

Senate Policy

Graduate Studies Supervision

4.4

Description:

This policy outlines the relationship and responsibilities of graduate students and supervisors in the context of the thesis or Major Research Paper/Project.

Approvals:

Revised by Graduate Studies Committee: December 2010
Approved by Academic Policy and Planning: January 2011
Approved by Academic Council: January 2011

Approval Authority: Senate

Signature: Archie Graham, Academic Council

Policy:

Supervision

General:

Except in the case of executive master's and Graduate Diploma programs, each student will work with a Supervisory Committee, including the student's Principal Advisor, to guide his/her program of study and culminating thesis project or Major Research Paper/Project (MRP). All members of each student's Supervisory Committee must be members of OCAD U's Graduate Faculty. Regular meetings (at least once per term) will be organized between the student and his/her full Supervisory Committee.

The Supervisory Committees, which are normally identified prior to the students' third semester, must be formalized at the beginning of the fourth semester. The Supervisory Committee Form must be completed and signed by all supervisors before it is submitted to the Graduate Program Director for the Office of Graduate Studies' official records.

It is the responsibility of the Graduate Program Committee to develop guidelines for supervisory committee membership, including composition, and to ensure that these are consistent with university policies and procedures. Guidelines must be approved by the Graduate Studies Committee.

Supervisor and Student Responsibilities:

Supervisors advise students on all aspects of their graduate work. The advising process is monitored by the Office of Graduate Studies and the Graduate Program Director. To ensure that all students are treated equitably, any questions or problems with the advising process should be addressed to the Graduate Program Director.

All Supervisory Committee members are expected to contribute to the progress and development of the graduate student on a regular basis throughout the graduate student's residency period. The following basic principles should apply:

- a. Regular contact – not less than once per semester. More frequent contact is strongly encouraged.
- b. Timely review of submitted material.
- c. Adequate notice of prolonged absence.
- d. Adequate notice of impending deadlines.
- e. Courteous, respectful, and clear communication.

Students are responsible for setting up regular appointments with their Principal Advisors.

Change in the Supervisory Committee:

Continuity of supervision is important in all graduate work. A request for a change in the Supervisory Committee may come from the student or any member of the Supervisory Committee. The Graduate Program Director is responsible for the review and approval of changes to Supervisory Committee membership.

The Graduate Program Director will report all changes to Supervisory Committee membership to the Office of Graduate Studies in a timely manner.