University of British Columbia
Department of Computer Science

Supervisory Agreement Form for the PhD Research Proficiency Evaluation (RPE)

According to UBC Policy 85, graduate student supervisors are to outline issues such as stipends, supervision, research data and publications to new members of their research team. Please read the following carefully, then sign and return a copy to the department's graduate office.

Student Stipend:

Form of Support:	Teaching and/or Research Assistantships
Duties:	A combination of teaching and/or research activities
Number of hours:	Teaching and research assistantship duties are based on an average of 12 hours-per-week
Conditions of Support:	To receive our financial support, the student must be:

- a registered full-time UBC graduate student;
- in good standing and making satisfactory progress in the academic performances;
- achieving satisfactory performance in the assigned teaching and research assistantship duties.

If the student receives additional funding from fellowships or other sources, he or she is required to inform the department. The financial support will be modified accordingly.

Area of Research: The student's area of research will be _____.

Room number of your desk: The student's desk will be located in _____ (optional). If the room is different from the information in the department userinfo directory, the student should update it.

Supervision: The student is expected to conduct research under the general guidance of the supervisory committee. The student should meet regularly with the supervisor and the student's progress will be periodically reported to the department.

UBC's Intellectual Property Policies (universitycounsel.ubc.ca/policies) on Scholarly Integrity, Research, Patents and Licensing. The student should be aware that UBC has a number of policies governing intellectual property: Policy 85: Scholarly Integrity, Policy 87: Research, and Policy 88: Patents and Licensing. These policies apply to all faculty, staff, students, and anyone connected with the University, such as visiting faculty or researchers who develop intellectual property using University facilities or with funds administered by the University.

Other Conditions (if any): Supervisor(s) can attach additional conditions (initial any additional pages).

By signing this form, the supervisor(s) hereby confirm that they will commit to take the student through the RPE process. If the student passes the RPE, they agree to continue as the student's supervisor(s). They will provide financial support according to the departmental policies. They will be released from any these responsibilities only if supervision is transferred to other faculty member(s), with their full agreement.

I have read the contents of this letter and I understand them.

_____   _____   _____
Supervisor's Signature   Name (please print)   Date

_____   _____   _____
Co-Supervisor's Signature (if applicable)   Name (please print)   Date

I have read the contents of this letter and I understand them.

_____   _____   _____
Student's Signature   Name (please print)   Date