



### Memo of Expectations – PhD Program

This document serves as the starting point for discussing expectations of the student-supervisor relationship. Open communication between students and supervisors is the best way to prevent misunderstandings that might otherwise arise, and is key to student success. The Department of Geography is diverse, and there are a range of approaches to student supervision. Students may also contact their faculty buddy to ask questions about their academic program without the power-dynamics of the supervisory relationship. This document is intended to facilitate communication between the student and the supervisor; it is not a legal document that supersedes University policies, rules, or regulations, which can be found by visiting <https://universitycounsel.ubc.ca/policies/index/>. To the extent that any statements in this document contradict University of British Columbia policies, rules, or regulations, the University of British Columbia policies, rules, and regulations prevail.

Students and their supervisors are expected to complete this Memo of Expectations in the spring of each year by the end of May. For newly admitted students, please complete this Memo of Expectations with your supervisors at the beginning of the academic year in September. Students are required to submit the completed and signed memo to the Student Services Team either by email to [graduate.program@geog.ubc.ca](mailto:graduate.program@geog.ubc.ca) or in person to RM 217 (Main Office). A copy of the signed document should also be held by both the student and the supervisor(s). This document is intended to be modified as often as necessary when agreed upon by both parties.

**\*\*Please delete examples and instructional text in BLUE.**

Name of student: _____.
Name of supervisor(s): _____.
Year Level: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> or greater
Academic Year: _____.

**Supervisor:**

You can expect us to meet at least:



You can expect me to provide the following financial support:

Listed below is our agreement regarding authorship for presentations and/or publications<sup>1</sup>:

Listed below is our agreement regarding ownership and use of data<sup>234</sup>:

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<sup>1</sup> Normally the supervisor, in consultation with his or her co-authors, will make the decision as to when or whether a co-authored manuscript should be submitted for publication and to which journal. A student considering publication of his or her own paper also has a responsibility to consider the intellectual property and co-authorship rights of any others who may have been involved in the research. You should not be added as an author on a paper without your permission. Similarly, you should obtain permission from others before acknowledging as them co-authors of a work.

<sup>2</sup> If the funding for the research project comes from a sponsor who has been given rights to the data (for example, when the funding is in the form of a research contract), then the sponsor also must be taken into consideration.

<sup>3</sup> In most circumstances, the student, supervisor, and collaborators should have unrestricted access to all data collected through your collaborative research.

<sup>4</sup> Entitlement to ownership of primary data, software, and other products of research can vary according to the circumstances under which research is conducted.



Over the course of your degree, I will provide you with mentorship in the following areas:

In the next 12 months, I will:

If applicable, please list any other required permits that need to be obtained before research can begin and/or provide details for a safety plan and safety training<sup>5</sup>:

Other:

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<sup>5</sup> For example, permits for access to First Nations land, national and provincial parks, northern territorial research permits, etc.



**Student:**

You can expect me to take responsibility for my progress towards degree completion and conduct work on my research/thesis based on the following schedule:

You can expect me to apply, in a timely manner, for the scholarships below in the current academic year (subject to eligibility):

I have completed or will complete my coursework requirement by (please provide date):

I will successfully complete my comprehensive examination by (please provide date)<sup>6</sup>:

I will successfully defend my thesis proposal and advance to candidacy by (please provide date)<sup>7</sup>:

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<sup>6</sup> PhD students are expected to complete their comprehensive examination within 24 months from the date of initial registration.

<sup>7</sup> PhD students are required to advance to candidacy within 36 months from the date of initial registration.



Any research or study conducted at UBC facilities or undertaken by persons connected to the University that involves human or animal subjects must be reviewed and approved by the appropriate division of the Office of Research Ethics. If my research requires ethics approval, I will:

My intentions for publication are:

I will apprise my supervisor(s) in a timely manner of any changes and delays with fieldwork, award applications, and publications.

I, under your academic supervision, hereto agree that:

I will demonstrate research integrity and conduct research in an ethical manner in accordance with University of British Columbia policies and the policies or other requirements of any organization(s) funding my research.

In consultation with you, develop a plan/timeline for degree completion (sample timeline available at <https://geography.sites.olt.ubc.ca/files/2017/04/Timelines-for-Completion-of-Graduate-Degree-Programs-April-2017.pdf>)

I will maintain satisfactory progress in my graduate program. If satisfactory progress is not met, I understand that I will be required to withdraw from the Faculty of Graduate and Postdoctoral Studies.

- Master's students: <https://www.grad.ubc.ca/current-students/managing-your-program/satisfactory-progress-masters-students>
- Doctoral students: <https://www.grad.ubc.ca/current-students/managing-your-program/satisfactory-progress-doctoral-students>

If I change my research area or if the supervisory relationship is no longer positive and productive, I can consult the Graduate Advisor and may change my supervisor(s). I understand, however, that despite the Department making the best effort to find another suitable supervisor, the Department cannot guarantee that it will be able to appoint a replacement.



I have read and agreed to the academic regulations, UBC deadlines, and program requirements as outlined in the UBC Vancouver Academic Calendar (<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,204,0,0>) and at [www.grad.ubc.ca](http://www.grad.ubc.ca) in relation to my registered program. If I should have concerns or questions relating to these requirements, I will consult with my supervisor(s) and program staff in a timely manner.

Other:

**Please list any issues that arose last year between the student and the supervisor(s), where applicable:**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Supervisor Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Supervisor Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

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Student Print Name

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Date