

Graduate Work Supervision Guidelines for Faculty and Students

PREAMBLE

The purpose of these guidelines is to provide faculty members with clear and practical instructions for supervising graduate students. The guidelines are intended to ensure a positive learning environment, promote academic integrity, and facilitate the successful completion of graduate work.

GUIDELINES FOR THE GRADUATE STUDENT

Scholarship: A graduate student should demonstrate a commitment to academic excellence through diligent research, critical thinking, and original contributions to their field. This includes maintaining high standards of honesty and integrity in all academic work, avoiding plagiarism, and acknowledging sources of information.

Communication: Faculty members will communicate with graduate students through regular office hours, email, or other agreed-upon methods. Graduate students should also be available to meet with their faculty advisor and respond to communication in a timely manner.

Research: Graduate students should conduct their research in accordance with established ethical standards and guidelines. This includes obtaining necessary approvals from relevant committees, reporting results accurately, and respecting the rights and dignity of all participants involved in the research process.

Vocational Preparation: A graduate student should develop professional skills and knowledge that are relevant to their chosen field. This may involve attending conferences, publishing in peer-reviewed journals, presenting research findings at professional meetings, and networking with other professionals in the field.

Personal Development: A graduate student should strive for personal growth and development throughout their program. This includes developing critical thinking skills, problem-solving abilities, and effective communication skills.

Financial Responsibility: Graduate students should be responsible for their financial obligations, including tuition fees, living expenses, and other costs associated with their program.

Time Management: A graduate student should manage their time effectively to complete their program requirements within the specified timeline.

Professionalism: Graduate students should maintain a professional attitude and behavior, both in their academic work and in their interactions with faculty members and other students.

Adherence to Guidelines: Graduate students are expected to adhere to these guidelines and any specific requirements or policies set forth by their faculty advisor or the university.

Conclusion: These guidelines serve as a starting point for graduate work supervision. Faculty members and graduate students should work together to ensure a successful and fulfilling academic experience.

APPENDIX: RELATED POLICIES

a) Academic Integrity

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b) Accessibility

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c) Anti discrimination

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d) Conflict of Interest

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e) Conflict of Interest Guidelines: Undergraduate and Graduate Studies

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f) Faculty Code of Conduct

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g) Intellectual Property: Ownership of Student Work

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h) Misconduct in Research for Faculty, Staff and Post-Doctoral Fellows, Procedures for Inquiries and Hearings Regarding Allegations

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i) PhD Supervision

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j) Research Ethics