

**Template for the “Supervision Letter of Understanding,” between
M.Sc Students and their Advisor(s)**

School of Computer Science, McGill University

Name of Student: Michael Haaf

Name of Advisor(s): Morgan Sonderegger

For each topic below, the student should include a summary of the outcome of the discussion. The final letter should be signed by both the student and the advisors(s) and uploaded by the student to *MyProgress*. It is understood that all of these issues can be reassessed each year at the student and/or advisors discretion.

A meeting between the student and advisor took place on _____ to discuss the following topics. We summarize the outcomes for each topic below:

1) Timeline for course completion

What particular courses do I need to take and by when? How many courses do I need to take each semester?

2) Meetings

How often shall we meet during the first year and how will this change during the course of my degree? Is there a preference for scheduled meetings or can I drop by when needed?

3) Lab, and Lab Meetings

What are the expectations regarding the lab? Do grad students normally have to work in the lab? Do they work individually or in teams?

4) Time allocation to working and vacations

5) **Determination of research topic**

Can we define a timeline and approach?

6) **TAing and teaching**

What are the student's teaching expectations?

7) **Applications for external funding**

What expectations are there for the student applying to bursaries, fellowships, etc?

8) **Conferences, workshops, and summer schools**

What opportunities are there and how will we proceed?

9) **Seminar and Colloquium Participation**

What are the expectations?

10) **Feedback from the advisor**

What are the expectations surrounding feedback on thesis chapter submissions and research articles?

11) **Publications**

What are the expectations surrounding research articles? Are they expected to be completed and submitted before the thesis?

12) **What happens should problems arise?**

We understand that any important issues that arise throughout the course of the degree be addressed first by the student and the advisor. In cases where the student still feels certain issues have not been addressed, they **will and should talk privately with the GPD.**

13) **How will sabbatical leaves be handled?**

14) **Part/Full Time Jobs, summer internships.**

15) **Living in another city (remote supervision).**

Is that a possibility for some parts of the duration of the studies?

Student's signature: _____

Supervisor's signature: _____

Date: _____