



**Graduate Department of Public Health Sciences  
Ph.D. Student-Supervisor Conversation**

*All Ph.D. students and their supervisors must complete this form at the intake meeting with the Ph.D. Program Director. The signatures of student and supervisor indicate that they have discussed the issues listed herein. A copy of the signed checklist will be kept in the student's file.*

*Note that this document is based substantially on the material contained in SGS's "Graduate Supervision".*

<b>Date</b>	
<b>Student Name</b>	
<b>Student Number</b>	
<b>Supervisor Name</b>	

**Title of Dissertation (if known; otherwise, topic to be addressed in the Student's dissertation research):**

**Signatures**

**Our signatures confirm our review of and agreement on the checklists, for supervisors and for students, which follow on the next two pages**

\_\_\_\_\_

**Student**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Supervisor**

\_\_\_\_\_

**Date**

## **Checklist for Supervisors: Roles and Responsibilities**

All supervisors are expected to have good knowledge of the Ph.D. Program.

### **To establish a collegial environment, I will:**

Create a positive work and learning environment free from discrimination and harassment

Provide advice on professional development and both academic and non-academic career opportunities

Be available to my student as the first point of contact for conflict resolution or during moments of transition.

### **I will undertake the following academic mentoring activities:**

Assist the student in navigating the program of study and the University community

Assist the student about the requirements for the degree, policies of the University (such as the [Policy on Ethical Conduct in Research](#) and [Code of Behaviour on Academic Matters](#)) and School of Graduate Studies as well as resources and referrals to campus services

Advise and approve, if appropriate, all aspects of the student's academic program including courses, comprehensive examinations, seminar attendance, dissertation proposal requirements, Research Ethics Board approval, departmental dissertation defense prior to the SGS Final Oral Examination

Help the student formulate an appropriate research project. Discuss the required knowledge and skills to undertake the desired research program, the expected time to completion and the expected level of independence

Assist the student in selecting the supervisory committee, and in ensuring that the committee members provide constructive and timely input into the research proposal and conduct

Review and constructively comment upon the annual activity report

Meet regularly to provide constructive input into the student's research project and provide an assessment of the student's progress

Provide timely and constructive feedback on all written documents relevant to the dissertation research

Provide timely references, both during the program and after degree completion

Assist the student with professional networking both during the program and after degree completion

Discuss issues of authorship and intellectual property early in the student's program, referring to the [School of Graduate Studies' Intellectual Property Guidelines for Graduate Students and Supervisor at U of T](#) and the [SGS Intellectual Property Awareness Form](#)

**I have discussed funding issues with my student including:**

The stipend that I will provide to the student annually

Assistance with applications for Teaching and/or Research Assistantships

Level and duration of funding related to the conduct of the dissertation research, and for travel to conferences and travel for research

Assistance with the preparation of applications for external funding, including personnel awards and research operating grants

Assistance with the acquisition of research and study space

**I have discussed the academic program with my student including:**

How and when the supervisory committee will be formed

My role in selecting appropriate and eligible members

The role of the supervisory committee

Ensuring that the supervisory committee meets a minimum of once per year to assess the progress of the student

The frequency, length, and format of individual and/or group meetings, including the preferred method of communication and timelines for feedback

Roles and responsibilities of others involved in the student's research program (e.g., postdoctoral fellows, lab managers, fellow students) and "lab etiquette"

Expectations for student work hours and vacation

How I will develop a plan of continuity of supervision during any of my extended absences (i.e., sabbatical, parental leave, research leave, conference travel) or absences of others who may be critically involved in the student's research

How we will select reviewers for the proposal defense, the departmental dissertation defense, and the SGS Final Oral Examination

### **Checklist for Students: Role and Responsibilities**

All Ph.D. students are expected to have good knowledge of the Graduate Program and its requirements and timelines, and to maintain Good Academic Standing.

**I chose my supervisor (or agreed to the choice) after appropriate review of supervisor options**

**I have had sufficient initial meetings with my supervisor and have discussed:**

Potential or actual dissertation topic

Funding, including the supervisor stipend

Applying for scholarships and awards

Teaching assistantships

Research assistantships

Availability of space

Expected hours of work

Timelines and major program milestones, including anticipated completion time

When and how the supervisory committee will be chosen

Nature of guidance from the supervisor, and the supervisory committee

Nature of the involvement of the supervisory committee members

Frequency and style of meetings, both formal and informal

Who arranges formal committee meetings

Methods of informal communication

Turnaround time for major questions, drafts of chapters of the dissertation, publications, conference presentations

Intellectual property (IP) issues, including authorship on publications, conference presentations

Other IP issues including industry involvement, publication embargoes, patents

**I understand and have discussed with my supervisor my program requirements including:**

Required and elective courses

Comprehensive examination

Attendance at seminars

Dissertation research proposal – preparation and oral defense

Research Ethics Board (REB) review

Candidacy requirements and timeline

Departmental defense of dissertation prior to SGS Final Oral Examination