



CHECKLIST of EXPECTATIONS for GRADUATE SUPERVISION RELATIONSHIPS

This checklist is a tool for graduate students to be proactive in building an effective and supportive relationship with their supervisor at the start of their program. Rewarding relationships are built on transparency, good communication and commitment done in good faith. You are encouraged to develop a habit of documenting tasks, commitments, editorial changes etc. that is relevant to your graduate work. Follow-up is essential to move your work forward towards degree completion.

1. GENERAL EXPECTATIONS AND RESPONSIBILITIES

- Discuss required coursework, including expectations and necessary time to be dedicated to courses.
- Discuss the exam requirements (if applicable) and exam regulations.
- Schedule and attend regular (weekly/biweekly/monthly, as required depending on time in the program and progress achieved) group or individual student-supervisor meetings.
- Discuss 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 student and supervisor discuss future times they will be away for an extended period on vacation or other business.
- Discuss the agreed-upon timeline for feedback on written work (proposals, thesis, publications, and applications) and how unanticipated delays will be dealt with. Feedback should take place within 40 business days, roughly 8 weeks.
- Discuss procedures for setting exams and timely completion of the degree. Review the process of approval of thesis drafts by the supervisor before submission to the supervisory committee.
- Discuss the anticipated submission date of the Annual Progress Report (as per program requirements) and consistent, sustained progress towards degree completion. Discuss what satisfactory academic progress entails to remain in good academic standing.
- Discuss the program funding policy regarding scholarships and awards.

2. INTELLECTUAL PROPERTY AND AUTHORSHIP

- Discuss 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. 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. Refer to [University Policy GV0215](#) for more information.

3. CONFERENCES, PUBLICATIONS, AND OTHER PROFESSIONAL DEVELOPMENT

- Discuss 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 the annual progress report.
- Supervisor and student discuss criterion needed for ethics approval before data collection can begin when animals or humans are involved. Discuss ethics applications and obtain necessary certifications.

4. WELL-BEING AND ISSUE OF CONFLICT RESOLUTION

- Student and supervisor discuss how dissatisfactions, disagreements and conflict are addressed. As per the supervision policy:

Student resources within the Faculty of Graduate Studies:

When an issue or conflict arises, the student should normally seek resolution following the chain of authority: starting with their supervisor(s), supervisory committee member(s), Graduate Advisor, Head of the academic unit, Associate Dean of Graduate Studies, and the Dean of Graduate Studies, until the issue is resolved; however, **students may seek confidential advice** beginning with an Associate Dean of Graduate Studies and/or the Ombudsperson.

- Student becomes familiar with the student resources available and connect with the supervisor, graduate advisor, and graduate secretary if any questions arise or need further clarification:
 - Academic accommodations for students with disabilities
 - Indigenous Student resources
 - Student Sponsored resources (GSS, Student Unions)
 - Additional Resources (i.e. Wellness Centre, Multifaith Centre)
 - Faculty Resources

Notes:

Students can access the services of the Ombudsperson by email: ombuddy@uvic.ca or by phone (250) 721-8357