The Student – Advisor Relationship

Cecelia Paine
Associate Dean, Graduate Studies

- 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

- Online documents: Grad Studies/Current Students
  http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?records
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<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>Field work</th>
<th>Analysis</th>
<th>Thesis Proposal</th>
<th>QE prep</th>
<th>QE</th>
<th>Thesis Writing</th>
<th>Defense</th>
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## 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.

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

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
Perceptions may vary between advisors and students
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 and provide feedback.

- It is up to the Student to ask for constructive criticism from the Advisor.
Developing a Working Relationship

- Topics to discuss with your Advisor
  - Meeting frequency
  - Feedback
  - Work hours
  - Funding
  - Conferences
  - Leaves/Absences
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

- **Role of Grad Coordinator and Chair**

  Dispute Resolution Policy in Graduate Calendar
Academic Policies

- **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

- Pass UNIV*7100 Academic Integrity for Graduate Students by **February 1, 2013**.

- Tutorials offered Jan. 23 and 28. Go to Reg (www.uoguelph.ca/studentaffairs/reg/).
Academic Policies

- Student Rights and Responsibilities
  - University community principles
  - Offences
  - Judicial processes

www.studentaffairs.uoguelph.ca/docs/students_rights_responsibilities.pdf