**Graduate Education Management System (GEMS)**

**Student - Supervisor Agreement Form**

**Definition:** An Agreement Form is an annual agreement between the student, supervisor and Graduate Unit covering policies regarding the graduate program, supervision and student funding. *This process affects only the Agreement Form and is limited to the Faculty of Medicine.*

1. **START**

   Graduate Unit invites their students to complete an Agreement Form by logging into GEMS.

2. The notification to the student contains instructions to login with UTORid and additional Agreement Form completion instructions.

3. Student logs into GEMS and provides information. Student can provide info with his/her supervisor on-line. The Form remains in 'student edit' status until submitted.

4. Automatic e-mail notification is sent to the supervisor with login instructions to GEMS. Supervisor will see list of his/her students' Forms in 'student submitted' status to review, complete and submit.

5. Graduate Units will see list of their students' forms in 'supervisor submitted' status on GEMS awaiting Departmental review. Graduate Unit grants final approval.

6. After Graduate Unit approval, automatic e-mail notification is sent to both student and supervisor inviting final review of approved agreement form.

**END**

Last revised: March 2017