

Original Approval Date: November 20, 2018 (Effective Date: April 1, 2019)

Most Recent Approval Date: November 20, 2018

Most Recent Editorial Date: **November 20, 2018**

Faculty of Medicine and Dentistry (FoMD) Graduate Student Supervision by a Non-Equivalent Degree Holder Policy

Office of Accountability:	Office of the Dean
Office of Administrative Responsibility:	Vice Dean (Research)
Approver:	Faculty Council
Scope:	Compliance with this FoMD policy extends to all Graduate Programs within the FoMD.

Overview

The authority for the appointment of supervisors rests with the Dean of the department's Faculty. The eligibility for appointment as a graduate student supervisor has been defined by the Faculty of Graduate Studies and Research and is described in the University [calendar](#). All four of the criteria listed in the calendar must be met by at least one of the supervisors. One criterion is that the supervisor(s) "either hold a degree equivalent to or higher than that for which the student is a candidate, or have a demonstrated record of successfully supervising students for the degree." The FoMD has a number of potential supervisors who do not hold MSc or PhD degrees and are therefore unable to supervise students on their own until they have a demonstrated record of successfully supervising students.

Purpose

For faculty members who are non-equivalent degree holders (i.e. those without a thesis-based MSc or PhD degree) who wish to be the sole supervisor of graduate students, the FoMD must define how one demonstrates a record of successfully supervising students for a MSc or PhD degree to provide a path for non-equivalent degree holders to gain the necessary experience to supervise graduate students. This policy defines the minimum requirement across all programs in the FoMD, however individual programs may have more stringent requirements.

POLICY

To meet the qualification to allow a non-equivalent degree holder to supervise either a MSc or PhD student, the non-equivalent degree holder must supervise their first student along with a second supervisor who either holds the degree or a higher degree than that being sought by the student.

Minimum requirements for demonstrating success at supervising students:

- 1) Supervise their first graduate student (along with the second supervisor) to completion of the degree;
- 2) Participate on a minimum of a combination of five supervisory and examination committees for other students to gain additional experience during the period of supervision of the first student;
- 3) Provide documentation of supervisory experience in a teaching dossier that will be provided to the Department Chair and Associate Dean Research, Graduate Programs.

It is expected that the non-equivalent degree-holding supervisor would have regular meetings with the student and the second supervisor to ensure that the student is receiving sufficient and appropriate guidance and supervision. Meetings between the supervisors should be weekly to monthly, depending on the stage of the student's program.

If the first student completes a MSc, upon completion of the above requirements, the non-equivalent degree holder would be eligible to supervise only MSc students. If the first student is a PhD student, the non-equivalent degree holder would be eligible to supervise either MSc or PhD students.

Once a non-equivalent degree holding faculty member meets the minimum requirements, the potential supervisor would petition the department/program to allow them to be the sole supervisor of MSc or PhD students in that program. The faculty member must have sufficient protected research time to fulfill all of the requirements of supervision.

Non-equivalent degree holding faculty members who have significant supervisory experience from another institution may request supervisory privileges upon arrival at the University of Alberta as long as their documented supervisory experience meets the minimum requirements outlined above.

If a faculty member holds appointments in multiple departments, granting of supervisory privileges in one department/program does not automatically guarantee that supervisory privileges will be granted in all departments in which the faculty member is appointed. Each department makes their own recommendations regarding supervision.

If the department/program supports supervision by the non-equivalent degree holder, they will sign the "Appointment of Supervisor(s) & Supervisory Committee" form and submit to the Office of Research for the FoMD signature.

While the above applies to non-equivalent degree holders, it is strongly encouraged that all first-time supervisors have a second supervisor to be a mentor to the new supervisor to make sure all of the responsibilities and obligations associated with being a supervisor at the University of Alberta are understood.

This policy will apply only to new supervisors. Non-equivalent degree holders who have already supervised students as of the date of implementation of this policy are already considered to be eligible supervisors.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲ Top](#)

Faculty Member	A faculty member means a faculty member (from Category A1.1 or A1.6 and corresponding Categories A1.5, A1.7) who is employed at the University under the terms and conditions of the Board/AASUA Agreement – Faculty. Refer to UAPPOL Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues
Graduate Program	Any graduate program within the FoMD.

RELATED LINKS

University of Alberta Calendar -
<https://calendar.ualberta.ca/content.php?catoid=28&navoid=7178#appointment-of-the-supervisor>

PUBLISHED PROCEDURES OF THIS POLICY

Procedure to be published on the FoMD website once the policy is approved:

The appointment of supervisors will be approved by the Associate Dean Research, Graduate Programs.

This policy was approved by the Graduate Programs Committee on September 19, 2018 and presented to DEC on October 1, 2018 and Chairs Council on October 10, 2018.