



Supervisor–Student Agreement Form

INSTRUCTIONS: Completion of this form is an annual requirement for students to receive stipend pay installments. The student should fill out parts 1–3, sign the form, and then email the partially completed form to the supervisor. The supervisor should fill out parts 4–5, sign the form, and then return the fully completed form to the BME administrative offices (grad.bme@utoronto.ca and copy hr.bme@utoronto.ca) by email.

PART 1: STUDENT INFORMATION		U of T File Code 765-01	Last revised 20219
Full name (official name of record)	Student number		
U of T email	Legal status Domestic <input type="checkbox"/> International <input type="checkbox"/>		
Initial registration for graduate studies at U of T Year: Month:	Degree program MASC <input type="checkbox"/> PHD <input type="checkbox"/>		
Year of study Year:	Research location		

PART 2: STUDENT INCOME	
2A. Departmental funding support U. of T. Fellowship - BME Amount:	2B. Award 1 Name: Amount:
2C. Award 2 Name: Amount:	2D. Award 3 Name: Amount:
2E. Award 4 Name: Amount:	2F. Award 5 Name: Amount:
2G. Other (e.g., MD/PhD stipend, etc.) Source: Amount:	2H. Total student income (sum of 2A–G) Amount:

PART 3: STUDENT TEACHING INCOME		NB: TA income is extra (i.e., excluded from stipend calc.)	
Teaching assistantship 1 Course: Amount:	Teaching assistantship 2 Course: Amount:		

PART 4: SUPERVISOR INFORMATION	
Primary supervisor (full name)	Co-supervisor (full name)
Primary supervisor's institutional email	Co-supervisor's institutional email

PART 5: SUPERVISOR(S) FUNDING SUPPORT	
5A. Research grant funds are managed by BME Yes <input type="checkbox"/> No <input type="checkbox"/>	If you answered "No" to 5A, your grants are managed by
5B. Supervisor funding support Amount:	If you answered "Yes" to 5A, provide CFC & fund numbers
5C. Special payment instructions (e.g., allocate multiple grants, etc.)	



Institute of Biomedical Engineering
UNIVERSITY OF TORONTO

PART 6: AGREEMENT

6A. Academic year (e.g., 2021-22)	6B. Total student stipend (sum of 2H and 5B)
6C. Student signature	Date:
6D. Primary supervisor signature	Date:
6E. Co-supervisor signature	Date:

FUNDING TERMS & CONDITIONS: Submission of this form is required every year for the student to receive the stipend. Delays in form submission will result in payment delays. Submission of this agreement serves as confirmation that the supervisor and student have discussed and reached consensus on the student's funding package for the upcoming academic year. The stipend is subject to the student's good academic standing, satisfactory progress in the graduate program, and availability of funding. In accepting a student, a supervisor commits to ensuring to the best of her/his ability that funds are available to support the student for the full duration of the student's program. Students are responsible for paying all tuition and fees from the stipend and are subject to penalties due to late or overdue fees. Students who do not have multi-year awards are expected to apply each year for all scholarships for which they are eligible.

GENERAL CONDITIONS OF SUPERVISION: All Biomedical Engineering (BME) graduate students are accepted under the General Regulations of the School of Graduate Studies (SGS). The supervisor and student are assumed to have read the SGS policies pertaining to academic programs, procedures, and supervision guidelines (see <https://sgs.calendar.utoronto.ca/general-regulations>). Furthermore, both parties agree that:

1. The supervisor will direct the graduate program of the student and facilitate timely completion of research, thesis writing and defense, in accordance with BME and SGS guidelines.
2. The supervisor will provide mentorship and serve as an academic role model.
3. The supervisor will choose appropriate members for the supervisory committee and ensure, jointly with the student, that the ongoing supervision is appropriate and timely. Committee meetings must be scheduled at least once every twelve months (or more frequently if necessary).
4. The supervisor will ensure appropriate continuing supervision of the student during any leave of absence from the University (e.g., research and study leave/sabbatical).
5. If the supervisor is not on site at the University or its affiliated teaching hospitals, s/he cannot supervise BME students.
6. Both student and supervisor will make every reasonable effort to obtain funding for the student equivalent to the BME guarantee minimum stipend.

TEACHING ASSISTANTSHIP(S): BME graduate students are not required to perform as teaching assistants. Teaching income is not included as part of the guaranteed minimum stipend amount. In other words, students may receive TA income on top of the guaranteed minimum stipend. However, students must obtain supervisor approval prior to taking any TA position(s). If a student becomes employed as a teaching assistant, the TA income should be reported because this agreement declares all monies allocated to student funding for the full academic year.