1. Background
The Faculty of Graduate Studies provides extensive information on graduate supervision. Documents include: Responsibilities in the Supervisory Relationship; Mentor Expectations; Planning the First Meeting; Progress of the Supervisor Relationship: Practical Approaches to the Student Meeting; Dealing with Conflicts; Sample Mentor Student Plan.1 It is expected that Supervisory Committee members are familiar with these documents. It is recommended that supervisors also explicitly request students to read these documents.

2. General Principles
2.1 Supervision Process
The Department recognizes that different students and faculty members have different expectations of the supervision process and that different models — frequency of contact, role of supervisory committee — can work equally well.

What is required in all situations is early and clear communication between the academic supervisor and student about the supervision process. In particular, the supervisor and student should discuss and agree to the following matters:

- Frequency of contact.
- The specific nature of the project and methods to be used; expectations of research outcomes; expectations of the presentation of research.
- Committee Membership including (if relevant) the External Examiner.
- Time frame for submission of drafts and completed essays/theses.

It is recommended that the supervisor prepare a written summary of arrangements, providing a copy to the student. The supervisor and the student should ensure that all supervisory committee members are kept informed about the progress of the research.

1 Available from http://web.uvic.ca/gradstudies/students/supervision.php
2.2 Feedback
The supervisor and committee members are expected to read and provide clear comments on submitted work in a timely fashion. However, students need to be aware that faculty members require time to read written work, both because of other commitments and in order to provide the required care and attention to the task.

3. Policies and Procedures

3.1 MA Degree
3.1.1 Upon enrolment, all MA students are supervised by the Graduate Advisor, who receives advice, as needed, from the Graduate Committee.

3.1.2 Upon commencement of an essay or thesis, a Supervisor and Second Reader will be determined based upon the student’s research interests and availability of faculty.

3.2 PhD Degree
3.2.1. All PhD students enter the program with an appointed supervisor.

3.2.2 The supervisor, in consultation with the student and any other appointed supervisory committee members, will determine the appropriate courses required to satisfy the coursework component of the degree. This includes any course exemptions, transfer credits and field courses. Requirements for the student’s PhD Candidacy Examination, including comprehensive examinations and the format of the oral examination of the dissertation proposal, are determined by the supervisory committee; further details on Candidacy Examinations are outlined in Department of Economics PhD Candidacy Examination Requirements.

3.2.3 The details under 3.2.2 are provided in the PhD Program Approval Worksheet, available from the Graduate Secretary and subject to approval from the Graduate Advisor, after consultation with the Graduate Committee. A copy of this sheet is provided to the student. The worksheet is updated as required.

4. Supervision of Registered Students
Only registered full time students can be actively supervised by Faculty members. It is each Faculty member’s duty and responsibility to verify that a student who requests supervision in any given semester is properly registered.
5. Dealing with Conflicts

Following the Faculty of Graduate Studies recommendations, Faculty members and students need to attempt to first resolve issues within the Department, involving, as deemed useful, other members of the supervisory committee, the Graduate Advisor and the Departmental Chair. Should issues still remain after seeking assistance from these internal resources, the Faculty of Graduate Studies may be utilized to assist with resolution. It is important to keep a record of efforts at resolving issues.