

Graduate Student / Supervisor Expectations

The document is for thesis-bound students (MA and Doctoral students) and their supervisors. Ideally, supervisors and students will discuss the document, retain copies of the document, and have a copy of the document placed in a student's file. Discussion of expectations can foster open communication between **supervisors and students and prevent misunderstandings that might otherwise arise. This document is not a replacement for University rules.** To the extent that any statements in this document contradict University of British Columbia policies, rules, or regulations, the University of British Columbia policies, rules and regulations prevail. Ultimately, successful completion of a graduate program of study is the student's responsibility.

Mutual understanding of expectations between students and their supervisors is critical to the success of a graduate program. This document is intended to be read and discussed by students and their supervisors at the onset of the students' programs. This document may be re-visited and modified over time as necessary, with any revised versions held by students and supervisors and kept on students' files. Students undertaking work at the master's level will find some of the points outlined are specific to doctoral students.

Name of Supervisor and Date: _____

As your supervisor, you can expect me to support you in the following ways:

Scholarly development and research integrity

- Demonstrate commitment to your research and educational program, and offer stimulation, respectful support, constructive criticism, and consistent encouragement.
- Assist with identification of a research topic that is suitable for you and manageable within the scope of your degree.
- Have sufficient familiarity with your field of research to provide guidance as a supervisor.
- Assist you in planning your research program, setting a time frame, and adhering as much as possible to the schedule.
- Institute a supervisory committee (with appropriate input from you) and prepare for committee meetings, which will occur on a regular basis (at least once a year) to review your progress and provide guidance for your future work.
- Support you in your preparation for the comprehensive examination and admission to candidacy which will be completed within 36 months of program initiation.
- Attend your presentations in appropriate venues and join in associated discussion.
- Encourage you to present your research results within and outside the University. [Approximately how often?]
- Respond thoroughly (with constructive suggestions for improvement) and in a timely fashion to submitted, written work.
- Provide mentoring in academic writing.
- Provide guidance in the ethical conduct of research and model research integrity.
- Acknowledge your contributions, when appropriate, in published material and oral presentations [Discuss policy regarding authorship, etc. of papers] in accordance with good scholarly practice and the University of British Columbia scholarly integrity policies.

- Submit recommendations for external examiners and university examiners for the doctoral dissertation within the time frames required by the Faculty of Graduate and Postdoctoral Studies.

Financial support and resources

- Be transparent about funding and discuss your financial support issues and assist with scholarship applications and/or providing advice on academic employment opportunities.
- Assist you in gaining access to required facilities or research materials for your projects.

Communication regarding meetings, responsibilities, academic progress and goals

- Clarify my preferred style of communication with students about areas, such as student independence, approaches to conflict, direct questioning, and mentoring.
- Provide information about my availability for meetings and expectations about preparation for meetings.
- Be accessible for consultation and discussion of your academic progress and research at a minimum of once a term. [On average, our meetings will be held].
- Discuss with you the implications of engaging with activities/work unrelated to your thesis topic.
- Minimize my expectations for activities/work that may interfere with your thesis completion
- Act as a resource about managing program requirements, deadlines, etc.
- Make arrangements to ensure adequate supervision if I am absent for extended periods, e.g. more than a month.
- Encourage you to finish up when it would not be in your best interest to stay longer.
- Provide reasonable expectations about work day hours and vacation time in accordance with University of British Columbia policies.
- Explain my expectations for mode of address, professional behaviour (e.g. punctuality), when to seek assistance, response to constructive criticism, and academic performance expectations.
- Provide advice and mentorship with respect to career opportunities, which may be assisted by resources, skills, professional development, and other avenues.

General support related to respectful environment, wellbeing, and equity, diversity and inclusion

- Acknowledge and help with addressing any cultural barriers in relation to norms and expectations for your program
- Promote a research environment that is safe, inclusive and free from harassment.
- Assist in managing conflict or differences among members of the supervisory committee.

Other:

supervisor signature

supervisor print name

date

Name of Student and Date: _____

As your student, you can expect me to:

Scholarly development and research integrity

- Take responsibility for my progress towards my degree completion.
- Demonstrate commitment and dedicated effort in gaining the necessary background knowledge and skills to carry out the thesis.
- Conform to the University and departmental/school requirements for my program.
- At all times, demonstrate research integrity and conduct research in an ethical manner in accordance with University of British Columbia policies and the policies or other requirements of any organizations funding my research.
- Develop a clear understanding concerning ownership of intellectual property and scholarly integrity (refer to UBC policy on [Patents and Licensing](#), the [scholarly integrity policy SC6](#), and the [University Industry Liaison Office](#)).
- Keep orderly records of my research activities.
- Inform you in a timely manner about any of my presentations to facilitate attendance.

Responsibilities related to funding and resources

- As applicable, apply to the University or granting agencies for financial awards or other necessary resources for the research.
- Meet standards and deadlines of the funding organization for a scholarship or grant.
- Be thoughtful and reasonably frugal in using resources.
- Discuss, with you, the policy on use of computers and equipment.
- Return any borrowed materials on project completion or when requested.
- Finish my work and clear up my work space when program requirements have been completed.

Communication regarding meetings, responsibilities, academic progress and goals

- Meet and correspond with you when requested within specified time frames.
- Report fully and regularly on my progress and results.
- Maintain my registration and ensure any required permits or authorizations are kept up to date until the program is completed.
- Progress to my candidacy defense (including completion of my comprehensive exam) within 36 months of the initiation of my program.
- Work at least regular workday hours on my research project after course-work has been completed.
- In conjunction with you, develop a plan and a timetable for completion of each stage of the thesis project.
- Adhere to negotiated schedules and meet appropriate deadlines.
- Keep you and the Faculty of Graduate and Postdoctoral Studies informed about my contact information.
- Meet at regular intervals with my supervisory committee (no less than yearly).

- Complete my thesis and course work within timelines specified by the Faculty of Graduate and Postdoctoral Studies and suitable for my discipline.
- Explain to you my comfort with modes of communication (e.g. formal or informal, use of questioning) and independent activities.
- Make it clear to you when I do not understand what is expected of me.
- Describe my comfort with approaches to our academic relationship, e.g. professional versus personal.
- Take any required training programs that are discussed and agreed.
- Discuss, with you, my career plan and hopes for professional growth and development.

General support related to respectful environment, wellbeing, and equity, diversity and inclusion

- Behave in a respectful manner with peers and colleagues
- Contribute to a safe and inclusive workplace where each individual shows tolerance and respect for the rights of others.
- Respond respectfully to advice and criticisms (indicating acceptance or rationale for rejection) received from you and members of my supervisory committee.

Other:

student signature

student print name

date