



EXPERIMENTAL MEDICINE PROGRAM
DEPARTMENT OF MEDICINE
THE UNIVERSITY OF BRITISH COLUMBIA

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STUDENT/SUPERVISOR EXPECTATIONS IN THE EXPERIMENTAL MEDICINE GRADUATE PROGRAM

Originally developed by Dr. Wendy Hall, Associate Dean, Faculty & Program Development, FG&PS and revised by Dr. Vincent Duronio and the ExpMed Program Committee.

Discussion of expectations can foster open communication between supervisors and students and prevent misunderstandings that might otherwise arise. Successful completion of a graduate program is the student's responsibility, but mutual understanding of expectations between students and supervisors is critical to success. This document must be read and discussed by students and their supervisors at the onset of the students' programs and must be completed prior to the end of a student's first month of registration.

Supervisors and students will discuss the document, retain copies of the signed document, and submit a copy to the ExpMed Program Office to be placed in the student's file. This document is not a replacement for University rules. To the extent that any statements in this document contradict UBC policies, rules, or regulations, the UBC policies, rules and regulations prevail. It may also not cover all items specific to an individual student/supervisor situation; these can be added in the comments section.

On an annual basis, students will be expected to report their progress to the Experimental Medicine (ExpMed) Graduate Program Office, and a related document will be signed annually by both students and supervisors and kept in the student's file. We aim to monitor the progress of each student in the program, to help identify as early as possible any issues that require attention.

The ExpMed Program Office will provide any advice regarding administrative and academic issues, and it serves as the student's contact with the Faculty of Graduate and Postdoctoral Studies (FG&PS) on all program-related or personal issues. The director and program assistants will always be available to answer questions from both students and supervisors regarding any aspect of the program. In most cases, we expect students and/or supervisors to contact us before any small problems develop into major sources of stress or conflict. It is important to note that the student can also expect to have additional scientific support from supervisory committee members, who also play an important role in mentorship and guidance, together with the supervisor.

(Note: students undertaking work at the M.Sc. level will find the points in italics are specific only to doctoral students.)



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Name of Supervisor: _____

As your supervisor, you can expect me to:

- Demonstrate commitment to your research and educational program, and offer stimulation, respect, constructive criticism, and consistent encouragement.
- Assist with identification of a research topic that is suitable and manageable.
- Have sufficient familiarity with your field of research to provide guidance as a supervisor.
- Assist you in gaining access to required facilities or research materials for your projects.
- Provide financial support based on minimum expectations of the ExpMed Graduate Program, and helping with scholarship applications.
- Provide guidance in the ethical conduct of research.
- Provide information about my availability for meetings and expectations about preparation for meetings.
- Be accessible for consultation and discussion of your academic progress and research on an ongoing basis. [On average, our meetings will be held (frequency) _____.]
- Institute a supervisory committee (with appropriate input from you), to be discussed in your first 6 months in program, and which will meet on a regular basis (at least once per year) to review your progress and provide guidance for your future work.
- Assist you in planning your research program and adhering as much as possible to a schedule. Encourage you to finish up when it would not be in your best interest to stay longer.
- Discuss with you the implications of engaging in activities/work unrelated to your thesis topic, since your graduate program is a full time activity.
- Minimize my expectations for activities/work unrelated to your projects that may interfere with your graduate training and thesis completion.
- Attend your presentations in appropriate venues and join in associated discussion.
- Acknowledge your contributions, when appropriate, in published material and oral presentations [Discuss policy regarding authorship, etc. of papers] in accordance with good scholarly practice and the University of British Columbia scholarly integrity policies.
- *Support you in your preparation for the comprehensive examination and admission to candidacy, which will be completed within approx. 24 months, and at most 36 months after program initiation.*
- *Submit recommendations for external examiners and university examiners for the doctoral dissertation within the time frames required by the FG&PS.*
- Provide reasonable expectations about work day hours and vacation time in accordance with University of British Columbia policies.
- Clarify my preferred style of communication about topics such as student independence, approaches to conflict, direct questioning, and mentoring.



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- Explain my expectations for mode of address, professional behavior (e.g. punctuality), when to seek assistance, response to constructive criticism, and academic performance expectations.
- If necessary, try to assist you to overcome any cultural difficulties with norms and expectations.
- Respond thoroughly, with constructive suggestions for improvement and in a timely fashion, to submitted written work.
- Promote a research environment that is safe and free from harassment.
- Assist in managing conflict or differences among members of the supervisory committee or with our research colleagues.
- Make arrangements to ensure adequate supervision if I am absent for extended periods, e.g. more than a month.
- Provide mentoring in academic writing.
- Encourage you to present your research results within and outside the University. [Suggested frequency: _____.]
- Provide advice and mentorship with respect to career opportunities, which may be assisted by resources, professional development, and other avenues available from the ExpMed Graduate Program, Research Centres, and the FG&PS.

Other comments:

Supervisor's Signature

Print Name

Date

Student's Signature

Print Name

Date



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Name of Student: _____

As your student, you can expect me to:

- Take full responsibility for my progress towards my degree completion.
- Demonstrate commitment and dedicated effort in gaining the necessary background knowledge and skills to carry out the thesis work.
- At all times, conduct research in an ethical manner in accordance with University of British Columbia policies and the policies or other requirements of any organizations funding my research.
- In conjunction with you, develop a plan and a timetable for completion of each stage of the thesis project.
- As applicable, apply to the University or granting agencies for financial awards or other necessary resources for the research.
- Meet standards and deadlines of the funding organization for a scholarship or grant.
- Adhere to negotiated schedules and meet appropriate deadlines.
- Keep you and the FG&PS (through my SSC) informed about my current contact information.
- Maintain my registration and ensure any required permits or authorizations are kept up to date until the program is completed.
- Conform to all University and ExpMed requirements for my program.
- Meet and correspond with you when requested.
- Explain to you my comfort with modes of communication (e.g. formal or informal, use of questioning) and independent activities.
- Adhere to a safe workplace where each individual shows tolerance and respect for the rights of others.
- Respond to advice and criticisms (indicating acceptance or rationale for rejection) received from you and members of my supervisory committee.
- Make it clear to you when I do not understand what is expected of me or if I feel I am being treated unfairly by you or any of our research colleagues.
- Provide honest and timely notification of any impediments that could result in delays in completion of my thesis research or any personal decisions about my commitment to research under your supervision.
- Inform you in a timely manner about any of my presentations to facilitate attendance.
- Report fully and regularly on my progress and results and keep orderly records of my research activities.
- Be thoughtful and reasonably frugal in using resources.
- Meet at regular intervals with my supervisory committee (no less than yearly), as they are expected to be a valuable source of guidance during my program.
- Develop a clear understanding concerning ownership of intellectual property and scholarly integrity (refer to UBC policy on Patents and Licensing, www.policy.ubc.ca/policy88.htm, and



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the scholarly integrity policy 85, <http://universitycounsel.ubc.ca/files/2010/08/policy85.pdf>, and the University Industry Liaison Office, www.uilo.ubc.ca).

- Take any required training and safety programs.
- Work at least regular workday hours on my research project after course-work has been completed.
- Discuss, with you, the policy on use of computers and equipment.
- *Progress to my candidacy defense (i.e. completion of my comprehensive exam) within 36 months from the initiation of my program.*
- Return any borrowed materials on project completion or when requested.
- Discuss, with you, my career plans and hopes for professional growth and development.
- Complete my thesis and course work within timelines specified by the FG&PS and suitable for a degree in Experimental Medicine. (The M.Sc. timeline is approx. 2-3 years and the timeline for a Ph.D. is 5-6 years.)
- Finish my work and clear up my work space when program requirements have been completed and leave clear records of my work for others to follow.

Other comments:

Student's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date