



Graduate Student & Research Supervisor Expectations

Research and experience have shown that a mutual understanding of expectations between students and their supervisors is critical to the success of a graduate program. To facilitate the communication of these expectations, the following list was created.

This list is to be **read, discussed, and signed** by the student, together with their supervisor:

- At the onset of the student's program. Completed checklists are due to the Program Assistant by 2 months from the start of a student's program.
- Prior to each supervisory committee meeting. Completed checklists should be appended to the student's annual progress report.

You should feel free to **add to** the list, if necessary, to include these items or others:

- The student's and supervisor's roles with regard to data collection and analysis.
- Specific expectations about work hours and/or meetings to attend.
- Who trains the student to do technical work.
- Standard hours for office space or laboratory, and policy for work done outside these hours.
- Specific safety training that must be completed.
- Dress code or appropriate laboratory attire.

Checklist must be completed and returned to Program Assistant: natalie.twohey@cw.bc.ca

Supervisor Name : _____

As your supervisor, I will:

- Demonstrate commitment to your research and educational program, and offer stimulation, respect and consistent encouragement.
- Assist with identification of a research topic that is suitable for you and manageable within the scope of your degree.
- Ensure that access to sufficient resources and facilities, as needed for your thesis project, is available.
- Ensure that you receive the minimum stipend (currently \$20,000 per year).
- Be accessible for consultation and discussion of your academic progress and research.

On average, our meetings will be held _____.

- Establish a supervisory committee which will meet at least once a year to review your progress and provide guidance for future work.
- Not assign significant tasks or research unrelated to your thesis topic.
- Respond thoroughly and in a timely fashion to submitted written work.
- Provide guidance in the ethical conduct of research and model research integrity.
- Ensure that your research environment is safe and free from harassment and conflict.
- Help you to be aware of your program and G+PS requirements, deadlines, etc.
- If in the PhD program, I will facilitate the studying and successful completion of the Comprehensive Examination within 24 to 36 months to ensure progression to Candidacy in the time required by University policy.
- If in the PhD program, submit recommendations for external and university examiners for the doctoral dissertation within the timeframes required by the Faculty of Graduate and Postdoctoral Studies.
- Attend your presentations to the seminar course OBST 506, and join in the associated discussion.
- Encourage you to present your research results within and outside the University. Approximately how often? _____.

- Assist you in planning your research program, setting a timeframe, and adhering to the schedule. Encourage you to finish your program when it would not be in your best interest to stay longer.
- Acknowledge your contributions, when appropriate, in published material and oral presentations, in accordance with good scholarly practice and UBC University Policy 85 on Scholarly Integrity. (Please discuss policy regarding authorship, etc. of papers.)
- Other: *Please attach additional statements, or write below.*

Supervisor Signature

Date

Student Name: _____

As your student, I will:

- Be committed and show dedicated effort in gaining the necessary background knowledge and skills to carry out the research project.
- Develop a plan and a timeframe for completion of each stage of the project, and to take responsibility for adhering to this schedule and meeting appropriate deadlines.
- Take the required safety training programs (if applicable).
- Meet with my supervisor as requested and report fully and regularly on progress/results.
- Give serious consideration to, and respond to, advice and criticisms received from my supervisor and other members of the supervisory committee.
- Make it clear to my supervisor when I do not understand what is expected of me.
- Work at least regular workday hours on my research project after coursework has been completed, with at least 2 weeks' vacation.
- Conform to the University and Departmental requirements for my program. This includes meeting at least annually with the supervisory committee.
- If in the PhD Program, I will complete and pass my Comprehensive Examination within 24 to 36 months to ensure progression to Candidacy in the time required by University policy.
- Demonstrate research integrity and conduct research in an ethical manner in accordance with UBC policies, and the policies and requirements of any organization funding my research.
- Contribute to the maintenance of a workplace that is tidy and safe, and where each individual shows tolerance and respect for the rights of others. I will abide by any policies on use of computers and equipment for personal reasons, lab etiquette and attire.
- Be thoughtful and reasonably frugal in using resources.
- Inform my supervisor of my scheduled presentations at the OBST 506 seminar.
- Apply to the University or to granting agencies for financial awards.
- Develop a clear understanding concerning ownership of intellectual property and scholarly integrity (refer to UBC policy on Patents and Licensing, <http://www.universitycounsel.ubc.ca/files/2013/06/policy88.pdf> , and the scholarly integrity policy 85, <http://universitycounsel.ubc.ca/files/2013/04/policy85.pdf> , and the University Industry Liaison Office, www.uilo.ubc.ca).

- Keep orderly records of my research data and leave the original records in the lab when leaving UBC.
- Return any borrowed materials upon project completion, or when requested.
- Other: *Please attach additional statements, or write below.*

Student Signature

Date