

## Checklist of Expectations for Graduate Students and Supervisors

Student:	Supervisor:
ID:	
Program:	Graduate Program Director:
Degree:	

The objective of this checklist is to equip thesis-based graduate students and their supervisors with clarity and definition regarding their roles and responsibilities, as well as reasonable expectations for working together. Please review the [Best Practices for Graduate Students](#) and [Best Practices for Supervisors](#).

The student and the supervisor are expected to go over the items listed below together in a face-to-face meeting, 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.

The completed checklist must be submitted for filing to the graduate program and may be referenced in the future should the need arise. This document should be revisited by the student and supervisor every 2 years as responsibilities and expectations may change over the course of one's degree.

### General Expectations and Responsibilities

- We have discussed required coursework, including expectations and necessary time to be dedicated to courses.
  
- We have discussed the degree exam requirements. We are both aware of the exam regulation and procedure.
  
- We have discussed procedures for setting exams and timely completion of the degree. We have gone over the process of approval of thesis draft by the supervisor and the student before submission to thesis examination committee. All arrangements must be made by the supervisor.
  
- We will schedule and attend regular (weekly/biweekly/monthly, as required depending on time in the program and progress achieved) group or individual student-supervisor meetings, and we are both able to arrange additional meetings as needed.

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- We have discussed the purpose of the supervisory committee (if applicable), including: the provision of feedback through scheduled supervisory committee meetings, and expectations regarding contact with individual committee members.
- The supervisor is aware that students are permitted **at least 2 weeks of annual vacation** time, in addition to days off when the university is closed. The student will inform the supervisor when they are planning to take time off. The supervisor will inform the student when he/she will be away for an extended period on vacation or other business. If the student has a GAT, GANT, or GAR position, the student will discuss with the instructor/supervisor any plans for time away to ensure that their assigned duties are not impacted as per the GSA collective agreement.
- We understand that editorial feedback on written work (scholarship applications, proposals, thesis, publications) is expected from a supervisor, and that a reasonable length of time should be permitted for this feedback (up to **3 weeks**, depending on the size of the document and the timing of submission). The supervisor will notify the student if unanticipated delays occur or the agreed-upon timeline for feedback cannot be met.
- A Faculty of Graduate Studies Annual Progress Report must be submitted on the program due date of \_\_\_\_\_, and consistent, sustained progress towards degree completion must be demonstrated. We have discussed what satisfactory academic progress entails. We are aware that a student who does not demonstrate satisfactory progress may be placed under academic review at the recommendation of the graduate program.
- The student is aware of the importance of academic and research integrity. The [Student Success Centre](#) offers workshops and resources for common graduate-specific academic integrity concerns (e.g., avoiding plagiarism, citing references appropriately, etc.).
- The student and the supervisor have a clear understanding of their funding, as outlined in the offer letter at the time of admission. We have discussed the source of the funding (e.g., stipend vs. research assistantship vs. teaching assistantship) and any associated expectations.
- We have discussed the program funding policy regarding scholarships and awards.

### Intellectual Property and Authorship

- We have discussed intellectual property (IP) issues that may arise during the course of study; for example, authorship in publications, order of authors, ownership of data/results, patent rights, etc. We have also completed the [FGS Intellectual Property Awareness Form](#). 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.

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- In cases where we have signed a special agreement (i.e., non-disclosure, intellectual property or authorship, lab expectations, etc.) a copy will be provided either to the Graduate Program Administrator for forwarding to FGS for the student's file or a copy will be submitted to FGS directly.
  - Not Applicable
  - List of Agreements Signed:
- We understand that, for any agreement the student is asked to sign, i) they must be provided with time to carefully read the agreement, and ii) have the right to consult with a third party (e.g., the Graduate Program Director, FGS Graduate Academic and International Specialist etc.) prior to accepting, signing and returning the document.

### Conferences, Publications, and Other Professional Development

- We have discussed the importance of acquiring professional skills of value to the student's future career, the responsibility of the student to be aware of available resources, and the responsibility of the supervisor to reasonably accommodate and consider these efforts in annual progress reporting and planning.
- We have discussed the opportunity to attend regional, national or international conferences, including the opportunity to present and available travel funds.
- While publications and research outputs are of benefit to the student's professional and academic development, we understand that they are not FGS program requirements. They should not displace or be prioritized ahead of meeting academic milestones, such as fulfilment of candidacy requirements or completion of the degree program.
- 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. We will keep them updated and on file.

### Well-being and Issue of Conflict Resolution

- We understand the expectation of a supervisor as a wellness advocate: someone who upholds safety within the academic space, and provides students with time, academic options, and support to attend to their well-being.
- We are aware that the student can apply for a leave of absence if circumstances impede progress towards degree completion.

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- We are aware that a student with a disability or medical condition that impacts their academic program can consult with [Student Accessibility Services](#) to determine if a formal accommodation plan is appropriate.
  
- In the event of a conflict, we understand that there are specialized, confidential resources available to us both. Students are encouraged to consult with their Graduate Program Director or the [FGS Graduate Academic and International Specialists](#). Supervisors are encouraged to consult with the FGS Associate Dean (Student).

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Student Signature

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Date

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Supervisor Signature

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Date

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Co-Supervisor Signature (if applicable)

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Date

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Graduate Program Director Signature

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Date