# ROLES AND RESPONSIBILITIES OF GRADUATE STUDENTS and SUPERVISORS

## **INTRODUCTION**

Graduate studies provides students with many benefits including critical skills training, enhanced life experiences, and enhanced career opportunities. Graduate students contribute significantly to research activities at UNBC. The relationship between supervisors and students is key to the success of both the student and the research. This relationship is enhanced if established on a clear understanding of roles and responsibilities of the supervisor and the student.

## **PURPOSE**

This document is intended to provide guidance and clarity on expectations, roles and responsibilities, and to create an opportunity for shared understanding of individual expectations and challenges that may arise. It will help prevent misunderstandings and is focused on graduate programs that require supervision of a project, thesis, practicum or dissertation. It is recommended that supervisors and students review this document together, sign it to acknowledge it has been reviewed, and both should keep a copy. Periodic review and potentially revision of items under the optional write-in section is also recommended.

The document is to be regarded as an aid to planning and finishing the thesis/project/dissertation. It is not a legal document.

## Supervisor Section

**As your supervisor you can expect me to:**

* Provide guidance on identification of your research project so that it is suitably aligned and manageable within the level of degree and expectations of the discipline.
* Support development of appropriate hypotheses/questions and achievable goals.
* Demonstrate commitment to your research interests and offer support, constructive criticism, and encouragement.
* Work with you to select committee members who can provide valuable contributions to your graduate program.
* Assist you in gaining access to required facilities, research materials and other resources.
* Assist you in preparation of a study plan, and renewal or revision of the plan as necessary.
* Monitor your progress and respond in a timely manner with comments/revisions to drafts of applications, reports or research presentations.
* Promote a research environment that is safe, and promote open, honest and respectful dialogue.
* Ensure that you have the appropriate training to safely conduct your work (biological, chemical, field and/or radiation safety for example).
* Work with you to select appropriate courses.
* Provide you with information about my availability for questions and discussion, my expectations for your preparation for meetings, and to come to an agreement with you on a regular meeting schedule as optionally noted below.
* Guide you in the ethical conduct of research and make you aware of relevant policies and procedures for the conduct of research.
* Make arrangements for continuity of supervision if I am away for extended periods (e.g. a month or more).
* Act as a resource for managing program requirements and deadlines. Provide advice on how to deal with unforeseen challenges.
* Provide mentorship and advice on the preparation and submission of your thesis/project/practicum report/dissertation or drafting of publications and other scholarly works.
* Acknowledge, when appropriate, your contributions to scholarly activity, whether presented at professional meetings, publications, or in applications for grants.
* Discuss financial support, clearly communicate any funding that I will make available to you, assist you with scholarship/bursary applications, and provide advice on academic employment opportunities (e.g. Teaching Assistantship), and the implications of taking on such commitments.
* Communicate my expectations for use of laboratory and other shared spaces and equipment, and my expectations for keeping of research notes and data.
* Assist in managing conflict or differences among members of the supervisory committee, or research group.
* Come to an agreement with you regarding authorship on publications and reports, including ordering of author names.
* Support timely completion and sharing of products from the research.
* Work together to find opportunities for you to present your research findings internally and externally.
* Encourage you to participate in non-academic programs for professional development, such as effective writing courses, teaching training programs, and workshops on research grants.

## Student Section

**As your student you can expect me to:**

* Take responsibility for progress towards completion of my degree, and to develop the necessary skills and learning approaches suitable for an advanced degree.
* Exhibit academic rigor and integrity. Conduct my research in an ethical manner consistent with UNBC policies and procedures.
* Work with you to develop a plan and schedule for completion of my research, course work and thesis/project/practicum/dissertation within the period that is typical for the specific degree program;
* Exercise diligence and care in carrying out the various stages of my graduate program.
* Submit material in a timely manner in order to receive an adequate assessment;
* Be responsible for my time and financial resource management.
* Work with you to determine a regular meeting schedule and meet with you as per specified time frames and when requested.
* Prepare questions and/or progress updates in advance of my meetings with you.
* Regularly provide a progress report and future plans to my supervisory committee (suggest no less than yearly) and comply with Graduate Administration requirements for progress reports.
* Participate in seminars and workshops regularly as determined with you.
* Be receptive to any advice or suggestions given by you or other faculty members involved in my education.
* Interact with fellow students, both graduate and undergraduate, staff and faculty in a professional and respectful manner.
* Seek assistance from you, especially when making important decisions about the course of study, dealing with difficulties, or while looking to define or redirect my research project.
* Be honest and open in my communication with you, especially if I do not understand what is expected of me.
* Advise you, in a timely manner, of any foreseen prolonged absence, and discuss the length and timing of holidays.
* Maintain my registration, conform to departmental requirements for my program, and ensure that required authorizations are up to date.
* Work with you to ensure I am aware of relevant policies and regulations in effect at UNBC.
* Follow university safety protocols and procedures, and take training courses as required.
* As applicable, and in communication with you, apply for financial awards and grants to support my research.
* Meet standards and deadlines for any grants or scholarships I receive.
* Seek Graduate Teaching Assistantships to gain teaching experience (if desired), and discuss this with you.
* Contribute to a safe and respectful workplace.
* Keep orderly notes and records, and follow university requirements for data storage.
* Clean up after myself, especially in common spaces and with shared equipment. Return borrowed equipment or other resources upon completion or when requested.
* Be careful and frugal with university resources (e.g. funding, equipment, materials, space).
* Complete my coursework and thesis/project/dissertation within timelines specified by Graduate Administration.
* Notify you in a timely manner when I will be presenting my work, to facilitate your attendance (if appropriate), and seek advice from you on my presentations.
* Discuss with you my career plans and opportunities for professional development.

## **Agreements as determined by the Supervisor and Student.**

**(Optional, write in)**

### Timing of meetings

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### Authorship principles

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### Ownership of data and Intellectual Property

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### Funding

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### Other

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## Signatures

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| Student Name: | Click or tap here to enter text. | Signature: |  | Date: | Click or tap to enter a date. |
| Supervisor Name: | Click or tap here to enter text. | Signature: |  | Date: | Click or tap to enter a date. |
| Co-supervisor Name (if any): | Click or tap here to enter text. | Signature: |  | Date: | Click or tap to enter a date. |