

Faculty of Graduate Studies

Responsibilities in the Supervisory Relationship Policy

The Office of the Faculty of Graduate Studies is dedicated to the promotion of effective graduate teaching/learning/supervisory experiences for graduate faculty, students, graduate advisors, and graduate secretaries. Effective supervision is a joint effort and partnership of the supervisory unit, the supervisory committee members, the student, the graduate advisor and the graduate secretary. This document is designed to help to clarify the principles and policies for best practices in graduate supervision. Policies and procedures generated by academic units are required to be consistent with those established by the Office of the Faculty of Graduate Studies.

Responsibilities of the Academic Supervisor

The academic supervisor is a mentor and advisor who develops a professional, interpersonal relationship with the graduate student that is conducive to scholarly activities and intellectual enhancement.

Mentoring involves a developmental and supportive relationship. The mentoring relationship is an interactive process between individuals within the supervisory mandate

- b. Where the dean is satisfied that the matter can be satisfactorily dealt with in writing, the dean shall send a letter to the person who made the report and all persons to whom a copy of the report was sent.
- c. Where a satisfactory resolution cannot be reached in this manner the dean may refer the issue to the Peer Review of Supervisory Practices Committee or may initiate procedures under section 56 of the Framework Agreement.

Responsibilities of the Student

In entering a graduate degree program, a graduate student is making a commitment to devote the time and energy necessary to complete the program. The supervisory committee has the right to expect reasonable effort, initiative, respect and receptiveness to suggestions and criticisms. The student must accept the rules, procedures and standards in place in the program at the University of Victoria and is expected to check the university calendar and academic unit documents for regulations regarding academic and non-academic matters. The student has a right to be present and participate in meetings of the supervisory committee concerning the student's program requirements and may initiate and negotiate changes to the program and committee membership in full consultation with the committee and without prejudice due to changes requested.

6.0 Graduate students have the following responsibilities:

6.1 to make a commitment and to show dedicated efforts to gain the background

- 6.7 to pay attention to the need to maintain a workplace which is tidy, safe and healthy and where each individual shows tolerance and respect for the rights of others;
- 6.8 to be thoughtful and reasonably frugal in using resources provided by the supervisor and by the University, and to assist in obtaining additional resources for the research or for other group members where applicable and possible;
- 6.9 to conform to university, faculty, and program requirements and to consult with the supervisor, members of the supervisory committee, the graduate advisor of the program, the graduate secretary of the program, and the Office of the Faculty of Graduate Studies as needed.
- 6.10 to recognize that the supervisor and other members of the supervisory committee may have other teaching, research and service obligations, which may preclude immediate responses;
- 6.11 to meet the relevant performance standards and deadlines of funding organizations to the extent possible when financing has been provided under a contract or grant;
- 6.12 to conform to professional standards of honesty in order to assure academic integrity and professionalism. This includes, but is not limited to, acknowledging assistance, material and/or data provided by others;
- 6.13 to terminate the work and clean up the workspace, leaving the place to another student, when program requirements have been met;
- 6.14 to return borrowed materials to the supervisor, academic unit, library or reading room etc. when the academic work has been concluded or when return is requested;
- 6.15 to identify the contributions of supervisors or committee members in publications as well as identifying fellowship or grant support for research in publications; and
- 6.16 to address situations that are not working. Students are encouraged to deal directly with the supervisor and supervisory committee so that dissatisfactions, issues, and conflicts can be resolved. If for any reason the situation cannot be resolved, the student may consult with the graduate advisor, or the head of the academic unit, or take counsel from the Office of the Faculty of Graduate Studies on how to proceed.