

Department of Psychology Policy regarding Graduate Student Co-Supervision of Honours Students

The purpose of this policy is to promote a high-quality supervision experience for Honours students in Psychology, by providing guidelines and outlining the rights and responsibilities of the faculty and graduate co-supervisors, and of the Honours students in this regard.

Graduate students who are completing their Ph.D. (at the time of supervision) are permitted to each co-supervise one Honours student per year with a faculty member, under the following terms:

- Only co-supervision is permitted, and only by Ph.D. students; graduate students are not permitted to be the sole supervisor of Honours students.
- All graduate students must be made aware of their rights and responsibilities, as outlined in this policy, prior to agreeing to the co-supervisory position.
- To ensure that graduate students are freely consenting to the co-supervisory position, the impetus will be on graduate students to obtain a “Graduate Student Co-Supervision of Honours Student Agreement Form” from the Department of Psychology. After discussing expectations concerning time commitments and workload, the graduate students and faculty co-supervisors will sign the form if both parties agree to the arrangement. If the faculty co-supervisor is not the graduate student’s own supervisor, then the graduate supervisor must also be consulted and sign-off on the form. The signed form will then be returned by the graduate student to the Department of Psychology for the Head of the department to sign as the final level of approval. Neither the supervisor(s) nor the graduate student should be pressured to agree to the co-supervisory arrangement; there may be instances when it is not in the graduate student’s best interest to be a co-supervisor at that point in time.
- The Honours selection and matching process will follow the procedure that is already in place, in which prospective Honours students list 5 faculty members they want to work with, in ranked order.
- Faculty members may make Honours students aware of the graduate student co-supervisor at any point in the process, either before or after matching has occurred.
 - o If the graduate student co-supervisor is known at the time of matching, then the Honours student should be consulted and agree to this arrangement before the match is made. The Honours student will indicate his or her approval by signing the “Graduate Student Co-Supervision of Honours Student Agreement Form,” confirming the match. If the Honours student does not agree and the faculty member is not willing to be the sole supervisor, then the matching process will continue and efforts will be made to match the student with a different faculty member.
 - o If arrangements are made for graduate student co-supervision after the matching has occurred, the Honours student will be made aware of the graduate student co-supervisor and will then sign the co-supervision form if in agreement with the arrangement. If the Honours student does not agree, it will remain the faculty member’s responsibility to be the sole supervisor, without prejudice towards the Honours student.
- Honours students will be permitted to discontinue their co-supervision by the graduate student at any point if the terms set out in this policy are not adhered to. In this event, the faculty co-supervisor must take over the supervisory responsibilities in full, and without prejudice towards the Honours student.
- It is understood that supervision of students is a valuable and important part of graduate students’ training experiences. As such, it is expected that the faculty member co-supervisor provides feedback and guidance to the graduate student co-supervisor throughout the process to ensure that the graduate student benefits from it, while also benefitting the Honours student, who will have additional supervision and support.
- The graduate student and faculty co-supervisors are both expected to have regular meetings with the Honours student.
- The faculty member co-supervisor is responsible for providing grading and feedback to the Honours student. The faculty member may choose to allow the graduate student to also provide grading and feedback to the Honours student, but under no circumstances should the graduate student be the only co-supervisor who does this.
- Regardless of the role that the graduate student co-supervisor had in providing feedback and grades to the Honours student, the faculty member co-supervisor is fully and solely

accountable for the final grade in PSYC 400AB that the Honours student receives (in the event of an appeal, for example).

- The faculty co-supervisor must ensure that the graduate student and Honours student are aware of conflicts of interest, should any exist.
- It is essential that the Honours student's thesis and the graduate student co-supervisor's own work are distinct. It is the faculty co-supervisor's responsibility to ensure that there is no overlap between the students' projects. It would not be acceptable, for example, for a graduate student to include an Honours student's data as part of her/his own thesis, or vice versa.
- Authorship and publication credit for any work arising from the Honours project should be discussed on a continual basis, and must adhere to the Canadian Psychological Association code and the University of Regina Faculty of Graduate Studies and Research policy on this matter.

This policy does not preclude Master's and Ph.D. students from acting in a support role to Honours students. A support role differs from co-supervision in that no grading, feedback, or time or workload commitments are associated with the support role.

This policy will apply to post-doctoral fellows who are wanting to co-supervise Honours students with a faculty member, however, they will be permitted to co-supervise up to two Honours students in a given year.

Graduate Student Co-Supervision of Honours Student
Agreement Form

The Department of Psychology believes that supervision of Honours students is a valuable and important part of graduate students' training experiences. As such, we have developed a policy to promote a high-quality supervision experience for Honours students that ensures all parties (i.e., faculty and graduate co-supervisors, and the Honours student) are aware of their rights and responsibilities. Students who are in the Ph.D. program (at the time of supervision) may be permitted to co-supervise one Honours student per year.¹

By signing below, all members are indicating that they have read the Department's 'Graduate Student Co-Supervision of Honours Students' policy and agree to it.

Graduate student co-supervisor: I am freely consenting to act as an Honours student's co-supervisor, after having discussed expectations concerning time commitments and workload with the faculty co-supervisor and with my own supervisor (if not one and the same).

Faculty co-supervisor: I have discussed this arrangement with the graduate student co-supervisor and I am confident the graduate student will benefit from this experience and that his/her progress will not be adversely impacted by it. I agree to provide mentorship to the graduate student in his or her co-supervisory role, while being an active co-supervisor of the Honours student and being fully accountable for all grades given to the Honours student.

Graduate student's supervisor (if different from the faculty co-supervisor): I have discussed the co-supervisory arrangement with my graduate student and agree to it. I am confident my graduate student will benefit from this experience and that his/her progress will not be adversely impacted by it.

Honours student: I am aware of the co-supervision arrangement and have agreed to it. I am also aware that I am permitted to discontinue co-supervision by the graduate student at any point if the terms of the policy are not adhered to. In this event, the faculty co-supervisor will take over the supervisory responsibilities in full, without prejudice towards me.

Graduate student (or post-doctoral fellow) co-supervisor	signature	date
Faculty co-supervisor	signature	date
Graduate supervisor (if different from above)	signature	date
Department Head	signature	date

To be completed once known:

Honours student	signature	date
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* If any parties have any concerns about this arrangement at any point in time, they should contact the Department Head (or designate) to confidentially discuss them.

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