



Checklist of Expectations for Graduate Student & Supervisor (Doctoral/PhD)

Graduate Student Name: _____

Student ID Number: _____

Degree Program: _____

Supervisor(s): _____

The aim of this checklist is to define the expectations and responsibilities of the graduate student and the supervisor(s). Questions about the suitability of any part of this document should be directed to your School's Graduate Program Coordinator.

Each party should retain a copy of the signed document. A completed copy must also be sent to the Graduate Program 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(s).

In accepting admission to a graduate program, the student is agreeing to pursue studies and scholarly work on a full-time basis, under the supervision of a faculty member (or members), to meet the regulated deadlines established by the College of Graduate Studies, and to maintain open communication with the supervisor(s). The student must actively seek to expand their 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 dissertation.

The supervisor(s) must be available for mentoring, and to provide guidance, advice and educational opportunities. The supervisor(s) is(are) expected to provide feedback and minor editing of the student's work on the dissertation, 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 dissertation work should be discussed in advance and agreed upon between the student and the supervisor(s).



Checklist to be completed by both the Graduate Student and the Supervisor(s)

The student and the supervisor(s) 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 of commencing the degree program.

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 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 may be required to withdraw from the College of Graduate Studies.	
	We have read the College of Graduate Studies Minimum PhD Funding Handbook (https://gradstudies.ok.ubc.ca/tuition-awards-and-finance/minimum-funding-policy/) and discussed how minimum funding will be achieved in this specific case. Funding sources can include any combination of external or internal scholarships/awards, research assistantship, teaching assistantship, or other academically-related work at UBC	
	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. If an agreement has been signed by the student and the supervisor(s), it should be filed both with the student's home department and the College of Graduate Studies.	
	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.	
	We have discussed expectations regarding professional behaviour (e.g.punctuality, and mode of address), when to seek assistance, response to constructive criticism, and academic performance expectations. We agree to maintain a research environment that is safe and free from harassment, and to manage conflict and differences a professional manner.	
	We are aware that the student is permitted at least three weeks of annual vacation time, in addition to days off when the University is closed. The supervisor(s) will inform the student when they will be away for an extended period on vacation or other business and will make arrangements to ensure adequate supervision. Likewise, the student will discuss with the supervisor(s) when they intend to be away for vacation or other extended periods of time.	



	We have discussed the required coursework, including expectations, timetable and necessary study time.	
	We are aware of the time frame specific to our School policy to work towards comprehensive exams and other advancement to candidacy requirements	
	We are aware that the student is expected to be engaged in research and study full-time for the duration of their graduate program. We have discussed any personal or professional commitments that may impact this expectation.	
	We have discussed program expectations regarding student attendance and presentations at seminars, journal clubs or meetings.	
	We have discussed the opportunity to attend regional, national or international conferences, including the opportunity to present and the availability of travel funds.	
	We are 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.	
	We understand that editorial feedback on written work (scholarship applications, dissertation proposal, dissertation, publications) is expected from the supervisor(s), 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).	
	We are aware that students can apply for a leave of absence if circumstances make appropriate progress towards degree completion challenging.	
	We have discussed access to resources (e.g., library, printing, computer access, measurement/laboratory needs) and appropriate training required for successful completion of the dissertation.	
	We have discussed what constitutes academic and non-academic misconduct, and their consequences. For example, plagiarism or misrepresentation of data in course work, presentations, the dissertation proposal, publications or dissertation 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 Academic Calendar.	
	We have read UBC Policy SC17: Sexual Misconduct Policy and understand that sexual or intimate relationships between individuals where there is a supervisory role or where an individual has influence over a student's current or future academic activities, working conditions, or career advancement are Prohibited Relationships, even if the relationship is claimed to be consensual.	



Additional resources can be found within the Program Handbooks:

Nursing: <https://nursing-new.cms.ok.ubc.ca/wp-content/uploads/sites/120/2021/10/SoN-GradProg-Handbook-15Oct2021.pdf>

Social Work: https://socialwork-new.cms.ok.ubc.ca/wp-content/uploads/sites/83/2021/04/OKSW_2021-2022_MSWSStudentHandbook_20210419_Rev0.pdf

Health and Exercise Sciences: <https://hes-new.cms.ok.ubc.ca/wp-content/uploads/sites/119/2021/05/HES-GradProg-Handbook-25May2021.pdf>

Signatures:

Graduate Student Name (print): _____

Graduate Student Signature: _____ Date: _____

Primary Supervisor Name (print): _____

Primary Supervisor Signature: _____ Date: _____

(if required) Secondary Supervisor Name (print): _____

(if required) Secondary Supervisor Signature: _____ Date: _____