**Guidelines for Graduate Students to Continue Research Work Remotely**

**Office of Associate Dean, Graduate Studies**

You need to continue your research work, although there are interruptions of research activities amid the COVID-19 pandemic. Graduate students are highly encouraged to identify appropriate ways to keep their research and scholarly activities in consultation with the supervisors. The following list provides a set of suggested guidelines to help you adjust to conducting research work remotely.

1. Supervisor(s) and School of Graduate Studies are considering to provide support and give an extension to your graduation/research delayed due to Covid-19.
2. Designate a home space and establish a daily work schedule. Please make sure you have access to appropriate resources.
3. Please work together with your supervisor to develop a plan that ensures you can continue the research work remotely to the fullest extent possible. Please discuss with your supervisor to work in a virtual collaborative space that is suitable for all those involved.
4. Be sure to document your planed experiment and related activities that are affected due to COVID-19. In consultation with your supervisor, you may include these planned experiments and associated activities as part of your thesis.
5. Find other research-related tasks that can be performed (e.g., literature reviews, draft chapters/articles, data analyses, etc.), since almost all research activities on campus are suspended until further notice.
6. Beyond making arrangements to ensure continuity of research, it is important to remember that these are exceptional times calling for mutual support and understanding, which requires your continuous adjustments and accommodations. Please maintain open communication with your supervisor and other personnel involved and be sure to clarify expectations.
7. Maintain as much as possible the frequency and quality of (online) interactions (e.g., research discussion meetings, regular reports, presentations) with your supervisor.
8. Maintain contact and interactions with other research team members is useful not only from a research productivity perspective but also for moral and social support. Consider more regular group meetings via video or audio conferencing tools.
9. Be transparent. Please let your supervisor and other team members know your availability if you have other obligations. Respect others’ time and availability and schedule meetings accordingly.
10. Please be mindful of your research progress and productivity. Although you may have more obligations, it is important to make the best use of the time you have.
11. Create smaller and manageable deliverables. This will help you to reduce anxiety and stay focused.
12. Stay positive. The current situation can be frustrating. Please create opportunities to engage virtually with others such as your supervisor, peer students, friends and family to help maintain social contact.