



Roles & Responsibilities of Graduate Students

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Roles and Responsibilities of Graduate Students

By embarking on a program of studies at the graduate level, students make a commitment to strive for the highest levels of academic achievement and contribute fully to the intellectual life of the University. Their prime responsibility is to meet the requirements of their degree programs in a timely manner.

Graduate students play a central role in the University. They contribute to the teaching and research activities to which they bring assistance, cooperation and inspiration. By agreeing to a supervisor, they embark on a partnership that can succeed only if it is built on trust and respect. Students should acknowledge the senior role that is played by their supervisors. They should seek their advice and give it serious consideration.

Graduate students play important roles in the School. They are employed as teaching assistants, helping to deliver the undergraduate program and providing a bridge to the undergraduate students. They sit on School committees to provide graduate student perspectives on curricula, appointments, planning and other aspects of the academic program and administration. They also have their own student associations, one within the School, and a larger one across the University, to deliver services, social programs, sports, and input to university governance.

Students should seek advice and guidance from their supervisory committee members and from their Graduate Coordinator. They should also be informed of the help lines, advisory offices and counselling services available at Queen's regarding sexual harassment, race relations and special needs. Specifically, the responsibilities of graduate students include:

To comply with the Ethics Review procedures when conducting research involving human subjects or animals. <http://www.queensu.ca/ors/researchethics.html>

To provide reasonable evidence of satisfactory research progress, as requested by the supervisor/advisor or supervisory committee

A student does have the flexibility of working on their theses from somewhere other than the Queen's campus. However they should discuss this with their supervisors to see if this is feasible or desirable. The Graduate Chair must be informed and approval given for such arrangements. In some cases, Graduate School must be advised as well.

Most students work more than 37.5 hrs week. Our policy is to monitor student progress and not day to day attendance except for that required for TA duties.

Significant absences out of regular holiday times must be cleared with the supervisor/advisor. The Chair of Graduate Studies must be notified.

SAFETY

To comply with the safety regulations of the department and University.

FINANCIAL ASSISTANCE

If supported by financing provided through contracts, e.g. graduate teaching assistantships, graduate research assistantships, etc., to meet the terms and conditions of the contractual agreement with their supervisor and/or department.

CURTALMENT OF SUPERVISORY DUTY

To request of the Graduate Coordinator when appropriate and with specific reasons, the replacement of the supervisor or member of the supervisory committee, should a personal or professional conflict occur.