



### 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. 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.

At the beginning of each academic year in September, students and their supervisors are expected to complete this Memo of Expectations and submit the 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.

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

**Supervisor:**

You can expect us to meet at least:

You can expect me to provide the following financial support for:

1. Conference attendance this year:



2. Costs related to your research, including travel to field sites, accommodations while in the field, and materials or supplies necessary to conduct field and lab work (if applicable):

Listed below is our agreement regarding authorship for presentations and/or publications:

Listed below is our agreement regarding ownership and use of data:

Over the course of your degree, I will provide you with mentorship in the following areas (for example, academic writing, opportunities to present your work at conferences, professional development, career pathways and opportunities, etc.):



In the next 12 months, I will (for example, assist with finding a suitable research topic, provide access to required data, materials, and facilities, assist with scholarship applications, help you prepare for your comprehensive exam, provide guidance regarding research ethics and integrity, etc.):

Other:

**Student:**

You can expect me to be 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>1</sup>:

I will successfully defend my thesis proposal and advance to candidacy by (please provide date)<sup>2</sup>:

My intentions for publication are:

---

<sup>1</sup> PhD students are expected to complete their comprehensive examination within 24 months from the date of initial registration.

<sup>2</sup> PhD students are required to advance to candidacy within 36 months from the date of initial registration.



I will update 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 to be able to appoint a replacement.

I have read and agreed to the academic regulations, UBC deadlines, and program requirements as outline 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

\_\_\_\_\_  
Student Print Name

\_\_\_\_\_  
Date