Getting It Right: UOIT Graduate Supervision Guidelines

The following checklist provides some general guidelines to help align expectations of supervisors and their graduate students. The supervisors and supervisory committees, as well as the relationship between students and their supervisors, affect the success of research-stream students in their programs. This document further explains roles and responsibilities of supervisors and students as outlined in the Graduate Academic Calendar. It is intended to facilitate a discussion during the early stages of the graduate program to clarify individual expectations and challenges that may arise during the course of study (adapted from the Canadian Association for Graduate Studies).

1) Communication and Professional Conduct

- Supervisor and student will meet regularly to discuss research progress and to meet deadlines, in compliance with program policies.

- Supervisor will discuss their typical supervisory style (i.e. hands-on/hands-off, mentor/manager/colleague etc.), as well as their expectations regarding the student's office/lab/on-campus attendance.

- Supervisor will make arrangements to ensure the continuity of supervision during leaves or extended periods of absence.

- Supervisor will be sensitive to cultural factors which may influence the student's learning and research behaviour and experience.

- Student will hold face-to-face meetings with advisory/supervisory committee at least once per year, but preferably every term, and provide a progress report and future plans to the committee at least a week in advance of meetings.

- Student will be aware of policies, rules and regulations in effect, as well as university communications which may be directed to them.

- Student must seek assistance from the advisor/supervisor especially when making important decisions about their course of study and research.

- Student will discuss with the supervisor, in a timely manner, any foreseen prolonged absence and negotiate amount of time and timing of holidays.
- Student will participate in departmental meetings, seminars and training regularly as determined with advisor/supervisor.

2) Academic Development, Mentorship and Training

- Supervisor will respond in a timely and appropriate manner to written work submitted by the student, with constructive feedback and suggestions for improvement.

- Supervisor will provide timely feedback to thesis drafts and writings submitted by the student in accordance with an agreed-upon schedule.

- Supervisor will determine how and when the supervisory committee should be formed.

- Student will complete research, coursework and/or thesis within the period that is typical for specific degree program.

- Student will submit their material in a timely manner so as to receive an adequate assessment.

- Student will make timely progress towards completion of degree and spend the required number of hours carrying out research activities.

- Student will be required to complete an ethics approval form before data collection can begin (if research involves human, non-human animals, human tissues or records).

- Student shall obtain and document further professional skill development training offered by the School of Graduate and Postdoctoral Studies.

3) Authorship, Publication and Intellectual Property

- Supervisor will appropriately acknowledge the contributions of the student in presentations and published material, in many cases via joint authorship.

- Supervisor and student will discuss the criteria determining authorship order.

- Supervisor and student will discuss responsibilities for preparing and submitting for publication the results of research completed by the student as part of their degree requirements.

- Supervisor and student will maintain appropriate confidentiality concerning research activities, in accordance with existing practices and policies of the discipline.

- Supervisor and student will discuss relevant publication restrictions on the student’s research such as a Non-Disclosure Agreement (NDA) if applicable.
Supervisor and student will discuss their involvement in research governed by an Industry Sponsored Research Agreement if applicable.

Student is encouraged to seek—in consultation with their supervisor—Graduate Teaching or Research Assistantships to gain additional experience.

4) Health and Safety

The supervisor will assist the student in determining the level of training and course(s) required for their study program in compliance with health and safety regulations.

The supervisor will make every reasonable effort to ensure that the student’s learning and research environment is safe and adequately supported.