

## Graduate Student/Supervisor Expectations

The aim of a Ph.D. in the School of Biomedical Engineering at UBC is to achieve excellence in research. Mutual understanding of expectations between students and their supervisors is critical to achieve excellence in research, and to the overall 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.

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.

After the documents have been reviewed and signed, please return to BRC 251.

Name of Supervisor and Student: \_\_\_\_\_

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.
- Provide reasonable expectations about workday hours and vacation time in accordance with University of British Columbia policies.
- Assist with identification of a research topic that is suitable for you and manageable within the scope of your degree.
- Provide information about my availability for meetings and expectations about preparation for meetings.
- 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.
- 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 an annual report to review your progress and provide guidance for your future work.

- Support you in your preparation for the qualifying examination and admission to candidacy in a timely manner (preferably within 15 months of program initiation).
- Act as a resource about managing program requirements, deadlines, etc.
- Submit recommendations for external examiners and university examiners for the doctoral dissertation 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 policy regarding authorship, etc. of papers] in accordance with good scholarly practice and the University of British Columbia scholarly integrity 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.
- 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.
- Other:

I have read and agree to the above terms.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Supervisor and Student: \_\_\_\_\_

As your 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.
- At all times, demonstrate research integrity and conduct research in an ethical manner in accordance with University of British Columbia 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 you and the Faculty of Graduate and Postdoctoral Studies (through SSC) 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 resources.
- Behave in a respectful manner with peers and colleagues.
- Conform to the University and departmental/school requirements for my program.
- Meet at regular intervals with my supervisory committee (no less than annually).
- Prepare an annual report to review my progress and outline my plan for future work.
- Progress to my candidacy defense (including completion of my comprehensive exam) preferably within 15 months of the initiation of my program.
- Keep orderly records of my research activities (e.g., notes in a lab note book, written reports, presentations).
- Develop a clear understanding concerning ownership of intellectual property and scholarly integrity (refer to UBC policy 85 on scholarly integrity and the University Industry Liaison Office, [www.uilo.ubc.ca](http://www.uilo.ubc.ca)).
- Take any required training programs that are discussed and agreed.
- Work at least regular workday hours on my research project after course-work has been completed.
- Discuss, with you, the policy on use of computers and equipment.
- Complete my thesis and course work within timelines specified by the Faculty of Graduate and Postdoctoral Studies and suitable for my discipline.

- Finish my work and clear up my workspace when program requirements have been completed.
- Return any borrowed materials on project completion or when requested.
- Make it clear to you when I do not understand what is expected of me.
- 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.
- Other:

I have read and agree to the above terms.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_