# 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[1] or above at CUHK, and in addition should either

(a)  have held a Ph.D. degree or equivalent[2] 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[3], or (ii) successfully supervised an M.Phil. thesis or equivalent[3] 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[3]; or
(b) successfully co-supervised a Ph.D. thesis or equivalent[4]; or
(c) successfully supervised a Ph.D. thesis or equivalent[4] at another institution.

Student's portfolio conducted in accordance with the relevant provisions are considered as equivalent to M.Phil and Ph.D. thesis in respect of D.Mus., M.Mus., and M.F.A.

*Notes:*
*(1)  For M.F.A. students, a teacher with an academic title of Assistant Professor or above and with teaching experience of at least five years at this University need not have a higher degree.*
*(2)  For the Faculty of Medicine, a relevant Membership/Fellowship from a professional college, or research-based M.D. is to be regarded as the equivalent of a Ph.D. degree. For Doctor of Nursing students, a teacher with a relevant Doctor of Nursing degree is regarded as equivalent to having a Ph.D. degree.*
*(3)  For the Graduate Division of Social Work, M.S.W. is accepted.   For Doctor of Education, those who have successfully supervised two M.Ed. projects are accepted.*
*(4)  It refers to Ed.D. for Doctor of Education students, D.Nurs. for Doctor of Nursing students, Psy.D. for Doctor of Psychology students.*

Prospective Supervisors who do not meet the requirements as specified above may (a) be recommended by the Graduate Division and endorsed by the Dean of the Faculty, considerations of which 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 by exception approval.   Such exceptions may be granted by GCExCo..

In the case of a doctoral candidate who is also a full-time academic staff at the rank of Assistant Professor of the University, all Supervisors of the candidate must be teachers of the rank of Associate Professor or above. Exceptions will have to be considered on a case-by-case basis by GCExCo.   If the candidate is of the rank of Associate Professor or above, the appointment of all Supervisors of the candidate 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**

To accelerate the pace for junior faculty members to become eligible as RPg 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 first-time supervisors who are *Assistant Professors).*   Workshops are held each year with experienced supervisors to share strategies and techniques to help supervisors support and supervise their RPg students successfully.