Graduate Supervision:
Responsibilities of Graduate Students

The role of the Graduate Student is to focus on learning and research to complete their academic requirements including their dissertation, thesis, or major research paper within the expected time frame in accordance with enrolment status (i.e., full-time or part-time). By agreeing to work with a Supervisor, a Graduate Student enters an academic partnership that will support the Graduate Student’s academic development and contributions to their field of specialization. The primary responsibilities of the Graduate Student are to:

- Be familiar with the policies, procedures, and regulations of the Graduate Program, the SGSPA, and the University and ensure all required training is obtained (e.g., lab safety, research ethics).

- Early in the supervisory relationship, access resources and/or training offered by SGSPA, the Centre for Teaching and Learning, or equivalent to gain a thorough understanding of principles and practices for engaging in a successful Graduate Student-Supervisor partnership.

- Be familiar with and adhere to the Student Code of Conduct.

- Conduct research with the highest standard of ethical and scientific practice; adhere to the University and Tri-Council policies on research.

- Follow and adhere to principles of academic integrity as articulated in departmental/Faculty, SGSPA Academic Calendar, and the University’s Academic Integrity policies, procedures, and regulations.

- Maintain an academic and professional Graduate Student-Supervisor relationship that abides by the SGSPA Conflict of Interest regulation as found in the Academic Calendar, University’s Conflict of Interest policy, and the University’s harassment and discrimination policies.

- Consult with Queen’s Student Accommodation Services and review the SGSPA regulation on Accommodations for Students with Disabilities if an accommodation(s) is sought in connection with a disability and discuss all accommodation needs with your Supervisor and Graduate Program Chair.

- Follow the SGSPA Protocol for Short-term Academic Consideration if an extenuating circumstance impacts or has impacted their ability to fulfill academic requirement(s) in a timely manner.

- Complete annual progress reports as required by SGSPA and as applicable within the program/department/Faculty through annual progress monitoring and reporting procedures.
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With the Supervisor, discuss:


▪ A mutually agreeable communication approach that will work for the Graduate Student and Supervisor including frequency and form of communication and expectations for supervisory meetings.

▪ Goals for conference attendance, publishing, research, teaching, other employment opportunities, and engagement in academic community activities.

▪ Learning and research goals and develop a concrete plan to achieve these goals.

▪ Funding opportunities and apply for internal and external competitions that are mutually deemed beneficial and appropriate.

▪ Periods that the Graduate Student will be unavailable including vacation time (typically 10 business days in accordance with SGSPA Vacation Guidelines) to ensure there is minimal disruption to Graduate Student research and academic progress.

With the Supervisor and Supervisory Committee:

▪ Establish and discuss a research plan and timeline for progress monitoring, meetings, and sharing of work.

▪ Respond to constructive feedback in a timely manner.

▪ Discuss ownership of intellectual property and authorship on publications (and, where appropriate, establish in writing), following University guidelines and policies, relevant collective agreements, SGSPA regulations as found in the Academic Calendar, and guidelines in the SGSPA Graduate Supervision Handbook.

▪ Promptly discuss changes in circumstances that could affect performance or progress in research or program of study; give serious consideration to the advice and constructive feedback offered by your Supervisor and/or Supervisory Committee. Seek advice from other department/Faculty, SGSPA, or University units or resources as needed.