



School of Graduate Studies

Guidelines concerning the Roles and Responsibilities of research-based Graduate Students and Supervisors

Graduate Student: _____ Supervisor: _____

GAU: _____ Degree: _____ Date: _____

General Principles

Graduate students hold the primary responsibility for successful completion of their degree. In undertaking graduate work, the student is agreeing to pursue original scholarly work, to complete their degree in a timely fashion, and to abide by the regulations and deadlines provided by the School of Graduate Studies (SGS). Students must expect to do considerable independent work, and are responsible for solving problems independently and mastering a body of knowledge and associated relevant skills with the ultimate goal of producing and defending an original thesis.

At the same time, a foundational principle of research-based graduate programs is that they entail regular consultation and collaboration with, and support from, a faculty supervisor. Hence, supervisors are making a serious and enduring commitment to their students and their programs. Effective supervision involves being available for regular mentoring, guidance and advice that facilitates and supports the student's research work and thesis. Supervisors should provide timely feedback and editing of student work (e.g., proposals, grants, permits, thesis) and access to other resources, supports and opportunities that facilitate and complement the student's research work and training. Any intellectual property that might be required for, or result from, the student's thesis work should be discussed and agreed upon in advance.

To help support these activities and a constructive working environment, the following sections of this guide provide a Checklist of Discussion Topics that expand upon and further clarify the roles, responsibilities and expectations of both the student and the supervisor.

Student and Supervisor should review each item together. Each item should prompt reflection and discussion, and so it might take several meetings to go through them all. However, these discussions should be completed within the first year to coincide with submission of the student's first Annual Progress Report and can be revisited periodically thereafter. Questions about the applicability of specific items should be directed to the Director of Graduate Studies of the student's GAU, or the relevant Associate Dean in the SGS.

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Checklist of Discussion Topics

Part A: Graduate Policies and Regulations

- Review and discuss general policies, regulations, and guidelines of the School of Graduate Studies (see Appendix) and additional specific policies and regulations of the GAU.
- Discuss expectations regarding satisfactory progress and the importance of completing and submitting to the SGS an Annual Progress Report by the required program due date (see Appendix).
- Review and discuss what constitutes academic and non-academic misconduct, and their consequences, including plagiarism, or misrepresentation of data in course work, presentations, thesis material, or publications, which can lead to withdrawal from the program. Review misconduct regulations as documented in the University Calendar and in the SGS regulations.

Part B: Graduate Program and Research

- Acknowledge the need for clear and respectful communication, and agree upon an appropriate schedule for student-supervisor meetings and also a format for additional regular communication and correspondence.
- Discuss required coursework and other program requirements, including expectations, timetables and necessary study time.
- Discuss expectations concerning student attendance and presentations at seminars, proposals, thesis defenses, and other forums for scholarly exchange.
- Review ethics and other approvals that may be needed prior to conducting research (see Appendix).
- Discuss the supervisor's role in providing feedback on written work such as scholarship applications, proposals, thesis, publications, and what constitutes a reasonable request and timeframe in each case.
- Discuss 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. If appropriate, a letter of understanding regarding IP will be developed and endorsed (see Appendix).

Part C: Available Resources and Supports

- Discuss the nature of the funding that is offered, its sources, and the funding that is available for thesis research costs. Review awards and scholarships for which the student qualifies, and how other funding might be adjusted accordingly (see Appendix).
- Discuss access to other resources (e.g., library, printing, computer access, laboratory needs) and appropriate training required for successful completion of the thesis.
- Discuss opportunities to attend regional, national or international conferences, including the opportunity to present and the available travel funds.
- Discuss leave of absence guidelines (see Appendix), including that any such request must be coordinated through and approved by the GAU and the SGS.

Note: Students and Supervisors are encouraged to discuss other issues, as appropriate to the specific program of research and study, and are invited to record those as additions to this checklist.

Appendix: Quick guide to additional SGS resources

SGS Website: The School of Graduate Studies website contains a host of information valuable to graduate students and supervisors.

SGS Regulations: Details of the policies, regulations and guidelines governing graduate programs are available on the SGS website. Individual programs (Graduate Academic Units) may have additional specific policies and regulations and these should be consulted carefully by students.

Regulations on Conduct: Information concerning academic and non-academic misconduct can be found in the SGS regulations and in the general University Calendar.

Awards and Scholarships: The SGS website includes information concerning internal and external awards, scholarships and fellowships, as well as a guide to preparing award applications. Students are expected to apply for internal and external funding. If successful, student funding may be adjusted in accordance with funding agency regulations and provisions made by the Supervisor; however, any such adjustments cannot result in a reduction in the overall funding to the student.

Annual Progress Report: Each year, students must submit an Annual Progress Report, with the specific date varying by program. These reports provide a comprehensive review of student progress and their plans for program completion. Failure to submit a progress report and thereby document satisfactory progress may result in withdrawal from Graduate Studies.

Research Permits and Approvals: Student research may involve obtaining permits or approvals for research, particularly for work involving animal or human subjects. Students are expected to obtain any necessary permits or ethics approvals prior to commencing such research activities. Information on the process for ethics review is available on the website of the Office of Research.

Intellectual Property: Research may entail the use or development of Intellectual Property (IP) and students are expected to understand and abide by UNB's IP policies which are detailed on the Office of Research Services website. Please see the UNB Guide to [Intellectual Property for Graduate Students](#).

Leave of Absence: Students struggling to make progress in their programs due to external factors (e.g., health, family, or other personal commitments) may be eligible for a leave of absence.

Complementary skills and professional development: The SGS sponsors periodic seminars and workshops to foster broader, complementary skills and professional development. These include workshops on Tri-Council and Mitacs funding and training opportunities, communication skills, time management, etc... These opportunities are advertised widely and some are available as online resources. Students are encouraged to take advantage of these opportunities to help prepare for, and succeed in, future career opportunities. Consult the [SGS Website](#) and [Gradosphere Blog](#) for regular updates.