

# Guidelines regarding expectations of students and duties of thesis advisor

**These guidelines are written to cover the most common form of a thesis for an undergraduate and coursework masters student. They can be viewed as an extension to The University of Queensland [Student Charter](#).**

These are guidelines, and should be adapted as appropriate to each individual circumstance. A #4 (two-semester) thesis is a nominal workload of 10 hours per week for 34 weeks (two semesters consisting of 13 teaching weeks, a mid-semester break, a revision-period, and a two-week exam period). As a guide, the 34 weeks are comprised of a literature review (8 weeks), experiments/ analysis (14 weeks), data analysis/refinement (6 weeks), and thesis writing (6 weeks).



The thesis should be the student's individual work, with the advisor providing advice and guidance.

The student is expected to drive the project. Nevertheless, experience indicates that the advisor often takes the lead in project initiation, although the student is responsible for project formulation and execution.

Some special cases are mentioned:

- a student may define their own project;
- industry proposed and/or sponsored projects are welcomed, and these can be confidential.

### Summary of Expectations:

Student	Supervisor
Provide the Course Coordinator with any requests for legal agreements which detail confidentiality, IP or other terms and conditions prior to week 1 of semester or as soon as practicable thereafter.	Advise the School Manager if the industry partner is happy to sign a UQ standard agreement or, if not, forward the partner's legal agreements to the School Manager as early as is practicable. If the former applies, allow at least 8 weeks for the agreement to be finalised.
Choose or define a project of interest, take ownership of the project, and drive the project to successful conclusion. This includes writing and submitting the thesis, and the presentation of outcomes.	Propose (or help define for a project proposed by a student or industry) a project that (i) is significant from an academic or industrial perspective, (ii) is scoped so that it can be feasibly completed by an undergraduate or postgraduate coursework student, and (iii) gives the student the opportunity to demonstrate initiative, creativity, and or novelty.
Formulate an achievable project plan, and carry out the project. Revise project plan after the literature review.	Document (or help define) a preliminary project outline, including aim(s), scope and methodology.
Carry out a risk analysis, schedule access to critical equipment and technical staff, and define necessary contingency plans.	Provide access to necessary specimen materials (for experimental projects), and access to the required experimental and/or analytical/computational resources.
Carry out a literature review to (i) ensure that project is worthwhile, and redefine as required, (ii) understand the project context, (iii) determine and document the actual knowledge gap and the consequential aims and objectives, and (iv) determine alternate approaches.	Provide a starting point for the literature review, provide advice (especially pertaining to constraints) on the literature review, and assist with project redefinition as required.
Schedule advisor meetings. At each meeting provide and present a written summary of (i) achievements in the prior period (10 min), (ii) planned work for the next period (10 min), and (iii) discussion points in context. Keep a written record of the discussion.	Be available for regular meetings, and provide guidance to student regarding project execution, analysis, interpretation of results, data presentation, and project documentation (thesis writing). Review the written record of discussions.
Generate raw data and discuss data presentation.	Provide guidance on data analysis and presentation.
Generate a draft of presentation of results, and discuss the best approach to communicating them.	Provide guidance on the presentation of results. Verify the reliability of the data.
Outline the main discussion points, and discuss their presentation.	Provide guidance on the critical discussion of findings.
The final report (thesis) can be written as (i) a traditional thesis, or (ii) a draft manuscript for journal submission, but nevertheless formatted as a traditional thesis.	Provide advice on thesis form (e.g. traditional thesis or draft journal manuscript), and discuss target journal if a journal submission is considered.
Provide thesis/manuscript drafts in a timely manner to the advisor for feedback and discussion.	Provide guidance on thesis/manuscript structure and content, and timely feedback on drafts (at least one).
If submitting a manuscript, finalise authorship (contributors and order) and the archiving of data on eSpace.	
A student is not required to publish together with their advisor. When a student has carried out the work entirely on their own, they are free to publish by themselves.	

### For further details, please contact:

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