

Roles and Responsibilities of the Research Supervisor at ÉTS

The supervisor's first and foremost responsibility is to guide the research student in the development of their (research) project and to nurture a trusting environment as well as optimal conditions to enhance student learning and their chances of success at *École de Technologie Supérieure* (ÉTS).

As such, the roles and responsibilities of the Supervisor are as follows:

1. Define, along with the research student, the main features of the project/research project and establish communication rules between research student and supervisor as soon as the initial planning meeting has taken place (with both parties committing to the Success Plan);
2. Assess the needs of the research student directly related to the completion of the project/research project in matters of:
 - material resources;
 - financial resources;
 - skills to acquire during the course of their program (if additional training is needed).
3. Support the research student in the following tasks:
 - Assess the working space required and inform the student of the scope of existing resources available to them.
 - Support fund-raising efforts, including the preparation of grant applications and potential formulation of a financial package in case of integrated (multisource) financing.
 - Help them identify their training program.
 - Help them understand the format of a thesis/dissertation and the importance of the following topics: writing quality, originality, contributions to the advancement of science and scope of a thesis/dissertation.
4. Agree on a schedule to follow the research student's progression and determine the frequency of the progress reports. Set clear expectations with the student regarding work meetings (advance preparation).
5. Give constructive feedback on the student's work within a reasonable timeframe.
6. Agree with the research student on adequate communication means if adjustments are required in terms of supervision arrangements, important setbacks, unforeseen problems or extended leaves (ex. parental leave).
7. Remain available within reason outside of planned meetings.
8. Give advice to the research student on writing a project/thesis/dissertation or drafting a scientific article.
9. Foster steady and safe work/research environments for the research student and offer them assistance in case of conflict with other research team members or university authorities.
10. Make sure that the research student is aware of the rules and regulations in effect at ÉTS to which they must conform/adhere.
11. Contact qualified resources when feeling that the success of the project is beyond the scope of their mentor/expert skills in the field.