

**Graduate student - advisor research agreement
(change of advisor)**

The purpose of this document is to establish an advising relationship between the student and advisor(s) signed below effective (MM/DD/YY). Both parties recognize that the 'clock' for the student in the Ph.D. program does not reset with the change of advisor and that all the deadlines established by the Graduate School must be met by the student.

Please check all that apply:

- ☐ This agreement adds a co-advisor to a previously established advising relationship.
- ☐ We have discussed potential research directions and possibility of future support as a research assistant.
- ☐ We have discussed the topics listed on the following page.
- ☐ (optional) We have signed an additional contract required by the advisor (Please share the contract with the Graduate Admin to have it added to your record)

Student's Name	Date
Advisor's Name	Date
Co-advisor's Name	Date
DGS signature	Date

Release from previous agreement (if a change)

By typing their names below, the students and advisors acknowledge that the above agreement is terminated effective _____.

Student's Name	Date
Advisor's Name	Date
Co-advisor's Name	Date
DGS signature	Date

Graduate student - advisor: shared expectations

Below is a non-exhaustive list of topics for a discussion between a graduate student and a potential advisor prior to signing the research agreement. The list is based on a Shared Expectations document prepared by the Graduate School: <https://graduateschool.nd.edu/graduate-training/intellectual-community/sharedexpectations/>

Lab/Group Culture

Talk about the typical culture within the lab or research group:

- Learn about typical work hours (start, stop, total, safe to work alone, weekends, holidays, *etc.*)
- Discuss time off for vacation and other leaves
- Discuss a typical timeline for invitation to candidacy and the duration of the thesis project
- Establish the frequency of mentor – mentee meetings (individual and group meetings)
- Ask about preferred modes of communication and typical response times (of both the student and the advisor)
- Discuss evaluation criteria and frequency for research performance (*eg.*, reports, publications, theses chapters or other deliverables, requirements for invitation to candidacy)
- Review the requirements for [responsible conduct of research](#) (data storage, logbooks, ownership and sharing of developed codes, *etc.*)
- Discuss any safety trainings that are required to conduct research at the lab
- Determine what work space is available to grad students
- Discuss what behavior is expected / prohibited to ensure fair, respectful, and appropriate [treatment of all persons](#)

Professional Development

- Learn what professional skills are expected of those in the research area
- Identify opportunities for internships, summer schools and fellowships relevant to the research project
- Talk about how the balance between research / academic responsibilities, extracurricular activities, and personal time is maintained to ensure overall wellness
- Discuss how professional networks can be developed and maintained, both within Notre Dame, and across external networks
- Learn how the degree / training is best framed for different job opportunities across various career paths

Financial Resources

Review the resources available to support any research-related expenses:

- RA support (likely availability, timeline, and conditions for support)
- Research travel expenses ([Graduate School Resource](#))
- Conference presentation expenses ([Graduate School Resource](#)) ([GSU Resource](#))