



# The Student – Advisor Relationship

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- **Planning your Program**
- **Understanding Expectations**
- **Knowing Academic Policies**



# Plan Ahead

- Know your expected Time to Completion.
- With your Advisor, make a preliminary plan for your entire program of study and refine as you progress
  - Courses
  - Field work, Data collection
  - Analysis
  - Thesis proposal
  - Thesis writing
  - Defense



# Schedule Thesis Research and Writing

## Thesis Completion Calculator from current date

*Note: Winter semester begins Week 1; Summer semester begins approx. Week 18;  
Fall semester begins approx. Week 36.*

Step	Task	Enter approximate week number
1	Enter the current week number	1
2	Add the number of weeks until your data collection and analysis will be complete	6
3	Your <b>DATA COLLECTION AND ANALYSIS</b> will be finished in this week; you can now begin writing your thesis.	7
4	Allow one day for every three pages of your thesis; usually at least two months; enter number of weeks you estimate for writing.	8
5	Based on this estimate, you should have a <b>FIRST DRAFT</b> of your thesis to your advisory committee not later than the end of this week:	15
6	Allow at least a month for advisory committee comments and corrections on a first draft of your thesis.	4
7	You should have a <b>FINAL DRAFT of your thesis ready to submit</b> to your advisory committee not later than the end of this week:	19
8	Allow a <b>MINIMUM</b> of two weeks for your advisory committee to approve your final draft thesis.	2
9	The earliest date at which you should expect to have <b>FINAL SIGNOFF FROM YOUR ADVISORY COMMITTEE</b> , an external examiner chosen, and a defense date booked is the end of this week:	21
10	<b>Doctoral Thesis:</b> Allow four weeks for review by external examiner and examining committee. <b>Master's Thesis:</b> Allow two weeks for review by the examination committee.	4
11	Your <b>defense DATE</b> will be this week	25
12	Assuming a successful defense, you should allow one week for corrections after the defense date	1
	Your estimated <b>COMPLETION DATE</b> (date at which thesis and application to graduate are submitted to Office of Graduate Services and all other paperwork is complete, all fees paid, and all accounts settled) is the end of this week:	26

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# Advisor - Student Expectations

- Perceptions (expectations) may vary between advisors and students





# Topic / Course of Study

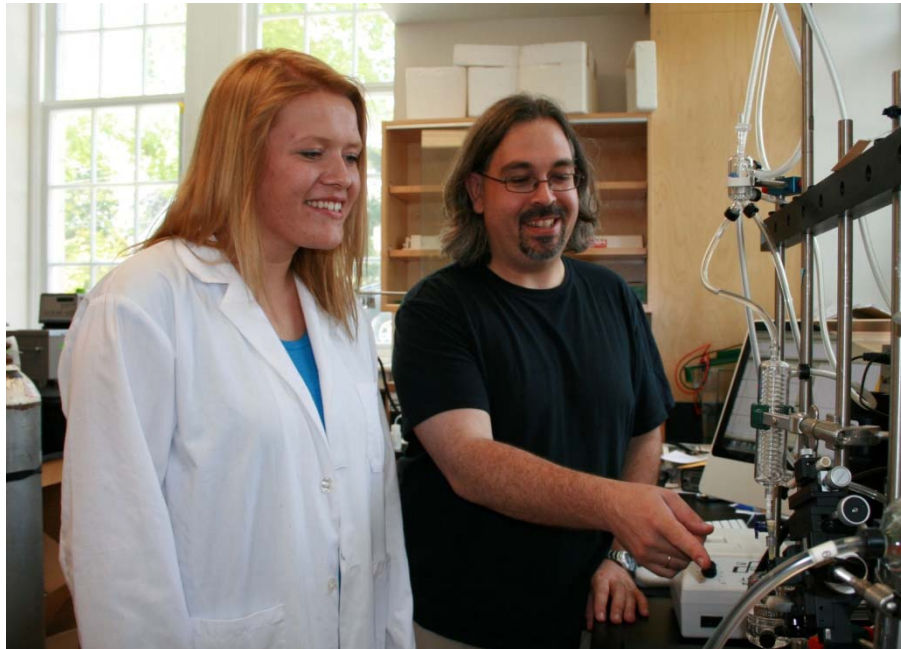
- It is the Advisor's responsibility to select a promising topic
- It is the Student's responsibility to select a promising topic





# Contact / Involvement

- The Advisor should initiate frequent meetings with the Student
- It is up to the Student to decide when s/he wants meetings with the Advisor





# The Thesis

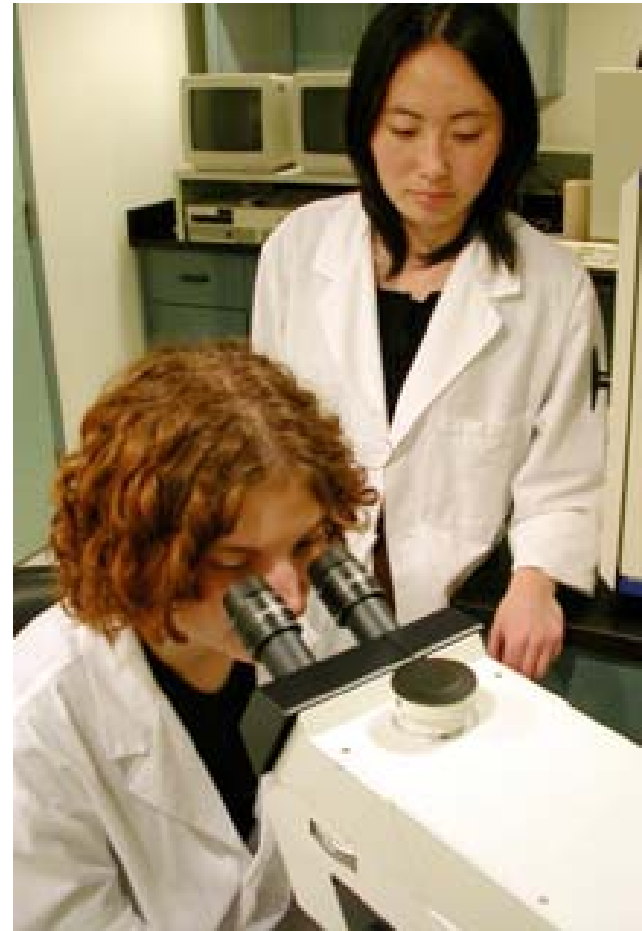
- The Advisor should insist on seeing drafts of every section of the thesis in order to review them
- It is up to the Student to ask for constructive criticism from the Advisor





# Developing a Working Relationship

- Topics to discuss with your Advisor
  - Meetings
  - Feedback
  - Work Hours
  - Funding
  - Conferences
  - Leaves/Absences
- Conflict resolution
  - Graduate Coordinator
  - Chair/Director





# Academic Policies

## Graduate Calendar: III. General Regulations

<http://www.uoguelph.ca/registrar/calendars/graduate/current/geninfo/geninfo-por.shtml>

- Policy on Responsibilities of Advisors, Advisory Committees and Graduate Students and Graduate Student-Advisor Mediation Procedures
  - Advisor
  - Advisory Committee
  - Department
  - Student



# Academic Policies

- Conflict Resolution
  - Interpersonal conflict between the student and the advisor
  - Evaluation of progress, qualifying or oral examinations
  - Disruptive or abusive behaviour on the part of the advisor
  - Disruptive or abusive behaviour on the part of the student

See *Dispute Resolution Policy* :

*Section II. General Information, Graduate Calendar*



# Academic Policies

- UNIV\*7100 Academic Integrity for Graduate Students
- Academic Misconduct

Most common allegations are related to *Misappropriation of Other's Work* in the forms of:

- Plagiarism
- Copying
- Unauthorized Co-operation or Collaboration

*Review Academic Misconduct Policy:  
Chapter II. General Regulations, Graduate  
Calendar*



# Academic Policies

- **Student Rights and Responsibilities**

- University community principles
- Offences
- Judicial processes

[www.studentaffairs.uoguelph.ca/docs/students\\_rights\\_responsibilities.pdf](http://www.studentaffairs.uoguelph.ca/docs/students_rights_responsibilities.pdf)



