**Graduate Studies Success Plan**

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| *Research Project Title:*  |  |
| *Research**Student Name:* |  |
| *Name of ÉTS Supervisor:* |  |
| *Name of Co-Supervisor**(if applicable):* |  |
| *Targeted Degree:*  |  |
| *Original Enrolment Date:* |  |
| *Expected End Date:* |  |

This guide is a non-binding document describing the agreement between a supervisor❖ and a research student team member to ensure a mutual understanding of what is expected of each party.

It should be specified at the onset that the Success Plan⧫ resulting from this agreement is not a contract, commitment or any other form of binding constraint with fixed factual elements that rigidly crystallize the course of study with immutable milestones, inexorable deliverables, and dates that cannot be changed.

This document is normally used for the first official meeting between a supervisor and a research student. It is fully adaptable to the needs of each party and the type of program in which the research student is enrolled. It is also possible to produce an updated version at a later date making clarifications/changes during the course of the project, in a multi-year project for example, or when conditions change substantially, such as the prolonged absence of either party.

Beforehand, both parties should review the ***Success Plan*** page on the Dean of Studies website.

In this document, \*\*\* indicates that a short text must be inserted to specify a date, duration or number: these parameters are intended to better define the project. Once the information has been included, the document can be: A) printed with boxes checked, and signed by each party; B) converted directly to PDF, and digitally signed. Each party keeps a copy.

❖ *And a co-supervisor, if applicable. This guide allows the inclusion of a co-supervisor in the project at the outset or at a later date when desired by both parties.*

⧫ *This plan does not attempt to cover every possible situation. It is at least 8 pages long when completed. It could have been more comprehensive, but it would have made it cumbersome to choose between items for discussion.*

**Supervised Study Discussion List for Planning Meeting**

**Preliminary Preparation –** Documents preferably reviewed before the planning meeting

*Please read the listed documents beforehand. At the project planning meeting, please simply review verbally each topic.*

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| **Documents to be Reviewed◆** |
| 1. Roles and responsibilities of the research supervisor
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| 1. Roles and responsibilities of the research student
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| 1. Documents relative to the regulatory framework, available on the General Secretariat website
	1. *Règlements des études de cycle supérieurs*, 2019, 63 p. (Graduate Studies regulations, in French).
	2. Policy on Research, Integrity and Responsible Conduct, 2017, 15 p.
	3. Research Ethics Policy, 2012, 24 p.
	4. Intellectual Property Policy and Regulations, 2012, 25 p.
	5. Policy for a Respectful and Harassment-Free Work, Study, and Living Environment, 2021, 17 p.
	6. *Règlement sur l’encadrement des relations de proximité dans le cadre de rapports d’autorité,* 2018, 2 p. (Regulation on close relationships within the framework of authority relationships, in French).
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◆ The research supervisor should have already reviewed and be familiar with these documents.

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| **Sites and Documents to be Reviewed by the Research Student** |
| Links are available on the “Success Plan” page of the Dean of Studies |

**Initial Planning of the Research Project** – Documents prepared by the research student before the initial planning meeting.

*The research student shall prepare a preliminary version of the following documents. This version will be discussed and clarified at the project planning meeting.*

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| **Documents to be Prepared by the Research Student** |
| 1. One-page summary of the project *– Project goals and scope, theoretical reference framework, planned courses and activities, length of study, proposed supervision and collaboration arrangements, desired publication activities, responsibilities in preparing dissertation/thesis and publications, funding arrangements.*
 |
| 1. Identification of the research topic – *Form available from the Dean of Studies: objectives, justification, methodology, impact*. This version will be discussed at the meeting, and finalized before submission to the Dean of Studies.
 |
| 1. Timeline\* of the research project – *Initially prepared by the student from available templates before the first meeting*. The final version of this timeline is to be **attached** to this document in the following months.
 |
| 1. Motivation, professional expectations, career plan, desired skills and abilities – *Short text on each topic, initially prepared by the student before the meeting and potentially sent by email*.
 |
| 1. Curriculum vitae – *Both parties discuss the research student’s CV, highlighting experience and abilities relevant to the project, its objectives and methodology*.
 |
| 1. NSERC APPENDIX D form giving permission to quote the person.
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\* There is no specific format to follow, but adaptable examples are available on the *Study Framework* page of the Dean of Studies website.

**Discussion List for Planning Meeting (continued)**

**Research Project Framework and Collaboration**

*Please agree on the running of the mentoring process. Add written details, if applicable.*

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| Is there a current or planned co-supervisor: ❒ Yes: Name \*\*\*; ❒ No |
| Research team meetings (frequency, type, role): \*\*\* |
| Individual meetings – The research student is responsible for preparing the meetings with the supervisor and co-supervisor, if applicable (frequency, type, other):\*\*\* |
| Method of documenting the research student’s progress – Roadmap, progress report, free format; simple and short templates are available. The research student is responsible for preparing these documents at the follow-up meetings: \*\*\* |
| Established communication rules – Email, phone, time off, email response times, etc.: \*\*\* |
| Expected availability from both parties – Be as specific as possible: \*\*\* |
| Type of relationships expected by both parties – Be as specific as possible (strictly professional or more personal, participation in research group social activities, etc.): \*\*\* |
| Arrangements in case of prolonged absence from the research student or supervisor: \*\*\* |
| Feedback on writing assignments – See Deliverables: \*\*\* |
| Yearly vacation – Duration, scheduling, etc.: \*\*\* |
| Planned versus actual project duration – How many additional sessions from the original plan will be acceptable before ending the project without graduating: \*\*\* |
| Management mechanisms for possible conflicts between the research student and the supervisors – How to proceed, who to contact, should work be stopped, should a thesis be converted into a dissertation, etc.: \*\*\* |

**Discussion List for Planning Meeting (continued)**

**Research Project Deliverables**

*Please agree on the deliverables normally expected during the project. It is possible to complete this discussion later on and, also, that some questions may not apply to all projects/to your own study project.*

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| Report, Dissertation or Thesis: ❒ Standard; ❒ With articles: \*\*\* |
| Number of refereed scientific articles normally expected – Set a number but give more details if possible: \*\*\* |
| Number of participations in conferences and seminars – See previous comment: \*\*\*  |
| Participation in the preparation of grant applications – Is this relevant, desired: \*\*\*. |
| Literature review – Timeline, expected content, format, possibility of periodical articles, etc.:\*\*\* |
| Student and supervisor contributions, respectively, to publications and other joint papers – First author, scope of contributions, types of publications, etc.: \*\*\*  |
| Student and supervisor contributions, respectively, to thesis or dissertation – Adherence to the required ÉTS format, type of support provided by the supervisor, number of expected revisions, actions in the event of an inadmissible draft, responsibility for minimum quality level, etc.: \*\*\*  |
| Courses to pass (graduate level) and courses to be specifically included in the study plan (research master’s only), other courses, if applicable: \*\*\* |
| Revised time lines – Original time line will likely be modified due to unforeseen events in research (frequency of discussion and updates): \*\*\* |
| Student’s written follow-up reports\* – These reports may be very brief (frequency of reporting): \*\*\* |
| Draft versions of thesis or dissertation – Frequency of submissions (4 months? 12 months? other?): \*\*\* |
| Other deliverables: specify, discuss, summarize: \*\*\*  |

\* There is no specific format to follow, but adaptable examples are available on the *Study Framework* page of the Dean of Studies website.

**Discussion List for Planning Meeting (continued)**

**Research Environment** – Nothing to prepare before the planning meeting

*The research supervisor\* presents the physical and financial parameters of the research environment.*

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| **Topics to be Covered** |
| Work schedule, number of regular weekly hours devoted to the project: \*\*\* hours, approx.\*\*\* |
| Additional workload – Internal or external employment, number of hours, etc.: \*\*\* |
| Relationship of this project to other projects in the research group:\*\*\* |
| Access to an office: ❒ Yes, Room: \*\*\*; ❒ No. Special arrangements:\*\*\* |
| Access to a laboratory: ❒ Yes, Room: \*\*\*; ❒ No. Security, behaviour, special arrangements:\*\*\* |
| Access to a computer: ❒ Yes, Type: \*\*\*; ❒ No. Special arrangements: \*\*\* |
| Access to specialized software: ❒ Yes, Type: \*\*\*; ❒ No. Special arrangements:\*\*\* |
| Expected arrangements related to collaboration with the other members of the research team: \*\*\* |
| Other topics related to the research environment – Specify and discuss: \*\*\*  |

\*and co-supervisor, if applicable.

**Discussion List for Planning Meeting (continued)**

**Research project funding** – Nothing to prepare before the planning meeting

*The research supervisor\* presents the financial parameters of the support provided to the project in terms of research grants and agreements, materials and travel expenses. The research student presents their needs.*

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| **Topics to Be Addressed** |
| Does the research student have a personal grant: ❒ Yes; ❒ No. If yes: type, provenance, amount, duration.\*\*\* |
| Does the supervisor have funds to offer a grant: ❒ Yes; ❒ No. If yes, amount.\*\*\* |
| Funding sources: Duration, procurement method, chances of termination (primary or sole grant partner unilaterally terminating a project), public, private partners, etc.: \*\*\* |
| Conditions for obtaining and maintaining the scholarship offered by the supervisor, if applicable – Start, end, changes, expected results, academic performance, time line, etc.: \*\*\* |
| Student responsibility in seeking funding for their project, whether personal (applying for internal/external grants) or for the research group (grant to enhance the project):\*\*\* |
| Possibility of an internal employment contract: ❒ Yes; ❒ No. If yes: type, frequency, salary, etc.\*\*\* |
| Anticipated research expenditures on hardware or software licenses, external human resources, subscriptions, etc.: \*\*\* |
| Reimbursement of research and event participation expenses: Type of reimbursed expenses, lump sum? In the form of a grant? Specify without going into details.\*\*\* |
| Other matters related to research project funding – Specify and discuss: \*\*\*  |

\*and co-supervisor, if applicable

**Discussion List for Planning Meeting (continued)**

**Other Discussion Topics related to Planning and Framing the Research Project** – Nothing to prepare before the planning meeting.

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| Additional text, if applicable:  |

**Signatures**

The signers of the *Graduate Studies Success Plan* have read all seven sections of the plan and confirm having discussed the topics included in the sections. The signing of this document by each party does not, however, constitute a commitment, contract, or any other form of constraint binding the parties for the duration of their association. It merely confirms that the parties have discussed the subject contained in the document and have reached an agreement that is intended to further the objectives listed on the first page of the document.

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| Date | YYYY-MM-DD |
| *Signatures* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name of the Research Student**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name of Research Supervisor**Title(s)AffiliationÉcole de technologie supérieure\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name of Research Co-Supervisor, if applicable**Title(s)AffiliationInstitution, company or organization |