

**Checklist of Expectations for Graduate Student and Supervisor**

Graduate Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

IGS Program: \_\_\_\_\_

Degree: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Department &amp; Faculty: \_\_\_\_\_

Program Coordinator: \_\_\_\_\_

A strong, effective student-supervisor relationship provides the foundation for a successful graduate student experience. The aim of this checklist is to support student success by outlining the main roles and responsibilities of students and supervisors. It should be completed during the first month of the student's first year of studies and submitted by October 1. After first year requirements are met, the student and supervisor should review the checklist on an annual basis and confirm that they have done so when completing the annual report.

**General Expectations and Responsibilities****Student****Supervisor**

- 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 under the supervision of a faculty member. The student should actively seek to expand their knowledge, pursue opportunities to acquire specific skills, and make an original contribution to knowledge in the form of a thesis/dissertation.
- The role of the graduate supervisor is to provide mentorship, support, and intellectual leadership throughout the student's degree program. This should include support for the student's overall welfare as well as their academic success. Supervisors need to be fully aware of the rules, policies and timelines laid out in the [Graduate Policy and Procedure Manual](#) and the IGS Handbook and should assist students to become familiar with these documents.

☐☐☐☐**Program Requirements and Timelines.** We have discussed the following:

- the coursework required by the student's degree program and timeline expectations for completing those courses;
- the timelines and process for creating the student's supervisory committee and comprehensive examination committee (for PhD students);
- the process and timelines for setting up and completing comprehensive examinations (PhD students only);
- the process and timelines for obtaining ethics approval of the student's research project (if applicable);
- the timelines and content of annual progress reports (available on the [forms](#) page of the College of Graduate Studies).

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**Student–Supervisor Relationship, Roles and Expectations.** We have discussed the following:

- |   |                          |                          |
|---|--------------------------|--------------------------|
| • the need to meet on a regular but flexible basis depending on student needs at any given time and supervisor availability (at least once a month on average)  | <input type="checkbox"/> | <input type="checkbox"/> |
| • the need for the supervisor to provide editorial feedback on written work (scholarship applications, proposal, thesis, publications) within a reasonable length of time (up to three weeks, depending on the size of the document and the timing of submission).  | <input type="checkbox"/> | <input type="checkbox"/> |
| • the opportunities that will be available to students throughout their program for skill development, knowledge mobilization and dissemination (e.g. conferences, workshops, public talks, publications). The supervisor agrees to support student engagement in such activities to the best of their ability.   | <input type="checkbox"/> | <input type="checkbox"/> |
| • the student's current level of <a href="#">funding</a> , their expected needs throughout their program and additional opportunities for funding.  | <input type="checkbox"/> | <input type="checkbox"/> |
| • the availability of the following on-campus resource centres as appropriate to the needs of the student: the <a href="#">Aboriginal Centre</a> , <a href="#">The Disability Resource Centre</a> , <a href="#">Equity and Inclusion Office</a> .   | <input type="checkbox"/> | <input type="checkbox"/> |
| • the range of additional resources for both students and supervisors available on the College of Graduate Studies (CoGS) <a href="#">website</a> .   | <input type="checkbox"/> | <input type="checkbox"/> |
| • intellectual property (IP) issues that may arise in the course of studies, e.g. co-authorship of publications, order of authors, ownership of data/results, patent rights, etc. (may not be applicable in first year).  | <input type="checkbox"/> | <input type="checkbox"/> |
| • on-campus office space needs and availability and library, printing, and computer access.   | <input type="checkbox"/> | <input type="checkbox"/> |
| • the need to maintain a research environment that is safe and free from harassment, and to manage conflict and differences in a professional manner. If conflict occurs and escalates to the point at which outside help is needed, both student and supervisor should seek help first from the appropriate graduate program coordinator and if necessary from the College of Graduate Studies, the <a href="#">Office of the Ombudsperson for Students</a> or one of the resource centres noted in this document.   | <input type="checkbox"/> | <input type="checkbox"/> |
| • the need to create a learning and research environment that aligns with UBC's <a href="#">Inclusion Action Plan</a> and <a href="#">Indigenous Strategic Plan</a> and <a href="#">UBC Okanagan's Declaration of Truth and Reconciliation Commitments</a> .  | <input type="checkbox"/> | <input type="checkbox"/> |
| • the need to adhere to <a href="#">UBC Policy SC17: Sexual Misconduct Policy</a> , which states 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. The person who is in the position of power and authority is the responsible party. Students who have any concerns are free to disclose them to the <a href="#">UBC Okanagan Sexual Violence Prevention and Response Office</a> (SVPRO) without fear of repercussion or reporting. | <input type="checkbox"/> | <input type="checkbox"/> |

Graduate Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_