Guidelines for MPhil/ PhD Supervisors of MASS Awardees

1. Purpose

The purpose of this document is to guide MPhil/ PhD prospective supervisors of MASS applicants and subsequent to an award, supervisors of MASS awardees on their roles and responsibilities to understanding the intricacies of the MASS processes and procedures. These guidelines are to be read and applied alongside the guidelines for supervisors from the different Higher Education Institutions.

2. Scope and Applicability

These guidelines are applicable to all supervisors of international students benefitting from MASS.

3. Duties and Responsibilities of prospective supervisors towards MASS applicants

Once you have accepted to be a potential supervisor, the doctoral school of your institution should be notified.

Supervisors should familiarize themselves with the "***MASS guidelines for applicants***" including timelines and submission requirements.

Supervisors will be required to provide timely academic guidance to MASS applicants in preparing an appropriate research proposal.

Supervisors are requested to refer applicants to your university instances to complete a formal application.

4. Supervisory Roles and Responsibilities

Once an award letter is issued by the Ministry to a candidate:

(i) Supervisors will guide the students as per the provisions in force at their HEI and guide the awardee in devising a timeline for the whole duration of the studies, which must be submitted to the Ministry.
(ii) In case of any changes to the supervisory teams, the Ministry should be informed accordingly by the HEI.
(iii) Supervisors should regularly meet with MASS awardees to review progress and provide constructive feedback. Supervisors will be required to submit regular progress reports to the Ministry through the HEIs.
(iv) Issues with awardees' academic progress and strategies for overcoming obstacles should be designed and communicated to the Ministry, through the HEIs.

5. Communication channel

Supervisors should ensure that MASS awardees are aware that they should communicate with the Ministry through the supervisor and the HEI's administration.

6. Adherence to Ethical Standards

(i) Supervisors should ensure that the MASS awardees obtain necessary approvals from ethics committees.
(ii) Supervisors should promote integrity in research, including proper data management and avoidance of academic malpractice.

7. Work-Life Balance and Well-being

(i) Supervisors should be aware of the personal and emotional challenges that MASS awardees may face during their research journey and encourage students to maintain a healthy work-life balance.
(ii) In cases where MASS awardees are struggling with mental health or personal issues, the MASS awardees should be referred to the appropriate support services and the Ministry be informed accordingly, through the HEIs.