Women+ and Children's Health Sciences
Departments of Obstetrics & Gynaecology and Pediatrics
Faculty of Medicine
University of British Columbia
www.wach.med.ubc.ca

Guidelines for WACH Supervisors Addressing Concerns with Progress

It is important that students know what is required of them, and how to be successful in their graduate program. Wherever possible, supervisors should provide clear milestones to be met, expectations for progress and competency, and associated timelines. These should be outlined in the student-supervisor expectations checklist, as well as communicated to the student clearly and frequently.

Documentation

Documentation of concerns with a student's progress should include:

- Regular meetings with students (bi/weekly)
- Supervisory committee meeting report(s)
- Student-supervisor annual relationship evaluation
    - If a student is not making satisfactory progress, it is critical that all relevant concerns are recorded on the annual relationship evaluation form, and reviewed with the student and supervisory committee Chair.
- Letter of expectations, if necessary

Documentation should include:

- Dates of meeting
- Topics discussed
- Specific actions, milestones, expectations outlined to student, with timelines as appropriate

You may send the student a copy of these notes following your meetings, or may ask the student to send you a summary of the action items discussed for your review.

Consultation

Please make the WACH program aware of any serious concerns you have with student progress, as soon as possible.

For complex cases, the WACH program will organize a meeting with a G+PS Student Academic Support case manager. Student Academic Support can consult on complex cases with both faculty and students, advise on possible routes forward and timelines, and help to formulate and review a formal letter of expectations.

Additional Support and Resources

Supervisors must endeavour to provide a student who is not making satisfactory progress with additional support and referrals to appropriate resources.

These may include:

- Faculty of Graduate and Postdoctoral Studies workshops: https://www.grad.ubc.ca/about-us/events

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- Faculty of Medicine professional development: https://grad-postdoc.med.ubc.ca/postdocs/events/
- UBC Centre for Scholarly Writing and Communication (individual consultations, and workshops): https://writing.library.ubc.ca/
- UBC Library Research Commons (Consultations, workshops, archived workshops): https://researchcommons.library.ubc.ca/workshops/
- Mitacs training courses (Synchronous and asynchronous professional development courses): https://www.mitacs.ca/en/programs/training/training-courses
- Additional coursework to address knowledge gaps
- Health and Wellness resources: https://www.grad.ubc.ca/current-students/health-wellbeing-safety,

Students Experiencing Extenuating Circumstances

Students experiencing extenuating or unexpected circumstances that disrupt or distract from their studies may benefit from additional support.

Leaves of absence may be granted for parental leave, health problems, or personal circumstances. Students and supervisors should first discuss leave requests with the WACH program, as financial support and awards, as well as access to UBC resources, may be impacted. There may be additional considerations for international students.

The **UBC Centre for Accessibility** facilitates accommodations and programming initiatives related to disabilities and/or on-going medical conditions that affect a student's learning and participation in their program. Students with an on-going medical condition should register with the Centre for Accessibility in order to request accommodations based on the Disability Accommodation Policy LR7: https://students.ubc.ca/about-student-services/centre-for-accessibility

Disability Accommodation Policy (LR7): https://students.ubc.ca/about-student-services/centre-for-accessibility/frequently-asked-questions-about-policy-lr7-accommodation-disabilities#limits-accommodations

Frequently Asked Questions about Policy LR7: https://students.ubc.ca/about-student-services/centre-for-accessibility/frequently-asked-questions-about-policy-lr7-accommodation-disabilities#limits-accommodations