

Graduate Supervisory Agreement: Roles and Responsibilities

This document outlines the roles and responsibilities of the graduate student and supervisor.

Academic Development

It is the student's responsibility to:

- Develop the necessary skills and learning approaches suitable for an advanced degree
- Utilize bibliographic software to manage scholarly references throughout the program
- Have a good working knowledge of the software associated with their data collection and analysis
- Exhibit independent judgment, academic rigor, and intellectual honesty
- Incorporate, to the best of their ability, feedback from the supervisory committee into their work
- Complete research, course work and thesis within the period that is typical for the degree program
- Give due consideration to workload and exercise care in the performance of the work assigned
- Submit material in a timely manner so as to receive an adequate assessment
- Determine a study plan with the assistance of the supervisor

It is the supervisor's responsibility to:

- Ensure that the student's thesis project is suitable and manageable in terms of educational objectives and time
- Ensure that the student's project has an appropriate research question and achievable goals
- Assist the student in developing their research interests and help modify the program as needed
- Determine how and when the supervisory committee should be formed
- Provide timely feedback to the student's thesis drafts and other submissions
- Be open, honest, and fair with the student when academic performance is not meeting expectations
- Provide appropriate mentorship and guidance

Communication

It is the student's responsibility to:

- Meet regularly, in compliance with program terms, with supervisor and committee to report on progress
- Participate in departmental meetings, seminars, or training as determined with supervisor
- Attend meetings to assess performance and assess the preparation of the thesis
- Be open and honest when challenges or new needs arise
- Notify the supervisor if a deadline is to be missed

It is the supervisor's responsibility to:

- Meet regularly with the student to provide guidance, assess progress, and foster timely completion
- Monitor the accuracy, validity, and integrity of student's progress and provide timely feedback
- Ensure that the student is aware of relevant policies and procedures for the conduct of research
- Assist the student in the presentation of their work as it progresses, in accordance with program parameters
- Ensure the continuity of supervision during leaves or extended periods of absence

Interpersonal and Professional Conduct

It is the student's responsibility to:

- Be receptive to advice or suggestions given by the supervisor or other faculty members involved in their education
- Seek assistance from the supervisor when making important decisions about the course of study
- Send a draft of written work to the supervisor prior to sending anything to advisory committee members
- cc the supervisor on e-mails to other committee members
- Advise the supervisor, in a timely manner, of any issues arising throughout the course of his or her program
- Advise the supervisor, in a timely manner, of any foreseen prolonged absence and negotiate timing of holidays
- Be aware of policies, rules, and regulations in effect at the university

It is the supervisor's responsibility to:

- Establish a professional working relationship to guide the student in their approach to research
- Guide the student in learning to work independently and as a member of a team
- Implement a plan of action to help overcome any unforeseen difficulties
- Advise students concerning the preparation and submission of their thesis
- Maintain respectful professional relationships with trainees in the research group
- Avoid personal or business relationships that may constitute a conflict of interest
- Give credit to graduate student contributions to scholarly activity, whether presented or published

Funding Considerations

It is the student's responsibility to:

- Seek Assistantships to gain teaching or research experience at the direction of the supervisor
- Apply for scholarships, bursaries, and awards appropriate to program of study

It is the supervisor's responsibility to:

- Provide consultation about scholarship and bursary applications in advance to optimize student success
- Provide paid research training opportunities within their own program of research, where possible

Publications and Intellectual Property

It is the student and supervisor's shared responsibility to:

- Present research results that are publishable in reputable, externally refereed journals, thereby achieving the goals of creating new knowledge and reporting it to the appropriate community
- Determine an authorship process for shared and non-shared authorship and identify the importance of first authorship for the student
- Recommend timely completion and publication of manuscripts
- Publish the findings from the research, noting that if original research is carried out by students, the intellectual property component may wholly or in part belong to the student
- Maintain appropriate confidentiality concerning research activities, in accordance with existing policies

Professional Development

It is both the student and supervisor's responsibility to:

- Work together to find opportunities for students to attend suitable conferences and present research findings and seek funding sources for associated travel costs

It is the supervisor's responsibility to:

- Encourage participation in non-academic programs for professional development, such as effective writing courses, teaching training programs, or workshops on preparing research grants.

Signatures

Supervisor

Date

Co-supervisor

Date

Graduate Student

Date