



School of Physical and Occupational Therapy

EXCELLENCE THROUGH GROWTH

Supervisory Committee Guidelines for Graduate Students And (Nomination of Supervisory Committee Form, Letter of Agreement Form)

Each student has a supervisory committee for the duration of their graduate studies. The supervisory committee should be established by the end of the first semester in the program.

The committee must be composed of at least three people, one of whom should hold an academic appointment in the School and one of whom must be external to the School. The committee therefore should include the following individuals at a minimum:

- Thesis supervisor and possibly co-supervisor(s)[†]
- Expert in the area of the thesis
- Resource person (e.g. a person with methodological or statistical expertise).

Thesis supervisors must be chosen from academic staff in tenure-track positions. Emeritus Professors and Adjunct Professors may co-supervise. When the thesis supervisor is external to the School, the internal member must be a co-supervisor.

Prior to the development of the research protocol, the supervisor identifies appropriate committee members in accordance with the necessary expertise related to the research project and ability of committee members to work together productively. The student may provide input into the selection of members, but the responsibility of establishing the committee lies with the supervisor. The student is responsible for obtaining the signatures of committee members on the required forms (at end of document) and submitting these forms to the Graduate Program staff for signature by the Graduate Program Director immediately thereafter.

[‡] ***In the case of joint supervision, the two persons are called co-supervisors and are jointly responsible for the student's graduate program. In the instance of co-supervision, two additional committee members are still required (i.e., Expert and Resource Person).***

General Role of the Supervisor and Co-Supervisors

1. To uphold and to transmit to students the highest professional standards of research and/or scholarship;
2. Provide guidance in all phases that students pass through towards the achievement of the graduate degree, the approximate amount of time each phase should take, the criteria for its successful completion, and deadlines relating to these phases;
3. On a regular basis, establish clear procedures through which students receive guidance and constructive feedback on their progress. In addition, the committee must meet with the student at least once a year to formally evaluate progress on the research and thesis and submit a progress report to the Director of the Graduate Program. In the case where the student does not make expected progress, this must be properly documented on the GPS Progress Report forms. The supervisor, committee and student must meet at least once per semester for the subsequent

twelve months to review progress and if appropriate to set new objectives. On the occasion of a second unsatisfactory progress report, the student may be required to withdraw from the program of study;

4. Assist in the timely completing of the comprehensive exams and with the identification of potential themes and examiners;
5. Clarify expectations regarding collaborative work, authorship, publication and conference presentations**;
6. Provide guidance and encouragement in areas relating to the student's growth in scholarship, professional development and career planning. Examples may include, where appropriate, reporting research, writing abstracts, preparing papers for conference presentation or for publication, writing grant and fellowship applications, conducting a job search, and preparing for job interviews;
7. Ensure for continuity in supervision and notify the Graduate Program Director in writing when a supervisor takes a sabbatical leave, retires from McGill or changes universities, or when the student leaves to complete field work or takes a job before submitting the thesis.

***Membership of a supervisory committee does not automatically imply an entitlement to authorship on any publication based on the student's research. The School's and the Faculty of Medicine's Guidelines on Authorship must be followed.*

Supervisor(s) Research Role and Thesis Responsibilities

1. Provide advice to the student on aspects of research design, proposal writing, proposal presentation, modifications of design as needed, manuscript preparation and related presentations, written thesis and oral defense;
2. Provide timely access to research materials including subjects, equipment, and technical expertise. Evaluate whether or not the proposed research project is feasible, achievable within a reasonable timeframe, appropriate for the degree (i.e. MSc or PhD) and consistent with all McGill academic standards for a thesis;
3. Ensure appropriate approvals (e.g., ethics) are obtained;
4. Arrange for expert consultation including for statistical or methodological issues, as needed, to ensure design, sample size, data reduction and proposed analyses are appropriate and linked clearly to the aims of the project;
5. Approve the written research protocol and slide presentation prior to presentation and provide opportunities for the student to practice the protocol presentation. Attend the research proposal presentation, test the student's knowledge of the proposed study and help to evaluate the overall performance of the student in both the oral and written presentations;
6. Ensure the research project progresses in a manner consistent with timelines of the School and McGill University; if unanticipated difficulties are encountered (e.g., slow rate of recruitment), the feasibility of the project must be reassessed. The Graduate Program Director must be notified of any potential changes to the approved research protocol at the earliest possible opportunity;
7. Review draft chapters of thesis, provide feedback and offer guidance on development of manuscripts and linking sections and discussion when applicable;
8. Read the thesis within four (4) weeks after receiving the final draft and give detailed constructive feedback to the student before submission;
9. Identify with the student individuals who meet the current McGill GPS criteria and could serve as written and oral thesis examiners and ensure there are no potential conflicts of interests as defined by McGill with any nominated individuals; for complete information see <http://www.mcgill.ca/gps/thesis/guidelines>
10. Ensure that the thesis conforms to the formatting standards of McGill University.

McGill University
School of Physical and Occupational Therapy
Nomination of Supervisory Committee Form

Student: _____

The committee must be composed of at least three (3) people, one of whom should hold an appointment in the School and one of whom must be external to the School: Supervisor or Co-Supervisor, Expert in the area of the thesis, and Resource Person with methodological or statistical expertise. Please see guidelines for detailed information.

Supervisor:

Address (if different from School):

Telephone:

Fax:

E-Mail: _____

Advisor/Co-Supervisor (if applicable):

Address (if different from School):

Telephone:

Fax: _____

E-Mail: _____

Expert:

Address (if different from School):

Telephone:

Fax: _____

E-Mail: _____

Resource Person:

Address (if different from School):

Telephone:

Fax: _____

E-Mail: _____

Please give to the Graduate Program Director for final approval, and student file. Make copy for your records.

SIGNATURES

Supervisor _____ Date _____

Student _____ Date _____

Director _____ Date _____

General Role of Student

1. Be informed of all relevant program requirements and deadlines as published in the McGill Graduate Calendar; http://www.mcgill.ca/study/university_regulations_and_resources/graduate
2. Be responsible for administrative aspects of your studentship at McGill, including registration, payment of fees, accuracy of your contact information and transcript, and the full spectrum of your degree requirements;
3. Use your McGill email account for all email correspondence related to your student activities. This is an official means of communicating important information to you.
4. Participate in seminars, workshops and other opportunities for enhancing your general scholarship and collegiality.
5. Take advantage of opportunities to develop professional and career skills within the School and at McGill (e.g., CAPS; writing courses, workshops, information sessions).
6. Work within these deadlines and made adequate progress toward completion of degree requirements within time specification for each program of study;
7. Communicate regularly with the supervisor(s) and make them aware of ongoing academic progress as well as anticipated and/or unanticipated delays;
8. Discuss concerns about academic or research requirements or potential conflicts with supervisors with Graduate Program Director at the earliest possible opportunity;

Student's Research Role and Thesis Responsibilities

1. Work with your supervisors at the beginning of your studies to identify a suitable and achievable research project, the general study design and milestones with timeline for completion of your degree requirements. Discuss and respect general working conditions with your supervisor(s). Work within these guidelines towards timely and successful completion of your program of study;
2. Be aware of McGill's policy on intellectual property and discuss any issues of collaborative agreements, authorship, patents, etc. in advance.
3. Be aware of general health and safety protocols in your place of study or research
4. Submit to the Graduate Program Coordinator completed annual progress reports signed by all parties by November 30 of each year
5. After approval of the thesis supervisor, submit to all committee members interim and final drafts of thesis, manuscripts, and presentations; provide all committee members with hard copies of same once they have been approved by the committee;
6. Provide the School with a final bound copy of the corrected thesis once it has been deposited to GPS.

For further information, see McGill Calendar Section 10.1 Guidelines and Regulations for Academic Units on Graduate Student Advising and Supervision.

McGill University
School of Physical and Occupational Therapy
Letter of Agreement for Supervisory Committee Members

Student: _____ Date: _____ Proposed

Research Area: _____

Study Type _____

Source of Study Subjects: _____

Location data will be collected: _____

I am familiar with the School's current policies regarding the responsibilities of supervisors and members of the supervisory team. I have agreed to serve in the following capacity:

| Role | Name | Signature | Resources Provided |
|---------------------------------|-------------|------------------|---------------------------|
| Supervisor | | | |
| Co-Supervisor | | | |
| Expert | | | |
| Resource Person | | | |
| Biostatistica/Design Consultant | | | |
| | | | |
| | | | |

Potential examples of resources to be provided: Date Submitted: _____

- access to research subjects
- suitable work space
- access to computer and related programs
- access to lab and associated equipment

GPD Signature and date:
