

### Policy #85

The University of British Columbia Okanagan, School of Nursing (SON), Graduate Studies Committee reviewed university Policy #85 and developed a set of procedures to ensure that the School is appropriately enacting all aspects of the policy concerning expectations of graduate students.

In compliance with Policy #85, supervisors of graduate students' work must stipulate in writing expectations regarding supervision, compensation (where appropriate), data ownership, publication rights, and commercialization rights.

*Procedure.* The Graduate Studies Committee developed a template that can be adapted for drafting a memorandum of agreement. All SON graduate students completing major essays, theses, or dissertations, in cooperation with their supervisors, should complete a memorandum of agreement. The memo should be printed on SON letterhead and should be co-developed and signed as soon as a faculty member agrees to supervise a student. The letter can be personalized by the supervisor and student. At minimum **the letter must include: (a) a statement indicating that the parties are aware of Policy #85, (b) a statement about authorship, and if relevant, (c) a statement about access to data.** Letters can be revised and updated as necessary.

For your information we have included a relevant excerpt from Policy #85

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“The University recognizes that teaching, research, scholarship and creative activity are most likely to flourish in a climate of academic freedom. Since the conditions for proper teaching, research, scholarship and creative activity are quite different depending upon the discipline, individual investigators are expected to assume direct responsibility for the intellectual and ethical quality of their work.

The university community has always recognized the necessity for maintaining the highest ethical standards in the conduct of scholarly activities. The University of British Columbia has developed this policy to communicate expectations, increase awareness of integrity issues, and encourage scholars (be they students or members of faculty and staff) to assume personal responsibility.

Research conditions for all involved in a research team should be outlined in a letter from the principal investigator before team members become engaged. Sample letters to colleagues, post doctoral fellows and graduate students about such issues as compensation, supervision, authorship, records of data, ownership and/or use of data, publication rights, and commercialization, are available from Research Services. The Faculty of Graduate Studies sends notices about this requirement to all accepted for graduate studies and their supervisors at the time of admission. These notices and a copy of the letter from the supervisor to the graduate student detailing the terms above are filed in the student file in Graduate Studies.”



## TEMPLATE POLICY #85 MEMO

Date:

Memorandum of Understanding: Between [faculty member] and [student]

Regarding: Scholarly Integrity at UBC

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We acknowledge that it is important for graduate students and their supervisors to be in agreement about issues concerning access to data, and authorship on publications. It is a requirement of this university that we agree in writing about these matters (see Policy #85).

We have both read and agreed to the following points.

### **Scholarly Integrity**

- We will comply with all University standards and policies of scholarly integrity (Policy #85).

### **Publication (there are several options listed below; a shared understanding of publication must be placed in writing)**

- It is the policy of this university to assign authorship based on the level of intellectual contribution to the paper/research. [insert student's name] is encouraged to publish and present the results of her/his research/scholarly work appropriately recognizing the appropriate contribution of others (e.g., through authorship or acknowledgment).
- (Optional and modifiable) If there are potential papers for publication when [insert student's name] leaves the research team, she/he will have [one calendar year] to draft a manuscript. If, at the end of that time, if she/he has not produced a manuscript, [insert the professor's name] will produce the manuscript, but as a senior author and [insert student's name] will be included as a co-author.

