

QUEEN'S UNIVERSITY

School of Environmental Studies Graduate Program Guide

Roles & Responsibilities of Graduate Students

© School of Environmental Studies
Rm 3134 Biosciences Complex • Queen's University
Kingston • Ontario • Canada • K7L 3N6
Phone 613.533.6602 • Fax 613.533.6090
envst@queensu.ca

www.queensu.ca/ensc

June 2010

Table of Contents

ROLES AND RESPONSIBILITIES OF GRADUATE STUDENTS	1
CODE OF CONDUCT	1
REGULATIONS / PROCEDURES	1
INTELLECTUAL PROPERTY AND PUBLICATION	2
COMMUNICATION / ABSENCE	2
SAFETY	3
FINANCIAL ASSISTANCE	3
CURTAILMENT OF SUPERVISORY DUTY	3

Roles and Responsibilities of Graduate Students

- By embarking on a program of studies at the graduate level, students make a commitment to strive for the highest levels of academic achievement and contribute fully to the intellectual life of the University. Their prime responsibility is to meet the requirements of their degree programs in a timely manner.
- Graduate students play a central role in the University. They contribute to the teaching and research activities to which they bring assistance, cooperation and inspiration. By agreeing to a supervisor, they embark on a partnership that can succeed only if it is built on trust and respect. Students should acknowledge the senior role that is played by their supervisors. They should seek their advice and give it serious consideration.
- Graduate students play important roles in the School. They are employed as teaching assistants, helping to deliver the undergraduate program and providing a bridge to the undergraduate students. They sit on School committees to provide graduate student perspectives on curricula, appointments, planning and other aspects of the academic program and administration. They also have their own student associations, one within the School, and a larger one across the University, to deliver services, social programs, sports, and input to university governance.
- Students should seek advice and guidance from their supervisory committee members and from their Graduate Coordinator. They should also be informed of the help lines, advisory offices and counselling services available at Queen's regarding sexual harassment, race relations and special needs. Specifically, the responsibilities of graduate students include:

CODE OF CONDUCT

- [Code of Conduct](#)

REGULATIONS/PROCEDURES

- To meet all appropriate deadlines and regulations associated with registration, award applications and graduation requirements as specified by their department, the *School of Graduate Studies* and the University. The School of Graduate Studies is the definitive resources for policies, procedures and guidelines for graduate students. A summary is provided at <http://www.queensu.ca/sgs/forstudents/policiesprocedures.html>

- To comply with the Ethics Review procedures when conducting research involving human subjects or animals. <http://www.queensu.ca/ors/researchethics.html>
- To provide reasonable evidence of satisfactory research progress, as requested by the supervisor/advisor or supervisory committee.

INTELLECTUAL PROPERTY AND PUBLICATION

- To become aware of and adhere to the University policy on the ownership of intellectual property and the retention of any information relevant to the research program by the University for educational and research purposes. To respect any contractual terms under which thesis research is conducted.
- Prior to the submission of a thesis or documents for publication co-authored by their supervisor, to discuss a draft of the submission with the supervisor. The student must respect a supervisor's request to review any original data associated with the submission.

COMMUNICATION/ABSENCE

- To maintain regular communication with the supervisor or designate and interact with the supervisory committee as appropriate. Students should inform their supervisors/advisors of any prolonged absences, including absences during the spring and summer sessions, and keep their supervisors/advisors informed of where they can be contacted. Significant absences out of regular holiday times must be cleared with the supervisor/advisor. The Chair of Graduate Studies must be notified.
- To communicate with the supervisor/advisor on the progress and anticipated submission dates of major papers or theses. Students must work towards meeting any agreed upon deadlines and must inform their supervisor/advisor of any anticipated delays.
- To adhere to the vacation policy as set out by the School of Graduate Studies <http://www.queensu.ca/sgs/forstudents/policiesprocedures.html#vacation> and the Department. Our policy will follow NSERCs guidelines ("Vacation. Each graduate student.... is allowed to take two weeks of paid vacation per year"). The supervisor/advisor and graduate student should agree upon a mutually suitable time. Statutory holidays and the period between Christmas and New Year's Day, when the University is closed, do not count toward this vacation time.

A student does have the flexibility of working on their theses from somewhere other than the Queen's campus. However they should discuss this with their supervisors to see if this is feasible or desirable. The Graduate Chair must be informed and approval given for such arrangements. In some cases, Graduate School must be advised as well.

Most students work more than 37.5 hrs week. Our policy is to monitor student progress and not day to day attendance except for that required for TA duties.

Significant absences out of regular holiday times must be cleared with the supervisor/advisor. The Chair of Graduate Studies must be notified.

SAFETY

- To comply with the safety regulations of the department and University.

FINANCIAL ASSISTANCE

- If supported by financing provided through contracts, e.g. teaching assistantships, research assistantships, etc., to meet the terms and conditions of the contractual agreement with their supervisor and/or department.

CURTAILMENT OF SUPERVISORY DUTY

- To request of the Graduate Coordinator when appropriate and with specific reasons, the replacement of the supervisor or member of the supervisory committee, should a personal or professional conflict occur.