

THESIS SUPERVISION OF GRADUATE STUDENTS POLICY AND PROCEDURES

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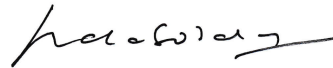
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Responsible Authority:

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GRADUATE STUDENT THESIS SUPERVISION POLICY

1.0 Background

1.1 The Aga Khan University (AKU) recognizes the valuable contribution of Graduate Students to research. AKU will ensure rigorous and effective thesis supervision to support successful graduate education and research within an inclusive, ethical and positive academic environment. AKU recognises that consistent, high-quality thesis supervision is essential for Graduate Student progress, success, and wellbeing, and for advancing the AKU's research mission. Graduate supervision is a core responsibility for faculty as specified in their workload distribution.

2.0 Purpose

- 2.1 This policy outlines the principles, responsibilities, and expectations governing the relationship between graduate students and their thesis supervisors. It includes guidelines on the roles and duties of supervisors and students, the frequency and format of meetings, feedback mechanisms, and procedures for resolving conflicts.

3.0 Scope

- 3.1 The policy applies to all graduate programmes that require research that results in a thesis/dissertation.
- 3.2 For additional clarity, this policy applies to the thesis portion of course-based and clinical graduate programmes, including residency or fellowship programmes in East Africa.
- 3.3 Definitions under this policy are set out in Annex A.
- 3.4 Procedures under this policy are set out in Annex B: Graduate Student Thesis Supervision Procedures.
- 3.5 The Policy must be read together with:
 - 3.5.1 national and regional higher education and regulatory body requirements in all countries where AKU offers PhD programmes;
 - 3.5.2 the *Academic Administration of PhD Programmes Policy & Procedures*;
 - 3.5.3 the *Student Code of Conduct & Disciplinary Procedures* for issues of academic and research misconduct; and
 - 3.5.4 relevant entity-specific regulations approved by Faculty Councils.
- 3.6 In the event of any apparent inconsistency with the *Academic Administration of PhD Programmes Policy & Procedures*, the provisions of this policy, which provides greater protection for Graduate Students and clearer supervision standards, will prevail.
- 3.7 In the event of any conflict between this Policy and the regulations of a professional or regulatory body, the University will, where necessary, align its transcript practices with such external requirements while maintaining the integrity of AKU student records.

4.0 Principles

- 4.1 AKU operates on the core principles of impact, quality, relevance, and access. Honesty and integrity in the conduct of all academic work, including research, is critical for AKU to achieve its mission. AKU expects the following goals for graduate education to be adopted by each of the relevant programmes:
 - 4.1.1 To foster the student's development as an independent scholar;
 - 4.1.2 To promote a strong research training culture and environment based on an intellectual and collegial research community;
 - 4.1.3 To ensure research integrity, including through training in ethical conduct of research;
 - 4.1.4 To develop a proactive approach to prevent issues arising, in part, by setting expectations early in the student's programme;
 - 4.1.5 To adhere to principles of natural justice by way of a standardised and rigorous grievance resolution process with opportunities for appeal.

5.0 Roles and Responsibilities

5.1 This section elaborates the roles and responsibilities of the Academic Entity and its leadership, the Primary Supervisor, the Co-Supervisor(s), the Supervisory Committee, and the Graduate Student. It lists, where appropriate, the skill sets expected for these roles. Each Academic Entity is required to articulate additional relevant roles and responsibilities in their entity-level policies and procedures.

5.2 Roles and Responsibilities of the Academic Entity

5.2.1 The role of the entity is to establish and ensure compliance with policies/guidelines and procedures in line with the *Thesis Supervision of Graduate Students Policy and Procedures*, other relevant AKU Policies and Procedures, and national regulatory policies and procedures applicable to Graduate Students. Specifically, the policies/guidelines and processes will:

- 5.2.1.1 maintain and provide a Graduate Student Handbook that comprises all relevant information, including (a) complete and up-to-date information about the programme, its requirements, and its timelines; (b) a copy of the Graduate Student Supervision Policy and Procedures that sets out the roles and responsibilities of the Academic Entity, Supervisors, Supervisory Committees and Graduate Students; the Graduate Supervision Checklist and Progress Monitoring Workplan (See Annex C and D for templates); (c) formatting guides for graduate work, including the Thesis; (d) information on regulatory compliance requirements, including Research Ethics, BioSafety, use of generative AI, etc.; and (e) any other information deemed relevant by the Academic Entity.
- 5.2.1.2 Establish qualifications and criteria for nomination of primary and other supervisors and establish a process for selecting/matching supervisors to students;
- 5.2.1.3 monitor the number of Graduate Students supervised by any Primary and Co-Supervisors to ensure supervisory capacity;
- 5.2.1.4 set reasonable limits for the number of Graduate Students who can be supervised by any Primary Supervisor;
- 5.2.1.5 approve the composition of each Supervisory Committee to ensure appropriate expertise for the work of the Graduate Student;
- 5.2.1.6 approve external members of Supervisory Committees;
- 5.2.1.7 approve the composition of examination committees, including external examiners;
- 5.2.1.8 facilitate the examination processes, including Thesis defence;
- 5.2.1.9 develop processes for considering extensions to maximum timelimits for Graduate Student completion and resulting considerations of financial and other support, if any;
- 5.2.1.10 develop procedures to address allegations of breaches of academic or research integrity (See student code of conduct and disciplinary procedures)
- 5.2.1.11 develop and promulgate support, training and professional development

- 5.2.1.12 facilitate the Graduate Student's academic, social and professional development;
- 5.2.1.13 develop procedures in line with Annex B for conflict resolution between the Graduate Student and the Primary Supervisor, Co-Supervisor and/or members of the Supervisory Committee;
- 5.2.1.14 develop and ensure the use by Supervisors and Supervisory Committee of the Graduate Supervision Checklist and co-create a Progress Monitoring Workplan (See Annex C and D), including a timeline and defined milestones, with the student to ensure progress and set expectations;
- 5.2.1.15 develop standardized forms for monitoring supervisory meetings and progress;
- 5.2.1.16 develop a process whereby a Co-Supervisor (or other) can takeover primary supervision if the Primary Supervisor is absent or on leave for an extended period;
- 5.2.1.17 develop procedures to replace the Primary Supervisor, Co-Supervisor and/or members of the Supervisory Committee, with minimal delay, for reasons of unresolvable conflict (see Annex E for a template/exemplar Graduate Student Change of Supervisor Form);
- 5.2.1.18 ensure that all policies and procedures relevant to Graduate Students are made available, including online, to Academic Entity faculty, staff, and students.

5.3 Roles and Responsibilities of the Primary Supervisor

- 5.3.1 The role of the Primary Supervisor is to be the main point of contact for the student and primarily responsible for supervision, including ongoing guidance, setting of expectations in a student-supervisor agreement, and monitoring of the student's progress towards their degree. Specifically, the Primary Supervisor is responsible to:
 - 5.3.1.1 ensure that the thesis research aims are focused and based on clearly stated, achievable objective(s);
 - 5.3.1.2 follow the Graduate Supervision Checklist and co-create a Progress Monitoring Workplan (See Annex C and D), including a timeline and defined milestones, with the student to ensure progress and set expectations²;

¹ Activities may include mentoring and student supervision workshops for eligible Primary Supervisors and member of Supervisory Committees; developing a mentorship programme between experienced and new Primary Supervisors; facilitating discussions on mutual expectations between Graduate Students and their Supervisors; developing recognition and reward mechanisms for Graduate Student's Supervision; and developing opportunities for alumni mentors.

² Some actions representative of Best Practices to ensure Graduate Student progress include: (a) implementing regular formal (recorded) supervisor/student meetings, reviewing progress reports, and providing feedback; (b) tracking milestones on a Progress Monitoring Workplan (Annex D provides a template which can be personalized to the student with specific milestones); (c) communication clear expectations to the student; (d) setting a meeting schedule with Supervisor(s) and Supervisory Committee to oversee Graduate Student progress; and (e) setting annual expectations.

- 5.3.1.3 agree to a publication and authorships plan in accordance with conventions of the discipline within the Graduate Student research is conducted.
- 5.3.1.4 establish a schedule for supervisory meetings, which should be *at least* monthly, and maintain the record of those meetings on standardized forms developed by the Academic Entity;
- 5.3.1.5 advise the student on appropriate elective or stream-specific courses;
- 5.3.1.6 facilitate students in accessing background reading materials;
- 5.3.1.7 provide constructive feedback on work submitted by the Graduate Student in a timely manner, including thesis drafts;
- 5.3.1.8 facilitate the Graduate Student's academic, social and professional development by providing guidance or opportunities to attend conferences, present their work, and network with other professionals in their field;
- 5.3.1.9 provide financial and material resources for the student to carry out the proposed Thesis/Dissertation work;
- 5.3.1.10 guide the student in Thesis/Dissertation preparation, completion, and defence;
- 5.3.1.11 approve the final draft of the Thesis/Dissertation prior to submission for examination;
- 5.3.1.12 assemble a Supervisory Committee with the student, including the identification of a Co-Supervisor, if required;
- 5.3.1.13 report to the relevant programme director/Chair (or equivalent) about the student's progress;
- 5.3.1.14 be familiar with AKU's policies, procedures, resources and applicable academic-entity-level requirements;
- 5.3.1.15 attend AKU supervisory training programmes;
- 5.3.1.16 be actively involved in research;
- 5.3.1.17 participate in good-faith in any dispute resolution processes, if required.
- 5.3.1.18 ensure that students are aware of the safety, ethical, digital technology (e.g., Generative Artificial Intelligence and software licensing), and legal requirement associated with their research and have completed required training;
- 5.3.1.19 guide the students in all research compliance requirements, including Ethical Review Committee (ERC) as appropriate by reviewing compliance submissions and outlining compliance timelines in the structured plan of work;
- 5.3.1.20 ensure compliance with national regulatory policies and procedures applicable to Graduate Students; and
- 5.3.1.21 provide such other support to the Graduate Student as deemed necessary by the Academic Entity.

5.4 Role and Responsibilities of the Co-Supervisor

- 5.4.1 The role of the Co-Supervisor(s) is to provide supplementary expertise to the Primary Supervisory for the work of the Graduate Student and be part of the Supervisory Committee (see s. 5.5). Specifically, the Co-Supervisor(s) is responsible to:

- 5.4.1.1 assist the Primary Supervisor in ensuring that the thesis research aims are focused and based on clearly stated, achievable objective(s);
- 5.4.1.2 assist the Primary Supervisor in following the Graduate Supervision Checklist and developing and following the Progress Monitoring Workplan (see Annex C and D);
- 5.4.1.3 provide constructive feedback on work submitted by the Graduate Student in a timely manner, including thesis drafts;
- 5.4.1.4 provide support to the Graduate Student as required in the case of the temporary absence of the Primary Supervisor, by taking on the roles and responsibilities of the Primary Supervisor detailed in 5.3;
- 5.4.1.5 if the Primary Supervisor leaves or is absent for an extended period of time the Co-Supervisor will take on the roles and responsibilities of the Primary Supervisor detailed in 5.3 until a new Primary Supervisor is appointed by the individual responsible for Graduate Students in the Academic Entity, such as an Associate Dean of Graduate Studies, Graduate Programme Director/Chair, or equivalent;
- 5.4.1.6 attend and contribute to supervisory meetings;
- 5.4.1.7 participate in good-faith in any dispute resolution processes, if required; and
- 5.4.1.8 provide such other support to the Graduate Student as deemed necessary by the Primary Supervisor.

5.5 Role and Responsibilities of the Supervisory Committee

- 5.5.1 The supervisory committee will be chaired by the Primary Supervisor and its membership and meeting schedule³ established according to the guidelines of the Academic Entity;
- 5.5.2 Any philosophical, epistemological or other differences in the position of the members of the supervisory committee will be to the advantage of the student and not create confusion or conflict for the student;
- 5.5.3 The role of the Supervisory Committee is to work on the basis of collective expertise and consensus, to provide advice on the Graduate Student's Thesis work. Specifically, Supervisory Committee members are responsible to:
 - 5.5.3.1 assist the Graduate Student and the Supervisor(s) in ensuring that the thesis research aims are focused and based on clearly stated, achievable objective(s);
 - 5.5.3.2 oversee the quality and process of supervision and the progress of the Graduate Student against the Graduate Supervision Checklist and the Progress Monitoring Workplan;
 - 5.5.3.3 Agree to the publication and authorship plan, if relevant;
 - 5.5.3.4 identify and provide guidance on addressing any areas of weakness;
 - 5.5.3.5 provide constructive feedback on work submitted by the Graduate Student in a timely manner, including thesis drafts;
 - 5.5.3.6 facilitate the Graduate Student's academic, social and professional

³ It is recommended that the supervisory committee meet at least twice per year, or twice during the research/thesis period if that period is less than a year (e.g., a term/semester)

- development by providing guidance or opportunities to attend conferences, present their work, and network with other professionals in their field;
- 5.5.3.7 assist the supervisor and student in resolving disputes if any arise during the project;
- 5.5.3.8 participate in good-faith in any dispute resolution processes, if required; and
- 5.5.3.9 provide such other support to the Graduate Student as deemed necessary by the Primary Supervisor.

5.6 Role and Responsibilities of the Graduate Student

5.6.1 The role of a Graduate Student is to pursue knowledge, skills and professional development in their domain of work. Specifically, the responsibility of each Graduate Student is to:

- 5.6.1.1 work with their Supervisor(s) and Supervisory Committee to co-create a Progress Monitoring Workplan, including course work expectations, a timeline and defined milestones, to ensure progress and set expectations;
- 5.6.1.2 follow their Progress Monitoring Workplan and complete their degree on time;
- 5.6.1.3 maintain regular contact with their Primary Supervisor (and Co-Supervisor);
- 5.6.1.4 co-develop meeting agendas, attend meetings punctually, and keep records of the meeting(s);
- 5.6.1.5 complete all work, including recommended reading, course work, assessments, and thesis drafts in a timely manner, giving the Primary Supervisor, Co-Supervisor and members of the Supervisory Committee appropriate time for review and comment;
- 5.6.1.6 maintain a work log aligned with the Progress Monitoring Workplan and provide updates as required to the Supervisory Committee;
- 5.6.1.7 ensure the submitted Thesis complies with all University and/or Academic Entity formatting requirements;
- 5.6.1.8 attend all required safety, ethical, and other regulatory or mandated training;
- 5.6.1.9 comply with all regulatory requirements, including Ethical Review Committee (ERC) submissions, in a timely manner;
- 5.6.1.10 comply with Academic and Research Integrity Policies and related Academic Entity policies and guidelines (see student code of conduct and disciplinary procedures)
- 5.6.1.11 follow leave (sick, maternity, personal, casual, etc.) policies, including notification and permissions;
- 5.6.1.12 be prepared for all assessments of Graduate Student work, including synopsis and Thesis defences, as relevant and respond to feedback, including by integrating supervisory feedback in a timely manner;
- 5.6.1.13 retain copies of all assignments;
- 5.6.1.14 accept that all assignments may be evaluated by anti-plagiarism software;
- 5.6.1.15 behave professionally during any opportunities to attend conferences, present work, or network with other professionals in their field;
- 5.6.1.16 participate in good-faith in any dispute resolution process, if required.

5.7 Rights of Graduate Students

Graduate Students have the right to:

- 5.7.1 access to information on Graduate Programmes, policies and procedures and other guidance in a Graduate Student Handbook;
- 5.7.2 timely and constructive feedback on their work from their Primary Supervisor(s) and supervisory committee,
- 5.7.3 a respectful work environment and safe supervision,
- 5.7.4 a dispute resolution process, and
- 5.7.5 a process to replace a supervisor for weak, unethical, or ineffective supervision (See Definition in Annex A and Process in Annex B, which outlines the conflict resolution process).

Annex A. Definitions

1.0 Definitions

1.1 Academic Entity	All AKU academic units and sub-units with approved academic degree programmes, including: the Medical College, Pakistan, the School of Nursing and Midwifery, the Faculty of Health Sciences, Pakistan, the Institute for Educational Development, Pakistan, the Faculty of Arts and Sciences, the Medical College, East Africa, the School of Nursing and Midwifery, East Africa, the Institute for Educational Development, East Africa, the Graduate School of Media and Communications, and the Institute for the Study of Muslem Civilisations.
1.2 Graduate Student	A Graduate Student is an individual enrolled in a graduate programme in an Academic Entity. This policy applies to the Thesis or Dissertation requirements of graduate studies. Graduate Students conduct research under the guidance of a Primary Supervisor, adhere to ethical and programme standards, and take responsibility for their academic progress, development, and wellbeing.
1.3. Ineffective, weak or unethical supervision	<p>Ineffective, weak or supervision may include:</p> <ol style="list-style-type: none">Lack of regular meetings as outlined in the Graduate Student Progress Monitoring Workplan;Lack of communications and timely and/or quality feedback; and/orDisrespectful or non-inclusive behaviour. <p>The Graduate Student Thesis Supervision Procedures (Annex B) outline the conflict resolution process</p>
1.4 PhD degree	The Doctor of Philosophy is the highest academic degree awarded by a university and signifies advanced knowledge and skills that may be disciplinary, multidisciplinary, interdisciplinary, or transdisciplinary.
1.5 Master's degree	A Master's Degree is a postgraduate academic qualification, typically earned after a bachelor's degree, that signifies advanced knowledge and skills that may be disciplinary, multidisciplinary, interdisciplinary, or transdisciplinary.
1.5 Thesis/ Dissertation	A substantial piece of original academic writing that demonstrates a student's ability to conduct independent research, analyze information critically, and present findings in a coherent, scholarly manner. A thesis/dissertation may be prepared as a set of related articles or as a monograph.
1.6 Primary Supervisor	The person designated by the Academic Entity with the primary responsibility to guide a Graduate Student's research and academic progress. Collectively, this policy refers to Supervisor(s), which refers to the Primary Supervisor and the Co-Supervisor, if relevant.
1.7 Co-Supervisor	A person designated by the Academic Entity to support the Primary Supervisor in guiding the Graduate Student's research and academic

progress. The Co-Supervisor may take over supervision under certain conditions.

1.8 External
Committee
Member

A relevant expert in an external institution/organization recommended by the Graduate Student's Supervisory Committee and approved by the Academic Entity to serve on the Supervisory Committee

1.9
Supervisory
Committee

A committee chaired by the Primary Supervisor and including the Co-Supervisor constituted by the Academic Entity to guide the Graduate Student's graduate work.

ANNEX B: Graduate Student Thesis Supervision Procedures

1.0 Graduate Student Misconduct

1.1 All policies and procedures with respect to non-academic, academic, and research misconduct are outlined in the *Student Code of Conduct*.

2.0 Graduate Student Recourse for Weak or Ineffective Supervision

2.1 If the Graduate Student experiences weak or ineffective supervision (Annex A s. 1.3) they may:

2.1.1 Report the issue(s) to the relevant Graduate Programme Director/Chair (or equivalent), providing evidence of weak or ineffective supervision.

3.0 AKU and Academic Entity Procedures for Addressing Graduate Student – Supervisor Conflict and Graduate Student Complaints for Weak or Ineffective Supervision.

3.1 On receiving a complaint of weak or ineffective supervision from a Graduate Student, the Graduate Programme Director/Chair (or equivalent) will investigate by meeting with the student and the Supervisor(s) and evaluate the evidence within 10 working days.

3.2 If the complaint is not substantiated, the Graduate Programme Director/Chair (or equivalent) will provide the reasons to the Graduate Student.

3.3 If the complaint is substantiated, the Graduate Programme Director/Chair (or equivalent) will directly facilitate, or delegate a neutral third party to facilitate, a respectful and solutions-oriented meeting to discuss the issues raised between the Graduate Student and the Supervisor(s).

3.4 The Graduate Student and Supervisor(s) may each bring a member of the AKU community (i.e., faculty, staff or student) as support person to any meetings under these Procedures.

3.5 If issues are identified, the Graduate Programme Director/Chair will caution the Supervisor in writing and create and implement a plan to monitor the quality of supervision and address supervisory issues, including:

3.5.1 Requiring a neutral third party to be present at Supervisor-Graduate Student meeting;

3.5.2 Monitoring the timeliness and quality of feedback; and/or

3.5.3 Additional training for the Supervisor, as applicable (e.g., supervision workshops, sensitivity training, anger management support).

3.6 If issues persist, the Graduate Student may request a change of Supervisor (See Annex E for a Template/Exemplar Graduate Student Change of Supervisor form).

3.7 The report of the Graduate Programme Director/Chair on cautions and mitigating actions or change of Supervisor will be forwarded to the Supervisor's direct supervisor (e.g., Chair or Dean) for consideration in annual Performance Evaluations.

3.8 The Graduate Programme Director/Chair may recommend a suspension (temporary or permanent) of the ability of the Supervisor to supervise Graduate Students to the Dean.

3.9 Graduate Student misconduct is addressed by the *Student Code of Conduct & Disciplinary Procedures*.

4.0 Appeal by the Graduate Student of a Decision by the Graduate Programme Director

(under 3.0, above.)

4.1 The Graduate Student or the Supervisor may appeal any decision of the Graduate Programme Director/Chair under 3.0 above to the Dean.

- 4.2 The Dean (or delegate) will investigate the appeal, including meeting with the parties and relevant witnesses to review the evidence, including testimony, and allowing for a response, additional witnesses, and/or presentation of mitigating circumstances.
- 4.3 The investigation will occur within 10 days of receiving the appeal and will the Dean (or Delegate) will normally issue a decision within 10 working days of the conclusion of the investigation.
- 4.4 The Dean may uphold, modify, or overturn the decision of the Graduate Programme Director/Chair.
- 4.5 The decision of the Dean (or Delegate) is final and binding.

5.0 Supervisor Violations of the Employee Code of Conduct and Discipline

- 5.1 Violations of the Employee Code of Conduct and Discipline will be addressed through the procedures outlined in that Code.

ANNEX C: TEMPLATE/EXEMPLAR GRADUATE SUPERVISION CHECKLIST

Purpose: To clarify expectations, responsibilities, and support structures at the beginning of the supervisory relationship and to revisit them periodically.

A. Administrative & Formalities

- Confirm admission requirements and degree regulations.
- Review university, student, and faculty policies on supervision, thesis, research ethics, and academic integrity.
- Ensure supervisory committee is appointed and roles clarified (primary supervisor, co-supervisors, advisors).
- Agree on preferred communication modes and response timelines (e.g., email within 3 working days, feedback on drafts within 3–4 weeks).

B. Research Planning

- Discuss initial research proposal, scope, and feasibility.
- Identify training needs (methodology, statistics, academic writing, digital tools).
- Confirm research ethics requirements and timeline for approvals.
- Map expected outputs (conference papers, journal articles, thesis chapters).
- Discuss and agree to authorship conventions depending on discipline – starting with [ICJME guidelines](#). Normally, the graduate students will be first or sole author of work deriving from their thesis.

C. Student Responsibilities

- Maintain regular progress updates and written work.
- Adhere to ethical standards, data management, and safety protocols.
- Take initiative for professional development and networking opportunities.

D. Supervisor Responsibilities

- Provide constructive, timely feedback.
- Ensure access to appropriate resources and networks.
- Support career development discussions (academic and non-academic pathways).

E. Wellbeing & Inclusion

- Discuss work–life balance, wellbeing resources, and reasonable accommodations.
- Address equity, diversity, and inclusion in the supervisory relationship.

F. Sign-off

Student and Supervisor(s) sign and date to confirm shared understanding.

Review Frequency: At least annually.

ANNEX D: Template/Exemplar Graduate Student Progress Monitoring Workplan

Supervisor–Graduate Student Expectations Statement⁴

Graduate research is a partnership that requires mutual respect, clear communication, and shared responsibility. Both the supervisor(s) and the graduate student commit to:

- *Candence of Meetings*: the Supervisor(s) should meet monthly with the Graduate Students, and the Supervisory Committee should meet at least twice per year with the Graduate Student, or twice during a semester/term for short-term theses.
- *Open Communication*: Maintain regular and professional communication, with honesty about progress, challenges, and feedback.
- *Clarity of Roles*: Recognize that the student is responsible for driving their research, while supervisors provide guidance, mentorship, and timely feedback.
- *Accountability*: Agree on timelines for meetings, feedback, and submission of work, and hold each other accountable to these commitments.
- *Respect & Inclusion*: Foster an environment that values academic integrity, collegiality, and diversity, equity, inclusion and belonging.
- *Wellbeing & Professional Development*: Support a balance between research progress and student wellbeing, while encouraging opportunities for academic and career growth.

A. Student and Supervisory Information

Name:

Program:

Start Date:

Expected Completion Date:

Supervisor(s):

Committee Members:

B. Thesis Progress Timeline

Stage / Milestone	Target Date	Status	Notes / Actions
Research proposal approval		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed	
Ethics approval obtained		<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed	

Stage / Milestone	Target Date	Status	Notes / Actions
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⁴ Consider reviewing and reaffirming such a statement on the nature of the supervisory relationship annually as part of the progress monitoring process.

Data collection phase 1	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed
Data analysis	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed
Thesis Chapter 1 Draft	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed
Thesis Chapter 2 Draft (ADD CHAPTERS AS NECESSARY)	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed
Full draft to Supervisor(s)	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed
Revisions to Thesis draft	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed
Pre-submission review by Supervisor(s) and Supervisory Committee	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed
Revisions to Thesis draft	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed
Thesis submission for review by examiners	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed
Thesis Defense	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed
Post-revision, final Thesis submission and deposit	<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Completed

C. Academic & Professional Development

Training completed (courses, workshops).

Conferences attended / abstracts submitted.

Publications / manuscripts in preparation.

D. Supervisor / Committee Feedback

Summary of progress since last review.

Concerns or risks identified.

Agreed actions before next review.

E. Student Self-Assessment

Reflection on challenges and achievements.

Support or resources needed.

F. Next Review Date

Scheduled with supervisor/committee.

Signatures

Student:

Supervisor(s):

Graduate Program Director/Chair (or equivalent): - to validate meeting

ANNEX E: Template/Exemplar Graduate Student Change of Supervisor

**The Aga Khan University
Request Form Change of Supervisor**

This form must be completed by all students who would like to change their Supervisor.

It must be accompanied by a letter from the Student addressed to the Program Director duly stating the reasons for which the change is being requested.

Name: _____	Reg. # _____
Class of: _____	Studying as: <input type="checkbox"/> Full time <input type="checkbox"/> Part time

1. Student status: Courses taken

Code	Course Title	Credits	Course Status (completed/ongoing)

(#2 and 3 are for to filled as per need of the programme)

2. Comprehensive Exam : Not yet taken / Passed . If so then give date _____

3. PhD Thesis Synopsis : Not yet presented / Passed / In process

4. Research Progress (please summarize your research studies to date in about 250 words and be sure to indicate how the requested change would impact your expected Thesis outcome):