



**UNIVERSITY OF CALGARY**  
**FACULTY OF GRADUATE STUDIES**

**Checklist of Expectations for  
GRADUATE STUDENT and SUPERVISOR**

Graduate Student Name: \_\_\_\_\_ UCID: \_\_\_\_\_

Program: \_\_\_\_\_ Program Director: \_\_\_\_\_

Degree: \_\_\_\_\_ Specialization: \_\_\_\_\_

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The aim of this checklist is to define the expectations and responsibilities of the graduate student and the supervisor. Questions about the suitability of any part of this document should be directed to the Graduate Program Director or an Associate Dean in the Faculty of Graduate Studies (FGS). Each party should retain a copy of the signed document and the Appendix. The completed first two pages of this document should be submitted to the Program Director and filed at the student's host program. The checklist may be updated as necessary.

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**General Expectations and Responsibilities**

Graduate students hold the primary responsibility for the completion of their degree. Graduate study requires independent learning, as well as constant collaboration between the student and the supervisor. In accepting admission to a graduate program, the student is agreeing to pursue studies and scholarly work on a full-time basis (if registered full-time), under the supervision of a faculty member, to meet the regulated deadlines established by the Faculty of Graduate Studies, and to maintain open communication with the supervisor. The student must actively seek to expand her or his 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.

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 property 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 the 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 two months after a supervisor has been appointed. Signatures at the end of this document indicate that these items have been discussed.

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

**Student**

**Supervisor**

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|--------------------------|--|--------------------------|
| <input type="checkbox"/> | We have discussed the rules, regulations and policies governing progress through the graduate program (see Appendix).  | <input type="checkbox"/> |
| <input type="checkbox"/> | I will attend regular (weekly/biweekly/monthly, as required depending on time in the program and progress achieved) group or individual student-supervisor meetings, and I expect to be able to arrange additional meetings as needed.   | <input type="checkbox"/> |
| <input type="checkbox"/> | An annual report must be submitted at program due date of _____, and satisfactory progress towards degree completion must be demonstrated. We have discussed program expectations regarding satisfactory progress. A student who does not demonstrate satisfactory progress will be required to withdraw from the Faculty of Graduate Studies. | <input type="checkbox"/> |

**Student****Supervisor**

- |                          |   |                          |
|--------------------------|---|--------------------------|
| <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 research costs. The student will apply for awards and scholarships for which he or she qualifies.  | <input type="checkbox"/> |
| <input type="checkbox"/> | We have discussed 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. The FGS IP Awareness Form has been completed. In cases where a special Lab (or other) Agreement has been signed by the student and the supervisor, it should be filed both at the student's home department and at FGS.  | <input type="checkbox"/> |
| <input type="checkbox"/> | 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.  | <input type="checkbox"/> |
| <input type="checkbox"/> | I am aware that the student is permitted at least two weeks of annual vacation time, in addition to 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.   | <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 program expectations regarding student attendance and presentations at seminars or journal club meetings.   | <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"/> | I understand that editorial feedback on 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 (up to three weeks, depending on the size of the document and the timing of submission).  | <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.   | <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 is 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 University Calendar and the FGS web site. | <input type="checkbox"/> |

**Signatures:**

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

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

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

## Appendix - Supplemental Information

**FGS Website:** The Faculty of Graduate Studies maintains a web site with considerable valuable information for both students and supervisors ([www.grad.ualgary.ca](http://www.grad.ualgary.ca)), as well as a site specifically for supervisors (<http://grad.ualgary.ca/faculty/information-supervisors>). There is an awards database that includes a searchable list of available scholarship awards. There are also important hints and tips for preparing strong applications for such awards and corresponding letters of reference.

**Handbooks:** The regulations governing your participation in this graduate program are fully described in the regulation documents located on the FGS website (<http://grad.ualgary.ca/graduate-regulations>). There are also documents describing best practices in graduate supervision for both the student and supervisor (<http://grad.ualgary.ca/faculty/information-supervisors>). Both the student and the supervisor have specific responsibilities to assure that a satisfactory and mutually beneficial relationship exists between student and supervisor. Individual programs may also have rules and best practices regarding graduate supervision.

**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: <http://www.grad.ualgary.ca/awards>.

**Annual Report:** An annual report is required to be submitted each year. Online reports are available in May (regardless of when the student began their program) and each program has their own deadline for completion of these (typically from the first of June to the end of September). The student will be prompted to prepare their online report by an e-mail message from the Graduate Program. A detailed instruction manual for completing the online Annual Progress Report is available at: <http://grad.ualgary.ca/current/managing-my-program/supervision/annual-progress-report>

**Research Activities:** A fundamental aspect of a postgraduate degree is the generation of new knowledge. Graduate students are expected to complete a thesis that represents a novel aspect of their discipline of study. Although thesis scholarly work is conducted under the supervision of a faculty member, and that faculty member may provide funding for the costs of the research, the writing of the thesis 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, recognizing the importance of reproducibility and quality of the data. The student must have ownership (or co-ownership) of data presented in the thesis. However, laboratory records describing work sponsored by external funding agencies must remain in the laboratory. It is the responsibility of both the supervisor and the student that ethics approval is obtained prior to data collection on the thesis research. See: <http://grad.ualgary.ca/current/managing-my-program/academic-integrity>. The FGS Intellectual Property Awareness Checklist should be completed: <http://grad.ualgary.ca/current/managing-my-program/academic-integrity/intellectual-property>

In recognition of the financial support provided by various agencies and sources, financial support for salary and in support of the costs of doing research must be acknowledged in any public presentation or publication of the research generated.

**My GradSkills:** My GradSkills is a resource that provides professional and academic development opportunities to graduate students. All events and services associated with My GradSkills have received academic oversight and are endorsed by the Faculty of Graduate Studies. Participating in My GradSkills workshops and events will help graduate students acquire academic skills to help them complete their graduate degree in a timely fashion, and professional skills to help them stand out to future employers. Be sure to check out further information to assist with identifying those skills that should be developed, and to establish the manner in which those skills will be acquired, can be found at [www.ualgary.ca/mygradskills](http://www.ualgary.ca/mygradskills).

**Misconduct Information:** Information on academic and non-academic misconduct can be found in the Graduate Calendar at: <http://grad.ualgary.ca/current/graduate-calendar>

**Leave of Absence:** <http://grad.ualgary.ca/current/managing-my-program/leave>