

# Responsibilities of Faculty Supervisors and Graduate Students

Endorsed by Academic Council of the School of Graduate Studies (SGS) on September 16, 2024.

## Section 1. Principles of Graduate Student Supervision, and Responsibilities of Faculty Supervisors and Graduate Students

The fundamental principle underlying *Responsibilities of Faculty Supervisors and Graduate Students* is that there must be mutual respect governed by high standards of professional integrity and ethics. These written guidelines are meant to identify guiding principles that can apply to all Faculty Supervisors and Graduate Students to help both create clear expectations and maintain a successful relationship, but are not meant to replace student-supervisor communication. These guiding responsibilities do not supersede University policies, guidelines, or collective agreements.

Faculty Supervisors	Graduate Students
<ul style="list-style-type: none"><li>Supervisors should make themselves familiar with policies (which may include, but are not exclusive to, those listed in Section 2 below), guidelines, and regulations of the SGS and their own academic units, keep abreast of any changes that might affect their graduate students, and ensure that they are informed of these policies, guidelines, and regulations.</li><li>Supervisors will seek advice from their Graduate Officer (GO) or SGS as needed.</li></ul>	<ul style="list-style-type: none"><li>Graduate students should become familiar with and comply with all appropriate deadline dates, policies (which may include but are not exclusive to those listed in Section 2 below), guidelines, and regulations associated with registration and graduate requirements, as specified in the appropriate policies, guidelines, and regulations of the SGS and the academic unit.</li><li>Graduate students will seek advice from their GO or SGS as needed.</li></ul>
<ul style="list-style-type: none"><li>Supervisors must convene meetings of graduate students' supervisory committees at least once a year and should annually complete and submit to the SGS a detailed "Graduate Student Annual Program and Supervisory Report" form for each graduate student under their supervision.</li></ul>	<ul style="list-style-type: none"><li>Graduate students should attend supervisor committee meetings and should annually complete and submit to the SGS a detailed "Graduate Student Annual Program and Supervisory Report" form.</li></ul>
<ul style="list-style-type: none"><li>With the input of their graduate students, supervisors will provide clear expectations regarding their program through a written study plan, which includes degree requirements, timetables, and milestones.</li><li>This study plan will ensure graduate students can complete their programs in a timely manner. Study plans should be challenging and feasible, and allow intellectual contributions from the graduate students.</li><li>Such plans should reflect short- and long-term academic and professional goals (e.g., publications, conference presentations, skills development, and awards) that will enrich graduate students' experiences and prepare them for the world of work.</li><li>Such plans should also acknowledge the importance of work-life balance.</li></ul>	<ul style="list-style-type: none"><li>Graduate students will provide input for and meet the degree requirements and milestones reflected in the agreed upon written study plan to ensure timely completion.</li><li>Graduate students should seek advice from their supervisor regarding these matters as needed, and seek clarity on any expectations unclear to them.</li><li>Graduate students should realize that engaging in work outside of their graduate program (e.g., employment) may impact their original timeline.</li><li>A reasonable research topic shall be identified as early as possible with the consultation of the supervisor.</li><li>Graduate students should understand that they are making a commitment to enhance the chosen field of study by developing expertise to a level of competence where new ideas and knowledge may be created.</li></ul>

- Supervisors should initiate regular meetings with their graduate students, according to a mutually agreed schedule, and make themselves accessible to discuss problems or issues that may arise between scheduled meetings.
  - Supervisors should clarify the preferred modes of communication in between meetings.
  - When a graduate student is not meeting the agreed upon study plan and graduate program expectations, a supervisory committee meeting should be scheduled to discuss expectations and plans. Following this meeting, the supervisor is required to submit a “*Graduate Student Annual Program and Supervisory Report*”.
  - Supervisors should also behave in a respectful way, communicate professionally, and provide a safe and respectful environment that fosters scholarship and freedom of expression.
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- Supervisors should make constructive suggestions on any written work submitted as part of their graduate students' program (normally not to exceed 3 weeks), alert them to any perceived difficulties this work is likely to encounter, and return their work promptly.
  - Supervisors should ensure that theses and reports are acceptable before they are submitted to SGS for examination.
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- Supervisors will endeavour to foster the development of professional skills among graduate students, including teaching, presentations, writing (including grant writing), and interviews.
  - Supervisors will also encourage graduate students to pursue professional activities offered through Memorial’s Enhanced Development of the Graduate Experience (EDGE) ([mun.ca/edge/](http://mun.ca/edge/)) and within their academic units.
  - Supervisors will help prepare graduate students to become competitive for employment by advising on career options within and outside of the academy. Such activities may include conferences at which graduate students can present scholarly work.
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- Graduate students must maintain regular contact with the supervisor and the members of the supervisory committee (through agreed upon modes of communications), and should meet with the latter regularly to review progress.
  - Graduate students should follow the agreed upon program of study (including thesis research where appropriate) and endeavor to make acceptable progress towards program objectives.
  - Graduate students should behave in a respectful way and communicate professionally with their supervisors and other graduate students.
  - Graduate students in a research program who do not have a supervisor should contact their GO immediately.
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- Where it is required, the graduate student must agree to produce a thesis of their own, following the SGS’s “*Thesis Guidelines*” (refer to Section 2 below). The thesis should reflect a capacity for independent scholarship in the discipline, and meet generally accepted standards of quality and style.
  - In the thesis, the graduate student must acknowledge assistance, materials and/or data provided by other scholars, including fellow students, companies, technicians, the supervisory committee and others.
  - Graduate students should expect timely (but not necessarily immediate) feedback on their thesis from their supervisors.
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- Graduate students will take advantage of skills development opportunities available to them, including workshops, seminars, and resources offered through the Enhanced Development of the Graduate Experience (EDGE) and within their academic units.
  - Graduate students will devote time and commitment to skills development as needed, and may consider attending conferences at which they can present scholarly work. Graduate students should consult with their supervisors regarding such opportunities.

- Supervisors will help graduate students obtain funding for supervisor-approved conference presentations.
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- Supervisors should make reasonable efforts to ensure graduate students have access to academic, financial, and other resources necessary in order to complete their programs in a timely manner.
  - Graduate students should make reasonable efforts to become aware of appropriate sources of funding.
  - Graduate students should return any borrowed resources or equipment upon program completion or exit.
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- If graduate students have been supported by funds from the supervisor's research grants, the supervisor commits to providing such funds for the duration of the eligibility period of a graduate student's program (as long as they are enrolled and making acceptable progress).
  - Graduate students should assist in the securing of additional or alternative funding by seeking sources, completing forms, and providing information as required.
  - If such funds become unavailable, supervisors should attempt to provide, at a minimum, one semester's notice to these graduate students to allow them sufficient time to find alternative funding.
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- Supervisors should consult their academic units on the assignment of graduate student assistantships.
  - Graduate students should be aware of the TAUMUN collective agreement and guidelines governing teaching assistantships in their academic units and should carry out those duties in a professional manner.
  - Supervisors should ensure that duties assigned under such graduate student assistantships are appropriate, comply with the TAUMUN collective agreement, and do not impede the progress of graduate students' academic programs.
  - Graduate students should attend, where feasible, Teaching Assistantship (TA) training offered by SGS once a semester before undertaking their first assistantship.
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- Supervisors should discuss intellectual property issues with graduate students at the earliest possible stage of their program, including any potential joint authorship that might arise from their research and any joint ownership of data or patents.
  - Graduate students must recognize that in cases where their research comprises a component of the supervisor's research program, questions of joint ownership of data and/or patents should be discussed.
  - Supervisors should also make sure they adequately acknowledge any graduate student contributions to material they publish.
  - Questions regarding sole or joint ownership of data in such a research program must be resolved as early as possible in the life of the program, and the possibility of joint publication of research results discussed and clarified.
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- Supervisors should inform their graduate students of the institutional ethical policies and the ethical standards of their particular discipline and should ensure that the graduate students receive adequate training in those ethical principles.
  - Graduate students should endeavor to understand and follow institutional ethical policies and should exercise honest and ethical behavior in all their academic pursuits, whether these pertain to study, course work, research, cooperative placements, community engagement, or teaching.
  - Supervisors should demonstrate and adhere to the highest standards of professional judgment, collegial behavior, academic rigour, and integrity throughout a graduate student's program.
  - Graduate students should demonstrate and adhere to the highest standards of professional judgment, collegial behavior, academic rigour, and integrity throughout their graduate program.
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- Supervisors should inform graduate students of safety regulations on campus (including
  - Graduate students should maintain safe work environments and discuss concerns with

<p>any necessary safety training related to workplace, fieldwork, hazardous materials, laboratory, or environmental waste management) and encourage graduate students to become familiar with regulations off campus.</p> <ul style="list-style-type: none"> <li>Supervisors will seek advice on safety matters from personnel as needed.</li> </ul>	<p>supervisors as soon as problems are noted. Graduate students should become aware of and follow safety policies on and off campus.</p> <ul style="list-style-type: none"> <li>Graduate students will seek advice on safety matters from personnel as needed.</li> </ul>
<ul style="list-style-type: none"> <li>During any extended period of absence from campus, supervisors must make arrangements for advising and supervising graduate students while they are absent.</li> <li>Such arrangements should be acceptable to their graduate students and to Heads of the relevant academic units.</li> </ul>	<ul style="list-style-type: none"> <li>It is the graduate student's responsibility to keep the supervisor informed of where they may be contacted.</li> <li>Graduate students should also inform the supervisor of any extended period of absence or the potential of such absence.</li> </ul>
<ul style="list-style-type: none"> <li>Supervisors should ensure that they do not exploit graduate students for personal, financial, or professional gain.</li> <li>Supervisors should comply with Memorial's Conflict of Interest policy (refer to Section 2 below).</li> </ul>	<ul style="list-style-type: none"> <li>If a graduate student feels they are exploited or mistreated in any way they have the responsibility to discuss concerns with the Graduate Students' Union, GO, Head of the relevant academic unit, and finally the Associate Vice-President Academic (AVPA) and Dean of Graduate Studies. This list may not be exclusive.</li> <li>Graduate students should also comply with Memorial's Conflict of Interest policy (refer to Section 2 below).</li> </ul>
<ul style="list-style-type: none"> <li>Supervisors should avoid any attempts to indoctrinate graduate students into their own political, religious, or other ideologies and prejudices.</li> <li>Supervisors should foster an inclusive space that acknowledges diverse graduate student backgrounds and views.</li> </ul>	<ul style="list-style-type: none"> <li>If a graduate student feels they are being pressured, they have the responsibility to discuss concerns with the Graduate Students' Union, GO, Head of the relevant academic unit, and finally the AVPA and Dean of Graduate Studies. This list may not be exclusive.</li> </ul>
<ul style="list-style-type: none"> <li>In any case where disagreement arises between supervisor and graduate student, supervisors should approach (in consultation with the student, if possible) the GO or Head of the relevant academic unit or other appropriate person to initiate a process for resolving the dispute.</li> </ul>	<ul style="list-style-type: none"> <li>In any case where disagreement arises between supervisor and graduate student, it is incumbent upon the graduate student (in consultation with the supervisor if possible) to approach the appropriate officials within the academic unit and/or the SGS so that discussions aimed at solving the problems can be initiated. The Graduate Students' Union is also available for information and advocacy.</li> </ul>

## Section 2. Intellectual Property, Academic Integrity, Equity, and Ethics

Faculty supervisors and graduate students will endeavor to understand and discuss, where applicable, any policies, guidelines or regulations relevant for a graduate student's program and research, which may include, but are not limited to, the following:

- Memorial University student code of conduct: <https://www.mun.ca/student/student-supports-and-services/respectful-campus-community/student-code-of-conduct/>
- Memorial University regulations governing academic misconduct: <https://www.mun.ca/university-calendar/school-of-graduate-studies/school-of-graduate-studies/4/12/>
- Memorial University non-academic appeals: <https://www.mun.ca/student/student-supports-and-services/non-academic-appeals/>

- [services/respectful-campus-community/non-academic-appeals/](https://www.mun.ca/research/indigenous-research-at-memorial/memorials-policy-on-indigenous-research/)
- Memorial University policy on research impacting Indigenous groups: <https://www.mun.ca/research/indigenous-research-at-memorial/memorials-policy-on-indigenous-research/>
- Memorial University Interdisciplinary Committee on Ethics in Human Research: <https://www.mun.ca/research/research-integrity-and-ethics/research-with-human-participants/icehr/>
- Memorial University policy on research involving human participants: <https://www.mun.ca/policy/browse-or-search/browse-policies/university-policy/?policy=214>
- Memorial University research involving animals: <https://www.mun.ca/research/research-integrity-and-ethics/research-involving-animals/>
- Memorial University policy on conflict of interest: <https://www.mun.ca/policy/browse-or-search/browse-policies/university-policy/?policy=565>
- Memorial University policy on intellectual property: <https://www.mun.ca/policy/browse-or-search/browse-policies/university-policy/?policy=345>
- Memorial University policy on sexual harassment and sexual assault: <https://www.mun.ca/policy/browse-or-search/browse-policies/university-policy/?policy=321>
- Memorial University policy on accessibility for students with disabilities: <https://www.mun.ca/policy/browse-or-search/browse-policies/university-policy/?policy=321>