

Supervision. You are expected to conduct research under the general guidance of your Supervisory Committee. We will meet regularly and provide a formal report of the meeting(s) of the Supervisory Committee, which will be held at least once per year, to the Anatomy & Cell Biology Graduate Studies Committee.

Records of data / Authorship. Original records must remain with the lab. You may take copies with you when you have completed your 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 in the *Intellectual Property Guide*, available from the Faculty of Graduate Studies, and at www.policy.ubc.ca (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.

Policies for Graduate Students in an Industry-Supported Environment. The Faculty of Medicine has developed policies for graduate students in an industry-supported environment. If some or all of the research is funded by a corporate sponsor, a separate document ("Corporate Sponsorship of Graduate Student Research") **must** be completed, with copies to the Graduate Advisor, Supervisory Committee members, and Assistant Dean, Graduate Education (Faculty of Medicine). The policy and document are at <http://www.med.ubc.ca/policies/CorporateSponsoredResearch.pdf>.

Conflict Resolution. The Faculty of Graduate Studies 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 the Faculty of Graduate Studies at any step; additional information is provided in *A Handbook of Graduate Supervision at UBC* (1998), prepared by the Centre for Teaching and Academic Growth (available at <http://www.grad.ubc.ca/students/supervision/index.asp?menu=000,000,000,000>).

1. The student and supervisor (or other party, e.g. the student's Supervisory 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 departmental graduate advisor.
3. If a problem cannot be resolved with the assistance of the departmental graduate advisor, the department head should be consulted.
4. The problem and all steps taken to resolve the problem may progress to a review by the Dean of the Faculty.
5. If no resolution can be achieved within the Faculty, the problem may ultimately be taken to the Dean of Graduate Studies. The Dean of Graduate Studies 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 the 1st 2nd 3rd 4th 5th 6th (circle as appropriate) year of this 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 RENEWED ANNUALLY BY OCTOBER 1st and the new agreement should be forwarded to the Department of Anatomy & Cell Biology Graduate Studies Committee, with a brief explanation of any changes to the previous agreement.

Research Supervisor

Date

Student

Date

Head of Department

Date

Upon completion, a copy of this agreement should be retained by each party and the original should be placed in the student's Departmental file.