

**STUDENT-SUPERVISOR DISCUSSION CHECKLIST**

**Part A: Introduction**

**This checklist provides a guide for discussing mutual expectations between a graduate student and supervisor.**

Graduate study requires independent learning and individualized professional development, supported by collaboration and consultation with a supervisor. Graduate students hold the primary responsibility for the proper conduct of their research and the completion of their degree requirements. Ongoing, positive, and constructive communication between the graduate student and the supervisor supports the successful completion of a graduate degree.

Students must comply with all institutional policies, program guidelines, and deadlines; see the Appendix on page 3 for additional information and website links. Supervisors are expected to be committed to the education and mentorship of the graduate student. The student and supervisor should discuss minimum and ideal expectations for the completion of the degree and revisit those expectations while evaluating whether satisfactory progress is being made toward meeting those expectations.

The student and the supervisor are expected to have a discussion that includes, but is not limited to, all the items below. Please check each item to indicate it has been discussed. Please note that the checklist is not a contract. Your signatures are an acknowledgement that the expectations below have been disclosed and discussed.

**Important note:** This checklist should be used alongside the Student-Supervisor Guidelines, which outline clear expectations and responsibilities of students, supervisors and programs. Please ensure that in a review of this Checklist, you also review the Guidelines.

**Part B: Checklist: to be completed by both the Graduate Student and the Supervisor**

	<u>Student</u>	<u>Supervisor</u>
REGULAR CONSULTATION: We have discussed the importance of attending regular student-supervisor meetings and regular supervisory committee meetings as warranted	<input type="checkbox"/>	<input type="checkbox"/>
PROGRAM EXPECTATIONS: We have discussed program expectations regarding the following items (where applicable): dissertation, thesis or project, risk and safety expectations, student attendance and presentations at seminars, labs, studios, and practicums.	<input type="checkbox"/>	<input type="checkbox"/>

<p>ACADEMIC ACCOMMODATION: We have discussed any academic accommodations required if the student identifies as having a disability, as well as the need to register with the Academic Accommodations Support office for resources and to provide the accommodation plan to the supervisor. Once an accommodation plan is provided to the supervisor in a timely way, a follow-up discussion will be arranged to revisit expectations and deadlines, and ongoing communication regarding accommodations will be included in regular updates and meetings. See Appendix D below.</p>		
<p>RESEARCH ETHICS: We are aware that ethics approval is needed before data collection can begin when humans or animals are involved; see Appendix B below.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>FEEDBACK FOR REVISIONS: We understand that feedback on written and creative work (such as a dissertation or thesis proposal, dissertation, thesis or major research project, and draft publications) is expected from the supervisor and supervisory committee, where appropriate. Feedback should be provided in a timely manner and according to mutually agreed-upon expectations.</p>	<input type="checkbox"/>	
<p>RESEARCH PROGRESS: We are aware of the need to document progress in non-course requirements through the completion of the Plan of Study and Progress Reports and with ongoing discussion. Where applicable, the supervisory committee be actively consulted in assessing progress.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>ACADEMIC MISCONDUCT: We are familiar with academic and non-academic misconduct regulations as listed on the University Senate (see Appendix A.7 below), Academic Integrity Office, and YSGS websites. We have discussed academic integrity issues such as plagiarism or misrepresentation of data in presentations, dissertation or thesis proposal, dissertation, thesis or project, and work for publication, and the consequences of these acts.</p>	<input type="checkbox"/>	<input type="checkbox"/>

<p><b>AUTHORSHIP &amp; INTELLECTUAL PROPERTY:</b> We have discussed intellectual property (IP) matters that may arise in the course of studies, such as authorship in publications, order of authors, ownership of data and research results, and patent rights. Where applicable, IP matters will be discussed before any publication or presentation of the research in order to ensure accreditation of authorship and patentability are not jeopardized.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>PROFESSIONAL DEVELOPMENT:</b> We have discussed the importance of accessing and acquiring professional development skills. Experiences of this nature add value to the student's future career.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>RESEARCH FEASIBILITY:</b> We have discussed the feasibility of the student's plan to ensure timely degree completion, including the impact of the student's funding and plans for paid work.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>CONFLICT RESOLUTION:</b> We have discussed the mechanisms for raising any concerns over supervision or other conflicts which may arise. See Appendix A.1.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Part C: Signatures</b></p>		
<p>The Graduate Student and Supervisor have reviewed and discussed the guidelines provided on this checklist.</p>		
<p>Supervisor (print name):</p>		
<p>Supervisor signature:</p>	<p>Date:</p>	
<p>Student name (print name):</p>	<p>Student ID:</p>	
<p>Student signature:</p>	<p>Date:</p>	

**Appendix****A YSGS Website**

The Yeates School of Graduate Studies website contains considerable valuable information for students and supervisors, such as the Graduate Calendar and Significant Dates. It also has links to other sites that are relevant to the graduate student experience. A selection is listed below. For access to all graduate policies, guidelines and information, please visit the [YSGS website](#).

1. [Graduate Supervision Guidelines \(updated 2022\)](#)
2. [Thesis, MRP and dissertation submission guidelines](#)
3. [Guideline for Manuscript-Style Masters or Doctoral Theses](#)
4. [Graduate Status, Enrolment and Evaluation \(Policy 164\)](#)
5. [Financing your graduate studies: Tuition, fees and funding](#)
6. [Policy 171: Scholarly, Research and Creative \(SRC\) Intellectual Property Policy](#)
7. [TMU Student Code of Non-Academic Misconduct](#)
8. [Policy 60: Academic Integrity](#)
9. [Policy 51: Ethical Conduct for Research Involving Human Participants](#)

**B Research Ethics**

University research is governed by policies and practices that ensure the protection of research participants, the researcher (faculty, student or staff member), the university, and the public. These include policies on research involving humans, the use of animals, and hazardous materials or controlled goods, among others.

Individual researchers, in addition to being governed by internal policies and procedures, may also be governed by external ethical guidelines imposed by professional associations such as the Canadian Psychological Association or the Canadian College of Physicians and Surgeons, as well as those of Canadian and other regulatory agencies such as Health Canada - Health Protection Branch, the U.S. Food and Drug Administration (FDA) or U.S. National Institutes of Health (NIH). However, all funded or unfunded research involving humans, animals, or controlled goods undertaken at TMU University facilities and conducted by TMU University faculty, students, and staff is subject to review and approval. Please note that research may not begin before all University approvals/certifications, institutional requirements, or governmental authorizations are obtained. Please see [Policy 51](#) for more information on the [TMU REB website](#).

**C Supervisory Committee**

Where appropriate, the role of the supervisory committee is to assist supervisors in providing guidance, consultation and advice on the students' research. The composition of the supervisory committee may vary by program; however, the members' areas of expertise generally complement that of the supervisor. The supervisory committee may also be called upon to take a more active role in cases where supervisors are absent for an extended period of time or in cases of disputes between supervisors and students. For more information, [see the Graduate Supervision Guidelines](#).

**D Academic Accommodation Support**

All students with disabilities are strongly encouraged to register with Academic Accommodations Support services at any time during their studies to provide them with a holistic individualized accommodation plan to help reduce disability-related barriers and ensure that each student has access to support as well as ongoing opportunities to demonstrate their academic, research and scholarly potential to the fullest. Working with a Student Accommodation Facilitator, an individualized accommodation plan is created. This formalized, official plan allows for documented and collaborative communication between graduate students and faculty members who are involved in both coursework as well as supervision of students' research. Accommodation of graduate students with disabilities is required in coursework and also in all areas of their graduate student experience, including non-course requirements, defined in [Policy 170\(b\)](#) as "...including, but not limited to graduate seminars, theses, major research papers, major research projects, comprehensive/candidacy examinations, dissertations, and required certifications". For more information on Academic Accommodations Support services and to register, please visit [their website](#).