

This policy defines the expectations and responsibilities in the supervisory relationship for graduate students, members of the Faculty of Graduate Studies, academic units, Graduate Advisors, supervisors, supervisory committee members, and the Dean and Associate Deans of Graduate Studies.

Considered by the Graduate Executive Committee October 3, 2016

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4 Scholarly Integrity Policy (B): All individuals who are represented by the University of Victoria Faculty Association.

- b. Senate Policy AC1205: Academic Accommodation and Access for Students with Disabilities, as it applies to graduate students.
- c. Board of Governors Policy GV0200: Policy on Human Rights, Equity and Fairness.
- d. University of Victoria Policy on Sexualized Violence (Under development. Expected May 2017).
- e. University of Victoria Indigenous Plan (Under development. Expected in 2017).
- f. Board of Governors Policy GV0215: Policy on Intellectual Property.
- g. Board of Governors Policy AC1200: Guidelines on Conflict of Interest in Student-Faculty Relationships (see Section 10: Conflict of interest in the supervisory relationship).
- h. Board of Governors Policy SS9105: Violence and Threatening Behaviour.
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Society for Students with a Disability, the Students of Colour Collective, the UVic Pride Collective, and the Women's Centre.

3.6 Additional student resources Students may also request confidential advice and/or assistance from the Ombudsperson, UVic Counselling Services, University Health Services, the Centre for Accessible Learning, the Equity and Human Rights office, the Department of Occupational Health, International Student Services, Safety & Environment and/or Campus Security, as appropriate.

3.7 Faculty resources Faculty members may consult in confidence with the Graduate Advisor, Head of the academic unit, Associate Deans of Graduate Studies, and the Dean of Graduate Studies at any time; but for more serious academic concerns may choose to seek advice beginning with an Associate Dean of Graduate Studies.

Faculty members are advised to consult with the Faculty Association in any

## Accommodations

- 4.9 To act upon recommendations for accommodation from the Centre for Accessible Learning, UVic Counselling Services, University Health Services, or from any other appropriate authority.

## 5. Responsibilities of the Academic Unit

Unit policies and procedures pertaining to all aspects of their graduate programs must be consistent with FGS guidelines and regulations. In the event of a conflict between unit and FGS policy, FGS policy shall take precedence. For example, an academic unit may require students and supervisors to meet more often than this policy requires, but it may not require students and supervisors to meet less often.

## Administration of graduate programs

Every unit with one or more graduate programs has the responsibilities:

- 5.1 To provide each student with a copy of this policy (or a link to the web-based version of this policy) upon the arrival of a student at the academic unit, and in no case later than 4 weeks from the start of their first term of studies.
- 5.2 To generate, approve and implement policies and procedures pertaining to graduate students in their programs, with leadership provided by the Graduate Advisor and the Head of the academic unit.
- 5.3 To appoint or elect a Regular Member of FGS as Graduate Advisor (or equivalent). The unit may also choose to form a Graduate Studies Committee, by appointment or election, to implement and oversee all policies and procedures of the unit's graduate programs. See Section 6: Responsibilities of the Graduate Advisor.
- 5.4 The Head of the academic unit shall forward nominations for membership in the Faculty of Graduate Studies to the Dean of Graduate Studies as per the Graduate Calendar.
- 5.5 To offer graduate courses with a frequency that shall permit students to complete program requirements in a timely manner.
- 5.6 To maintain current electronic records. With the assistance of the graduate secretary, theitefi. ancy4-3.23.55 (e)1.8 (t)-3.5( )0.717 (e)1.6one an,ante







- g. In the case of two or more determinations of 'unsatisfactory' progress on formal assessments not less

6.7 To coordinate a transparent process according to the criteria published in the



negotiated with the student. Supervisors shall evaluate and return comments on a thesis, dissertation or paper to a student in a timely fashion (normally not to exceed

- b2. The student undertake an academic assignment designed to mitigate the identified deficit, or
- b3. The grade below B is a result of a mistaken or late grade which will be changed, or
- b4. That no remediation is necessary. As long as the grade is above F, the student may continue in their studies with the same program requirements as before.

Note that this option is normally not available to students who were admitted under a waiver, such as mature students, if the course in

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drafts of the thesis, dissertation or creative project in accordance with the academic unit's supervisory procedures.

8.8 T





- 9.21 To apply, if eligible and as appropriate, for external stipends, scholarships, such as the Tri-Council Graduate Scholarships, Vanier Canada Graduate Scholarships, etc.

## 10. Conflict of Interest in the Supervisory Relationship

All supervisors, supervisory committee members and students have the responsibility to be aware of situations of potential conflict of interest or roles and conflict of commitment and to deal with them according to official university guidelines. In addition, all students and supervisors have the responsibilities:

Arm's length relationship between supervisor and committee members and the student

- 10.1 To maintain an arm's length relationship between supervisor and student, or between a member of the supervisory committee and student. If a substantial conflict of interest arises (e.g., the existence or development of emotional, romantic, sexual, family, or financial and/or business relationship) the individuals involved must immediately bring the matter to the attention of the Graduate Advisor and the Head of the academic unit who will deal with the matter as per subsection 10.3: Resolution of conflict of interest in the supervisory relationship.

Appointment of co-supervisors and supervisory committee members

- 10.2 To avoid making or accepting appointment to a supervisory committee (or as co-supervisor) that would represent a conflict of interest.
- a. Co-supervisors and/or committee members with significant personal or financial interests in common should avoid serving on the same supervisory committee where possible.
  - b. Should members of supervisory committee have or develop significant personal or financial interests in common they must:
    - b1. Notify the student at the outset of the student's program of study, or at the first opportunity after the conflict develops.
    - b2. Notify the Head of the academic unit and ensure that at least one additional member not in conflict is appointed to the supervisory committee.

Resolution of conflict of interest in the supervisory relationship

### 10.3



- b. The committee member must negotiate such a change so as to minimize any negative impact on the student's program.

Transfer of the student to a new supervisor

- 11.4 When, in consultation with the supervisory committee, the Head of the academic unit and the Graduate Advisor, it is clear that the supervisor(s) and student are unable to resolve interpersonal conflicts that are impeding satisfactory academic progress toward degree requirements, or when a student's research goals have diverged from their initial directions such that the supervisor's expertise is no longer appropriate, a student may seek a change of academic supervision.
  - a. In the case where the student is withdrawing from the supervisory relationship, the student may seek advice from the Graduate Advisor or Head of the academic unit, but it is the responsibility of the student to locate a new supervisor.
  - b. Agreement of the new supervisor is required.
  - c. c .

Non-compliance with

- g.3 To propose education and remedial strategies for particular parties. This may include assigning a member of the Faculty of Graduate Studies to act as a mentor or co-supervisor for the parties, as appropriate.
- h. Initiate procedures under appropriate articles of the Collective Agreement.

absences

- student leave. 9.19, 9.18
- student vacation. 9.18
- supervisor leave. 7.10
- supervisor vacation. 7.1
- supervisory committee member. 8.1
- unexpected student absence. 7.14, 6.13
- academic misconduct. 6.15a
- accommodation. 7.6, 6.10, 4.9, , 1.9b
  - absence of during evaluation. 3.3
  - Centre for Accessible Learning. 3.2
  - Society for Students with a Disability. 3.5
  - UVic Counselling Services. 3.2

