

Checklist of Expectations for Graduate Student and Project Partner

Students Name: Students work institution:	UCID:
Program/Specialization:	Supervisor: Co-supervisor (if applicable):
Project Partner's Name: Institution:	Graduate Program coordinator:

General Project Partner's Responsibilities

The aim of this checklist is to define the expectations of the graduate student and the project partner. Questions about the suitability of any part of this document is to be directed to the Graduate Program Coordinator or Dean of the University of Calgary in Qatar. Each party should retain a copy of the signed document. Once completed, the document is to be submitted to the Graduate program coordinator for insertion into the students' file.

The project partner must be available for mentoring, and to provide guidance and advice to students. The project partner is expected to provide feedback and minor editing of the student's work on the thesis, scholarship applications, grant proposals, project papers and product abstracts, and manuscripts for publication. The intellectual property that is expected to result from, or is necessary for, the student's work should be discussed in advance and agreed upon between the student supervisor and the project partner.

The student and the project partner are expected to go over the items listed below, and to check each box as that item is dealt with. Each item should prompt some discussion. Completion of this document may take several meetings, but it is expected that it will be completed by the end of the first semester of registration. Signatures at the end of this document indicate that these items have been discussed.

Checklist to be completed by the Project Partner, Student, and Supervisor

	Project Partner	Student	Supervisor
The project partner will provide guidance regarding the focus, relevance, and application of the proposed project.			

<p>The project partner will support access to necessary data, prior work, and so forth that have relevance to the student's project.</p>			
<p>The project partner will support the development of an inter-professional network of experts in practice as appropriate.</p>			
<p>The project partner will review the final project documents prior to the notice of the exam going forward and participate in the comprehensive exam. The oral exams are from 6 pm to 7:30 pm (usually during the third week of January and into the month of February). Course-Based- Oral Comprehensive Exam Process</p>			
<p>The examining committee which includes. the project partner, supervisor (co-supervisor if applicable) and external examiner assess the quality of the written and oral performance to determine whether or not the project meets established standards for graduate quality work.</p>			
<p>The project partner may choose to be more closely involved in the project and this involvement may also include being the third author on any publications arising from the project. These arrangements will be made in writing during early meetings that establish the project partner's involvement. Review and sign the Authorship policy</p>			

Signatures:

Students signature
Date

Supervisor signature
Date:

Project Partner signature
Date

Co-supervisor Signature (if applicable)

Graduate Program Coordinator
Date