



The Student – Advisor Relationship

Anthony Clarke

Assistant VP, Graduate Studies and Program Quality Assurance

- **Planning your Program**
- **Working with your Advisor**
 - **Academic Policies**



Plan Ahead

- 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 DATA COLLECTION AND ANALYSIS 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 FIRST DRAFT 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 FINAL DRAFT of your thesis ready to submit to your advisory committee not later than the end of this week:	19
8	Allow a MINIMUM 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 FINAL SIGNOFF FROM YOUR ADVISORY COMMITTEE , an external examiner chosen, and a defense date booked is the end of this week:	21
10	Doctoral Thesis: Allow four weeks for review by external examiner and examining committee. Master's Thesis: Allow two weeks for review by the examination committee.	4
11	Your defense DATE will be this week	25
12	Assuming a successful defense, you should allow one week for corrections after the defense date	1
	Your estimated COMPLETION DATE (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 Relationship

- Expectations may vary between advisors and students





Topic / Course of Study

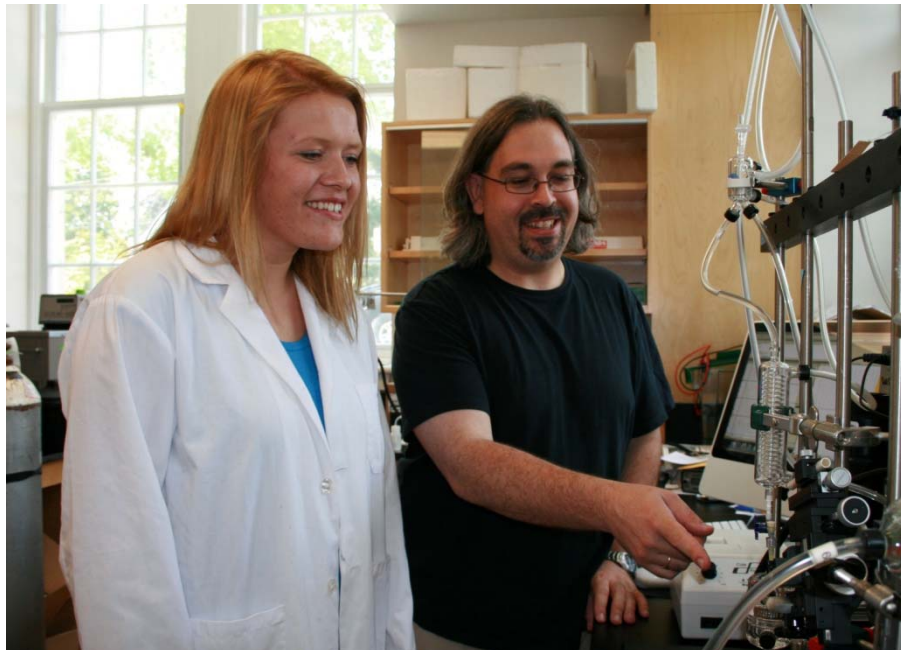
- It is the Advisor's responsibility to select a promising topic
- It is the Student's responsibility to select a promising topic





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

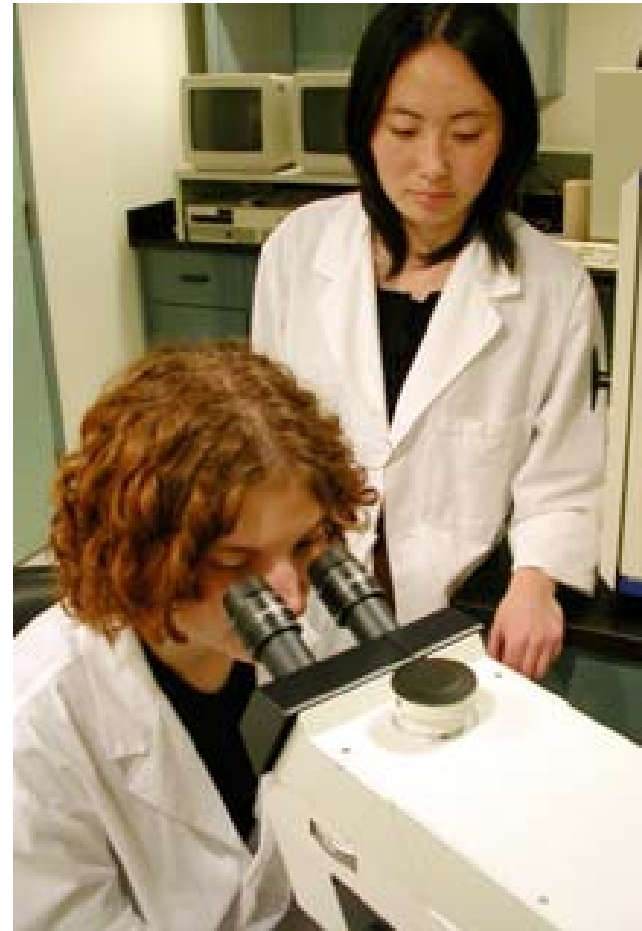
- The Advisor should insist on seeing drafts of every section of the thesis in order to review them
- It is up to the Student to ask for constructive criticism from the Advisor





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](#) in Graduate Calendar, General Regulations, Chapter II



Academic Policies

- UNIV*7100 Academic Integrity for Graduate Students
- Academic Misconduct
 - Most common allegations are related to Misappropriation of Other's Work:
 - Plagiarism
 - Copying
 - Unauthorized Co-operation or Collaboration
- Review Chapter II. General Regulations, Graduate Calendar



Academic Policies

- **Student Rights and Responsibilities**

- University community principles
- Offences
- Judicial processes

<https://www.uoguelph.ca/secretariat/office-services/student-judicial-services>



