

## **GUIDELINE FOR DISSERTATION SUPERVISORS**

The dissertation supervisor is a key person in a graduate's degree program. Graduate education is greatly affected by the nature of the supervision and the quality of communication between graduate students and their supervisors regards the dissertation. Following guidelines to be adopted by all dissertation supervisors of Bachelors and Masters degree programs conducted by FGS.

1. Guide the student to submit the proposal for the Dissertation with ethical clearance.
2. The supervisor should mentally walk through every step of the dissertation considering different activities related to the dissertation within a fixed time scale giving an action plan with deadlines for submission and should cast in the role of "critical friend" throughout the process.
3. To be accessible to the student for consultation and to discuss the student's progress of the research. The frequency of meetings should minimum be 7 to 10 time within one year, according to the stage of work, nature of the project, independence of the student etc. Minimum requirement is four times before PRC and three times before final submission. In no case should interaction be less frequent than seven times. In case of repeat student frequent meetings are to be conducted as no less than once a month.
4. Permit and guide the student to think independently and present his views on the subject.
5. Guide on any area where the student tend to deviate from the subject and such should be observed and explained, the provide correct directions.
6. Ensure student adheres to the accepted format of the KDU in respect of presenting the final document.
7. Ensure endorses the student's progress in student/supervisor meeting record sheets provided to the student in triplicate and hand over supervisor's copies to FGS week prior PRC and final submission.
8. Ensure provide a confidential report on the student to FGS as per the format provided in a sealed cover with the final product of the dissertation indicating whether it is in an acceptable format as per the FGS guidelines and should indicate the recommendation for suitability to conduct Viva Voce.
9. Respond timely and in a thorough manner to written work submitted by the student, with constructive suggestions for improvement and continuation. The turnaround time for comments on written work should not exceed three weeks.
10. Should make arrangements to ensure continuity of supervision when the supervisor absents for an extended period such as a month or longer.
11. Guide the student to adopt FGS dissertation guideline.
12. Supervisor to be present at the panel of the Viva Voce on date and time indicated by FGS.