

Supervisors' Responsibilities

Reference: – *Doctoral Procedures**, section 6.3.c
 – *Master's Thesis Regulations**, section 11.4

1. To provide a framework within which the academic work can take place by:
 - Clarifying expectations regarding responsibility for initiating and managing meetings, formulating and focusing the topic, selecting appropriate methodology, planning project stages, participating in conferences, publishing during candidature, taking action if/when supervision-related issues arise etc;
 - setting up a regular schedule of meetings with students (not less than one per month) to allow for regular interaction and information flow; reaching agreement with students on indicators of progress being made and dates for submission of interim and final reports; and
 - providing regular, constructive and prompt feedback on progress to students (including written feedback on written work within two weeks unless the written work is extensive).
2. To provide academic guidance by:
 - providing scholarly direction;
 - encouraging students in their academic work;
 - ensuring that appropriate timetables for the completion of each phase of the work are established; ensuring compliance with any legal, professional, ethical or safety guidelines associated with the project;
 - identifying and helping students acquire any missing skills for their research; and
 - ensuring that students are given timely advice about style requirements and the mechanics of presenting a thesis.
3. To act as assessor by:
 - assessing the quality of a student in order to permit provisional registration (for doctoral candidates);
 - assessing students' skills before the end of provisional registration;
 - providing written reports to students at specified intervals – six monthly for doctoral candidates and at one month, three months and eight months for Master's thesis candidates;
 - ensuring that students are made aware of inadequate progress or inadequate work in a timely way and suggesting ways of addressing such problems; and
 - guiding students' work in the light of likely expectations on the part of examiners.

4. To facilitate administrative compliance by:
 - being knowledgeable about and helping students comply with all statutes and policies and other regulations and guidelines governing the administration of the degree* (e.g. suspension, study overseas, change of status, selection of examiners, examination procedures, etc.); and
 - aiding with applications to the University's Human and Animal Ethics committees if relevant.
5. To act as a guide to University research opportunities, resources and support by:
 - encouraging students to take part in the life of the school by attending workshops[†] and social and academic functions, etc;
 - recommending opportunities for students to present their academic work, collaborate in research projects or engage in teaching;
 - being aware of and, when necessary, referring students to guidance and support facilities within the University; and
 - encouraging students to seek appropriate financial support for their project from University sources.
6. To guide the student into wider contacts as appropriate to the discipline by:
 - encouraging and supporting seminar and conference presentations;
 - helping students make contact with other scholars in the field; and
 - helping students publish their work as appropriate.

* Supervisors can find the Statutes, Procedures, Regulations and Guidelines for Doctoral and Master's students on the FGR website:

<https://www.wgtn.ac.nz/fgr/policies-and-resources/regulations,-policies-and-guidelines>

Various processes require completion of a form. These can be found on the FGR website:

<https://www.wgtn.ac.nz/fgr/policies-and-resources/forms>

† A range of material is available for current PhD students including a programme of workshops and events. See: <https://www.wgtn.ac.nz/fgr/current-phd>