FIRST MEETING OF GRADUATE STUDENT AND SUPERVISOR

It is an FGSR requirement (calendar 204.1.4 Time Line for the Appointment of Supervisors and First Meeting) that supervisors have and document an initial meeting with graduate students to discuss “program requirements, academic integrity requirements, the role of the supervisor, the preferred means of communication, the availability or non-availability of funding, and scholarly practices and outputs.”

The Faculty of Engineering requires that funding letters to students include elements related to this first meeting:

- Supervisor(s)
- Research area expectations and time commitment to research when taking courses
- Identify some of the areas in which courses should be taken
- Funding levels and expectations, funding term, academic and progress conditions of continued funding
- Expected completion date of degree

The student and supervisor should both keep a signed record of this report. A signed copy should be emailed to the Graduate Program Advisor at cgradvis@ualberta.ca no later than one month after your start date.

STUDENT INFORMATION

Student’s Name: ___________________     ID #: ___________________
Degree (M.Sc. or Ph.D.): _______________     Program or Specialization: ___________________

SUPERVISORY INFORMATION

Supervisor: ___________________     Co-Supervisor: ___________________
Supervisory Committee (if known):

Committee Member: ___________________
Committee Member: ___________________
Committee Member: ___________________

*This is generally only for Ph.D. students; an M.Sc. student’s supervisory committee membership may consist of only the supervisor.

Date started in program: ___________________
Expected completion date: ___________________
Date of first supervisor-student meeting (i.e., this meeting): ___________________

Supervisor Initials: _________     Student Initials: _________
FUNDING DETAILS (as per signed offer letter)

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Program requirement of continued funding (as written in signed offer and funding letter) is dependent on individual student and supervisor and will be determined on a case by case basis. (e.g., To continue in the graduate program, the minimum required cumulative GPA on graduate level courses is 2.7 for M.Sc. students and 3.0 to 3.3 for Ph.D. students. The cumulative GPA is evaluated at the end of each term. Students falling below this minimum level will be placed on probation for one term, during which they must raise their cumulative GPA above the appropriate minimum level. The Department and Supervisor cannot financially support students on probation.)

ALTERATIONS TO FUNDING DETAILS

How will the funding commitments above be altered if student obtains additional funding in the form of:

1. a TA position from the Department.

2. a scholarship/bursary from the Department, Faculty, or University.

3. a scholarship/bursary from an external entity.

Supervisor Initials: ___________  Student Initials: ___________
AREA AND SCOPE OF RESEARCH (as per signed offer letter)

EXPECTED COURSE SELECTION AND COURSE COMPLETION TIMELINE
(Target courses areas should be identified in letter of offer if possible, and the specific course plan should be decided at the first meeting.)

CHECK ONE: Supervisor Requirement _______ Supervisor Recommendation _______

EXPECTATIONS FOR HOW MUCH TIME (WEEKLY) WILL BE SPENT WORKING ON THE THESIS/RESEARCH

When registered in classes:

When not registered in classes:

EXPECTATIONS ON COMMUNICATION BETWEEN STUDENT AND SUPERVISOR
(Regular meetings? Individual or with the research group? Frequency? Written or verbal reports? Etc.)

Supervisor Initials: ________ Student Initials: _________
We have discussed issues of (check boxes):

- Academic integrity, plagiarism, cheating, ENGG 600, etc.
- Required safety training and certifications, and equipment-specific training (if applicable)
- Reading FGSR and Department graduate program manuals,
- Role of the supervisor in your research
- Expected scholarly practices and outputs
- Striking a supervisory committee (required for Ph.D., optional for M.Sc.)
- Frequency of formal supervisory committee meetings (at least annually for Ph.D., scheduled by the supervisor)
- Milestones to meet prior to defence (e.g., number of publications, etc.)
- Expected program completion time (e.g., 2 years, 5 years?)
- Will the student be expected/permit to serve as a TA?
- Is RA pay in the same topic area of thesis research (related or not), or in a different topic area?
- Reading Teaching/Research Assistant collective agreement
- Level of independence in formulating research program, and expected level of input/direction from supervisor
- Lab books: Required or not? Guidelines? Who owns it after completion? Long-term storage of data?
- Expectations on publishing in peer-reviewed archived journals
- Expectations on presenting at national and/or international conferences
- Guidelines regarding writing papers, and level of input/direction expected from supervisor
- Level of interaction and involvement in other students’ research
- Contingency plan or alternative research topic in case the main research topic fails to progress as planned
- Consequences for lack of progress in research program
- Career goals (e.g., industry versus academia)
- Professional Development requirements
- Preferred form of communication (email, phone, text message, in person, make an appointment, etc.)
- Preferred frequency of communication
- Process for handling adverse research findings and unsolvable problems (Student figures it out on his/her own? Seek help from senior students? Supervisor? Right away? After a day or two of trying? A week? A month?)
- Desk, lab space, computer, access to facilities
- Is it appropriate to contact other professors for help/information outside supervisor’s expertise or knowledge? Requires permission first?
- Who owns IP developed from the research?
- Level of external disclosure permitted if discussing research with others
- Vacation time (how much, who picks the dates, amount of advanced notice) – consult department and FGSR policies on the issue.
- Dispute resolution process (supervisor first?, Associate Chair, Department Chair, FGSR, or graduate student ombudsperson service)
- Level of comfort in discussing any personal issue that may arise and affect research progress

Other as set by supervisor:

Note: conditions added by the supervisor cannot contradict any university, FGSR, or department policies.

SUPERVISOR: Signature ___________________________ DATE: ______________________

STUDENT: Signature ___________________________ DATE: ______________________

Useful links

FGSR Graduate Program Manual
https://uofa.ualberta.ca/graduate-studies/about/graduate-program-manual

Department Graduate Studies Handbook
https://www.ualberta.ca/civil-environmental-engineering/graduate-studies/graduate-studies-handbook

Academic Integrity
https://www.ualberta.ca/current-students/academic-resources/academic-integrity
Student Conduct and Accountability

Collective agreements