



## EOAS Graduate Student / Supervisor Expectations

Mutual understanding of expectations between graduate students and their faculty supervisors is critical to the student's success. Ultimately, successful and timely completion of a graduate program is the student's responsibility. Discussion of expectations fosters open communication, and prevents misunderstandings that might otherwise arise. This document is meant to provide guidance, and outline expectations for EOAS graduate students and their faculty supervisors. The guidelines are adapted from resources available through the UBC Faculty of Graduate and Postdoctoral studies

<https://www.grad.ubc.ca/faculty-staff/information-supervisors/supervising-graduate-students>. Supervisors and students should discuss these expectations during the orientation process, and initial the appendices to indicate that they have read, discussed and understood the information. The initialed copy should be uploaded to GradMe (the on-line EOAS graduate student management system).

Please note that this document is not a replacement for UBC procedures and regulations. Also, it may be modified during the initial student-supervisor orientation and/or re-visited or 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 program specific (MSc or PhD).

**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, offer intellectual guidance in identifying a suitable and manageable research topic.
- ✓ Offer respectful support, constructive criticism, and encouragement, and assist you in planning your research program and setting appropriate milestones and timelines.
- ✓ Provide guidance in the formation of a supervisory committee, and in the preparation for committee meetings. Be accessible for formal consultation and discussion of your academic and research progress.
- ✓ Ensure adequate supervision if I am absent for extended periods.
- ✓ Assist you in gaining access to required facilities, research materials and necessary training for your project.
- ✓ Provide guidance in the ethical conduct of research, and model research integrity.
- ✓ Connect you with resources, as appropriate, to help overcome any difficulties associated with differences in cultural norms and expectations.
- ✓ Assist in minimizing activities/work that are outside your thesis work that may interfere with your thesis completion. Discuss implications of engaging with activities/work unrelated to your thesis topic.
- ✓ Respond in a timely fashion to submitted, written work to avoid any undue constraints on your progress.
- ✓ Provide clear expectations about working hours and vacation time (including vacation notification) in accordance with EOAS and UBC policies.
- ✓ Acknowledge your contributions, as appropriate, in published material and oral presentations 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>)
- ✓ Promote and uphold a research environment that is safe and free from harassment. Assist in managing potential conflict or differences among members of my research group, and/or the supervisory committee.
- ✓ Maintain clarity and open discussion about the state of my research funding, and how your stipend is being paid, including timelines and any expected changes to funding status. For example, how TA hours, scholarships, and awards will affect your overall take-home pay.

**Name of Student and Date:** \_\_\_\_\_

As your graduate student, you can expect me to:

- ✓ Take responsibility for 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 to UBC policies, and the policies or other requirements of any organizations funding my research.
- ✓ 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.
- ✓ Report fully and regularly on my thesis progress and results. Maintain my UBC registration and ensure any required permits or authorizations are kept up to date until the program is completed.
- ✓ Meet at regular intervals with my supervisory committee (no less than once per year), 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.
- ✓ Organize my working schedule in a manner that supports timely completion of my thesis and course work within timelines specified by the Faculty of G+PS and suitable for my discipline, 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.
- ✓ Provide you with written materials for evaluation in a timely manner, allowing a reasonable time (e.g. two weeks...) for turnaround.
- ✓ Respond respectfully to advice and constructive criticism received from you and members of my supervisory committee.
- ✓ Discuss with you potential opportunities for presenting my research within and beyond EOAS and UBC, including national and international conferences. Inform you in a timely manner about any resulting presentations to facilitate your attendance.
- ✓ Keep organized records of my work and results, and share these with you on a regular basis (as needed or requested).
- ✓ Develop a clear understanding concerning ownership of intellectual property and scholarly integrity (refer to UBC policy on [Patents and Licensing](#), the [scholarly integrity policy SC6](#), and the [University Industry Liaison Office](#)).
- ✓ Make it clear to you when I do not understand what is expected of me.
- ✓ 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.
- ✓ Contribute to a safe workplace, where each individual shows tolerance and respect for the rights of others.
- ✓ Discuss with you my career plan and hopes for professional growth and development.

**Appendix 1**

Appendix 2

Item:	Working hours outside the graduate program	
Details	In general, graduate students are not allowed to work more than 12 hours per week outside their own program.	Supervisor & student initials:
Item:	Student vacation	
Details	Graduate students are entitled to 15 working days of paid vacation per year, in addition to the statutory holidays. Students must inform the supervisor _____[time] in advance before taking the vacation.	Supervisor & student initials:

**Appendix 2**

<b>Item:</b>	<b>Writing regular reports</b>		
<b>Details</b>	Graduate student is expected to submit regular progress reports	<b>How often:</b>  <b>Any other info (e.g. report format):</b>	<b>Supervisor &amp; student initials:</b>
<b>Item:</b>	<b>Regular meetings and lab meetings</b>		
<b>Details</b>	Graduate student should meet the supervisor at an agreed upon frequency to discuss research progress. Student will also attend mandatory lab and supervisory committee meetings.	<b>How often to meet supervisor:</b>  <b>How often lab meetings:</b>  <b>How often Supervisory Committee meetings:</b>	<b>Supervisor &amp; student initials</b>

**Appendix 3**

<b>Renumeration (TA ships, RA funding, scholarships) and awards</b>	<b>Supervisor &amp; student initials</b>

**Appendix 4**

<b>Completion times (degree time frame, G+PS time frame before the extension requests, average lab time frames...)</b>	<b>Supervisor &amp; student initials</b>

**Appendix 5**

<b>Support for research travel, conference attendance, <i>etc.</i></b>	<b>Supervisor &amp; student initials</b>

**Appendix 6**

Research productivity expectations	Supervisor & student initials

**Appendix 7**

Authorship policy, relationship with external collaborators	Supervisor & student initials