

APPENDIX 5 – Good Supervisory Practice at the Faculty of Agriculture: Responsibilities of Supervisors and Students

Responsibilities of Supervisor

The supervisor shall monitor, support and direct the student's project soon after the allocation of dissertation titles. The responsibilities of the supervisor include:

1. Giving guidance about the formulation of an appropriate hypothesis-driven research project and focusing on the objectives of the research.
2. Assisting in the preparation of a viable / feasible research proposal (synopsis), inclusive of a time schedule and a project costing before embarking on the study.
3. Giving guidance about relevant literature on the topic under study and appropriate literature sources.
4. Providing advice on issues of plagiarism, in line with the University regulations.
5. Providing guidance on issues of laboratory safety.
6. Assisting in the identification of a research methodology, planning and execution of the research project.
7. Giving guidance on the approach for appropriate analysis of data obtained, interpretation and presentation of results.
8. Giving guidance on the writing of the different chapters of the dissertation in line with the Dissertation Guidelines for BSc / MSc programmes, prepared by the Faculty, and communicating the standard expected.
9. Advising on the preparation of the seminar and poster.
10. Setting a framework for regular scheduled progress meetings between supervisor(s) and student.
11. Giving frequent feedback / comments on progress achieved by the student.

Responsibilities of Student

Throughout the whole dissertation work the student shall seek advice, comments and guidance from his / her supervisor. The responsibilities of the student include:

1. Reading the Dissertation Guidelines for BSc / MSc degree (prepared by the Faculty) and seeking the supervisor's advice and guidance on the nature of the dissertation work and standard expected.
2. Reading and abiding to the regulations of the University on Plagiarism.
3. Following all laboratory safety guidelines.
4. Arranging with his/her supervisor mutually agreed convenient times to discuss progress achieved.
5. Bringing to the urgent attention of the supervisor any problems associated with progress.
6. Discussing the layout of the final dissertation with the supervisor prior to the writing-up stage.
7. Writing the dissertation on **his / her own** and planning the writing-up so as to give the supervisor adequate time to read the preliminary draft copies and to provide guided and motivated feedback well ahead of the submission date.
8. Responding to the supervisor's suggestions and/or criticisms on his/her work and progress.
9. Adhering to the time schedule specified in the research proposal (synopsis) as agreed with the supervisor.
10. Working diligently and becoming an independent learner.