

# **Guidelines for the Supervision of Postgraduate Research**

## **Postgraduate Unit of Management**

### **1. The role of Supervisor**

The main role of the supervisor is to guide the candidate in his/her research work, monitor the progress of the study, and ensure the quality of student's research work. Faculty Higher Degrees Committee (FHDC) serves as the monitoring body to ensure proper supervision during the allocated period of time. Supervisors are expected to follow the following steps in enhancing the quality of the student's research work.

- i. Supervisor shall initiate the process of supervision by guiding and training the student, facilitating the research and establishing a clear understanding with the student regarding the research phenomena prior to commencing the study.
- ii. Supervisor shall give specific advice on the scope of research and encourage the student to learn the relevant methodology from the supporting seminar series conducted by the Postgraduate Unit.
- iii. Supervisors are expected to guide students appropriately to achieve the research purpose and objectives as well as the expected learning outcomes of the Postgraduate Degree program.
- iv. It is important for the supervisor to be conversant with the learning outcomes expected in MBA (SLQF Level 9) and M.Sc (SLQF Level 10) degree programs.
- v. Supervisor shall ensure that the student is aware of the requirements of the M.Sc Thesis / MBA Independent Study.
- vi. Supervisor is responsible for ensuring that student is aware of the need of maintaining high standards of academic conduct and to avoid fabrication of results or plagiarism and that the thesis should consist of independent work by the student.

### **2. Eligibility criteria for supervisors of MBA and M.Sc degree programs**

- i. For the supervision of a student for MBA Independent Study, the supervisor should hold a Postgraduate degree qualification (MBA, M.Sc, MPhil or PhD) equivalent or higher than SLQF level 09 in the relevant field.

- ii. For the supervision of a student for M.Sc thesis, the supervisor should hold a Postgraduate degree qualification (M.Sc, MPhil or PhD) equivalent or higher than SLQF level 11 in the relevant field.

### **3. Responsibilities of the supervisor**

Supervisor is entrusted with the direct responsibility of guiding the student through the research process detailed in the relevant course guides (MGT 6410 and MGT 6499). Specific responsibilities of supervisors are as follows;

- i. Advising and guiding on the research process.
- ii. Identifying specific areas in which the student require development of his/her knowledge and skills and referring the student to appropriate sources.
- iii. Carrying out continuous discussions and meetings with the student regarding the progress of the study and guide the student at regular intervals to ensure the meeting of deadlines stipulated in the relevant course guide.
- iv. Guiding the student to address shortcomings when the progress is unsatisfactory and take the precautionary actions in advance.
- v. Reporting to the Postgraduate Unit on any serious issues affecting the student's progress.
- vi. Playing a role of a critical reviewer in the preparation of the independent study/thesis and referring the student to appropriate sources of assistance.
- vii. Reviewing and commenting on the content and the draft version of the independent study/thesis in a timely manner and ensuring that the submission is completed on time complying with the guidelines.
- viii. Attending the viva voce examination and assist the Postgraduate Unit as an examiner/observer and assist the student by providing insights to address the comments provided by the examiners.
- ix. Supervisor shall encourage the student to disseminate the results of the research through publications in reputed journals and/or presentations in international conferences.

### **4. Change in Supervision**

Change of supervisor can be considered as follows;

- i. A request is made by the student / supervisor on reasonable grounds acceptable to the FHDC

- ii. In situations of supervisor's sickness/leave/inability/unwillingness to supervise the student effectively.

In all situations, request should be made to the FHDC.

## **5. Ethical guidelines**

- i. Supervisor should motivate and facilitate free exchange of ideas and avoid comments that may discourage or intimidate the student.
- ii. Supervisor should always be fair to the student, nurture and foster honest academic conduct throughout the research work.
- iii. Fairness and impartiality should be maintained with the student explicitly and supervisor should not discriminate student on the basis of ethnicity, race, religion, language, or gender.
- iv. Supervisor should follow the Plagiarism Policy of the university in the case of plagiarism in the independent study and M.Sc thesis.
- v. Supervisor should refrain from practices and behaviors that constitute sexual harassment and should follow the Policy on Sexual or Gender-based Harassment and Sexual Violence
- vi. Supervisor should devote an adequate amount of time to research supervision.
- vii. Supervisor should not involve in any fraud and misconduct in research including fabrication, falsification, or plagiarism.
- viii. Supervisor should not exploit the work of students for personal gain.
- ix. Supervisor should advise the student to obtain the consent of the respondents to take part in data collection through surveys, interviews or discussions.
- x. Supervisor needs to advise the student to obtain permission, wherever necessary, from the source for all types of secondary data before adopting them for research purposes.