THE UNIVERSITY OF BRITISH COLUMBIA

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Faculty of Medicine

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To: All incoming graduate students and their supervisors

Re: Checklist of Expectations

It is recommended by the University of British Columbia (see Appendix A: Policy SC6 on Scholarly Integrity) that research conditions for all involved in a research team be outlined before the team members become engaged.

The Graduate Studies Committee of the Department of Pathology and Laboratory Medicine believes that the relationship between a graduate student and his/her supervisor can only be improved by early and open communication of expectations on the part of both student and supervisor. We have accordingly generated the attached “checklist of expectations” that has been designed to comply with UBC’s policy on the communication of expectations and which takes into account the Graduate Studies policies on the duties of graduate students and their supervisors.

We expect that every incoming student and his/her supervisor read Appendix A; read and discuss the list, initial to indicate that you have read each page of policy SC6, and submit copies to the Program Coordinator to be filed in the students’ files. It is our hope that the discussion of expectations will head off any misunderstandings that might otherwise arise, and foster an ongoing spirit of open communication.

Please let me know if you have any questions about this.

Hélène Côté, PhD

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**Graduate Student / Supervisor Expectations**

|  |  |
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| Name of Student: |  |
|  |  |
| Name of Supervisor: |  |

**As your research supervisor, you can expect me to:**

* Be committed to your research and educational program, and offer stimulation, respect and consistent encouragement.
* Not assign significant tasks or research unrelated to your thesis topic.
* Be accessible for consultation and discussion of your academic progress and research.
* Establish a supervisory committee which will meet at least once per year for PhD students and twice per year for MSc students to review your progress and provide guidance for future work.
* Provide significant and timely assistance in completing your annual and other reports for the program and the supervisory committee.
* Respond thoroughly and in a timely fashion to submitted written work.
* Ensure that sufficient resources needed for your thesis project are available.
* Ensure that your research environment is safe and free from harassment and conflict.
* Help you to be aware of your program requirements, deadlines, etc.
* Encourage you to present your research results within and outside the University.
* Assist you in planning a research program, setting a time frame, and adhering as much as possible to the schedule. This would include completing the Departmental Comprehensive Examination within 24-30 months of registration if you seek PhD candidacy.
* Encourage you to complete your thesis in a timely manner; within 2 – 3 years for MSc and 5 – 6\* years for PhD. \*Graduate and Postdoctoral Studies allows a maximum of 6 years for PhD completion.
* Acknowledge your contributions, when appropriate, in published material and oral presentations.
* Have read and understood my personal responsibilities as described in the July 2020 version of UBC Policy SC6 “Scholarly Integrity”. **Initial to confirm:**
* Ensure that you receive the minimum stipend (currently $26,000 per year; guaranteed for 2 years for MSc students and 5 years for PhD students).

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|  |  |  |
| Supervisor |  | Date |

**As a student, you can expect me to:**

* Be committed and show dedicated effort in gaining the necessary background knowledge to carry out my research project.
* Develop, in conjunction with my supervisor, a plan and a timetable for completion of each stage of the thesis project, and to work assiduously to adhere to this schedule and meet appropriate deadlines.
* Meet with you when requested and report fully and regularly on progress and results.
* Give serious consideration to and respond to advice and criticisms received from yourself and other members of the supervisory committee.
* Contribute to the maintenance of a workplace that is tidy and safe, and where each individual shows tolerance and respect for the rights of others.
* Be thoughtful and reasonably frugal in using resources.
* Conform to the University and Departmental requirements for my program, including completion of the Departmental Comprehensive Examination within 24-30 months of registration if I am pursuing PhD candidacy.
* Complete my annual progress report well ahead of meetings of the supervisory committee and provide sufficient time for full input from you, my supervisor.
* Meet with my supervisory committee at least once per year for PhD and twice per year for MSc, recognizing that more frequent meetings may facilitate earlier thesis completion.
* Meet the criteria for the annual GSI Awards to continue to qualify for funding. Criteria is listed here: <http://grad.pathology.ubc.ca/admissions/applying-to-our-program/financial-support/>
* Meet agreed standards and deadlines of the funding organization to the fullest extent possible when financing has been provided under a contract or grant.
* Keep orderly records of research data and leave the original records in the lab when I leave UBC.
* Develop a clear understanding concerning ownership of intellectual property (refer to UBC policy on Patents and Licensing, [www.policy.ubc.ca/policy88.htm,](file:///C:\Users\hky25\Downloads\www.policy.ubc.ca\policy88.htm,) and the University Industry Liaison Office, [www.uilo.ubc.ca)](file:///C:\Users\hky25\Downloads\www.uilo.ubc.ca))
* Take the required safety and ethical training programs.
* Apply to the University or to granting agencies for financial awards.
* Work at least regular workday hours on my thesis research project after course-work has been completed, with at least 3 weeks vacation.
* Understand the laboratory/center policies on use of computers and equipment for personal reasons, lab etiquette and attire; and discuss a career plan.
* Read and understand the July 2020 version of UBC Policy SC6 “Scholarly Integrity”. **Initial to confirm:**

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| Student |  | Date |























