

## **Roles and Responsibilities of the Supervisor**

The supervisor is a mentor, advocate, expert, leader, and facilitator in the formation of a partnership between the student, the committee, and graduate studies.

The responsibilities of the supervisor are to ensure equitable and quality service to the student. Responsibilities include:

- Be familiar with the policies and regulations within the supervisor's academic unit and the Faculty of Graduate Studies (FGS)
- Provide an environment for the student that is conducive to research and in which the student can grow intellectually
- Construct an academic plan (program of study) for the period of time for the degree:
  - Establish a timeline and goals with the student at the beginning of the relationship and on an ongoing basis
  - Provide appropriate guidance to the student during his or her research
  - Arrange for regular meetings with the student and committee to monitor the student's progress
  - Discuss with the student the normal expectations held by the supervisor, the faculty, and FGS at the beginning of the program
  - Assist the student in refining his or her research topic and questions
- Assist and advise the student with his or her application to the AU Research Ethics Board (if conducting research with human subjects) or applications to other ethics or access boards as required
- Inform the student of awards/scholarships/research funding in his or her area of research and assist the student in submitting a strong application
- Inform the student of conferences and assist the student in preparing an abstract for the conference
- Clarify with the student any questions regarding intellectual property rights, primary authorship on research activities, and the specific role of the student, the supervisor and other collaborators in the research program



- Determine when the student is ready to proceed to his or her candidacies and proposal, when the thesis is ready for distribution to externals, and the student is ready for the final oral defense
- Ensure that the student is adequately supervised by providing an acting supervisor (who should be a member of the supervisory committee) when on leave or an extended period of absence