



Checklist of Expectations for Graduate Student & Supervisor

Graduate Student Name: _____

Student ID Number: _____

Degree Program: _____

Supervisor: _____

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.

Each party should retain a copy of the signed document. The completed first two pages of this document should be submitted to the Graduate Program Coordinator and Administrative Assistant, to be kept in the student's file. 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 her or his 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.

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.



Checklist to be completed by both the Graduate 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 supervisor has been appointed. Signatures at the end of this document indicate that these items have been discussed.

Student Initials		Supervisor Initials
	We have discussed the rules, regulations and policies governing progress through the graduate program (see https://gradstudies.ok.ubc.ca/).	
	I will attend regular (weekly/biweekly/monthly) group and individual student-supervisor meetings, and I expect to be able to arrange additional meetings as needed.	
	An annual report must be submitted by the internal due date set by the HES Graduate Program, 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 the College of Graduate Studies.	
	I have a clear understanding of the funding that is being offered, its sources. The student will apply for awards and scholarships for which he or she qualifies.	
	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.	
	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 reasonably accommodate these efforts.	
	I am aware that the student is permitted at least two weeks of annual vacation time, in addition to days off when the University is closed. The supervisor will inform the student when he/she will be away for an extended period on vacation or other business.	
	We have discussed the required coursework, including expectations, timetable and necessary study time.	
	We have discussed program expectations regarding student attendance and presentations at seminars or journal club 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.	
	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 course work, 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 and the COGS web site.	

Signatures:

Graduate Student Name (print): _____

Graduate Student Signature: _____ Date: _____

Supervisor Name (print): _____

Supervisor Signature: _____ Date: _____