Base Camp Series

Establishing strong supervisor connections

The relationship between a student and their supervisor is an important one, which is fundamental to a student's success at graduate level. A supervisor is a mentor who can provide guidance, feedback, advice and educational opportunities.

Specific responsibilities of the Research Supervisor include the following:

- Be sufficiently familiar with the field of research to provide guidance and/or be willing to gain that familiarity before agreeing to act as a Research Supervisor.
- Be accessible to the student for consultation and discussion of the student's academic progress and research.
- Help the student select and plan a suitable, timely and manageable research topic.
- Cooperate with the student and Graduate Program Director to establish a supervisory committee to convene meetings, normally at least once annually, to evaluate the student's progress.
- Respond in a timely, consistent and thorough manner to written work submitted by the student, with constructive and well-informed suggestions for improvement and continuation.
- Provide a research environment that is safe, healthy, tolerant and free from harassment, discrimination and conflict.
- Within the norms appropriate to the discipline, provide financial support and/or help the student obtain financial support from all reasonable sources.
- Endeavour to achieve consensus and resolve differences in the best interests of all involved when there is conflicting advice, or when there are different expectations on the part of co-supervisors or members of a student's supervisory committee.
- Appropriately acknowledge the contributions of the student in presentations and published material, in many cases via joint authorship.
- Be sensitive to cultural factors which may influence the individual student's learning and research behaviour and experience.
- Plan for continuity of the student's supervision before beginning an extended leave of absence.

	Getting started – Overview of roles and responsibilities
	Discuss reasonable expectations for student workload
	Agree a meeting schedule
	Agree on a preferred communication approach and frequency of contact
	Discuss program time limits
	Discuss intellectual property related to collaboration
	Commit to review this document annually during a research progress meeting or as necessary

Relevant Policies

Graduate Roles:
https://usgc.ontariotechu.ca/policy/policy-library/policies/academic/responsibilities-of-graduate-program-directors,-faculty-advisors,-research-supervisors-and-graduate-students.php

Graduate Supervisory Committee:
https://usgc.ontariotechu.ca/policy/policy-library/policies/academic/graduate-student-supervisory-committee-policy.php

Responsible Research and Scholarship:
https://usgc.ontariotechu.ca/policy/policy-library/policies/legal,-compliance-and-governance/policy-on-the-responsible-conduct-of-research-and-scholarship.php

Program Changes and Transfers:
https://usgc.ontariotechu.ca/policy/policy-library/policies/academic/graduate-program-changes-and-program-transfers-policy.php

Academic Standing:
https://usgc.ontariotechu.ca/policy/policy-library/policies/academic/graduate-grading-system,-research-progress-and-academic-standing-policy.php

Graduate Faculty Appointments:
https://usgc.ontariotechu.ca/policy/policy-library/policies/academic/graduate-faculty-appointments.php

Useful links

Student Forms:
https://gradstudies.ontariotechu.ca/current_students/student-forms-and-publications.php

Important Dates:
https://gradstudies.ontariotechu.ca/current_students/important-dates.php

Academic Calendar:
https://gradstudies.ontariotechu.ca/current_students/academic_calendar_course_catalogue/index.php

New Advisory Support for Graduate Students

Shelly Windsor (She/Her)
Graduate Academic Affairs Specialist
School of Graduate and Postdoctoral Studies
SIRC 1122 (on campus: Tues. & Thurs.)
shelly.windsor@ontariotechu.ca

- Provide non-program specific and policy advice
- Facilitate support
- Work with students to identify solutions
- Liaise and refer to campus resources
- Student-supervisor relationships
- Personal or academic barriers to progression
- Annual progress reports and Academic Standing
- Provide guidance general academic regulations