Faculty of Graduate Studies

Responsibilities in the Supervisory Relationship
Faculty of Graduate Studies

Grad Students are:

- Leaders of today & tomorrow
  - Academic leaders
  - Research Leaders
  - Professional leaders
  - Artistic leaders

- UVic’s largest group of researchers
  - Creating knowledge now
  - Leading research in the future

- Teachers of undergrads
  - Build the next generation of citizens
  - The next generation of faculty
Effective supervision is a joint effort and partnership of the academic unit, the supervisor, the supervisory unit, the supervisory committee members, the student, the grad advisor, the grad secretary and the Faculty of Graduate Studies.

Academic units are encouraged to generate their own policies and procedures that are complementary to those established by the Faculty of Graduate Studies.
Responsibilities of The Supervisor & the Committee

- **Mentoring**
  - Interpersonal development
  - Career development
  - Educational development
  - Professional socialization

- **Supervision**
  - Planning the program
  - Ensuring that the student is aware of all program requirements and regulations
  - Evaluating the work
Responsibilities of
The Academic Supervisor

- Help student to form supervisory committee (1.1)
- Teach academic rules & standards (1.3, 1.4)
- Hold regular meetings & consultations (1.5)
- Ensure ethical research (1.7, 1.8)

- Chair committee meetings & arbitrate decisions (1.2, 1.6)

- Develop a realistic program & timetable (1.9)
Responsibilities of The Academic Supervisor

- If away for more than three months, arrange for interim or replacement supervisor (1.12)
- Initiate setting up candidacy examinations (1.13)
- Make timely & constructive written comments (1.10)
- Determine when a draft is ready. Provide guidance in writing (1.11)
Responsibilities of The Supervisory Committee

- Hold regular meetings & consultations
- Help to arbitrate conflicts and decisions (3.7)
- Teach academic rules & standards (3.1, 3.3)
- Ensure ethical research (3.1)
- Develop realistic program & timetable (3.2, 3.4)
- Serve as core of examining committee (3.10)
Responsibilities of The Supervisory Committee

- Make timely and constructive written comments (3.5, 3.6)
- Determine when a draft is ready.
  Provide guidance in writing (3.8)
- Recommend withdrawal if progress is unsatisfactory (3.9)
Students’ Responsibilities

- Devote time & energy needed to complete program (6.1)
- Adhere to agree-upon schedules & deadlines (6.2)
- Maintain registration, inform supervisor of temporary withdrawals, give reasons & contact info (6.4)
- Maintain regular contact. Be available as needed (6.3, 6.5, 6.9)
Students’ Responsibilities

- Expend reasonable effort, initiative, respect & receptiveness in response to suggestions & criticisms (6.6).
- Know & accept rules, procedures & standards (6.11, 6.12, 6.15)
- Address problems, initiate & negotiate changes to program & committee in consultation with committee (6.16)
Responsibilities of The Supervisor & the Committee

- **Withdraw from supervising a student** when the supervisor or committee member and student, in consultation with the supervisory committee, the head of the academic unit and the graduate advisor are unable to resolve **interpersonal conflicts** (2.4) (4.1)
  - Must give written reasons and notice of the withdrawal to the student, the graduate advisor and the Faculty of Graduate Studies (2.4) (4.1)
  - Must remain as supervisor until another supervisor is in place or the student is withdrawn (2.5) (4.2)
Responsibilities of
The Supervisor & the Committee

- **Withdraw a student** when the supervisor, the supervisory committee, the head of the academic unit and the graduate advisor believe **academic progress is not being made** and continued supervision will not lead to the satisfactory completion of degree requirements by the student. (2.3)

  - Must give written reasons and notice of the withdrawal to the student, the graduate advisor and the Faculty of Graduate Studies (2.3)

  - Must remain as supervisor or committee member until another supervisor or committee member is in place or the student is withdrawn (2.5) (4.2)
The Dean’s Responsibilities

When an allegation of non-compliance with these guidelines is made, the Dean will

- Request and review a written report from the complainant (5.1, 5.2)
- Consult with the parties involved (5.3)
- If appropriate, make a complaint under the Policy on Scholarly Integrity (5.4)
- Otherwise, forward a copy of the report to the supervisor and committee members and invite a response (5.5)
- Issue a written decision or meet with the complainant, the supervisor and committee to discuss the report, to discuss education and remedial strategies, and to seek a resolution. (5.6)
Faculty of Graduate Studies

Our students are our future