



Graduate Student/Supervisor Expectations Form

The Faculty of Graduate Studies is committed to fostering strong student-supervisor relationships as a key to successfully completing a graduate program. A strong student-supervisor relationship is based on clear expectations for both the students and their supervisor(s). This document is intended to facilitate and guide a conversation between the Supervisor(s) and Student with respect to expectations and responsibilities. The goal of this document is to avoid misunderstandings.

As per Section 5 of *The Faculty of Graduate Studies Policies and Guidelines*, a conversation between Supervisor(s) and Student must occur within the first term of studies. The Supervisor(s) and Student must document their conversation and completion of this form is considered documentation. If the student is co-supervised, all three parties should jointly document the conversation.

A copy of the documentation must be submitted to the Faculty of Graduate Studies and it is recommended and encouraged that both the student and supervisor(s) keep a copy of this form in their records. Supervisors and students are welcome to revisit this document at any time. A copy of the revisions should be filed with the Faculty of Graduate Studies.

Notes: This document was modeled after McMaster University's Template to Address Expectations for Graduate Students and their Supervisor(s).

Student's Name: _____

Student Number: _____

Program: _____

Start Date in Program: _____

Expected Date of Completion: _____

Supervisor's Name: _____

Co-Supervisor's Name: _____

Date Form Completed: _____

Student's Academic and Professional Development

The Student's **immediate goals** include:

- Academic goals:

- Professional/career goals:

The Student's **long-term goals** include:

- Academic goals:

- Professional/career goals:

Which of the Student's goals does the Supervisor(s) feel that they could help the Student achieve?

Meetings and Communication

There are many types of meetings that Students and Supervisor(s) arrange (e.g. one-on-one, group, committee, etc.) and various modes of communication they might utilize (e.g. face-to-face, email, phone).

Supervisor(s) and Student will arrange and attend regular meetings.

- The frequency and format of the meetings may vary, but typically meetings will be held:

(e.g. once a week, twice a month, once per term, etc.)

- Generally, the length of meetings are expected to be approximately

_____ minutes / hours (*circle*).

- At each meeting, **Student / Supervisor(s) / both (*circle*)** will be primarily responsible for recording notes on topics and timelines discussed, as well as feedback given.
- Typically, the Student and Supervisor(s)'s preferred method of regular communication is **email / phone / arranged face-to-face meetings (*circle*)**.

The student can typically expect a response from the Supervisor(s) within:

_____ (time period, e.g. 2 business days) for

_____.

(type of work, e.g. emailed question)

_____ (time period, e.g. 2 weeks) for

_____.

(type of work, e.g. feedback on findings)

_____ (time period, e.g. 1 month) for

_____.

(type of work, e.g. edits to manuscript)

The Supervisor(s) can typically expect a response from the student within:

_____ (time period)

On average, the Supervisor(s) is in their office, lab, or otherwise available to the Student

daily / weekly / monthly / by appointment / other:

(*circle*).

Supervisory Style

FOR THE SUPERVISOR(S)

How would you describe your typical Supervisor(s) style?
(e.g. Directive / mentor / manager / colleague, etc.)

FOR THE STUDENT

How would you describe your learning style?
(e.g. mostly independent / needs feedback / wants structure, etc.)

Time Management and Milestones

Although the relationship between a Supervisor(s) and Student is not an employment relationship, Supervisor(s) may have expectations in regard to the average number of hours per week that the Student should be in the office/lab/on campus, etc. in order to complete the Student's research within the required timelines, keeping in mind that these expectations may differ at different times throughout the program. Similarly, Students may have commitments, including teaching duties, which may impact their schedule. Bearing this in mind:

- Please note any important milestones related to the student's graduate program.

- What are the expectations of the Supervisor(s) and the Student regarding the Student's office/lab/on campus attendance?

- Please note other outside employment and how it will impact your time to completion.

- If the Student does not complete his/her graduate degree within _____ year(s), funding **will** / **will not** / **may not** (*circle*) be provided.

Funding

What funding opportunities will be available?

- Supervisor(s) will provide \$_____ for the academic year(s) in funding to the Student as a Research Assistantship or Research stipend as specified in the letter of offer, subject to satisfactory progress.

- Other: _____

If the student is paid as a Research Assistant (RA) for the Supervisor(s), how might this arrangement affect the Student's own research program (e.g. competing RA vs. program demands on Student's time, authorship on publication, etc.)

the Supervisor(s) and/or department and/or the Faculty of Graduate Studies for travel related to conference presentations.

Training

Are there voluntary courses, certificates, or other training opportunities the Student may wish to take?

- Higher Education Teaching Certificate Program (HETC)
- Post-Graduate Professional Skills Certificate Program
- CANDO
- Memberships: _____
- Other: _____

- Is the Student planning or required to apply for scholarships appropriate to his/her program of study? **Yes / No / Maybe (circle)**. If so, what role if any might the Supervisor(s) play in the application process?

Supervisory Committee

The Graduate Program Chair has the responsibility to establish the Supervisory Committee.

Describe how the Supervisory Committee will be established?

Conferences and Travel

Scholarships

Are there expectations for the Student to attend conferences and/or to present scholarly work?

Yes / No / It depends (circle).

- Who will be primarily responsible for searching out such opportunities?

Student / Supervisor(s) / Both (circle)

- The Student **will receive / will not receive / will apply to receive (circle)** funding from

What time(s) of the year will the Supervisory Committee meetings likely occur?

What should the Student do to prepare for these meetings?

Other expectations of the Supervisor(s) and Student with regard to formation of and interaction with the Student's Supervisory Committee are:

Health and Safety

The University of Winnipeg Safety Office provides resources on a wide variety of health and safety related topics. Their mission is to promote, educate, and implement safety and health at The University of Winnipeg. To accomplish this mission, safety must be seen as a responsibility shared by all. It begins with you and includes your supervisor, department heads, local safety committees, Deans, University Administration, and the central safety committee of the University. This section will provide contact information for the student to seek additional support.

Additional information on health and safety policies and procedures:

(e.g. name of appointed safety officer, operating procedures, etc.)

Research Leave (i.e., Sabbatical)

The Supervisor(s) **does / does not** (*circle*) plan to take a research leave during the Student's expected study period. If so,

- The research leave is expected to start _____ (date), and last approximately _____ (length).
- What provisions will the Supervisor(s) make to ensure adequate supervision of the Student?

Academic Integrity and Research Ethics

Students are expected to have read and understood Regulations and Policies Section #8 from the University's Course Calendar detailing academic misconduct.

Students are expected to abide by the University's Policy and Procedures on Integrity in Research and Scholarship as that Policy relates to students.

Students are expected to familiarize themselves with the University of Winnipeg Copyright Policy.

Will the Student be conducting research on human or non-human animals (including human tissues or records)?

Yes / No / Uncertain (*circle*).

What ethics approval is to be completed before data collection can begin?

Authorship

As early as possible in the program, and after having requested input from those affected as appropriate, the authorship order for anticipated journal articles will be determined by the Supervisor(s) assuming they are the lead researcher. The Student is normally first author on an article based on the Student's thesis. The Supervisor(s) will communicate determinations around authorship to the Student in writing. A Student who has concerns about authorship issues may seek the assistance of the program Chair, and, if necessary, avail themselves of dispute resolution processes with the Faculty of Graduate Studies or the University.

- Authorship order will be determined based on the following criteria/process: (e.g. Department's understanding / own written understanding)

Will the Student have an opportunity to obtain first author publications?

Yes / No / It depends (circle).

Publication

Who will be primarily responsible for preparing and submitting for publication the results of research completed by the Student as part of the Student's degree requirements?

Supervisor(s) / Student / Both (circle).

Is the Student required to obtain permission from the Supervisor(s) prior to submitting an article for publication based on the Student's research?

Yes / No / It depends (circle).

Is the Student's research funded by one of the Tri-Agencies (i.e., NSERC, SSHRC, CIHR)?

Yes / No / It depends (circle).

What are the relevant publication restrictions (if any) and implications for the Student? (e.g. must publish in Open Access Journals, etc.)

Ownership Rights and Intellectual Property

Will the Student be involved in research governed by an Industry Sponsored Research Agreement?

Yes / No / It depends (circle).

- Where does funding come from?

Are there relevant publication restrictions on the Student's research such as a Non-Disclosure Agreement (NDA)?

Yes / No / It depends (circle).

Bearing in mind the graduate thesis regulation that states, "No research for graduate degrees at University of Winnipeg may be secret or classified", how might this agreement impact the student's thesis? (e.g. right of Industry partner to review Student's thesis, or other proposed disclosure, prior to any public presentation of results; embargoed/withheld thesis)

Note: If concerns exist regarding this regulation, consultation with the Faculty of Graduate Studies and the University of Winnipeg Research Office is advised.

Is there a possibility that an invention arising from the Student's research could be patented?

Yes / No / It depends (circle).

Is the Student and/or Supervisor(s) interested in commercializing the result(s) of the Student's research now or in the future?

Yes / No / It depends (circle).

Please elaborate for the Student on any other relevant information about the following:

- Copyrights and trademark protection:

- Commercialization grants or industry partnerships:

- Confidentiality, inter-institutional, and license agreements:

Additional Comments
