

**RESPONSIBILITIES OF THE FACULTY ADVISOR; MEMBERS OF THE SUPERVISORY COMMITTEE;  
AND, THE GRADUATE STUDENT**

***Introduction***

This document was developed by the Admissions and Studies Committee of the Graduate Council to provide an indication of the expected practices and principles that should guide the normal interactions within a graduate program at Ryerson. It is modeled on policies and guidelines in use at many other Canadian universities, and draws in particular on the policies and procedures of other Ontario universities.

The underlying principle is one of mutual respect of the students, faculty, and staff in an academic environment governed by traditional standards of research and professional integrity, without prejudice or discrimination. Within this context, the Graduate Student, the Faculty Advisor, and members of the Supervisory Committee assume certain responsibilities and obligations. The policy is neither exhaustive nor exclusive and should be viewed in the context of normal circumstances in each program.

In what follows, the policy requires that a Graduate Student entering a graduate Program will be assigned a Faculty Advisor immediately upon acceptance. Where the Program requires a dissertation, thesis or other major project, a Supervisory Committee will also be appointed.

These guidelines should be viewed as complementary to the policies that pertain to rights and responsibilities of members of the Ryerson community, including the *Student Code of Conduct* (Academic and Non-Academic, Policies #60 and #61), found at <http://www.ryerson.ca/acadcouncil/policies.html>, the *Appeals Policy*, found at <http://www.ryerson.ca/graduate/policies>, the *Discrimination and Harassment Prevention Policy*, found at <http://www.ryerson.ca/equity/dhpspolicy.htm>, the *Policy on Ownership in Student Work in Research* (Policy #63), found at <http://www.ryerson.ca/%7Eacadpol/current/pol63>, and the *Faculty and Staff Ownership of Research Results Policy* (Policy #65), found at <http://www.ryerson.ca/%7Eacadpol/current/pol65>.

***Responsibilities of the Faculty Advisor and Members of the Supervisory Committee Include:***

Providing leadership to allow for the Graduate Student's professional development and intellectual growth. The Faculty Advisor must help define a program of study which will challenge the Graduate Student and allow the Graduate Student the satisfaction of making a contribution to the field. In addition, the Faculty Advisor will ensure that the program of study is formally approved by the Program and forwarded to the School of Graduate Studies, as the appropriate policies and regulations of the University and the Program require.

Being reasonably accessible to the Graduate Student for consultation and discussion of the Graduate Student's academic progress and research problems. Each semester, a Graduate Student Progress Report must be submitted to the Program Director and, where there are concerns or the progress is unsatisfactory, to the School of Graduate Studies.

Making reasonable arrangements to ensure that the research resources necessary for execution of the dissertation, thesis or major project, within the norms appropriate to the graduate Program and within the limits of the material and human resources of the university, are planned for or budgeted for so the Graduate Student can complete the project without undue delay. This includes assisting the Graduate Student in gaining access to facilities or research materials.

Thoroughly examining written material submitted by the Graduate Student, making constructive suggestions for improvement, and informing the Graduate Student at the time of submission when the material will be returned with comments.

Knowing the program and university regulations and standards for a dissertation, thesis or major project, and ensuring that the Graduate Student is aware of them. The dissertation, thesis or major project must of an acceptable standard prior to submission to Examining Committee; if the members of the Supervisory Committee believe that it is not ready for submission, or will not be ready within a particular time, the

Graduate Student, the Program Director, and the Dean of Graduate Studies must be informed of the reasons in writing.

Assisting the Graduate Student in planning a realistic timetable for completion. This includes cooperating with the Program Director and the School of Graduate Studies, in planning for and organizing the comprehensive examination and the oral examination.

Making satisfactory arrangements for the advising of the Graduate Student when the Faculty Advisor or members of the Supervisory Committee are on leave or on extended absence from the campus.

Honouring a financial obligation to the Graduate Student by ensuring that arrangements for monetary assistance made by the Faculty Advisor or Supervisor are not withdrawn without good reason or without prior notice.

Ensuring that all provisions of the *Ownership of Student Work in Research Projects Policy* and the *Faculty and Staff Ownership of Research Results Policy* are observed in those cases where the Graduate Student's research comprises a component of a member of the Supervisory Committee's research program.

Appropriately acknowledging in published material the contributions of the Graduate Student, and including consideration of joint authorship of publications.

Requesting permission from the Program Director to be replaced as the Faculty Advisor or Member of the Supervisory or Examining Committee when, for specific reasons, it is felt that withdrawal is in the best interest of the Graduate Student.

Conforming to principles of academic integrity in the development of a professional and objective relationship with the Graduate Student.

***Responsibilities of the Graduate Student Include:***

To develop expertise that will contribute to, and reflecting a capacity for independent scholarship in, the chosen field of study.

To conform to all appropriate deadlines, policies and regulations as specified by the Graduate Calendar, the School of Graduate Studies and the Program, including requirements for registration, fees, award applications and funding opportunities, and graduation.

Defining, in conjunction with the Faculty Advisor, a program of study which fits within the scope of the Program as defined in the Graduate Calendar and for which human, physical and financial resources exist.

Consulting with the Faculty Advisor regarding the composition of the Supervisory Committee when a dissertation, thesis or major project is required.

Meeting the program and university regulations and standards for academic requirements for courses, the thesis, the dissertation, or the major project.

Meeting the university and program standards for style and quality when a dissertation, thesis, or major project is a Program requirement.

Becoming familiar with and abiding by the following University policies including the following: the *Student Code of Conduct* (Academic and Non-Academic), the *Appeals Policy*<sup>1</sup>, the *Discrimination and Harassment Prevention Policy*, the *Ownership of Student Work in Research Projects Policy*, and the *Faculty and Staff Ownership of Research Results Policy*.

Maintaining regular communication with the Faculty Advisor and Supervisory Committee (where appropriate), and recognizing that the Faculty Advisor and Supervisory Committee have other educational, research and service obligations which may preclude prompt responses to the Graduate Student.

Giving serious consideration to and responding to advice and criticisms provided by the Faculty Advisor and Supervisory Committee.

Requesting of the Program Director replacement of a member of the Supervisory Committee or Examining Committees assigned by the Program when, for reasons of academic integrity, the student believes that the faculty member should withdraw.

Making the dissertation, thesis, major paper or materials available in draft publishable form, with a copy of the raw data if requested to the faculty member prior to submission for publication. In those cases where the Graduate Student's research comprises a component of a faculty member's research program, joint publication is envisaged, and the responsibility for the utilization of the data and publication is shared between Graduate Student and the faculty member.