

FACULTY OF ENGINEERING – FIRST MEETING OF GRADUATE STUDENT AND SUPERVISOR
Department of Chemical and Materials Engineering

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 provided to the Senior Graduate Program Assistant as soon as possible after the first formal meeting, but no later than **one month** after the start of the semester in which the student is admitted.

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 only for Ph.D. students.

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 offer letter)

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Year	Scholarships	Supervisor
1		
2		
3		
4		

Program requirement of continued funding:

Satisfactory performance in the graduate program, including coursework and research

ALTERATIONS TO FUNDING DETAILS

How will the funding commitments above be altered if student obtains additional funding in the form of a TA position from the Department?

(Note that departmental policy covers potential alteration to funding commitments if additional funding is obtained through scholarships)

Supervisor Initials: _____ Student Initials: _____

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EXPECTATIONS:

AREA AND SCOPE OF RESEARCH

EXPECTED COURSE SELECTION AND COURSE COMPLETION TIMELINE

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: _____

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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.)
- Frequency of formal supervisory committee meetings (at least annually for Ph.D., scheduled by the supervisor)
- Expectations and timeline for Candidacy Exam (Ph.D. only)
- Milestones to meet prior to defence (e.g., expectations number of publications, etc.)
- Expected program completion time
- Will the student be expected/permitted to serve as a TA?
- Academically employed graduate student (AEGS) 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

SUPERVISOR: Signature _____ DATE: _____

STUDENT: Signature _____ DATE: _____

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Useful links

FGSR grad manual:

<https://uofa.ualberta.ca/graduate-studies/about/graduate-program-manual>

Department program manual:

<http://www.cme.engineering.ualberta.ca/Graduate/StudentResources.aspx>

Academic integrity handbook

<http://www.osja.ualberta.ca/en/Students/UndergraduateHandbook.aspx>

Collective agreement

http://www.hrs.ualberta.ca/en/MyEmployment/~/_media/hrs/MyEmployment/Agreements/2016-2018_GSA_Agreement.pdf