



ROLES AND RESPONSIBILITIES IN PhD SUPERVISION

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ROLES AND RESPONSIBILITIES IN SUPERVISION

- Role is the function assumed or part played by a person or thing in a particular situation.
- Responsibility is the state or fact of being accountable or to blame for something.
- Supervision (in general) is the action or process of watching and directing what someone does or how something is done.



SUPERVISION 101 (What is Supervision?)

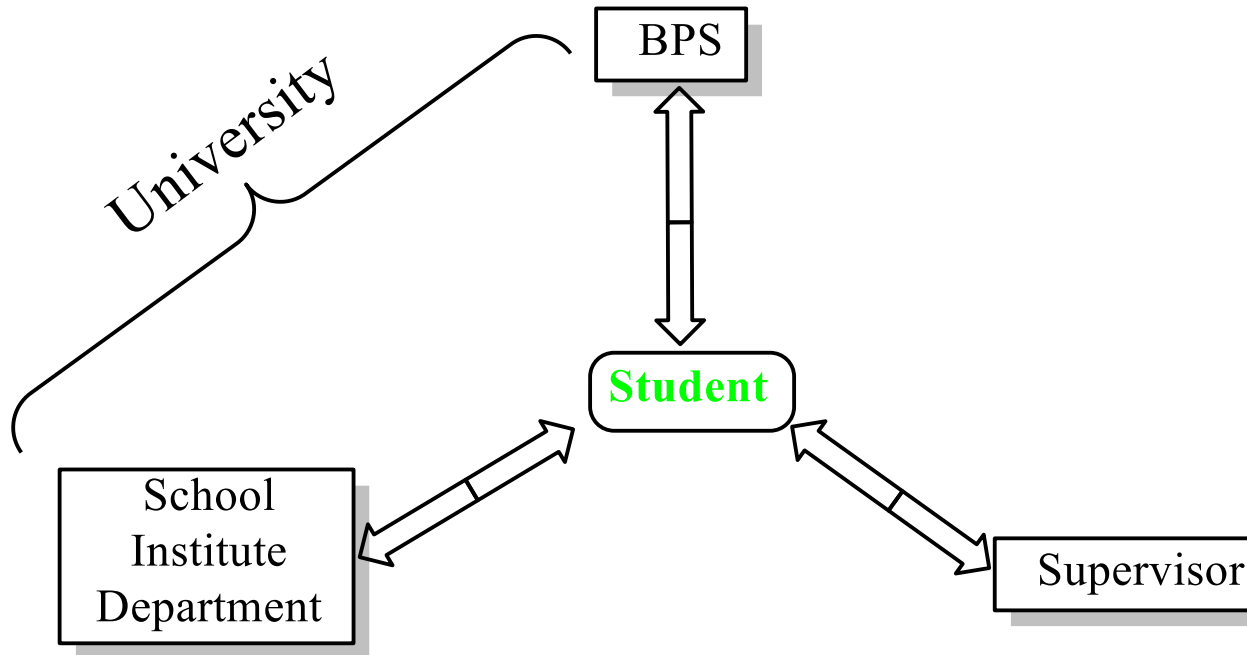
- Research supervision, in academic domain, is:
 - **Guiding the student to answer the questions of the study.**
 - **Not managing a student to answer the questions of the study.**
- Although supervision is teaching one-on-one, the supervisor should strike a balance between supervision as teaching and supervision as listening (learning experience for supervisor).



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ROLE PLAYERS IN PhD SUPERVISION



Supervision is a partnership of shared goals.



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STAGES IN PhD SUPERVISION



For effective supervision, every key player must play his/her rightful role in each stage of the supervision.



ROLES IN PROPOSAL WRITING

- The supervisor should assist the student with the selection and planning of a suitable and manageable research topic.
- The supervisor should be sufficiently familiar with the field of study to provide guidance and/or has a willingness to gain that familiarity before agreeing to act as a supervisor.



ROLES IN PROPOSAL WRITING

- The student should assume the leading role in writing the proposal to internalize the subject of the study.



ROLES IN PROVISIONAL REGISTRATION

- The student files the application, provides certified academic transcripts and certificates (BSc and MSc).
- Student pays application fee and submits a proposal.
- The supervisors sign the proposal as their commitment to guide the student.
- The Department/School/University receives and processes the application to grant preliminary admission.



ROLES IN FULL REGISTRATION

- The student refines the proposal using the library services of the university guided by the supervisor.
- The supervisors sign/approve the proposal after ascertaining its adherence to format and its quality.
- The student submits the refined proposal to the Departmental and/or School postgraduate committee for evaluation.



ROLES IN FULL REGISTRATION

- The student gives a Departmental/School seminar on the proposal.
- The Department/School receives and evaluates and BPS processes the proposal to grant full registration.



ROLES IN RESEARCH/PROGRESS REPORTING

- The student is expected to assume control and responsibility for the research.
- The supervisor should be accessible to the student for consultation and discussion of the student's academic progress and research.
- The supervisor should meet the student one-on-one in a conducive environment. The student should not be embarrassed in front of peers.



ROLES IN RESEARCH/PROGRESS REPORTING

- The supervisor should ensure:
 - That the research environment is safe, healthy and free from harassment, discrimination and conflict.
 - Compliance with the university requirements of submitting reports as a means of monitoring student progress.



ROLES IN THESIS WRITING

- The student should be the primary writer of the thesis. The supervisor should not be the editor of the thesis, but provide guidance on structure of the thesis.
- The supervisor should verify the accuracy of the discussions and conclusions.
- The supervisor should ensure school/university guidelines are followed.
- The university should provide library services.



ROLES IN THESIS WRITING

- The supervisor should respond timely and thoroughly to written work submitted by the student, with constructive suggestions for improvement and continuation. The turnaround time for comments should not exceed three weeks.
- The supervisors must also ensure that their students' work meets the standards of the University and the academic discipline.



ROLES IN SEMINARS & CONFERENCES

- The supervisor should encourage the student to make presentations of research findings within the university and outside at scholarly or professional forums as appropriate.
- The supervisor should guide the student to prepare and deliver a quality presentation.
- The university/department should organize the venue of the seminar and provide audio-visual facilities.



ROLES IN PUBLICATIONS

- The student/supervisor identifies the important themes of the study to be formulated in the article.
- The student drafts the paper in consultation with the supervisor.
- The supervisor should acknowledge the contributions of the student via joint authorship.
- The supervisor identifies the relevant journal for the article and guides the student in formatting the article based on the guidelines of authors.



ROLES IN THESIS

SUBMISSION/EXAMINATION/DEFENSE

- Supervisors assess the quality of the thesis and approve for submission.
- Supervisor identifies the internal and external examiners.
- The student submits the thesis to BPS
- Supervisor examines the thesis and submits a report to BPS.



ROLE OF THE SUPERVISOR (GENERAL)

- **The supervisor should be available to guide the students at every stage, from:**
 - **Formulation of the study,**
 - **Establishing the methods,**
 - **Discussing the results of the study,**
 - **Presentation (seminars or conferences),**
 - **Publication of journal articles,**
 - **and writing of the thesis.**



PRODUCTIVE SUPERVISION (Summary)

A productive relationship in supervision will arise from a process of negotiation based on agreed goals and values such as:

- Mutual respect
- An understanding of the expectations of each other
- Shared commitment to the goal of the study
- Open communication



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- Trainees