

Advisor Student Guidelines (ASG)

Instructions

ALL thesis based graduate students and advisors must submit an Advisor Student Guidelines. The Faculty of Graduate Studies no longer accepts paper copies of these forms.

The online ASG application is now found in JUMP - umanitoba.ca/JUMP

NOTE: The ASG is to be filled out and submitted with both the Advisor and Student present. The **Advisor must log into to their JUMP account first**, fill out the form with the student, submit the form, and log out. Next the student must log into their JUMP account and either accept or reject the ASG that was just made.

Step 1: Advisors: Login to your **JUMP** account.



JUMP Sign-On

UMnetID

Password

[Forgot your password?](#)

LOGIN

What is JUMP?

JUMP is the University of Manitoba's portal for students, faculty, and staff. JUMP provides access to email, course links to UM Learn, campus news and announcements and single sign-on access to many U of M services.

[More Questions?](#)

When you are done accessing services that require authentication, please Log Out and **close all browser windows**.

Step 2: Find top nav bar - below the University of Manitoba logo.

Click on **FACULTY**

this will take you to the FACULTY page



Step 3: Find top nav bar - below the University of Manitoba logo.

Click on **GRADUATE STUDIES**

again, the page will change



Step 4: Scroll to the section entitled **Graduate Studies - ASG Forms**.

Click on **Click here to start a new Advisor/Student Guidelines form**

The screenshot shows the University of Manitoba Graduate Studies website. The top navigation bar includes 'JUMP HOME', 'GRADUATE STUDIES', 'ADMINISTRATORS', and 'EMERGENCY'. The main content area is divided into three sections:

- Asset Publisher:** Contains links for 'FGS - Site Membership', 'RSS Feed Instructions', and 'Graduate Studies'.
- Graduate Studies - Progress Report:** Features a 'Click here to start a new Progress Report' link and a table of progress reports authored by the user.
- Graduate Studies - ASG forms:** Features a 'Click here to start a new Advisor/Student Guidelines form' link and a table of ASG forms authored by the user.

Form Number	Student Name	Student Number	Form Complete?	Status
1440697800	Jane Smith	001234567	Yes	Pending student approval
1440789679	John Smith	001234567	Yes	Pending co-advisor approval
1440790133	Guy Smith	001234567	Yes	Approved by head of department

Form Number	Student Name	Student Number	Student UMNetID	Co-Advisor Name
G1400783813	Jane Smith	001234567	umsmithj	
G1441829254	John Smith	001234567	umsmi03	
G1396018458	Guy Smith	001234567	umsmithg	

Step 5: Complete **the ASG** - the **Advisor** and **Student** are sitting together while filling in the ASG.

Advisor MUST start the ASG from their JUMP account

The screenshot shows the 'Advisor Student Guidelines' form. Under the 'My Role' section, there are two radio button options: 'Student' and 'Advisor'. The 'Advisor' option is selected and circled in red, with a red arrow pointing to it from the text above.

NOTE: Once you select **Advisor** you will be able to continue filling out the form with your **Student**.

Advisor Student Guidelines

My Role

Student **Advisor**

Advisor Information

First Name:

Last Name:

UMNetID:

Include a co-advisor

Student Information

First Name:

Last Name:

Student Number:

UMNetID:

[Verify Information](#) [Report an issue](#)

*** NOTE: STUDENTS** - if you log into **JUMP** first and try to start the ASG it will not work. An **Advisor** **MUST** start the ASG from their **JUMP** account.

Step 6a: After completing the **ASG** the **Advisor** verifies **the ASG**.

Part 11: Other

0.0

The following is an optional point to be discussed. If relevant, please review the following point, and click the box to acknowledge that it was discussed.

Any other mutually agreed upon responsibilities:

*** Advisor Verification**

By clicking the **VERIFY** button below I hereby agree that I, have worked through this checklist in the presence of my student .

[Previous page](#) [VERIFY](#)

Step 6b: After verifying the **ASG** the **Advisor** logs out of JUMP.

Advisor Student Guidelines - Thesis/Practicum Programs

Form number: **ASG1442592842**

Date created: **Sep 18, 2015**

Approvals

Advisor: **Approved**

Student: **Pending**

Step 7: **Student** then logs in to his/her JUMP account.



JUMP Sign-On

UMnetID
student UMNetID

Password

[Forgot your password?](#)

LOGIN

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[More Questions?](#)

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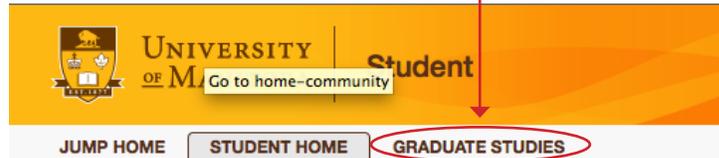
Step 8: Find top nav bar - below the University of Manitoba logo.
Click on **STUDENT**

this will take you to the FACULTY page



Step 9: Find top nav bar - below the University of Manitoba logo.
Click on **GRADUATE STUDIES**

again, the page will change



Step 10: Scroll to the section entitled **Graduate Studies - ASG Forms**.

Click on *Click on your ASG Form Number*

Graduate Studies - ASG forms

FGS - Advisor/Student Guidelines

[Click here to start a new Advisor/Student Guidelines form](#)

Your ASG:

Form Number	Advisor Name	Advisor UMNNetID	Co-Advisor Name	Co-Advisor UMNNetID	Form Complete?	Co-Advisor Status	Your Status
ASG1442594380	Jane Doe	umdoeja			Yes		Pending approval

Step 11: STUDENTS - your ASG form will open - Scroll to the bottom.

UNIVERSITY OF MANITOBA | Faculty of Graduate Studies

Advisor Student Guidelines - Thesis/Practicum Programs

Form number: ASG1442594380

Date created: Sep 18, 2015

Approvals

Advisor: **Approved**

Student: Pending

Preamble

- This form is designed to provide a framework for discussion between advisors and graduate students registered in a thesis or practicum program and to establish guidelines to govern their relationship. It may be revisited at any stage of the Student's graduate program to accommodate for changes in the Student-Advisor relationship.
- The Advisor-Student relationship involves mentoring, support, career development, as well as academic oversight. Advisors and students must arrive at jointly acceptable terms to establish their relationship.
- The Advisor is responsible for supervising the graduate Student's graduate program. The Advisor is the Student's primary point of contact at the University of Manitoba, and should be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic unit. This form does not replace official University of Manitoba statements of policy and procedure.
- If students or advisors have any questions or concerns regarding their graduate program or this form, advice may be sought from the program graduate chair, unit head, Student Advocacy or the Faculty of Graduate Studies.
- The Faculty of Graduate Studies plays an active role in the development of the Advisor-Student relationship. Please visit the Faculty's web site to find more information, consultation, and guidance for both advisors and students.
- The Advisor and the Student must review each of the points listed below and **must check off each box** to confirm that the items have been discussed and the Advisor and Student must confirm that they each understand all of these items. **This document must be completed prior to the commencement of any research and no later than the submission of the first Progress Report for the Student.**
- Copies of these completed guidelines will be available for the Advisor and the Student online and for the Faculty of Graduate Studies.

Participants

Advisor

First Name: Jane
Last Name: Doe
UMNetID: umdoeja

Student

First Name: William
Last Name: Scott
Student Number: 001234567
UMNetID: umscottw

Step 12: Indicate **VERIFY** (you accept the terms of the ASG) or **REJECT** (you DO NOT accept the terms of the ASG)

Click on *Submit Response*

Student Verification

By clicking the VERIFY button below I hereby agree that I, William Scott, have worked through this checklist with my Advisor Jane Doe

I VERIFY this.

I REJECT this.

Submit Response

Step 13: The ASG will now indicate that both the Advisor and Student have accepted the terms of the Advisor Student Agreement. The form will be sent and stored with the Faculty of Graduate Studies.



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OF MANITOBA

Faculty of Graduate Studies

Advisor Student Guidelines - Thesis/Practicum Programs

Form number: *ASG1442594380*

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Approvals

Advisor: **Approved**

Student: **Approved**