

## **Responsibilities of the Graduate Student**

Students should regard graduate research as a partnership with their supervisor. When a student enters a graduate program, he or she commits time and energy necessary for research leading to a thesis/dissertation that makes a contribution to the knowledge in the student's area. Although it is the duty of the supervisor to be reasonably available for consultation, ultimately the student is responsible for conducting the proposed research work and the program of study. The responsibilities of the student include:

- Become familiar with the policies, procedures, and regulations of his or her Academic Unit and the Faculty of Graduate Studies
- Assess his or her financial needs during the tenure of the graduate program
- Adhere to all deadlines and policies regarding registration, withdrawal, thesis submission, and deadlines established with the supervisor and by the committee
- Develop, with the guidance of the supervisor, a written research proposal, which must be approved by the supervisory committee
- Self-evaluate progress and productivity throughout the program
- Become familiar with the policies regarding research ethics
- Meet with the supervisor when requested and report regularly on progress and results
- Organize and be efficient in processing the data and in the planning of future research
- Keep abreast of current literature in the field
- Allow adequate time for the supervisor or committee to provide comments on written material
- Keep the supervisor informed on how he or she can be contacted and inform your supervisor of any significant changes that may affect the progress of the research
- Keep a systematic record of research work and results, and be prepared to answer to the supervisory committee with respect to progress