

## **Basic Guidelines for Graduate Studies**

### *The Relationship between Advisor / Advisee*

#### **PART I: Advisor's responsibilities**

##### Advise:

- Advise graduate students on all relevant aspects of research, including:
  - selection of appropriate course work
  - delimiting of appropriate research topics
  - writing of meaningful and articulate thesis
- Set clear expectations for timely completion of graduate studies
- Act as a mentor to graduate students, providing guidance for efficient research progress
- Nurture a respectful and professional relationship; help students build such relationships
- Encourage constructive exchanges with peers, committee members, and other professionals, formal and informal
- Guide students towards autonomy:
  - foster intellectual authenticity
  - foster independence in scholarship and professional development
  - avoid relations of dependence or obligation
  - avoid requesting activities outside students' professional expectations
  - act in accordance with ethical norms

##### Communicate

- Set up regular and mutually agreeable meeting times to discuss relevant progress; remain accessible at other times
- Set expectations about communication (e.g. turnaround time; holidays; email, text; etc.)
- In a timely fashion, provide critical and constructive feedback on research project
- Provide periodic written evaluations of, and suggestions for, student progress
- Ensure awareness of venues for discussing sensitive issues (e.g. HoD or colleagues, HRO, Dean)
- Ensure familiarity with the Research Student Handbook

## Prepare

- Prepare students for transitioning to autonomy:
  - prepare students regarding the procedures of confirmation or defense
  - assist in selecting suitable committee members during the writing process
  - facilitate job search by writing recommendation letters
  - assist in developing an understanding of the demands within the profession

## **PART II: Advisee's responsibilities**

- Be aware of responsibility to complete degree in accordance with University regulations
- Read relevant sections of Research Student Handbook
- Meet deadlines and complete requirements in a timely manner
- Develop healthy work habits (realistic schedule; professional mentality; fitness)
- Adhere to high standards regarding the quality and ethics of work, both in coursework and scholarly domains, and seek advisor's opinions whenever in doubt
- Be a respectful and responsible participant in the work environment including the classroom
- Maintain frequent and academically relevant communication with advisor
- Seek mentoring beyond faculty advisor, including other faculty members, peers
- In case problems arise, discuss with advisor as soon as possible
- In cases of problems in the relationship with advisor, seek advice (e.g. HoD or colleagues, HRO, Dean)
- Take an active role in identifying and pursuing professional development opportunities