

 CAPILANO UNIVERSITY		POLICY	
Policy No.		Officer Responsible	
S2024-03		Vice President Academic and Provost	
Policy Name			
Graduate Supervision			
Approved by	Replaces	Category	Next Review
Senate		Academic	October 2027
Date Issued	Date Revised	Date in effect	Related Policies
October 1, 2024	NEW	October 1, 2024	

1. PURPOSE

This Graduate Supervision Policy outlines the roles and responsibilities of graduate students, supervisors, and graduate supervisory committees at Capilano University (the University).

2. SCOPE

- 2.1 This policy pertains to graduate students, supervisors, and supervisory committees at the University who are stakeholders in academic graduate studies and graduate student supervision.
- 2.2 This policy excludes graduate student internship or placement supervision.

3. POLICY STATEMENT

- 3.1 The University is committed to ensuring high-quality, effective supervision to support successful graduate level education and research within an inclusive and positive scholarly environment. As consistent high-quality graduate student supervision is essential for graduate student progress, success, and well-being, the University endorses the following principles for graduate supervision:
 - a) **Academic integrity** - To conduct creative activity, research, and scholarship in the search for knowledge; and to foster an environment of academic freedom, integrity, accountability, and public trust in a manner free from conflict of interest.
 - b) **Mutual respect** – To maintain a positive learning, research, and scholarly environment by exercising respect between the graduate student and supervisor, together with understanding and ongoing support for the achievement of milestones.
 - c) **Professionalism** – That the supervisor and student maintain respectful relationships in their interactions both inside and outside of their mentor/mentee relationship, including with university partners, and across the university community more broadly.
 - d) **Responsive and Timely Feedback** – That supervisory faculty must endeavor to provide timely and constructive feedback on the graduate student’s academic progress, and issues related to creative activity, research and scholarship, and for general guidance.

4. ROLES AND RESPONSIBILITIES

- 4.1 A good working relationship between graduate student supervisors and graduate students is built on mutual respect and trust that encompasses principles of academic integrity, freedom of inquiry, and expression free of any form of discrimination, intimidation, or harassment.
- 4.2 **Supervisor** - The role of the graduate student supervisor is to serve as the primary academic mentor to the graduate student and provide oversight on their progress; guidance with ethics in creative activity, research and scholarship; and support in preparation for examination and/or final project, capstone or thesis through consistent and open communication. By agreeing to work with a graduate student, the supervisor will foster the intellectual and professional growth of their graduate student(s) so that the graduate student can become a competent contributor to their academic field of specialization.
- 4.3 **Graduate Student** – The role of the graduate student is to focus on their learning towards the completion of all academic requirements within the expected time frame, and to follow departmental, program, and university policies and procedures while adhering to the principles of academic integrity. By agreeing to work with a supervisor, a graduate student enters an academic partnership that will support the graduate student’s academic development and contributions to their field of specialization.
- 4.4 **Graduate Studies Supervisory Committee** – The primary role of the Supervisory Committee is to broaden and deepen the graduate student’s experience and range of expertise. The Supervisory Committee will appoint a supervisor. The Supervisory Committee assists the supervisor in providing guidance, consultation, and advice on the graduate student’s final project, capstone, or thesis requirement.
- 4.5 **Graduate Studies Program** – An important role of the Graduate Studies program, its faculty, and its students is to create a supportive, welcoming, and inclusive learning environment to facilitate effective supervision, graduate student learning, creative activity, research and scholarship.

5. DESIGNATED OFFICER

The Vice President, Academic and Provost is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Associate Vice President, Creative Activity, Research and Scholarship (CARS) & Graduate Studies.

6. RELATED POLICIES AND GUIDANCE

S2017-05 Academic Integrity

Graduate Studies Guidelines

Graduate Student Handbook

S2021-02 Research Ethics Policy: Research with Human Participants

B.701 Student Code of Conduct