

## 5. Supervisors

### 5.1 Assignment of Supervisors

A Supervisor is a full-time academic staff of a Graduate Division who is assigned by the Graduate Panel to provide training to students and guide them through their studies. The topics/areas available for thesis research, together with the names of the teachers who can supervise these topics/areas are made known to students by the Graduate Divisions. The student, on the other hand, should make his/her preference known to the Graduate Panel.

A Supervisor is supposed to:

- (a) be familiar with the rules and regulations of the University, in particular those concerning postgraduate studies;
- (b) participate in activities as requested by his/her Graduate Division in support of the running of programmes of studies;
- (c) identify eligible and appropriate applicants for admission to his/her programme of studies; and
- (d) identify problems and difficulties encountered by his/her students and offer advice.

The Graduate Panel has the responsibility and complete authority to appoint and to reassign academic staff for supervision of students, provided that the Supervisor/Co-supervisor(s) meet the eligibility requirements. There should be only one academic staff designated as Supervisor. All supervisory appointments have to be reported to the Dean of the Graduate School.

A Supervisor should not at any one time supervise more than a specified number of research students (including continuing students), to be determined by each Faculty. The Head of the Graduate Division may give approval to a teacher (other than himself/herself) to exceed the limit by two. Further exceptions and exceptions for the Head of the Graduate Division himself/herself may be considered by making application to the Dean of the Graduate School.

If a Supervisor for whatever reason becomes unable to supervise before the student's thesis/portfolio is completed, the Head of the Graduate Division should ensure that a suitable Co-supervisor (who may become Supervisor when necessary) is appointed as soon as possible.

### 5.2 Eligibility requirements of a Supervisor

For master's programmes, the Supervisor should be a full-time academic staff at the rank of Assistant Professor or above at CUHK, and in addition should either

- (a) have held a Ph.D. degree or equivalent for at least one year; or
- (b) have held a master's degree by research or a relevant professional master's degree for at least three years, and have (i) successfully co-supervised an M.Phil. thesis or equivalent, or (ii) successfully supervised an M.Phil. thesis or equivalent at another institution.

For doctoral programmes, the Supervisor should be a full-time academic staff at the rank of Assistant Professor or above at CUHK, and in addition should have held a Ph.D. degree or equivalent for at least three years, and have either

- (a) successfully supervised an M.Phil. thesis or equivalent; or
- (b) successfully co-supervised a Ph.D. thesis or equivalent; or
- (c) successfully supervised a Ph.D. thesis or equivalent at another institution.

Potential Supervisors who do not meet the “additional” requirements may (a) act as Supervisors upon the recommendation of the Graduate Division and approved by the Faculty Dean, considerations to be based mainly on experience in research; or (b) act only in a co-supervisory capacity together with another Supervisor who satisfies the above conditions; or (c) seek special approval from GCExCo.

In the case of a doctoral candidate who is also an academic staff of the University, all Supervisors must be teachers at the rank of Associate Professor or above. Furthermore, if the candidate is at the rank of Associate Professor or above, the appointment of the Supervisor and/or Co-supervisor will have to be submitted to GCExCo for approval.

Please also refer to the *Guidelines and Procedures for Thesis Submission/Assessment for Research Postgraduate and Taught Doctoral Programmes* available on the Graduate School website.

### **5.3 Induction of new Supervisors**

The Graduate School currently maintains a list of Supervisors. In order to better prepare the first-time Supervisors, the Graduate School offers, in collaboration with the Centre for Learning Enhancement And Research (CLEAR), a module in the Professional Development Course entitled “*Workshop on Research Postgraduate Supervision (for Assistant Professor grade only)*”. Experienced Supervisors will be invited to share their experience with junior faculty members.