



**GRADUATE STUDIES
SUPERVISOR AND STUDENT
CODE OF PRACTICE**

Prepared by: CGS

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1.0 Purpose

The FNU Graduate Studies Supervisor and Student Code of Practice is to provide directions on Graduate Studies supervision and the responsibilities of the supervisor and the student during the Graduate Studies candidature.

2.0 Scope

This Code of Practice applies to the Fiji National University staff, students, and affiliates involved in Graduate Studies programmes.

3.0 Abbreviations and Definitions

For the purpose of the FNU Graduate Studies Supervisor and Student Code of Practice, the following abbreviations and definitions shall apply:

Graduate Studies A Graduate Studies programme that has 100 percent research component, and these are:

FNU Master by Research Programme
FNU PhD Programme

GS Graduate Studies

University Graduate Studies Committee (UGSC) A committee formed to handle all Graduate Studies matters.

Supervisor An academic who is employed by FNU or is an external to FNU has been assigned the responsibility for guiding and supervising a Graduate Studies candidate, as defined in the Graduate Studies Policy and Procedure

Research Student A student enrolled in any Graduate Studies programme at FNU.

ADGSR Associate Dean Graduate Studies and Research

CGS Centre for Graduate Studies

4.0 Graduate Studies Supervisor Responsibilities

The Associate Dean Graduate Studies Research and the College Deans recommend supervisors for Graduate Studies candidates at FNU in consultation with the prospective supervisors following the Graduate Studies Policy and Procedure, approved by UGSC. The selections are based on the eligibility criteria following the *Graduate Studies Policy and Procedure* and the *Standard Operating Procedures for Appointing Adjunct Professors as PhD Supervisors at FNU* if adjuncts are assigned for supervision.

A supervisor is responsible for guiding the Graduate Studies student candidate in completing the Graduate Studies programme from the start to the end. In taking the responsibility, the supervisor makes a firm and significant commitment to guiding and assisting Graduate studies students in achieving all the milestones. Therefore, supervisors are required to perform **specific** responsibilities, and these are:

- a. Induct the student in the respective programme and assess student requirements for preparatory courses and/or any bridging course the student may be required to do to undertake the programmes.
- b. Inform the student of the *Graduate Studies Policy and Procedure* and relevant policies and procedures that govern the Graduate Studies programmes at FNU.
- c. Advise the student on the rules of engagement and plan an outline with timeframes for the work to be done during the candidature period. The outline must include timeframes of probationary candidature, candidature confirmation, mid candidature confirmation (for PhD) only, submission and examination of the thesis, oral examination, and end of candidature.
- d. Inform the student of candidature conditions, deferral of candidature, leave applications, study away from the university, and other variations to candidature and provisions outlined in the *Graduate Studies Policy and Procedure*.
- e. Meet Graduate Studies students at least once a month and discuss the progress, provide constructive yet positive feedback, and provide support in areas of weakness demonstrated by the student to maintain satisfactory academic progress.
- f. Discuss, confirm, and record discussions and meetings with the student in the *Graduate Studies Supervisor & Candidate Meeting Log Form*, explaining the rules and purpose of the meeting log.
- g. Advise students in participating in the doctoral training programme and fulfilling the mandatory requirement of using EndNote Software for referencing.
- h. Continuously monitor student work relative to the work plan and emphasise the standard required for the award of the degree. The supervisor shall clearly inform the candidate on the progress status and communicate to the student on any area of improvement needed due to inadequate progress demonstrated by the candidate that is below the expected standard.
- i. Provide support to the student in developing and presenting the proposal for the first milestone - candidature confirmation. Supervisors should prepare the student to present and defend the proposal to the panel.
- j. Guide the student in identifying relevant literature and its sources, developing a theoretical and or a conceptual framework, research questions, aims, objectives, hypothesis, research designs and methodologies, and the conduct of responsible research.
- k. Assist and provide guidance to students who are or may be at risk during the candidature period and report to UGSC via CGS.
- l. Once the candidature is confirmed, the supervisor must inform the candidate of the process of ethics approval, approval from any other department or organisation, for example, approval from any of the Ministries and Industry. The supervisor should assist the student in attaining relevant approvals and clearances.
- m. The supervisor shall inform the candidate of the availability of research grants and should make an application for the research funding, where required, following the appropriate protocols established by the Research Office
- n. Keep track of the timeline, inform students on the due dates for submission of draft chapters, provide effective feedback on the draft chapters promptly and encourage the student for further improvements in the areas found to be weak.
- o. Assist the student in providing directions on data analysis and interpretations, including discussion of the findings.
- p. Assist the student to publish their work as they progress.

- q. Advise the student as to when and whether the thesis is ready for submission based on the expected requirements, standards, and readiness for acceptance.
- r. Prepare the student for the completion seminar with an oral presentation.
- s. Nominate three external examiners for thesis examination using the *Nomination of Examiners Form* submitted to CGS for Graduate Examination Sub Committee approval.
- t. Guide the student to address the issues raised by the examiners.
- u. Assist the student post examination on minor or major corrections, write-ups as directed by the examiners, and resubmission of thesis for re - examination (where necessary).
- v. Assist the student in publishing their works in highly ranked peer-reviewed journals (Q1 preferred) and publishing scholarly articles strictly following the *FNU Authorship Policy*.
- w. Actively participate in professional development sessions, mentoring schemes, and supervisor training programme to ensure knowledge and compliance with FNU policies and procedures relevant to Graduate Studies programmes.
- x. Refer all problems to CGS, who will liaise with the ADGSR and College Deans for a resolution.

5.0 Graduate Studies Student Responsibilities

The student makes the most critical decisions on the Graduate Studies programme. Students are responsible for making a significant commitment to quality supervision. Therefore, students are required to engage in several responsibilities during their candidature to fulfil the university requirements to meet the standards of the award. The **specific** responsibilities include:

- a. To do preliminary research and familiarise themselves with FNU research policies, procedures, and regulations governing Graduate Studies programmes and research at FNU.
- b. Agree to the university's terms and conditions of enrollment each year.
- c. Fulfil the requirements of probationary candidature upon admission to the programme and meet their supervisors on a regular basis to discuss and negotiate an agreement/contract of work or a work plan to proceed with the project. The student shall adhere to the plan and work accordingly that will be reviewed regularly during the probationary candidature.
- d. Work out a plan to meet the supervisor at least once a month and document the meeting details on the *Graduate Studies Supervisor & Candidate Meeting Log Form*, and sign off the meeting log. Students away from the campus shall make arrangements with the supervisor for meetings via alternative means such as through skype, email, zoom, or telephone and keep all records of the meeting on the *Graduate Studies Supervisor & Candidate Meeting Log Form*.
- e. Produce and submit work in a timely manner allowing sufficient time for the supervisor to comment and provide feedback before the meeting schedule.
- f. Carry out all remedial work (where necessary) based on the feedback provided by the supervisor and make submissions in a timely manner to meet the requirements of all the milestones at the defined timeframes specified by the university.
- g. Discuss with the supervisor on the need for preparatory research courses, training programmes, additional coursework, deferral of candidature, leave, study away from university, variations to candidature, annual leave, and or withdrawal from the programme.

- h. Meet the university requirements in completing the Graduate Studies programme within the maximum allowable timeframe meeting all the milestone requirements of the programme.
- i. Adhere to the ethical requirements and practices, including ethical and responsible research conventions and protocols for pre-field, in-field, and post-field stages for data gathering and analysis.
- j. The researcher is responsible for all data collected that shall be accurate, complete, correctly transcribed (where required), securely kept, backed up, thus complying with *FNU Research Data Management Policy*.
- k. To comply with the Turnitin mechanism for thesis submission checks and plagiarism checks.
- l. Submit the thesis in accordance with the *Graduate Studies Policy and Procedure*.
- m. To comply with the regulations set for the oral presentation.
- n. Actively engage in the publication of the findings in peer-reviewed journals in collaboration with the supervisor(s) abiding by the *FNU Authorship Policy*.
- o. Utilise FNU resources, facilities, and opportunities appropriately provided for research purposes without abusing, misusing, and causing damage and returning all resources to respective departments/divisions before the formal award of the degree and/or on the timeframe allocated by the particular department/division of FNU.
- p. Make use of mechanisms that exist for resolving supervisor-student difficulties or issues. Professionally resolve any grievances or disagreements with the supervisor in the first instance; however, if unresolved, a proper communication channel should be followed in accordance with the *Graduate Studies Policy and Procedure*. In the event where grievances cannot be sorted out between the supervisor and the candidate, all complaints should be addressed to the CGS, who, in consultation with the College Dean or a subcommittee of UGSC, will solve the concerns/issues/difficulties or problems raised.

6.0 Approving Agency

Senate

7.0 Revision Log

This table will be used to insert the dates of the different versions made on the Graduate Supervisor and Student Code of Practice.

Version	Date of Approval	Comment
1.0	19 November 2020	Approved by Senate
2.0	2 March 2021	Approved by Senate
3.0	5 December 2024	Approved by Senate

8.0 Sponsor

Dean Centre for Graduate Studies

9.0 Contact Person

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

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