



Doctoral (MAsc/MSc/PhD) Graduate Student – Supervisor Agreement

Department of Rehabilitation Science

A. GENERAL CONDITIONS OF SUPERVISION

Both supervisor and student are required to read their Graduate Department's policies pertaining to their degree programs, supervision and student funding.

<http://www.rsi.utoronto.ca/>

Students and supervisors should become familiar with the Guidelines for Supervision of Graduate Students.

<http://www.sgs.utoronto.ca/currentstudents/Pages/Find-a-Supervisor.aspx>

Supervisor's Responsibilities

- The supervisor will direct the graduate program of the student facilitating timely completion of research, thesis writing and defense, in accordance with their Graduate Department's guidelines.
- The supervisor is expected to provide mentorship and serve as an academic role model.
- The supervisor and student together will recruit appropriate members for the graduate program advisory committee. The first meeting of the program advisory committee should occur within the first 6 months of initial registration and at least every 6 months following.
- The supervisor will ensure appropriate continuing supervision of the student during any leave of absence from the University, e.g., sabbatical.

Student's Responsibilities

The student is responsible for becoming familiar with and adhering to the rules, policies and procedures of the Graduate Department, the School of Graduate Studies and the University.

School of Graduate Studies: <http://www.sgs.utoronto.ca/>

Standards of Professional Practice Behaviour for all Health Professional Students:

<http://www.governingcouncil.utoronto.ca/policies/ProBehaviourHealthProStu.htm>

- The student is responsible for preparing a research plan in consultation with their supervisor, and meeting with and reporting to the supervisor regularly.
- The student must continue to make adequate progress toward degree completion, documented by reports of the program advisory committee. Failure to have at least one program advisory committee meeting per year for full time students (or 1 meeting every 2 years for part time students) may result in loss of good academic standing.
- In the Rehabilitation Sciences Institute, the recommended time to completion of the MSc is 2 years and the PhD is 4 years, including the time for thesis preparation and the final thesis defense.

B. RESEARCH SAFETY AND ETHICS

Research involving human subjects, experimental animals, radioisotopes and/or bio-hazardous agents must have a formal protocol approved by the research institution (University or affiliated teaching hospital). These protocols must be available to and adhered to by the student.

Research Involving Human Subjects/Animals:

The University of Toronto requires that all graduate student and faculty research involving human subjects be reviewed and approved by the relevant institutional Research Ethics Boards (REBs) before work can begin. Although research methodologies differ, the fundamental ethical issues and principles in research involving human subjects are common across all disciplines. The standards that must be met are set out in the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2) (<http://www.pre.ethics.gc.ca/eng/index/>). This "living" document outlines the guidelines for research involving human subjects in Canada and is the creation of the three major Canada research councils (CIHR, NSERC, SSHRC).

Research Ethics: <http://www.research.utoronto.ca/for-researchers-administrators/ethics/>

Research Safety Involving Radioisotopes/Bio-hazardous Agents:

The supervisor is responsible for ensuring that relevant Occupational Health and Safety legislations and guidelines are communicated to the student and adhered to as proper laboratory and/or clinical practice. Students must attend appropriate training sessions (e.g., Laboratory Safety, Radioisotope Safety), as required by University or Research Institute policy. Supervisors are responsible for ensuring that such training is provided and undertaken by their students.

Environmental, Health and Safety: <http://www.ehs.utoronto.ca/services.htm>

Community Safety and Sexual Harassment Guidelines and Policies:

It is the goal of the University of Toronto to create an environment where students, faculty and staff can feel safe to learn, work and live. Below is the link to safety resources on campus.

<http://discover.utoronto.ca/student-life/safety>

The University of Toronto has specific guidelines and policies about sexual harassment covering students both on- and off-campus. The document below addresses the guidelines and policies that apply to Faculty of Medicine students whether they are located on campus or in the affiliated hospitals and research institutes.

<http://www.glse.utoronto.ca/code-conduct>

C. INTELLECTUAL PROPERTY

The student and the faculty members are expected to be familiar with and to adhere to the most current University of Toronto guidelines and policies relating to graduate research that include, but are not limited to, the following documents.

Intellectual Property Guidelines:

<http://www.sgs.utoronto.ca/currentstudents/Pages/Intellectual-Property.aspx>

Guidelines for Faculty of Medicine Graduate Students and Supervisors in the Context of Commercialization of Inventions Based on Thesis-Related Research:

<http://www.glse.utoronto.ca/code-conduct>

University of Toronto Policy on Inventions:

<http://www.governingcouncil.utoronto.ca/policies/invent.htm>

D. GRADUATE STUDENT STIPEND

The University of Toronto policy is that doctoral graduate students must receive minimum stipends during the normal graduate degree program duration, as outlined in the Graduate Unit's Funding Policy. If such support is not derived completely from external and internal fellowships or awards, then it is expected that the supervisor will provide the balance of support.

- The minimum stipend in the Rehabilitation Sciences Institute is \$25,500 for 12 months for full-time MSc students and \$26,500 for 12 months for PhD students. Funding will be pro-rated to the number of months the student is registered in the 12-month academic year.

- Full funding must be provided in the first 2 years for MSc, 4 years for PhD and 5 years for direct entry/transfer to PhD.
- In the case of a VISA student, the supervisor agrees to provide the minimum stipend of \$15,000 plus tuition fee and incidental fees for 12 months. Funding will be pro-rated to the number of months the student is registered in the 12-month academic year.
- Supervisors are expected to provide funding to students.
- Salary earned as a Teaching Assistant is not part of the Graduate Student stipend in the Faculty of Medicine.
- It is strongly recommended that supervisors not employ their own students for duties related or unrelated to thesis research as conflict of interest between employee and employer falls outside the mandate of the student-supervisor relationship.
- Students are expected to compete for all relevant awards from external agencies such as CIHR, OGS, NSERC, SSHRC, charitable foundations, as well as awards internal to the University including QEII-GSST and OSOTF awards.

Note:

The Faculty of Medicine, University of Toronto has a guaranteed minimum funding policy, providing T4A studentships for our doctoral stream graduate students. This guaranteed studentship is exclusive of, and may be in addition to T4 taxable income that graduate students may earn from teaching or research assistantships. To ensure that you receive this minimum studentship funding and to ensure that the funds are administered in accordance with the terms of their sponsors, your Social Insurance Number (SIN) will be used in GradSIS only to collect information about your studentship stipends paid to you from various sources. Some sources from which information will be collected using your SIN include the University's Accessible Campus Online Resource Network (ACORN), the University's Human Resources Information System (HRIS), our affiliated hospitals, and granting agencies. The SIN information will remain secure and will not be stored in an identifiable format.

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to <http://www.utoronto.ca/privacy> or contact the University Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.