

GLS University's  
**School of Doctoral Research and Innovation**  
Ph. D. Programme

**Supervisor – Scholar Responsibilities and Expectations**

## **Supervisor Responsibilities**

Supervisor is the key person in doctoral degree program. Doctoral education is greatly affected by the nature of the supervision and the quality of communication between doctoral scholars and their supervisors. When doctoral scholars work closely and effectively with their supervisors, they will improve the quality of their dissertations or thesis and their educational experiences.

Supervisors should be available to help their graduate students at every stage, from formulation of their research projects through establishing methodologies and discussing results, to presentation and possible publication of dissertations. Supervisors must also ensure that their scholars' work meets the standards of the University and the academic discipline.

Some specific responsibilities of a supervisor:

- Assists the scholars with the selection and planning of a suitable and manageable research topic
- Is sufficiently familiar with the field of research to provide guidance and/or has a willingness to gain that familiarity before agreeing to act as a supervisor
- Is accessible to the scholars for consultation and discussion of the scholars' academic progress and research. The frequency of meetings will vary according to the discipline, stage of work, nature of the project, independence of the scholar, etc. For many, weekly meetings are essential; for others, monthly meetings are satisfactory. In no case should interaction be less frequent than once in a month

- Responds in a timely and thorough manner to written work submitted by the scholar, with constructive suggestions for improvement and continuation. The turnaround time for comments on written work should not normally exceed three weeks.
- Responds to research work emails sent by the scholar in thorough manner within 7 days of time frame
- Maintains diligence to ensure that the work submitted by scholar is free from plagiarism
- Makes arrangements to ensure continuity of supervision when the supervisor will be absent for extended periods, e.g. a month or longer
- When necessary, assists the scholar in gaining access to facilities or research materials
- Ensures that the research environment is safe, healthy and free from harassment, discrimination and conflict. When there is a conflict in advice or when there are different expectations on the part of co-supervisors or members of the research development committee, the supervisor is expected to endeavor to achieve consensus and resolve the differences
- Remains ethical and reasonable without demanding the scholar to go out of the way of standard research progress throughout the term of Ph.D.
- Encourages the scholar to make presentations of research results within the University and to outside scholarly or professional bodies as appropriate
- Encourages the scholar to finish up when it would not be in the scholar's best interests to extend the program of studies
- Acknowledges appropriately the contributions of the scholar in presentations and in published material, in many cases via joint authorship
- Ensures that recommendations for external examiners of doctoral dissertations are made to the Research Development Committee and forwarded to the School of Doctoral Research And Innovations
- Assists the scholar to comply with any changes that need to be made to the thesis after the thesis or dissertation defence

## Doctoral Scholars' Responsibilities

When you register as a doctoral scholar at School of Doctoral Research And Innovations, you are making a commitment to devote the time and energy needed to engage in research and write a thesis or dissertation. Your supervisor has a right to expect substantial effort, initiative, respect and receptiveness to suggestions and criticisms.

As a doctoral scholar, you must accept the rules, procedures and standards in place in the institute and should check the University Calendar for regulations regarding academic and non-academic matters. You are expected to:

- Make a commitment and show dedicated efforts to gain the background knowledge and skills needed to pursue your research project successfully
- In conjunction with your supervisor, develop a plan and timetable for completion of all stages of your thesis project, adhere to a schedule and meet appropriate deadlines
- Meet with your supervisor when requested but at-least once in a month and report fully and regularly on progress and results
- Give serious consideration to the advice and criticisms received from your supervisor and other members of your Research Development committee
- If there is any discrepancy with supervisor or any other issue, please bring it to the notice of authorities at School of Doctoral Research And Innovation promptly
- Be thoughtful and reasonably frugal in using resources provided by your supervisor and the University, and assist in obtaining additional resources for your research or for other group members where applicable
- Fulfill your research obligations such as attending the conferences and publications of research papers well within the first two years of your doctoral research program
- Conform to the Institute and University requirements, including those related to deadlines, dissertation or thesis style, conflict of interest
- Appear for all the review meeting and examinations, as well as pass them successfully
- Ensure that your research title is approved during your first Research Development Committee presentation itself. Do not deviate from the selected research area after your topic has been approved

The following suggestions can make your life a lot easier:

- Review the literature regularly and keep your literature survey up-to-date
- Maintain exemplary records of your experimental/theoretical work (so that others can replicate your results)
- Start learning and getting acquainted with statistics and statistical software such as SPSS right from Sem-1. This is most important for completion of your program
- While your supervisor is required to be reasonably available for consultation, it is your responsibility to keep in touch with your supervisor
- Make yourself available to your supervisor for regular meetings at mutually acceptable times or at-least once in a month