

3.5 Responsibilities of the Supervisor in the Supervisory Arrangement

3.5.1 Before the Applicant is accepted as a Research Student within the Faculty

- Assist the applicant to develop their application. Identify any coursework subjects the student should undertake as part of the research program. Help plan a research outline and a program of academic interaction that will permit the student to meet the degree requirements within the time limits;
- Advise the Head of School/Centre/Institute of your suitability, availability and preparedness to supervise the applicant for the duration of candidature;
- Advise the Head of School/Centre/Institute on the selection of appropriate co-supervisors;
- Advise the Head of School/Centre/Institute on whether the applicant has the qualifications, experience and capacity to complete the degree program within the time limits;
- Advise the Head of School/Centre/Institute of the resources required for the project and their availability;
- Inform the applicant of any ethical clearances necessary for the planned project;
- Ensure intellectual property issues are discussed. If commercial potential exists then the supervisor should ensure that the project is discussed with the Head of School/Centre/Institute and the Executive Dean of the Faculty, and that agreements are signed by all interested parties if appropriate.

And in the case of applicants for part-time or off campus studies:

- Determine whether the candidate is able to attend the University for regular discussions at mutually convenient times;
- Determine whether the applicant is able to participate in scholarly activities within the Faculty;
- Assess whether the applicant has demonstrated ability to complete a thesis in the appropriate time frame, bearing in mind the difficulties associated with part-time and off-campus research.

3.5.2 In the First Year of Candidature

- Discuss and reach agreement with the student the details of the supervisory arrangements, including a regular meeting schedule. Ensure maintenance of the meeting schedule;
- Ensure that the student is familiar with the policies and administrative arrangements relating to their studies;
- Suggest appropriate background reading and advise on the structure and writing of the literature review;
- Assist the student to develop a realistic program of study, including:
 - Induction of the student into the academic culture through participation in scholarly activities;
 - A research program which is intellectually challenging, of sufficient scope to allow a significant original contribution of knowledge to be made, but focused enough to allow completion within the standard duration of time for the course;
 - The setting of intermediate objectives throughout the program, necessitating regular contact and steady provision of relevant ideas and guidance by the supervisor to facilitate good progress;
 - Where necessary, the auditing of coursework subjects, which will develop knowledge of the broad field.

- Ensure that the student is aware of the supervisor's own research and professional plans for the period of the student's project to assist the student with their own planning;
- Assist the student in the preparation of an *Application for Candidature*. Please refer to your Faculty guidelines for submission of candidature timelines;
- Ensure ethical clearances are obtained as soon as possible and inform the student that work on human subjects and animals must not be commenced before the clearances are obtained;
- Assess the student's English language proficiency and where appropriate direct the student to language support services within the University;
- Ensure that the question of credit and authorship of contributions is addressed, and agreed by both parties;
- Monitor the student's progress. Assist the student to complete the bi-annual progress report.

3.5.3 At All Stages of the Candidature

- Ensure the student has access to the resources required for their work;
- Assist the student to plan research work and identify the point at which no further work is required for the thesis;
- Ensure that the student is aware of, and follows, University policy on research ethics, and occupational health and safety;
- Where an ethics committee has approved a project, ensure that annual reports are submitted, in consultation with the student, to the Faculty Ethics Officer;
- Encourage the student to consult with their co-supervisors or recommend other appropriate contacts where specialist technical advice is required;
- Encourage the candidate to prepare and present their work at seminars and conferences;
- Assist the candidate in planning the structure and writing of their thesis;
- Review drafts of thesis sections, as they are prepared, and return them with constructive criticism within one month or less;
- Refer sections of the thesis, where appropriate, to co-supervisors or specialist consultants;
- Ensure that any problems being experienced by the candidate who may affect their progress are quickly addressed in the appropriate way. This may include referral to the Student Services Department if the student is experiencing personal problems;
- Ensure that appropriate notice and prior arrangements are made where the supervisor expects to be absent from the University and adequate supervision cannot be maintained;
- Ensure the completion of the bi-annual progress report, allowing the candidate to view your report and reply in their own report.

And in the case of part-time and off-campus students:

- Ensure that the candidate is maintaining a schedule of contact with the academic environment of the University and their other supervisors.

3.5.4 Prior to Submission of the Thesis

- Advise, in the progress report, that the thesis is likely to be submitted;
- Comment critically on the first draft of the thesis. It should not take longer than six weeks for the supervisor to comment on the draft thesis;
- Give the student an opportunity to object to potential examiners, and advise the Head of School/Centre/Institute on the nomination of examiners. Ensure that necessary paperwork associated with the nomination of examiners is submitted and approved before the submission of the thesis.

3.5.5 At the Time of Submission

- Certify that the thesis is properly presented, conforms to the regulations and is worthy of examination.

3.5.6 After Thesis Submission

- Liaise with the appropriate officer of the University to ensure that the thesis will be examined within an appropriate time frame;
- Ensure that any revisions required by the examiners are completed and inform the Chair of Examiners when this has been done.

3.6 Interaction and Establishing Boundaries

In order to be a good supervisor you need to be able to relate to each of your research students as individuals. Supervisors should try to get to know their students personally and professionally, without losing sight of the fact that the relationship should be a business-like interaction. You need to be able to help students identify their strengths and weaknesses, to help them build on their strengths and overcome their weaknesses. You also need to give students an honest evaluation of their work and performance. At the same time, you need to clarify your role, identify expectations and establish boundaries.

It is important to recognise the need to relate to individuals in different ways, depending on the circumstances. However you should always examine why you relate differently to some students. You should always ensure that your behaviour is in line with the equity and social justice principles of the University and that you are treating all of your students in an equitable manner.

It is the responsibility of both staff and students to take care to respect the sensitivities of others especially where there may be a variation in the interpretation of acceptable behaviour resulting from different ethnic backgrounds and cultural values. This care and sensitivity is particularly required where there is a power imbalance between parties, such as in the supervisory relationship.

You need to be familiar with the sources of assistance that exist within the University that are available to students, and know of appropriate ways in which to refer students to these services. If you are unclear about the resources available in an area or whether they will be relevant to the student you are supervising, you should ask the particular service for advice about what to do. Most of these services will be able to suggest to you appropriate ways in which you could refer students.