THE UNIVERSITY OF BRITISH COLUMBIA
College of Graduate Studies

The College of Graduate Studies
Okanagan Campus
1161 Alumni Avenue
Tel: 250.807.8772
Email: gradask.ok@ubc.ca

Checklist of Expectations for Graduate Student and Supervisor

Graduate Student Name: _____ Student Number: _____

Program: _____ Degree: _____

Supervisor: _____ Program Coordinator: _____

The aim of this checklist is to define the expectations and responsibilities of the graduate student and the supervisor. Questions about the suitability of any part of this document should be directed to the Graduate Program Coordinator or the Dean of the College of Graduate Studies. Each party should retain a copy of the signed document and the Appendix. The completed first two pages of this document should be submitted to the Program Coordinator. The checklist may be updated as necessary.

General Expectations and Responsibilities

Graduate students hold the primary responsibility for the completion of their degree. Graduate study requires independent learning, as well as constant collaboration between the student and the supervisor. In accepting admission to a graduate program, the student is agreeing to pursue studies and scholarly work on a full-time basis (if registered full-time), under the supervision of a faculty member, to meet the regulated deadlines established by the College of Graduate Studies, and to maintain open communication with the supervisor. The student must actively seek to expand their knowledge and is expected to solve problems independently, to pursue opportunities to learn specific skills and to become familiar with a body of knowledge. The ultimate goal is to produce and defend a thesis/dissertation.

The supervisor must be available for mentoring, and to provide guidance, advice and educational opportunities. The supervisor is expected to provide feedback and minor editing of the student's work on the thesis, scholarship applications, grant proposals, abstracts and manuscripts for publication. The intellectual property that is expected to result from, or is necessary for, the student's thesis work should be discussed in advance and agreed upon between the student and the supervisor.

The student and the supervisor are expected to go over the items listed below, and to check each box as that item is dealt with. Each item should prompt some discussion. Completion of this document may take several meetings, but it is expected that it will be completed within the first two months after a student begins their program. Signatures at the end of this document indicate that these items have been discussed.

Checklist to be completed by both the Graduate Student and the Supervisor

	Student	Supervisor
• We have discussed the rules, regulations and policies governing progress through the graduate program (see Appendix).	☐	☐
• I will attend regular (weekly/biweekly/monthly, as required depending on time in the program and progress achieved) group or individual student-supervisor meetings, and I expect to be able to arrange additional meetings as needed.	☐	☐
• We have instituted a supervisory committee and agree to meet on a regular basis to review progress and provide guidance on future work.	☐	☐
• An annual report must be submitted by June 1st to CoGS, and satisfactory progress towards degree completion must be demonstrated. We have discussed program expectations regarding satisfactory progress. A student who does not demonstrate satisfactory progress will be required to withdraw from their program.	☐	☐
• I have a clear understanding of the funding that is offered, its sources, and the funding that is available for thesis research costs. The student will apply for awards and scholarships for which the student qualifies.	☐	☐

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- We have discussed intellectual property (IP) issues that may arise in the course of studies; for example, authorship in publications, order of authors, ownership of data/results, patent rights, etc. If an Agreement has been signed by the student and the supervisor, it should be filed both with the student's home department and the College of Graduate Studies. ☐ ☐

- We have discussed the importance of acquiring professional skills of value to the student's future career, the responsibility of students to be aware of available resources, and the responsibility of supervisors to accommodate, within reason, these efforts. ☐ ☐

- We have discussed expectations for mode of address, professional behaviour (e.g. punctuality), when to seek assistance, response to constructive criticism, and academic performance expectations. We agree to provide a research environment that is safe and free from harassment, and to manage conflict and differences among members in a professional manner. ☐ ☐

- I am aware that the student is permitted three weeks of annual vacation time, in addition to days off when the University is closed. The supervisor will inform the student when they will be away for an extended period on vacation or other business and will make arrangements to ensure adequate supervision. Likewise, the student will discuss with the supervisor when they intend to be away for vacation or other extended periods of time. ☐ ☐

- We have discussed the required coursework, including expectations, timetable and necessary study time. ☐ ☐

- I am aware that I am expected to be engaged in research and study full-time for the duration of my graduate program. We have discussed any personal or professional commitments that may impact this expectation. ☐ ☐

- We have discussed program expectations regarding student attendance and presentations at seminars or meetings. ☐ ☐

- We have discussed the opportunity to attend regional, national or international conferences, including the opportunity to present and the available travel funds. ☐ ☐

- I am aware that ethics approval is needed before data collection can begin when animals or humans are involved. We will prepare appropriate ethics applications and obtain necessary certifications. ☐ ☐

- I understand that editorial feedback on written work (scholarship applications, proposal, thesis, publications) is expected from the supervisor, and that a reasonable length of time should be permitted for this feedback (up to three weeks, depending on the size of the document and the timing of submission). ☐ ☐

- I am aware that students can apply for a leave of absence if circumstances make appropriate progress towards degree completion impossible. ☐ ☐

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- We have discussed access to resources (e.g., library, printing, computer access, measurement/laboratory needs) and appropriate training required for successful completion of the thesis. ☐ ☐

- We have discussed what constitutes academic and non-academic misconduct, and their consequences. For example, plagiarism or misrepresentation of data in coursework, presentations, thesis proposal, publications or thesis is considered academic misconduct, which can lead to requiring the student to withdraw from the program. Students are expected to be fully familiar with misconduct regulations as listed in the University Calendar. ☐ ☐

- We have read UBC Policy SC17: Sexual Misconduct Policy and understand that sexual or intimate relationships between individuals where there is a supervisory role or where an individual has influence over a student's current or future academic activities, working conditions, or career advancement are Prohibited Relationships, even if the relationship is claimed to be consensual. ☐ ☐

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

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Appendix - Supplemental Information

CoGS Website: The College of Graduate Studies (CoGS) maintains a website with considerable valuable information for both students and supervisors . There is an awards database that includes a searchable list of available scholarship awards. There are also important hints and tips for preparing strong applications for such awards and corresponding letters of reference.

Policies and Procedures: The regulations governing your participation in this graduate program are fully described in the Policy and Procedures Manual located on the CoGS website. Both the student and the supervisor have specific responsibilities to assure that a satisfactory and mutually beneficial relationship exists between student and supervisor. Individual programs may also have rules and best practices regarding graduate supervision.

Scholarships: The student is expected to apply for scholarship funding. In the event that the student is successful with such applications, some of the promised funding from other sources may be withdrawn, but the student must still receive the minimum amount stipulated in the letter offering admission, and top-ups may be available. Promised funding is dependent on satisfactory progress towards completion of the degree. Internal and external scholarship information is available on the CoGS website.

Annual Progress Report: An annual progress report is required to be submitted each year. Online report templates are available on the CoGS website and each program has their own deadline for completion of these (they are due in CoGS by June 1). The student will be prompted to prepare their online report by an email message from the Graduate Program. Eligibility for UGF funding requires submission of the annual report.

Research Activities: A fundamental aspect of a postgraduate degree is the generation of new knowledge. Thesis-based graduate students are expected to complete a thesis that represents a novel aspect of their discipline of study. Although thesis scholarly work is conducted under the supervision of a faculty member, and that faculty member may provide funding for the costs of the research, the writing of the thesis must be primarily the work of the student. Normally, the supervisor will arrange for access to the equipment and facilities needed for the conduct of the research. Opportunity to learn how to operate such equipment must be provided to the student. The student is responsible for acquiring appropriate skill in the use of the equipment, recognizing the importance of reproducibility and quality of the data. The student must have ownership (or co-ownership) of data presented in the thesis. However, laboratory records describing work sponsored by external funding agencies must remain in the laboratory. It is the responsibility of both the supervisor and the student that ethics approval is obtained prior to data collection on the thesis research.

More information is located here:

research.ubc.ca/support-resources/compliance-ethics-animal-care

research.ubc.ca/support-resources/ip-discoveries-research-outputs

Acknowledgements: In recognition of the financial support provided by various agencies and sources, financial support for doing research must be acknowledged in any public presentation or publication of the research generated.

Professional and Academic Development: CoGS offers or coordinates professional and academic development opportunities for graduate students. Participating in workshops and events help graduate students acquire academic skills to help them complete their graduate degree in a timely fashion, and professional skills to help them stand out to future employers. Further information on professional and academic development opportunities, can be found on the CoGS website.

Misconduct Information: Information on academic and non-academic misconduct can be found in the University Calendar at: calendar.ubc.ca/okanagan/index.cfm?tree=3,54,0,0

Leave of Absence: https://gradstudies.ok.ubc.ca/resources/forms/leave-of-absence-form/