



GRADUATE STUDIES SUPERVISION POLICY

Prepared by: Centre for Graduate Studies

Approving Authority: FNU Senate

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1.0 Scope

This policy applies to:

- a. All Fiji National University (FNU) Graduate Studies students.
- b. FNU appointed Graduate Studies supervisors, including FNU adjuncts and external supervisors.
- c. All campuses, research centers, institutes, and units of FNU are involved in Graduate Studies programmes.

It does not apply to:

- a. Supervisors of coursework programmes, including students enrolled in Honours programmes or research components of a postgraduate coursework degree.

2.0 Procedure Statement

- a. To specify the rules for appointing supervisors to Graduate Studies students.
- b. To outline the roles and responsibilities of supervisors and students in the context of the Graduate Studies supervision arrangement.

3.0 Rules for Appointing Supervisors

3.1 FNU rules for Graduate Studies supervision are:

All FNU Graduate Studies students must have a minimum of two supervisors. This includes students enrolled or engaged in a collaborative arrangement involving FNU and one or more other organisations/ institutions/ partners.

3.2 The appointment of a supervisor will be endorsed by College Deans and approved by the Centre for Graduate Studies after the verification process according to the Graduate Studies Policy and Procedures.

3.3 PhD Supervision:

To qualify as a Principal supervisor, one would normally have:

- a. supervised at least one PhD to completion; or
- b. possess a PhD qualification, completed the Graduate Studies Supervisor Training Programme, published in the field, and shall be mentored by a Senior Academic.

The co-supervisor can be a faculty member of their College with a PhD qualification and has successfully completed the FNU Graduate Studies Supervisor Training Programme.

A co-supervisor would normally have a PhD qualification, completed the FNU Graduate Studies Supervisor Training Programme, published in the field, and shall be mentored by a Senior Academic.

3.4 Master by Research Supervision

To qualify as a Principal supervisor, one would normally have:

- a. supervised at least one PhD or Master by Research to completion; or
- b. possesses a PhD qualification, completed the FNU Graduate Studies Supervisor Training Programme, published in the field, and shall be mentored by a Senior Academic.

The co-supervisor can be a faculty member with a PhD and/or Master by Research qualification and successfully completed the Graduate Studies Supervisor Training Programme.

To be a co-supervisor, one would normally have supervised at least one PhD or Master by Research to completion or possess a PhD and/or Master by Research qualification, completed the Graduate Studies Supervisor Training Programme, published in the field, and shall be mentored by a Senior Academic

4.0 Role of Centre for Graduate Studies in Supervision

In situations where there is conflict in the supervision of students, the Dean of the Centre in consultation with the Dean of the respective College shall endeavor to resolve the conflict.

5.0 Roles and Responsibilities of Supervisors

All supervisors appointed to the Graduate Studies supervisory team are required to:

- a. Adhere to the FNU research policies and procedures.
- b. Adhere to Graduate Studies Supervisor and Student Code of Practice.

Principal Supervisor:

The principal supervisor is responsible for undertaking primary administrative and academic responsibility for the student, including, but not limited to:

- a. Maintaining a schedule of regular contact with the student, whether in person or via technology. Weekly or fortnightly meetings are recommended.
- b. Supervisors must meet with the candidate to discuss their academic progress weekly or fortnightly and keep a record of the discussions in the *Graduate Studies Supervisor & Candidate Meeting Log Form*.
- c. Establishing protocols for the specific contribution each supervisor will make to the student's research.
- d. Providing regular advice and constructive feedback to the student (normally within two weeks for chapter-length drafts and no longer than one month for longer pieces of work).
- e. Responding to changes to enrolment (including leave, field work, milestone reviews, examination, and completion of the project).

Associate Supervisor/Second Supervisor/ Co-supervisor

- a. The associate supervisor/second supervisor is responsible for working with the main supervisor to provide academic responsibility for supervising the student's research project.

External Supervisor (if required)

- a. The external supervisor is responsible for working with the main supervisor, co-supervising the FNU Graduate Studies student on the basis of mutual cooperation between individuals across institutions and organisations.
- b. The external supervisor will only act as a second or co-supervisor.

4.0 Supervision Workload

The supervisors are entitled to factor in the following hours to their academic workload for Graduate Studies supervision.

For full-time Graduate Studies candidate:

- a. Principal supervisor is allocated 1 hour per week.
- b. Second supervisor is allocated 30 minutes per week.

For part-time Graduate candidate:

- a. Principal supervisor is allocated 30 minutes per week.
- b. Second supervisor is allocated 15 minutes per week.

5.0 Roles and Responsibilities of Students

Students are responsible for:

- a. Meeting any conditions of their enrolment at FNU; for the quality and integrity of their research, whether in the draft or final form; and for their thesis (or equivalent research component) ultimately submitted for examination.
- b. Completing any required coursework/professional development training and undertaking FNU's compulsory activities within the scheduled time-frame.
- c. Complying with all FNU Graduate Studies policies and procedures.
- d. Using the University's resources and facilities in a responsible way, undertaking any necessary training in order to access and use those resources and facilities safely, in accordance with the University's Occupational Health and Safety (OH&S) requirements.
- e. Responding to all reasonable requests from their supervisor/s for regular written work, interim reports, or research results, including the final draft of the thesis, submitting the requested work to the supervisor/s within two weeks for chapter-length drafts and by negotiation for longer pieces (normally no later than one month from the date of the request).
- f. Filling in *Graduate Studies Supervisors and Candidate Meeting Log Form* at the end of each meeting with their supervisors.

6.0 Glossary

a. Principal Supervisor

The Principal Supervisor, sometimes referred to as Lead Supervisor in a Supervisory team, has the main responsibility for supervision arrangements and guidance for the student throughout their Programme of study.

b. Co-Supervisor

A Co-Supervisor brings disciplinary expertise to the Supervision Team, especially in interdisciplinary student projects. When this Supervision model is chosen, the Co-Supervisor will play a major role in supervising the research project. The division of responsibilities between the Principal or Lead Supervisor and the Co-Supervisor is agreed to at the outset of the Co-supervisory arrangement.

c. Associate Supervisor

The Associate Supervisor role involves fewer responsibilities than the Principal Supervisor and Co-supervisor, but in some cases may include closer day-to-day involvement in the student's research. Associate Supervisors may also provide complementary expertise, such as specialised knowledge of a particular field or technique, or depending on the work context, or day-to-day supervision in some instances. Associate Supervisors can also include non-traditional scholars such as end user practitioners from industry, NGOs, Government, even FNU TVET staff, who provide necessary and complementary expertise to the project.

7.0 Approval Agency

FNU Senate

8.0 Revision Log

This table will be used to insert the dates of the different versions made on the policy.

Version	Date of Approval	Comment
1.0	11 December 2019	Approved by the FNU Senate
2.0	2 March 2021	Approved by the FNU Senate
3.0	5 August 2022	Approved by the FNU Senate
4.0	5 December 2024	Approved by the FNU Senate

9.0 Policy Sponsor

Centre for Graduate Studies

10.0 Contact Person

The following person may be contacted in relation to this policy:

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