

Checklist of Expectations for Graduate Student and Faculty Supervisor

Students Name:	UCID:
Program:	Specialization:
Supervisor:	Graduate Program coordinator:

General Expectations and Responsibilities

Graduate students hold the primary responsibility for the completion of their degree. Graduate study requires independent learning, as well as constant collaboration between the student and the supervisor. In accepting admission to a graduate program, the student is agreeing to pursue studies and scholarly work on a full-time basis (if registered full-time), under the supervision of a faculty member, to meet the regulated deadlines established by the Faculty of Graduate Studies, and to maintain open communication with the supervisor. The student must actively seek to expand her or his knowledge to solve problems independently, to pursue opportunities to learn specific skills and to become familiar with a body of knowledge. The ultimate goal is to produce and defend a thesis, project, or product.

The supervisor must be available to mentor, provide guidance, advice, and educational opportunities. The supervisor provides feedback and minor editing of the student's work on the thesis, scholarship applications, grant proposals, project papers and products abstracts, and manuscripts for publication. The intellectual property resulting from, or is necessary for, the student's work should be discussed in advance and agreed upon between the student and the supervisor.

The student and the supervisor are to review the items listed below and to check each box after discussion of each item. Each item should prompt some discussion. Completion of this document may take several meetings. However, the expectation is to complete the form within the first two months of registration. Signatures at the end of this document indicate discussion of all items by the student and the supervisor collectively.

Checklist to be completed by both the Graduate Student and the supervisor

Student

Supervisor

The student and the supervisor have discussed the rules, regulations and policies governing progress through the graduate program (see Appendix).

The student will attend regular (weekly/biweekly/monthly, as required depending on time in the program and progress achieved) group or individual student-supervisor meetings, and I expect to be able to arrange additional meetings as needed.

The student in consultation with the supervisor will submit an annual report at program due date of _____, and satisfactory progress towards degree completion must be demonstrated. We have discussed program expectations regarding satisfactory progress (continued progress of your proposed paper). A student who does not demonstrate satisfactory progress

will be required to withdraw from the Faculty of Graduate Studies unless there are extenuating circumstances present.

The student and the supervisor have discussed intellectual property (IP) issues that may arise in the course of studies; for example, authorship in publications, order of authors, ownership of data/results, patent rights, etc. In cases where a special Lab (or other) Agreement has been signed by the student and the supervisor, it should be filed both at the student's home department and at FGS.

The student and the supervisor have discussed the importance of acquiring professional skills of value to the student's future career, the responsibility of student to be aware of available resources, and the responsibility of supervisors to accommodate these efforts within reason.

The supervisor will inform the student when he/she will be away for an extended period on vacation or other business and vice versa.

The student and the supervisor have discussed the required coursework, including expectations, timetable, and necessary study time.

The student and the supervisor have discussed program expectations regarding student attendance and presentations at seminars.

The student and the supervisor have discussed the opportunity to attend regional, national or international conferences, including the opportunity to present.

The student is aware and understands that ethics approval needed before data collection can begin. The student and the supervisor will prepare appropriate ethics applications in consultation with the supervisor and obtain the necessary certifications.

The student is aware and understands that editorial feedback on written work (scholarship applications, proposal, and project paper thesis, publications) is expected from the supervisor and that a reasonable length of time should be permitted for this feedback (up to three weeks, depending on the size of the document and the timing of submission).

The student will develop and submit for approval, an agenda of upcoming meetings between themselves and their supervisor.

The student will produce minutes of each supervisory meeting, submit to supervisor for approval and once approved, submit to the Graduate Program Office for inclusion in their files. Meeting Agenda Template and Meeting Minutes Templates

Students can apply for a leave of absence if circumstances make appropriate progress towards degree completion impossible.

The student and the supervisor have discussed access to resources (e.g., library, printing, computer access, measurement/laboratory needs) and appropriate training required for successful completion of the thesis.



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The student and the supervisor have discussed what constitutes academic and non-academic misconduct, and their consequences. For example, plagiarism or misrepresentation of data in course work, presentations, thesis proposals, publications or thesis is considered academic misconduct, which can lead to requiring the student to withdraw from the program. Students are to be fully familiar with misconduct regulations as listed in the University Calendar and the FGS web site.

Students signature
Date

Supervisor signature
Date:

Co- supervisor Signature (if applicable)

Graduate Program Coordinator
Date

Appendix - Supplemental Information

FGS Website: The Faculty of Graduate Studies maintains a web site with considerable valuable information for both students and supervisors (www.grad.ucalgary.ca).

Registration: All students have to maintain continuous registration until all degree requirements have been completed (See D.1.3 - <https://www.ucalgary.ca/pubs/calendar/grad/current/gs-d-1.html>).

Handbooks: The regulations governing your participation in this graduate program are fully described in the FGS calendar: <http://grad.ucalgary.ca/current/graduate-calendar> and the Handbooks of Supervision and Examination: <http://grad.ucalgary.ca/current/managing-my-program/examinations>. The relationship between supervisor and student is governed by Part IV of these Handbooks. Both the student and the supervisor have specific responsibilities to assure that a satisfactory and mutually beneficial relationship exists between student and supervisor. Individual programs may also produce handbooks.

Annual Report: One of the requirements is to submit an annual report each year. Online reports for thesis students are available in May (regardless of when the student began their program) and each program has their own deadline for completion of these (typically June 1 to the end of September). The student will be prompted to prepare their online report by an e-mail message from the Graduate Program. A detailed instruction manual for completing the online Annual Progress Report is available at: <https://grad.ucalgary.ca/current-students/thesis-based-students/thesis/annual-progress-report>. For those student's attending course based masters, [progress reports](#) are due in November and reminders will be sent out by the administration assistant of UCQ graduate program.

Research Activities: A fundamental aspect of a postgraduate degree is the generation of new knowledge. Graduate students are expected to complete a thesis that represents a novel aspect of their discipline of study. It is the responsibility of both the supervisor and the student that ethics approval is obtained prior to data collection on the thesis research. See: [Research Ethics](#).

Misconduct Information: Information on academic and non-academic misconduct can be found in the Graduate Calendar at: <http://grad.ucalgary.ca/current/graduate-calendar>

Leave of Absence: <http://grad.ucalgary.ca/current/managing-my-program/leave>