

Student-Advisor Discussion Checklist

This checklist provides a guide for discussing mutual expectations between a graduate student and advisor.

Graduate study requires independent learning and individualized professional development, supported by collaboration and consultation with an advisor. Graduate students hold the primary responsibility for the proper conduct of their research and the completion of their degree requirements. Advisors are expected to be committed to the education and mentorship of the graduate student. Regular, constructive interaction between the graduate student and the advisor supports successful completion of graduate degrees. Students must comply with all institutional policies, program guidelines and deadlines (see the Appendix on the following page for additional information and links to websites). The student and advisor should discuss minimum and ideal expectations for the completion of the degree, and revisit those expectations while evaluating whether satisfactory progress is being made toward meeting those expectations.

The student and the advisor are expected to have a discussion that includes, but is not limited to, all items below. Please check each item to indicate it has been discussed. Please note that the checklist is not to be utilized as a contract. Signatures at the bottom are simply an acknowledgement that the various expectations below have been disclosed and discussed.

The checklist is to be completed by both the graduate student and the advisor.

Topic Discussed	Student	Advisor
<p>Regular Consultation: We have discussed the importance of attending regular student-advisor meetings and regular committee meetings.</p> <p>Optional Discussion Notes:</p>		

Topic Discussed	Student	Advisor
<p>Program Expectations: We have discussed program expectations regarding the following items (where applicable): dissertation, thesis or project, risk and safety expectations, student attendance and presentations at seminars, labs and practicums.</p> <p>Optional Discussion Notes:</p>		
<p>Research Ethics: We are aware that ethics approval is needed before data collection can begin when humans or animals are involved (see Appendix).</p> <p>Optional Discussion Notes:</p>		
<p>Feedback for Revisions: We understand that feedback on written and creative work pertinent to the completion of the degree (such as a dissertation or thesis proposal, dissertation, thesis or major research project, and draft publications) is expected from the advisor and supervisory committee, where appropriate. Feedback should be provided in a timely manner.</p> <p>Optional Discussion Notes:</p>		
<p>Academic Misconduct: We are familiar with academic misconduct regulations as listed on the University Secretariat policy website (see Appendix). We have discussed academic integrity issues such as plagiarism and the misrepresentation of data in presentations, proposals, dissertations, theses or projects, and work for publication, and the consequences of these acts.</p>		

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Optional Discussion Notes:		
<p>Authorship and Intellectual Property: We have discussed the intellectual property (IP) matters that may arise in the course of studies, such as authorship in publications, order of authors, ownership of data and research results, and patent rights. Where applicable, IP matters will be discussed before any publication or presentation of the research in which the student has been involved in order to ensure accreditation of authorship and patentability is not jeopardized (See Appendix).</p> <p>Optional Discussion Notes:</p>		
<p>Professional Development: We have discussed the importance of accessing and acquiring professional development skills. Experiences of this nature add value to the student's future career (See Appendix).</p> <p>Optional Discussion Notes:</p>		
<p>Research Feasibility: We have discussed the feasibility of the student's plan to ensure timely degree completion, including its impact on and relevance for the student's funding and plans for paid work.</p> <p>Optional Discussion Notes:</p>		

Topic Discussed	Student	Advisor
<p>Conflict Resolution: We have discussed the mechanisms for raising any concerns over supervision or other conflicts that may arise.</p> <p>Optional Discussion Notes:</p>		

The graduate student and advisor have reviewed and discussed the guidelines provided on this checklist.

Advisor (print name):	Advisor's signature:	Date:
Student (print name):	Student's signature:	Date:

Copies of these signed guidelines will be kept by the advisor and student.

Appendix

Online Resources

The Faculty of Graduate and Postdoctoral Studies has three websites. Students will find the students.wlu.ca [Faculty of Graduate and Postdoctoral Studies](http://students.wlu.ca) (FGPS) site most relevant to them, including information about:

- [course registration](#)
- [progress and activity reports](#)
- [dissertation and thesis preparation](#)
- [university policies](#)
- [academic appeals](#)
- [convocation](#)

Advisors should find the [FGPS intranet site on Connect](#) (only accessible to faculty and staff) most helpful. Here, they will find information about [advising](#) and:

- [funding policies and administration](#)
- [registration and enrolment status](#)
- [grades and extensions](#)
- [auditing a course](#)
- [taking a course at another university](#)
- [progress and activity reports](#)
- [degree time limits](#)
- [oral defences and degree completion](#)

The wlu.ca FGPS site is geared toward prospective students but offers important information on:

- [tuition and fees](#)
- [funding opportunities](#)
- [professional development](#)

The [Graduate Academic Calendar](#) is the official source for schedules and course information, as well as university regulations and policies.

Progress Reports

Every doctoral student is required to submit an [annual progress and activity report](#) to his or her advisor by April 15 annually. This report will then be reviewed by your advisor and commented upon by the full advisory committee. The full report (which includes both your statement and the advisor's submission) is then reviewed and acknowledged by you and your program's graduate officer.

The full report, including your submission, is due in the Faculty of Graduate and Postdoctoral Studies by June 1 annually. Late submission of this report may result in a delay of your financial support from the university.

Research Ethics

University research is governed by policies and practices that ensure the protection of research participants, the researcher (faculty, student, or staff members), the university, and the public. These include policies on research involving humans, the use of animals, and hazardous materials or controlled goods, among others.

Individual researchers, in addition to being governed by internal policies and procedures, may be governed as well by external ethical guidelines imposed by professional associations, such as the Canadian Psychological Association or Health Canada – Health Protection Branch, etc. However, all funded or unfunded research involving humans, animals, or controlled goods undertaken at Wilfrid Laurier University facilities, and conducted by Wilfrid Laurier University faculty, students, and staff is subject to review and approval. Please note that research may not begin before all University approvals/certifications, institutional requirements, or governmental authorizations are obtained.

For more information visit the [Office of Research Services' website](#).