record keeping, contribution to general duties and assistance from and to the supervisor. (Student, Supervisor, TSC, Group, Reports, Record Keeping, Contribution to General Duties and Assistance from and to the Supervisor)

Issue

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Signing of this Letter of Understanding confirms:

1. Compliance with the specific terms of the Letter of Understanding as detailed on pages 6 & 7
2. Compliance with University Regulations and Guidelines Governing Graduate