



# ROLES & RESPONSIBILITIES

A GUIDE FOR FACULTY



UNIVERSITY  
OF MANITOBA

Graduate Studies

# CONTENTS

Individual Roles & Responsibilities	2
Graduate Studies Publications	6
University of Manitoba Policies & Guidelines	6
University of Manitoba Faculty Association (UMFA)	9
Student Resources	9
Emergency contacts	11

Updated: July 11, 2012







The advisory committee acts as a partner with the student and the advisor in advising the student on research problems. The members are selected based on their fields of expertise, the nature and planning of the research project and to complement the expertise of the advisor in providing guidance to the student. The committee structure will depend on unit or departmental regulations as well as the guidelines and regulations of FGS.

- Be familiar with the research project of the student.
- Be available for meetings with the advisor and the student for preparing the annual progress report or as deemed essential.
- Be reasonably available for consultation with the student in addition to regular meetings.
- Review the thesis in a timely manner for final examination.
- Clarify with the student questions regarding intellectual property rights, primary authorship on research articles and the specific role of the student, the advisor and other collaborators in the research program.
- Hold meetings once a year, or more often as required, with the student to discuss research progress and future course of action. Ideally, these meetings are to be held at the beginning of the student's program and within the first year.
- Provide the student with the opportunity to attend and to present his/her findings at research conferences depending on the availability of funds.
- When a thesis is required – provide the student with the guidelines for preparing the thesis. (<http://umanitoba.ca/libraries/elibrary/mspace/>)
- Read and provide comments to any written material (thesis reports, practicum etc.) submitted by the



# GRADUATE STUDIES PUBLICATIONS

## ONLINE RESOURCES FOR FACULTY AND STUDENTS

For a detailed list of all Faculty of Graduate Studies publications, please visit:

[http://umanitoba.ca/faculties/graduate\\_studies/publications/](http://umanitoba.ca/faculties/graduate_studies/publications/)

## Frequently read publications

### **Graduate Studies Calendar**

The Graduate Studies Calendar contains information on admission requirements, programs, awards, and registration information.

### **Graduate Ethics Training (GET)**

GET is an online training course that serves as an introduction to core principles and practices in all fields of graduate research.

### **Intellectual Property Guidelines**

This document provides a brief overview of the University of Manitoba's intellectual property guidelines and the regulations that surround intellectual property rights.

### **Supplemental Regulations**

In addition to FGS regulations and admission requirements, each department/unit has its own supplemental regulations.

# UNIVERSITY OF MANITOBA POLICIES & GUIDELINES

## BYLAWS, REGULATIONS, POLICIES AND PROCEDURES

For a detailed list of all University Manitoba Governing Documents, please visit:

[http://umanitoba.ca/admin/governance/governing\\_documents/](http://umanitoba.ca/admin/governance/governing_documents/)

## Responsibilities of Academic Staff with Regard to Students Policy (ROASS)

[http://umanitoba.ca/admin/governance/governing\\_documents/students/278.html](http://umanitoba.ca/admin/governance/governing_documents/students/278.html)

The ROASS policy identifies the responsibilities of academic staff with regard to students, with the intent of promoting equitable treatment and harmonious relations between staff and students.











