**York University Guidelines for Graduate Students (amended):**

The following is from York University’s Faculty of Graduate Studies. I expect graduate students hoping to work with me to read this and agree in principle to these guidelines. I’ve made amendments in blue.

More details [here](http://gradstudies.yorku.ca/current-students/thesis-dissertation/supervision/#section1).

**Guidelines for Students**

By entering into a graduate program, the student has made a commitment to devoting the time and energy necessary to engage in research and writing a thesis/dissertation which constitutes a substantial and original contribution to knowledge in a field. The supervisor has a right to expect from the student ability, initiative and receptivity to feedback.

It is the responsibility of the student to:

1. Become informed about and conform to University, Faculty and graduate program requirements and procedures for completion of the graduate degree, with regard to such matters as degree milestones, research ethics, registration and graduation requirements, thesis/dissertation style and quality standards, year-end evaluations, etc.
2. Advise their supervisor if they are a student with disability and discuss recommended academic accommodations and possible impact, if any, on the program.
3. Develop, in conjunction with the supervisor and supervisory committee, an intended timetable for completion of all stages of the thesis/dissertation, and work to realize that timetable, meeting appropriate deadlines. This timeline should be revisited each fall and late spring with the supervisor for updates.
4. Meet regularly with the supervisor to review progress. The frequency of such meetings will vary according to the discipline involved and the stage and nature of the student’s work, but should normally occur once a month, and not less than once each term. Interact with other members of the supervisory committee as appropriate.
5. Keep the supervisor and graduate program office informed of where the student may be contacted, and respond appropriately to all communications received.
6. Prepare a Report on Progress for an annual meeting with the supervisory committee.
7. Requests for feedback on drafts during the semester should be made three weeks prior to the actual due date. Give serious consideration to and respond to the advice and feedback received from the supervisor and the supervisory committee. I expect my suggestions will be incorporated into future drafts, or students must detail why they have not made the changes, otherwise I am unwilling to read second, third, etc. drafts.
8. Recognize that the supervisor and other members of the supervisory committee may have other teaching, research and service obligations which may preclude immediate responses. I generally respond to students’ emails within 48 hours and I expect the same of my students. I do not respond to emails on weekends or holidays.
9. Recognize that where the student’s research comprises a component of the supervisor’s research program, and joint publication is envisaged, the responsibility for utilization of data and for publications is held jointly by the supervisor and student. In such cases, the thesis/dissertation, or draft papers, together with a copy of the raw data, shall be made available to the supervisor prior to submission for publication.
10. Conform to the graduate program and Faculty processes in the event of a supervisory relationship which is unsatisfactory for any reason or in situations where there is a change of supervisors for any reason.
11. Conform to basic principles of academic integrity and professionalism in the development of a mature and objective relationship with the supervisor, the supervisory committee, and other scholars. The entire graduate program, including research and writing of the thesis/dissertation, shall be conducted under the strictest rules of ethics and academic honesty. As stated in the *Senate Policy on Academic Honesty*, “A lack of familiarity with the Senate Policy and Guidelines on Academic Honesty on the part of a student does not constitute a defence against their application.” With that in mind, it is incumbent on each student to ensure the academic integrity of his or her primary research, and of the interpretations relating to such research.

**Requesting a Reference Letter** (for funding, graduate programs, jobs)

I am happy to write letters of recommendation for students applying for funding, graduate programs, internships, other positions, and jobs but thoughtful letters take time.

If you need a letter from me, you must ask me **3 weeks** prior to the deadline.

Before I will consider writing a letter, you must provide me with the following documents (in one email):

1. Information on the funding/position/opportunity you are applying for (a link will suffice)
2. Your application letter or statement of interest (or research proposal)
3. Recent transcripts (electronic)
4. Your CV
5. Deadline and information on where it needs to be sent clearly noted.

This should be sent in one email (do not send 5 separate emails!). If you are applying to 2 or more opportunities, then I need to receive a separate email for each letter required (with the subject line clearly noted). For instance, if you are applying to a IDRC, a SSHRC, and a Wenner-Gren doctoral fellowship, you need to send me three separate emails with the appropriate materials for each.