

Supervisor – Candidate Checklist on Essential Points of Agreement

To be completed within 2 months of first enrolment

Name of Candidate

Department.....

SCMP

Name of Principal Supervisor.....

Name of Associate Supervisor.....

1. The Principal Supervisor has explained his/her supervisory role and expectations to the candidate.
2. The Principal Supervisor, at a tripartite meeting with the Associate Supervisor, has clarified the role of the Associate Supervisor to the candidate.
3. The Associate Supervisor has discussed his/her expectations with the candidate.
4. The candidate and supervisors have agreed on modes and frequency of consultation.
5. The Principal Supervisor has arranged through his/her Department for adequate resources, including accommodation, to be made available to the candidate.
6. The Principal Supervisor and Associate Supervisor have approved the candidate's proposal and time line.
7. The Principal Supervisor has anticipated needs that will arise based on the project needs as well as the Principal Supervisor's and candidates plans, eg. a tool of research such as statistics or foreign language skills; OSP or any extended leave of absence.
8. The Principal Supervisor has discussed Departmental, Divisional and University (PGRF and MI) funds in relation to the candidate's project needs and has approved an overall budget.

Any further comments may be attached to this report with the signatures of parties to the comments.

Candidate's signature

Date

Principal Supervisor's signature

Date

Associate/Adjunct Supervisor's signature

Date