

Student-Supervisor expectations for BPK graduate programs

PART 1

Supervisory Expectations Questionnaire:

The student and senior supervisor should complete this questionnaire independently and then discuss each item taking particular care to address any disparities in expectations. Read each of the statements below and then estimate your position in each. For example with statement 1, if you believe very strongly that it is the supervisor's responsibility to select a good topic you should put a ring round '1'. If you think that both the supervisor and researcher should be equally involved you put a ring round '3' and if you think it is definitely the researcher's responsibility to select a topic, put a ring round '5'.

1.	It is the supervisor's responsibility to select a research topic.	1	2	3	4	5	The student is responsible for selecting their own topic.
2.	It is the supervisor who decides which theoretical framework or methodology is most appropriate.	1	2	3	4	5	Students should decide which theoretical framework or methodology they wish to use.
3.	The supervisor should develop an appropriate programme and timetable of research and study for the student.	1	2	3	4	5	The supervisor should leave the development of the programme of study to the student.
4.	The supervisor is responsible for ensuring that the student is introduced to the appropriate services and facilities of the department and university.	1	2	3	4	5	It is the student's responsibility to ensure that they have located and accessed all the relevant services and facilities for research.
5.	The supervisor should promote a collegial, friendly and supportive relationship with the student that does not obstruct objectivity.	1	2	3	4	5	The student should promote a collegial, friendly and supportive relationship with the supervisor that does not obstruct objectivity.
6.	The supervisor should insist on regular meetings with the student.	1	2	3	4	5	The student should decide when they want to meet with the supervisor.
7.	The supervisor should check regularly that the student is working consistently and on task.	1	2	3	4	5	The student should work independently and not have to account for how and where time is spent.
8.	The supervisor is responsible for providing emotional support and encouragement to the student.	1	2	3	4	5	Personal counselling and support are not the responsibility of the supervisor – students should look elsewhere.
9.	The supervisor should insist on seeing all drafts of work to ensure that the student is on the right track.	1	2	3	4	5	Students should submit drafts of work only when they want constructive criticism from the supervisor.
10.	The supervisor should assist in the writing of the thesis if necessary.	1	2	3	4	5	The writing of the thesis should only ever be the student's own work.
11.	The supervisor is responsible for decisions regarding the standard of the thesis.	1	2	3	4	5	The student is responsible for decisions regarding the standard of the thesis.

PART 2

Academic Development

It is the supervisor's responsibility to:

Provide mentorship, guidance, support, encouragement, commitment to your research, and constructive feedback;

Guide you in identification of a research topic and ensure that your project has an appropriate hypothesis/question and achievable goals;

Ensure that your thesis research is suitably aligned with the number of credits awarded and that the project is manageable with respect to the time allocated for the completion of the program;

Provide you with suitable resources and work space;

Assist you in developing your research interests and help you modify your research when unforeseeable problems arise;

Guide you in the formation of your supervisory committee and when it should be formed;

Provide supervision in a way which leaves you with room for autonomy (especially if you are a doctoral student);

Provide timely feedback with constructive suggestions/revisions to thesis drafts and other written work (e.g. proposals, manuscripts, literature reviews, analyses, chapters) submitted by you in accordance with an agreed upon schedule – typically up to 2 weeks is reasonable;

Be open, honest and fair with you when academic performance is not meeting expectations;

Establish with you a yearly renewed or revised study plan, i.e. via the graduate progress report (or more frequently if the need arises).

It is the student's responsibility to:

Be familiar with relevant policies, procedures, regulations and deadlines within BPK, the Office of the Dean of Graduate and Postdoctoral Studies, and SFU;

Develop the necessary skills and learning approaches suitable for an advanced degree;

Exhibit independent judgment, academic rigour, and intellectual honesty;

Determine with the assistance of the senior supervisor, a yearly renewed or revised study plan, i.e. via the graduate progress report (or more frequently if the need arises);

Complete and maintain a BPK CV.

It is the responsibility of both the student and the supervisor to:

Hold regular meetings and to hold a supervisory committee meeting at least once per year.

Communication

It is the supervisor's responsibility to:

Meet regularly with you to provide guidance, assess progress and assist you in the goal of completing the program milestones on time;

Monitor the accuracy, validity, and integrity of your progress and respond in a timely manner with comments/revisions to drafts of applications, manuscripts, reports, or research presentations;

Meet with you to discuss specific provisions related to your course of study, especially regarding intellectual property and financial support;

Ensure that you are aware of relevant policies and procedures for the conduct of research and model research integrity;

Assist you in the presentation of your work at meetings/conferences and required seminars;

Be available to meet with you and at your request to provide support to you towards the progress and completion of the program;

Provide information about their availability for meetings and expectations about preparation for meetings.

Make arrangements to ensure the continuity of supervision during leaves or extended periods of absence.

It is the student's responsibility to:

Meet regularly with their senior supervisor to report on research progress and to meet deadlines;

Hold a supervisory committee meeting at least once per year and provide a progress report and future plans to the committee;

Participate in departmental seminars and events;

Hold a supervisory committee meeting to discuss the preparation and submission of the master's or doctoral thesis, and thesis defence timeline.

Interpersonal and Professional Conduct

It is the supervisor's responsibility to:

Work to establish a professional working relationship to guide you in your approach to research;

Guide you in learning to work independently and as a member of a team;

Implement a plan of action to help overcome any unforeseen difficulties;

Advise you concerning the preparation and submission of you master's or doctoral thesis or drafting of scientific papers or poster/oral presentations;

Treat all members of the laboratory (and their work) with verbal and intellectual respect and to strive to maintain good professional and personal relationships with you and other trainees in the research group;

Avoid personal or business relationships that may constitute a conflict of interest;

Give credit in an appropriate manner to trainee contributions to scholarly activity, whether presented at professional meetings, in publications, or in applications for grants.

It is the student's responsibility to prepare the prepar

Assist you in obtaining or amending ethics protocols required for your research projects;

Make every reasonable effort to ensure that your learning and research environment is safe and adequately supported.

It is the student's responsibility to:

Complete the required SFU Laboratory Safety Training and any project-specific additional safety training, e.g. Laser Safety Training, X-ray Safety Training, phlebotomy;

Pass the appropriate courses on the use of animals in research (if applicable) and have their name added to relevant animal care protocols;

Obtain or be named in relevant human research ethics protocols (if applicable).

Laboratory Etiquette and Data Recording

It is the supervisor's responsibility to:

Provide or facilitate appropriate training on equipment used by you in your research;

Outline expectations for data management and record keeping.

It is the student's responsibility to:

Keep space tidy, respect the space of others, keep laboratory equipment and supplies clean and orderly, and participate in periodic laboratory cleanup;

Understand that space and equipment is shared and that care must be exercised with problems reported as they arise;

Refrain from borrowing the supplies of others or removing items from the laboratory without permission;

Strive to maintain good professional and personal relationships within the research group and will treat all members of the laboratory (and their work) with verbal and intellectual respect;

Maintain detailed records of laboratory notes, including records of primary data, and ensure these are backed up and accessible to my senior supervisor;

Leave laboratory books and primary data within the department (or if signing out use a pre-determined process);

Use laboratory computers for research purposes only (*e.g.*, email, data analysis, literature searches and other forms of scientific communication).

Publications and Intellectual Property

It is the supervisor's responsibility to:

Reach an agreement with you on the ownership of any intellectual property that may result from research, including patents, licenses and the authorship of publications which maect7 Tler5lin f72 Tw[och.ai

