**The Graduate Program in Cell and Developmental Biology**

**Agreement between Graduate Student and Supervisor**

According to U.B.C. Policy 85, graduate student supervisors are to outline issues such as stipends, supervision, research data & publications to new members of their research team.

*Policy 85. The University of British Columbia (UBC) is responsible for developing awareness among all students and members of faculty and staff involved in teaching and scholarly activities of the need for the highest standards of integrity, accountability and responsibility. UBC holds scholars responsible for scholarly and scientific rigour and integrity in teaching and research, in obtaining, recording and analyzing data and in presenting, reporting and publishing results. Research conditions for all involved in a research team should be outlined in a letter from the principal investigator before team members become engaged. Letters are to include issues as compensation, supervision, authorship, records of data, ownership and/or use of data, publication rights, and commercialization.*

Accordingly, this agreement must be read and signed by the prospective graduate student and his/her proposed research supervisor **before** the student can be accepted into the CELL Graduate Program. This agreement should be reviewed annually, prior to the beginning of each academic year. Upon completion, a copy of the agreement should be retained by each party, and the original should be forwarded to the CELL Program Coordinator [cell.grad@ubc.ca] for review by the Director of the CELL Program and placement in the student's file. **COMPLETION OF THIS FORM IS A CONDITION FOR THE ACCEPTANCE OF A STUDENT INTO THE GRADUATE PROGRAM IN CELL AND DEVELOPMENTAL BIOLOGY.**

Student Name: Student Number:

 *given name(s) surname*

Degree Program: Date:

**Financial Support.** Faculty members of the CELL Graduate Program are committed to supporting full-time graduate students financially during the course of their training. The minimum level of financial support is $30,000 per annum, for a minimum duration of 2 (M.Sc. students) or 4 (Ph.D. students) years. After these minimum durations, continued funding is at the discretion of the Research Supervisor. If termination of a student’s funding is contemplated due to lab funding / financial difficulties, the Research Supervisor must inform the student of this possibility in writing (copy to the Program Coordinator) at least 3 months prior to the end date of the student’s stipend. Students are expected to pay tuition from their stipend.

 The minimum funding package may include a maximum of two 0.5 Teaching Assistantships per year. In highly exceptional circumstances there may be a mutual agreement between the student and supervisor to the contrary, in which case this must be reflected in the Table below and approved by the Director of the CELL Graduate Program. Note that students are required to apply for as many scholarships/awards for which (s)he is eligible. Students who receive a scholarship/award (excluding any tuition waiver) equal to or more than $8,000/yr will receive a minimum top-up of $3,000/yr above the minimum funding level for the duration of their scholarship/award (*i.e.* these students will receive a minimum funding package of $33,000/yr). Students who receive a scholarship/award equal to or more than $16,000/yr will receive a minimum top-up of $6,000/yr above the minimum funding level for the duration of their scholarship/award (*i.e.* these students will receive a minimum funding package of $36,000/yr). In the case of students receiving scholarships/awards totaling $40,000/yr or greater, any top-up is at the discretion of the Research Supervisor. When a scholarship/award ends, continuation of the top-up is at the Research Supervisor’s discretion.

 The sources of support indicated below (*e.g.* Scholarship, Teaching Assistantship, Research Assistantship, Other) will be available to you, subject to satisfactory academic and research progress and unless unforeseen factors (*e.g.* termination of research grant, reductions in T.A. budgets) intervene. If a TAship(s) constitutes part of your funding package, you should be aware that TAships are awarded on the basis of academic preparation as opposed to financial need. **ALL FINANCIAL SUPPORT IS CONTINGENT UPON SATISFACTORY ACADEMIC AND RESEARCH PERFORMANCE AND IS SUBJECT TO YEARLY REVIEW.**

**Session/Year Support Provided** (source and $ amount)

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**Supervision.** The responsibilities of Supervisors and Graduate Students can be found [here](https://www.grad.ubc.ca/handbook-graduate-supervision/supervisor-responsibilities) and [here](https://www.grad.ubc.ca/handbook-graduate-supervision/graduate-student-responsibilities), respectively. Further information can be found in the [*Handbook of Graduate Supervision*](https://www.grad.ubc.ca/handbook-graduate-supervision/handbook-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](http://universitycounsel.ubc.ca/policies/index/) (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*](https://www.grad.ubc.ca/handbook-graduate-supervision/handbook-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] for review by the Director of the CELL Program and placement in the student's file.***

*REVISED: December 2022*