**Student/Supervisor Expectations**

Re: Checklist of Expectations

It is recommended by the University of British Columbia (Policy #85 on Scholarly Integrity) that research conditions for all involved in a research team be outlined before the team members become engaged. The Graduate Programs in Rehabilitation Sciences believes that the relationship between a graduate student and his/her supervisor can only be improved by early and open communication of expectations on the part of both student and supervisor. We have accordingly generated the attached “checklist of expectations” that is designed to comply with UBC’s policy on the communication of expectations and which takes into account the Graduate Studies policies on the duties of graduate students and their supervisors. We expect that every incoming student and his/her supervisor read and discuss the list, add to it if necessary, initial the papers, and submit copies to Program Assistant to be filed in the students’ files. It is our hope that the discussion of expectations will head off any misunderstandings that might otherwise arise, and foster an ongoing spirit of open communication.

**Graduate Student / Supervisor Expectations**

The document is for students and their supervisors. Ideally, supervisors and students will discuss the document, retain copies of the document, and have a copy of the document placed in a student’s file. Discussion of expectations can foster open communication between supervisors and students and prevent misunderstandings that might otherwise arise. This document is not a replacement for University rules. To the extent that any statements in this document contradict University of British Columbia policies, rules, or regulations, the University of British Columbia policies, rules and regulations prevail. Ultimately, successful completion of a graduate program of study is the student’s responsibility.

Mutual understanding of expectations between students and their supervisors is critical to the success of a graduate program. This document is intended to be read and discussed by students and their supervisors at the onset of the students’ programs. This document may be re-visited and modified over time as necessary, with any revised versions held by students and supervisors and kept on students’ files. Students undertaking work at the master’s level will find some of the points outlined are specific to doctoral students.

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

* Demonstrate commitment to your research and educational program, and offer stimulation, respectful support, constructive criticism, and consistent encouragement.
* Assist with identification of a research topic that is suitable for you and manageable within the scope of your degree.
* Have sufficient familiarity with your field of research to provide guidance as a supervisor.
* Assist you in gaining access to required facilities or research materials for your projects.
* Discuss your financial support issues and assist with scholarship applications and/or providing advice on academic employment opportunities.
* Provide guidance in the ethical conduct of research and model research integrity.
* Discuss with you the implications of engaging with activities/work unrelated to your thesis topic.
* Provide information about my availability for meetings and expectations about preparation for meetings.
* Assist you in planning your research program, setting a time frame, and adhering as much as possible to the schedule.
* Encourage you to finish up when it would not be in your best interest to stay longer.
* Be accessible for consultation and discussion of your academic progress and research at a minimum of once a term. [On average, our meetings will be held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.]
* Minimize my expectations for activities/work that may interfere with your thesis completion.
* Institute a supervisory committee (with appropriate input from you) and prepare for committee meetings, which will occur on a regular basis (at least once a year) to review your progress and provide guidance for your future work.
* Support you in your preparation for the comprehensive examination and admission to candidacy which will be completed within 36 months of program initiation.
* Act as a resource about managing program requirements, deadlines, etc.
* Attend your presentations in appropriate venues and join in associated discussion.
* Submit recommendations for external examiners and university examiners for the doctoral dissertation within the time frames required by the Graduate and Postdoctoral Studies.
* Acknowledge your contributions, when appropriate, in published material and oral presentations [Discuss policy regarding authorship, etc. of papers] in accordance with good scholarly practice and the University of British Columbia scholarly integrity policies.
* Provide reasonable expectations about work day hours and vacation time in accordance with University of British Columbia policies.
* Clarify my preferred style of communication with students about areas, such as student independence, approaches to conflict, direct questioning, and mentoring.
* Explain my expectations for mode of address, professional behavior (e.g. punctuality), when to seek assistance, response to constructive criticism, and academic performance expectations.
* Assist you to overcome any cultural difficulties with norms and expectations.
* Respond thoroughly (with constructive suggestions for improvement) and in a timely fashion to submitted, written work.
* Promote a research environment that is safe and free from harassment.
* Assist in managing conflict or differences among members of the supervisory committee.
* 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. [Approximately how often? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.]
* 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.
* Other:

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**I, the supervisor, can expect of you, the student to:**

* Be committed and show dedicated effort in gaining the necessary background knowledge and in carrying out your research project.
* Develop, in conjunction with myself, a plan and a timetable for completion of each stage of the thesis project, and to work assiduously to adhere to a schedule and to meet appropriate deadlines.
* Meet with me when requested and to report fully and regularly on progress and on results.
* Give serious consideration to and respond to advice and criticism received from myself and other members of the supervisory committee.
* Contribute to the maintenance of a workplace that is tidy and safe, and where each individual shows tolerance and respect for the rights of others.
* Provide guidance in the ethical conduct of research and model research integrity.
* Be thoughtful and reasonably frugal in using resources.
* Read and understand the policies outlined in the Graduate Programs in Rehabilitation Sciences’ Student Handbook.
* Conform to the University and departmental requirements for your program. This includes ensuring that you meet at least yearly with your supervisory committee.
* Meet agreed standards and deadlines of the funding organization to the extent possible when financing has been provided under a contract or grant.
* Keep orderly records of your research data and to leave the original records in the lab when you leave UBC.
* Develop a clear understanding concerning ownership of intellectual property (refer to UBC policy on Patents and Licensing, <http://www.universitycounsel.ubc.ca/files/2015/03/policy88.pdf> and the University Industry Liaison Office, [www.uilo.ubc.ca](http://www.uilo.ubc.ca)).
* Take the required safety training programs (see Orientation Checklist).
* Apply to the University or to granting agencies for financial awards, if you have not already done so.
* Work at least regular workday hours on your research project after coursework has been completed, with at least 2 weeks vacation.
* Discuss policy on:
  + Use of computers and equipment for personal reasons
  + Lab etiquette and attire
  + Career plans
  + Authorship
* Other:

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