



**Supervision.** The responsibilities of Supervisors and Graduate Students can be found [here](#) and [here](#), respectively. Further information can be found in the [Handbook of Graduate Supervision](#) which students and Research Supervisors are encouraged to read. You are expected to conduct research under the general guidance of your Advisory Committee. Your Committee should meet regularly, at least once per year, and a formal report of each meeting must be forwarded to the CELL Program Coordinator.

**Records of data / Authorship.** Original records must remain with the lab. Students may take copies with them when they have completed their program to assist in writing papers. If there are outstanding papers when you leave the lab, you will have one calendar year to draft a manuscript. If, at the end of that time, you have not produced a manuscript, it will be written for you, and your position in the author list may change.

**Intellectual Property.** Both parties acknowledge that, according to current U.B.C. policies, the creator(s) of intellectual property has rights to full or partial ownership of that property. Full details of U.B.C.'s intellectual property policies can be found [here](#) (note especially policies 87 and 88). These resources should be consulted prior to any agreement being reached between a supervisor and a student concerning the disposition of intellectual property.

**Conflict Resolution.** The Faculty of Graduate and Postdoctoral Studies (G+PS) at U.B.C. recommends that every effort should be made to resolve differences and disputes as close as possible to the source of the problem. The following steps should be taken in order. Each level will want to make sure that all reasonable efforts have been exhausted at all previous levels prior to launching a formal investigation. Informal advice can be offered by G+PS at any step; additional information is provided in the [Handbook of Graduate Supervision](#).

1. *The student and supervisor (or other party, e.g. the student's Advisory Committee) should first discuss problems frankly and seek solutions.*
2. *If a problem cannot be resolved at this level, it should normally be referred next to the CELL Program graduate advisor.*
3. *The problem and all steps taken to resolve the problem may progress to a review by G+PS.*
4. *If no resolution can be achieved, the problem may ultimately be taken to the Dean of Graduate and Postdoctoral Studies. The Dean will check to ensure that each previous level of problem resolution has been explored to the fullest extent before proceeding to other levels.*

**Agreement.** The undersigned agree that the preceding accurately describes the present plan for your degree program and recognize that it may require change because of unforeseen circumstances (including, but not limited to, performance in course work and research). Both parties note that this document is subordinate to Graduate Regulations, University Policies and Procedures and contracts with CUPE 2278 and with other parties. **THIS AGREEMENT SHOULD BE REVIEWED ANNUALLY** and any changes to the agreement should be forwarded to the Director of the CELL Graduate Program, with a brief explanation.

Research Supervisor:

Date:

Student:

Date:

***Upon completion, a copy of this agreement should be retained by each party and the original should be forwarded to the [CELL Program Coordinator](#) [[cell.grad@ubc.ca](mailto:cell.grad@ubc.ca)] for review by the Director of the CELL Program and placement in the student's file.***