

THE AGA KHAN UNIVERSITY
MASTER & DOCTORATE (GRADUATE) EDUCATION
POLICY GUIDELINES FOR ROLES AND RESPONSIBILITIES
IN MASTER'S AND DOCTORATE PROGRAMMES AT THE FACULTY OF
HEALTH SCIENCES

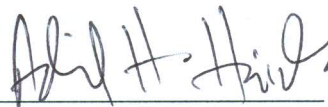
		# of Pages	: 04
Issue #	: 001	Effective Date	: 1ST January 2024
Revision #	: -	Effective Date	: -

DISCLAIMER: If there is a discrepancy between the electronic copy of this policy and/or any other copy of this policy, the written copy held by the Policy owner in The Directorate of Graduate Studies will prevail.


Approved By:



DIRECTOR
GRADUATE STUDIES



DEAN
MEDICAL COLLEGE



DEAN
SONAM

SCOPE

Different stakeholders play critical roles in ensuring the success of advanced academic programs. This policy document broadly describes the expected roles and responsibilities of the Master Programme Directors, PhD Stream Directors, Thesis Supervisors and Co-Supervisors, Students and Supervisory team members at the Faculty of Health Sciences, AKU. Each programme may further elaborate on the given roles and responsibilities to address the specific needs of their disciplines.

1. RESPONSIBILITIES OF THE DIRECTORS FOR THE MASTER PROGRAMMES AND PHD STREAMS

The programme and stream directors in the Master and PhD programmes have central administrative roles. They set the pace of the programme and ensure that it is moving in the right direction. They are responsible for the overall development, delivery and monitoring of the educational process.

- 1.1. Report to the respective Section/Department Head for the management of academic activities and report to the Director Graduate Studies for the overall growth and direction of the programme.
- 1.2. Be responsible for the induction and orientation of new students.
- 1.3. Oversee the management and administration of the programme/stream, including goals, admission and graduation criteria and schedules.
- 1.4. Ensure the programme/stream complies with university policies and regulations.
- 1.5. Develop and update the curriculum of the programme/stream.
- 1.6. Work closely with faculty members to design courses that meet the needs of the students and the demands of the job market.
- 1.7. Provide support and guide students on academic and career matters like course selection, research

- opportunities, internships, and job placements.
- 1.8. Facilitate the teaching faculty and supervisors in enhancing their knowledge and skills through mentorship and faculty development training.
 - 1.9. Facilitate timely recruitment of new students to the programme/stream by actively participating in marketing campaigns, reviewing applications, conducting interviews, and presenting admission decisions for approvals.
 - 1.10. Ensure timely completion of the programme/stream through coordination with supervisors for student readiness, exam preparations, nominating examiners and reviewers, arranging thesis defence and preparing and presenting results for approvals.
 - 1.11. Prepare timelines for monitoring student progress and programme completion.
 - 1.12. Assist in financial matters and budget management of the programme/stream by active participation in developing budgets, allocating resources and monitoring expenses.
 - 1.13. Assess the effectiveness of the graduate programme/stream by monitoring the supervision process, collecting data on student outcomes, evaluating the curriculum and making recommendations for programme improvements.
 - 1.14. Ensure that the programme is effective, efficient, and meets the needs of the students and the university.
 - 1.15. Prepare periodic reviews for monitoring by regulatory authorities.
 - 1.16. Keep the Director / Dean informed about the progress of the programme/stream.

ADDED RESPONSIBILITIES OF THE PHD STREAM DIRECTORS:

- 1.17. Facilitate uploading of the research projects to the webpage for potential students.
- 1.18. Design the process for offering stream-specific short courses for students.
- 1.19. Establish a mechanism to secure and distribute student funding for student travel, publication, and other programme-related expenditures.

2. RESPONSIBILITIES OF THE PRIMARY SUPERVISOR (MASTER AND PHD PROGRAMMES)

The primary supervisor has a pivotal role in the Master and PhD programmes. They are the main point of contact for the students and are primarily responsible for ongoing guidance and monitoring of their progress towards their degree.

- 2.1. Ensure that the project aims are focused, and it is based on clearly stated objective(s) that the study can achieve.
- 2.2. Co-create a timeline-structured plan of work (milestones) with the students to ensure progress, productivity, and achievement of measurable and monitored expectations.
- 2.3. Establish an etiquette and schedule for supervisory meetings (i.e., record of appointments; establish objectives and expectations).
- 2.4. Guide the students to take appropriate elective or stream-specific courses.
- 2.5. Facilitate students in accessing the necessary background reading materials.
- 2.6. Ensure that students are aware of the safety and ethical concerns in their research work.
- 2.7. Provide constructive feedback on work submitted by students and advise on technical matters related to their projects.
- 2.8. Guide the students in completing the Ethical Review Committee (ERC) approval form and review the proposal before submission for ethics approval.
- 2.9. Guide the student in thesis preparation, completion and defence.

- 2.10. Be familiar with the University's policies, procedures, resources and applicable faculty requirements.
- 2.11. Attend faculty development programmes organised by the University for supervisory training.
- 2.12. Be actively involved in research.
- 2.13. Assemble a supervisory team with the student, including the identification of a co-supervisor, if required, to advise on matters related to the student's programme.
- 2.14. Keep the relevant (programme or stream) director informed about the student's progress.

3. RESPONSIBILITIES OF THE CO-SUPERVISOR (MASTER AND PHD PROGRAMMES)

A co-supervisor is usually included to mentor a first-time or less experienced supervisor or work with and learn from a more experienced supervisor. The role of the co-supervisor is to facilitate the primary supervisor and the student in achieving the programme's goals.

- 3.1. Provide additional experience and scientific depth to the supervisory team to achieve the project's goals.
- 3.2. Provide support to the student as required in the case of the temporary absence of the primary supervisor.
- 3.3. Attend supervisory meetings and contribute to enhancing the quality of students' work.

4. RESPONSIBILITIES OF THE STUDENT

Students are the centre of all educational endeavours in the pursuit of enhancing their knowledge and skills in their discipline. Their main role is to take responsibility for their work and complete their degree on time.

- 4.1. Maintain regular contact with the supervisor (at least once a month for Masters and once a week for PhD students).
- 4.2. Record meeting discussions and plan objectives for the next meeting.
- 4.3. Keep appointments: arrive promptly and make sure to allow enough time, particularly for the research work. This can be unpredictable and will be unrewarding if rushed.
- 4.4. Carry out background reading as directed.
- 4.5. Take safety measures and follow ethical guidelines while conducting the research.
- 4.6. Maintain a detailed and comprehensible log of work in the logbook or portfolio. Consult the supervisor or staff for guidance on the best way to do this.
- 4.7. Submit all assignments and assessments in good order and on time.
- 4.8. Seek advice from the supervisor for selecting relevant course(s) available in the University.
- 4.9. If going on leave (sick, maternity, personal, casual, etc.) or unable to attend to the project, submit a leave application, signed by the supervisor, to the relevant office.
- 4.10. Give the supervisor an opportunity to comment on reports and presentations to obtain adequate guidance before submitting them.
- 4.11. Defend your synopsis and incorporate the recommendations from the reviewers.

5. RESPONSIBILITIES OF THE SUPERVISORY TEAM (MASTER AND PHD PROGRAMMES)

The supervisory team works on the basis of collective wisdom and consensus. The members provide insights into their role to overview the quality and process of supervision and the progress of the student's work in the right direction for timely completion. The composition of the supervisory team must be in accordance with the University/Department policy.

- 5.1. Provide students with guidance and feedback on their research project and thesis. This includes facilitating the student and supervisor in developing the research questions, reviewing drafts of their work, and identifying and addressing any areas of weakness.
 - 5.2. Monitor the student's progress throughout their program of study and identify issues that may impede progress.
 - 5.3. Approve important milestones in the student's program of study, such as the thesis proposal, comprehensive exam and final defence. They must ensure that the student has met all of the requirements for these milestones and that the work is of high quality.
 - 5.4. Facilitate student academic, social and professional development by providing guidance or opportunities to attend conferences, present their work, and network with other professionals in their field.
 - 5.5. Ensure student work complies with relevant regulations and ethical guidelines.
 - 5.6. Assist the supervisor and student in resolving issues if any arise during the project.
-