



Faculty of Creative and Critical Studies
Research Supervisor/Supervisee Agreement

Graduate Student Name: \_\_\_\_\_ UBC Student Number: \_\_\_\_\_
Program: \_\_\_\_\_ Supervisor: \_\_\_\_\_
Degree: \_\_\_\_\_

The aim of this agreement is to define the expectations and responsibilities of the graduate student and the supervisor. Questions about suitability of any part of this document should be directed to the Associate Dean of Research and Graduate Studies in FCCS. Each party should retain a copy of the signed document and the Appendix. The completed first three pages of this document should be submitted to the Program Coordinator and filed. The agreement 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 consistent collaboration between the student and the supervisor. In accepting admission to a graduate program, the student is agreeing to pursue studies and scholarly and/or creative work on a full-time basis, under the supervision of a faculty member, to meet the regulated deadlines established by the College of Graduate Studies, and to maintain open communication with the supervisor. The student must actively seek to expand his or her 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 thesis or creative output appropriate to the degree program.

The supervisor must be available for mentoring, and to provide guidance, advice and educational opportunities. The supervisor is expected to provide feedback and minor editing of the student's work on the thesis, scholarship applications, grant proposals, abstracts and manuscripts for publication. The intellectual ownership/rights that is expected to result from, or is necessary for, the student's thesis work should be discussed in advance and agreed upon between the student and supervisor.

The student and the supervisor 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 month of starting the program or new academic year. Signatures at the end of this document indicate that these items have been discussed.

Checklist to be completed by both the Graduate Student and the Supervisor

\*We acknowledge with thanks the University of Calgary for allowing us to adapt this document from their Checklist of Expectations for Graduate Student and Supervisor

Student	Supervisor	Item
<input type="checkbox"/>	<input type="checkbox"/>	We agree to treat the each other with respect, courtesy, and understanding for the person's respective role. We will address professional and interpersonal differences in as open, amicable, and constructive a way as possible. If appropriate, we will consider third-party consultation or mediation.
<input type="checkbox"/>	<input type="checkbox"/>	We have discussed professional boundaries in the supervisory relationship, and will manage additional roles (e.g., social relationships) in a manner that does not compromise the supervisory relationship.
<input type="checkbox"/>	<input type="checkbox"/>	We have discussed the rules, regulations and policies governing progress through the graduate program (see CoGs website in Appendix).
<input type="checkbox"/>	<input type="checkbox"/>	<p>I will attend regular (normally monthly during the fall/winter semesters) group or individual student-supervisor meetings, and I expect to be able to arrange additional meetings as needed.</p> <p>Our set meeting time is scheduled for _____ of each _____. (day/time) (e.g., week)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>An annual report must be submitted to the program <b>by May 1<sup>st</sup></b> of each year that confirms satisfactory progress towards degree completion.</p> <p>The sequence is as follows. The student must first fill out the annual report with a self-assessment and provide this document to the supervisor. The supervisor provides his or her comments on the student's progress (relative to plans outlined in previous years' reports if appropriate). Finally, the supervisor and student must meet, discuss, and sign off on the annual report.</p> <p>We have discussed program expectations regarding satisfactory progress and understand that a student who does not demonstrate satisfactory progress will be required to adhere to a remediation plan.</p>
<input type="checkbox"/>	<input type="checkbox"/>	I have a clear understanding of the funding that is offered, its sources, and the funding that is available for the thesis and dissertation research costs. The student will apply for awards and scholarships for which he or she qualifies (see Appendix).
<input type="checkbox"/>	<input type="checkbox"/>	We have discussed the role of Research Assistantships (RA) in my funding and professional development. We agree that RA work should support the intellectual and professional trajectory of my own research, and that it must not detract from my progress through my degree.
<input type="checkbox"/>	<input type="checkbox"/>	We have discussed, and agree to regularly discuss when appropriate, 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. (see CoGs Graduate Policy and Procedure Manual in Appendix).
<input type="checkbox"/>	<input type="checkbox"/>	<p>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. On an ongoing basis, we will be open in sharing information with each other about the student's level of professional development.</p> <p>We understand that it is the supervisor's responsibility to write any letters of recommendation for the student for any academic or professional applications.</p>
<input type="checkbox"/>	<input type="checkbox"/>	I am aware that the student is permitted 15 working days (or three weeks) of annual vacation time, in addition to the days off when the University is closed. The supervisor will inform the student when he/she will be away for an extended period on vacation or other business. During the supervisor's absence or unanticipated

<input type="checkbox"/>	<input type="checkbox"/>	circumstances or emergencies, special arrangements for communication and mentorship will be made.
<input type="checkbox"/>	<input type="checkbox"/>	We have discussed the required coursework, including expectations, timetable and necessary study time.
<input type="checkbox"/>	<input type="checkbox"/>	We have discussed the opportunity to attend regional, national or international conferences, including the opportunity to present and the available travel funds.
<input type="checkbox"/>	<input type="checkbox"/>	I am 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.
<input type="checkbox"/>	<input type="checkbox"/>	We have discussed and identified pedagogically appropriate roles and responsibilities of the student in the supervision of undergraduate honours theses and directed study projects.
<input type="checkbox"/>	<input type="checkbox"/>	I understand that editorial feedback or written work (scholarship applications, proposal, thesis, publications) is expected from the supervisor, and that a reasonable length of time should be permitted for this feedback (not beyond <b>three weeks</b> , as listed in the CoGs Graduate Policy and Procedure Manual in Appendix).
<input type="checkbox"/>	<input type="checkbox"/>	I am aware that students can apply for a leave of absence if circumstances make appropriate progress towards degree completion impossible.
<input type="checkbox"/>	<input type="checkbox"/>	We have discussed access to resources (e.g., library, printing, computer access, measurement/laboratory needs) and appropriate training required for successful completion of the thesis and dissertation.
<input type="checkbox"/>	<input type="checkbox"/>	We have discussed what constitutes academic and non-academic misconduct, and their consequences. For example, plagiarism or misrepresentation of data in course work, presentations, thesis proposal, publications or thesis are 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 the CoGs Graduate Policy and Procedure Manual (see Appendix).
<input type="checkbox"/>	<input type="checkbox"/>	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.

**Signatures**

Your signature below indicates that you have read and understand this agreement and agree to its terms.

Graduate Student: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix – Supplemental Information

**CoGs Website:** The College of Graduate Studies maintains a website with considerable valuable information for both students and supervisors. The Graduate Policy and Procedure Manual (<https://gradstudies.ok.ubc.ca/about-cogs/policies-procedures/>) provides information about supervisory committees, regulations for thesis and dissertation and its administrative processes. Both the student and the supervisor have specific responsibilities to assure that a satisfactory and mutually beneficial relationship exists between student and supervisor.

The manual also provides information about academic/non-academic misconduct, intellectual property, course registration, satisfactory progress, leaves of absence, etc.

**FCCS/IGS Handbooks:** Depending on the student's program, there may be handbooks provided by the faculty or the IGS Theme to guide the supervisor and the student through their degree.

**Scholarships:** The student is expected to apply for scholarship funding. In the event that the student is successful with such applications, some of the promised funding from other sources may be withdrawn, but the student must still receive the minimum amount stipulated in the letter offering admission, and top-ups may be available. Promised funding is dependent on satisfactory progress towards completion of the degree. Internal and external scholarship information is available at: <https://gradstudies.ok.ubc.ca/tuition-awards-and-finance/award-opportunities/>

**Research Activities:** A fundamental aspect of the postgraduate degree is the generation of new knowledge. Graduate students are expected to complete a thesis or creative output that represents a novel aspect of their discipline of study. Although such scholarly/creative work is conducted under the supervision of a faculty member, and that faculty member may provide funding for the costs of the research, the production of the thesis or creative output must be primarily the work of the student. Normally, the supervisor will arrange for access to the equipment and facilities needed for the conduct of the research. Opportunity to learn how to operate such equipment must be provided to the student. The student is responsible for acquiring appropriate skill in the use of the equipment. The student must have ownership (or co-ownership) of any data presented in the thesis. However, laboratory records describing work sponsored by external funding agencies must remain in the laboratory. Additionally, the Behavioural Research Ethics Board (BREB) requires that data be housed at UBC Okanagan. It is the responsibility of both the supervisor and the student that ethics approval is obtained prior to data collection if appropriate. In recognition of the financial support provided by various agencies and sources, the salary provided, and the cost research, such support must be acknowledged in any public presentation or publication of the research generated.

**CoGs Resources:** Workshops, seminars, and other activities, such as peer writing group networks, organized by the College of Graduate Studies and its partners are also offered to complement the student's academic graduate program and equip students with additional professional skills. See <https://gradstudies.ok.ubc.ca/events-workshops/>

Please submit completed form to:  
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