

3.0 AVC Graduate Program Roles and Responsibilities

3.1 Roles and Responsibilities of Supervisory Committees

The Supervisory Committee should provide the student with guidance, advice, evaluation and feedback in an atmosphere of mutual respect. The Supervisory Committee should be selected early in the program by the student and the Supervisor, in consultation, to reflect the range of expertise required in the chosen field of research.

The Supervisory Committee has several responsibilities toward the student:

- 1) to establish a Program of studies in consultation with the student, within 60 days of first registration in the program. The Program will include clear course requirements, research expectations, a projected timeline with milestones, and any final revisions to the membership of the Supervisory Committee,
- 2) to meet with the student preferably 3 times annually (minimum 2 times) to review the evolution of research and courses and report the student's progress to the Program Administrator,
- 3) to be prepared to recommend program modifications when necessary or courses of action for substandard performance,
- 4) to be available for consultation with the student on academic, research-related, thesis writing*, or other matters such as supervision, intellectual property, ethics, authorship, best practices, academic integrity, acknowledgement, medical or compassionate situations, or disputes,
- 5) to provide feedback on the suitability of material for publication,
- 6) to examine the thesis for defence in a timely manner,

* Students and members of Supervisory Committees are reminded that the purpose of a thesis is to provide students the opportunity to demonstrate their ability to carry out a research project and to produce significant results. Its purpose is not to produce definitive or exhaustive research on a subject. Supervisors should counsel graduate students early in their program on the judicious selection of a manageable and suitable thesis topic. Research topics should be chosen so that time to completion is controlled: Master's degrees done full time, should be completed in approximately two years and no more than three (3) years, Ph.D. degrees should be completed in approximately 3 years (after a Masters degree) and no more than five (5) years.

3.2 Roles and Responsibilities of Supervisors*

The Supervisor is a mentor, advisor, and monitor with the student in an atmosphere of mutual respect. The Supervisor must remain sensitive to the critical role of the Supervisor/student relationship in the evolution of the graduate program. As the senior partner, the Supervisor must encourage commitment without exploiting or indoctrinating the student. The Supervisor has several responsibilities toward the student:

- 1) to guide the choice of the Program of studies, research project, timeline to completion, milestones, and graduate faculty members on the Supervisory Committee,
- 2) to be accessible for and encourage regular meetings (minimum one per month) with the student,
- 3) to ensure timely scheduling of any qualifying and/or comprehensive examinations, outline expectations, and prepare the student for the examinations,
- 4) to provide expectations, criteria and evaluation for written work, including the thesis, in a timely fashion,
- 5) to guide the student on finding information on policies, regulations, expectations, and standards of the Department, College, and University with respect to coursework, research, scholarship, intellectual property, academic integrity, safety, ethics, thesis, collaborative work, authorship, acknowledgements, conference presentations, professionalism,
- 6) to convene the Supervisory Committee 2-3 times each year,
- 7) to make every effort to provide the student with an opportunity to present their research at a conference,
- 8) to ensure the eligibility of the thesis for examination, provide the names of potential suitable External Examiners, and prepare the student for the defence,
- 9) to provide letters of recommendation on request, in a timely fashion,
- 10) to arrange for suitable supervision during absences,

* With co-supervision, one of the co-supervisors should be designated as "corresponding" and be responsible for communication with the Department and the Graduate Studies and Research Office.

3.3 Roles and Responsibilities of Graduate Students

The student entering a graduate program is a junior partner and colleague in a relationship of mutual respect with the Supervisor and the Supervisory Committee. The student makes a commitment to the Program, dedicating him/herself to completion within an acceptable timeframe and in accordance with the policies and Regulations in place in the Department, College, and University. The graduate student has several responsibilities:

- 1) to be accessible for and maintain regular and frequent communication with Supervisor and Supervisory Committee,
- 2) to know and adhere to policies, regulations, expectations and standards of the Department, College, and University with respect to coursework, research, scholarship, intellectual property, academic integrity, safety, ethics, thesis, collaborative work, authorship, acknowledgements, conference presentations, professionalism, obligations associated with their funding,
- 3) to be aware of and meet deadlines for registration, coursework, research, applications, reporting, defence, and convocation preparations,
- 4) to strive for excellence in and take responsibility for coursework and research,
- 5) to help establish and adhere to a timeline and milestones for completion of the Program of studies,
- 6) to record research procedures and results systematically, completely, and honestly,
- 7) to report on progress to the Supervisory Committee 2-3 times annually,
- 8) to submit work for evaluation, allowing reasonable time for review, and to give consideration to advice from the Supervisor and Supervisory Committee,
- 9) to make considerate and responsible use of financial and laboratory resources.