**EOAS Graduate Student / Supervisor Expectations**

Mutual understanding of expectations between graduate students and their faculty supervisors is critical to the success of a student’s program. Discussion of expectations fosters open communication, and prevents misunderstandings that might otherwise arise. This document outlines expectations for EOAS graduate students and their faculty supervisors. Supervisors and students should discuss and sign the document during the orientation process, and a completed and signed form (including Appendices 1 & 2) must be presented before keys and building access are granted to students. The signed copy will be placed in a student’s file and retained electronically in GradMe, the on-line EOAS graduate student management system. This document is not a replacement for University rules. To the extent that any statements in this document contradict University of British Columbia policies or regulations, the University regulations will prevail. Ultimately, successful completion of a graduate program of study is the student’s responsibility.

This document may be re-visited and modified over time, as necessary, with revised versions held by students and supervisors, and kept in the student’s files. Note that some of the points outlined below are specific to doctoral students.

**Name of Supervisor and Date:**

As your supervisor, you can expect me to:

* Have sufficient familiarity with your field of research to provide guidance as a supervisor.
* Demonstrate commitment to your research and educational program, and offer intellectual guidance, respectful support, constructive criticism, and encouragement.
* Assist with identification of a research topic that is suitable for you and manageable within the scope of your degree.
* Provide guidance in the formation of a supervisory committee, and in the preparation for committee meetings. These meetings will occur on a regular basis (at least once a year) to review your progress and provide guidance for your future work.
* Assist you in planning your research program and setting appropriate milestones and timelines.
* Assist you in gaining access to required facilities, research materials and necessary training for your projects.
* Provide guidance in the ethical conduct of research, and model research integrity.
* Provide information about my availability for meetings and expectations about preparation for these meetings.
* Be accessible for formal consultation and discussion of your academic and research progress at a minimum of once a term. [On average, our meetings will be held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.]
* Assist in minimizing activities/work that are outside your thesis work that may interfere with your thesis completion.
* Respond thoroughly (with constructive suggestions for improvement) and in a timely fashion submitted, written work. Although time for feedback varies on the specific work, a maximum time for a response would be around \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ time. As a general rule, response times will be sufficiently rapid as not to pose any undue constraints on your progress.
* Provide reasonable and clear expectations about working hours and vacation time in accordance with EOAS and UBC policies. Explain procedure of a vacation notification.
* Support you in your preparation for the PhD candidacy examination and admission to candidacy, which will be completed within 18-24 months of program initiation, according to the EOAS policies.
* Provide timely assistance with various administrative aspects of your program, such as recommendations for external examiners for the doctoral dissertations within the time frames required by the Faculty of Graduate and Postdoctoral Studies.
* Acknowledge your contributions, when appropriate, in published material and oral presentations [Discuss openly policy regarding authorship, etc. of papers] in accordance with good scholarly practice and UBC scholarly integrity policies (<https://universitycounsel.ubc.ca/policies/scholarly-integrity-policy/>; <https://responsible.research.ubc.ca/about/scholarly-integrity-initiative>)
* Clarify my preferred style of communication with students about various topics, such as: student independence, dealing with a conflict, direct questioning, and mentoring.
* Explain my expectations for addressing: professional behavior (e.g. punctuality), when to seek assistance, how to respond to constructive criticism, and academic performance expectations.
* Explain my expectations regarding quality and quantity of research and relevant completion times. Normally during the course of your degree I would expect approximately \_\_\_\_\_\_\_\_ conference papers, \_\_\_\_\_\_\_\_ journal papers, \_\_\_\_\_\_\_\_ [ other: ]. The general EOAS expectations are up to 1 and 3 scientific papers to be published during 2 years of the MSc and 4 years of the PhD degree, respectively.
* Connect you with resources, as appropriate, to help overcome any cultural difficulties with norms and expectations.
* Promote a research environment that is safe and free from harassment.
* Assist in managing conflict or differences among members of the supervisory committee.
* Meet and correspond with you when requested within specified time frames.
* Make arrangements to ensure adequate supervision if I am absent for extended periods, e.g. more than a month.
* Encourage you to present your research results within and outside the University.
* Provide mentoring in academic writing.
* Provide advice and mentorship with respect to career opportunities, which may be assisted by resources, skills, professional development, and other avenues.
* Maintain up to date records of all supervisory committee meetings in GradMe.
* Discuss your financial support issues, assist with scholarship applications and provide advice, as needed, on academic employment opportunities.
* Discuss with you the implications of engaging with activities/work unrelated to your thesis topic.
* Maintain clarity and open discussion about the state of my research funding, and how your stipend is being funded, including timelines and any expected changes to funding status. For example, how TA hours, scholarships, and awards will affect your overall pay.
* Discuss with you the possibility/limitations of scholarship support beyond the degree completion time (guaranteed funding: 2 years for Masters and 4 years for PhD).
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| supervisor signature |  | supervisor print name |  | date |

**Name of Student and Date:**

As your graduate student, you can expect me to:

* Take responsibility for my progress towards my degree completion.
* Demonstrate commitment and dedicated effort in gaining the necessary background knowledge and skills to carry out the thesis.
* Demonstrate research integrity, and conduct research in an ethical manner in accordance UBC policies, and the policies or other requirements of any organizations funding my research.
* In conjunction with you, develop a plan and a timetable for completion of each stage of the thesis project.
* As applicable, apply to the University or granting agencies for financial awards or other necessary resources for the research.
* Meet standards and deadlines of the funding organization for a scholarship or grant.
* Adhere to negotiated schedules and meet appropriate deadlines.
* Keep my supervisor and the Faculty of G+PS informed about my contact information.
* Meet and correspond with you when requested within specified time frames.
* Report fully and regularly on my progress and results.
* Maintain my registration and ensure any required permits or authorizations are kept up to date until the program is completed.
* Be thoughtful and reasonably frugal in using grant funding to support my research, recognizing the limitations on the availability of these funds.
* Behave in a respectful manner with peers and colleagues
* Conform to the University and departmental requirements for my program.
* Meet at regular intervals with my supervisory committee (no less than yearly), and take primary responsibility for coordinating meeting times and locations.
* Progress to my candidacy defense within 18-24 months of the initiation of my program, according to EOAS policies.
* Keep orderly records of my research activities.
* 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), the [scholarly integrity policy SC6](https://universitycounsel.ubc.ca/files/2019/08/Scholarly-Integrity-Policy_SC6.pdf), and the [University Industry Liaison Office](https://uilo.ubc.ca/)).
* Take any required training programs that are discussed and agreed upon.
* Organize my working schedule in a manner that supports timely completion of my thesis, while also supporting my health and well-being. I recognize that my work may sometimes need to occur on weekends or outside normal business hours.
* Discuss, with you, the policy on use of computers and equipment to support my work.
* Complete my thesis and course work within timelines specified by the Faculty of G+PS and suitable for my discipline.
* Finish my work and clear up my work space when program requirements have been completed.
* Make sure to clean my lab / desk space, including any samples that need to be disposed of, before leaving UBC
* Return any borrowed materials upon project completion or when requested
* Keep organized records of all of my work and results, and share these with you, as needed.
* Explain to you my comfort with different modes of communication (e.g. formal or informal, use of questioning) and independent activities.
* Make it clear to you when I do not understand what is expected of me.
* Describe my comfort zone with approaches to our academic relationship, e.g. professional versus personal.
* Contribute to a safe workplace, where each individual shows tolerance and respect for the rights of others.
* Respond respectfully to advice and criticisms (indicating acceptance or rationale for rejection) received from you and members of my supervisory committee.
* Inform you in a timely manner about any of my presentations to facilitate your attendance
* Discuss, with you my career plan and hopes for professional growth and development.
* Provide you with written materials for evaluation in a timely manner, allowing a reasonable time (e.g. two weeks…) for a turnaround.
* Other expectations and responsibilities that may be required by the supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 1**

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| **Item:** | **Working hours outside the graduate program** |
| **Details** | **In general, graduate student is not allowed to work more than 12 hours per week outside their own program.** | **Supervisor & student initials:** |
| **Item:** | **Student vacation** |
| **Details** | **Graduate student is entitled for 3 weeks (15 working days) of a paid vacation per year. Student must inform the supervisor in \_\_\_\_\_\_\_\_\_[time] advance upon taking the vacation.** | **Supervisor & student** i**nitials:** |

**Appendix 2**

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| **Item:** | **Writing regular reports** |
| **Details** | **Graduate student is expected to submit progress/research reports on discussed times**  | **How often:\_\_\_\_\_\_\_\_\_\_\_****Any other info (e.g. report format):\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor & student initials:** |
| **Item:** | **Regular meetings and lab meetings** |
| **Details** | **Graduate student should meet the supervisor at an alternatively agreed upon frequency to discuss its research progress. Student will also attend mandatory lab meetings.** | **How often to meet supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_** **How often lab meetings: \_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor & student initials** |

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| student signature |  | student print name |  | date |