



HAMAD BIN KHALIFA UNIVERSITY

**AG-G-08.V01: GRADUATE STUDENT
SUPERVISION POLICY**

AC-G-08.V01: GRADUATE STUDENT SUPERVISION POLICY

Date Endorsed by the Provost: 6 April 2017

Date Endorsed by the President: 20 April 2017

Date Approved by the BOT: 8 May 2017

Effective Date: 8 May 2017

Last Updated:

1. PURPOSE

The purpose of this policy is to establish guidelines for faculty supervision of graduate students.

2. POLICY DESCRIPTION

Graduate faculty members maintain the responsibility of teaching, advising and supervising graduate students. This policy outlines the conditions that must be met by HBKU faculty and research scientists to serve as major advisors for graduate students.

2.1 DEFINITIONS

- **Regular Faculty Full-Time:** As defined in the faculty employment policy
- **Accelerated Programs (dual-degree):** Qualified students may be admitted to complete two degrees: BS/MS or MS/PhD.

2.2 POLICY STATEMENTS

1. Regular full-time, faculty members who hold a terminal degree appropriate to the discipline are eligible to teach graduate-level courses.
2. Faculty from branch campuses and/or scientists from research centers are eligible to teach courses if they are nominated by an academic program and offered a joint or adjunct appointment.
3. Eligibility criteria for HBKU regular full-time faculty to serve as a major supervisor on a thesis and/or a dissertation:
 - Must hold a terminal degree that is appropriate to the discipline of the degree being conferred;
 - Must be nominated by the Dean of the college;
 - Must demonstrate ability to mentor and supervise the progress and work of a graduate student. Individuals with demonstrable past experiences are exempt from this requirement. Individuals who do not have past experience must attend a workshop organized by the Provost's Office on mentorship.
4. Eligibility criteria for HBKU research scientists to serve as major supervisors on a thesis and/or a dissertation:
 - Must hold a terminal degree terminal degree that is appropriate to the discipline of the degree being conferred;
 - Must hold a joint appointment with the college;
 - Must be nominated by the Dean of the college;
 - Must demonstrate ability to mentor and supervise the progress and work of a graduate student. Individuals with demonstrable past experiences are exempt from this requirement. Individuals who do not have past experience must attend a workshop organized by the Provost's Office on mentorship.
5. The College Dean may request a special appointment for an individual who does not meet the eligibility criteria, but can contribute to the student's thesis. Such an individual may be appointed as a co-supervisor and should not be a major supervisor. Individuals in post-doctoral appointments or lecturers may not serve on thesis and/or dissertation committees.

6. Colleges may nominate faculty serving at branch campuses who satisfy the criteria and who have a joint faculty appointment with the college. These faculty members may serve on the master's and doctoral committees.
7. Colleges may nominate faculty serving at research centers or institutions outside of HBKU or the branch campuses, and who satisfy the criteria and have a joint faculty appointment with the college. These faculty members may serve on master's and doctoral committees as co-supervisors.
8. Individuals appointed with a "visiting" title are not eligible to serve as major supervisors for a thesis or a dissertation. The Dean may request an exception which may be accepted based on the Provost's review of the case.
9. A committee membership may be terminated automatically if the faculty is no longer affiliated with HBKU, unless a college requests an extension for a specified period of time.
10. Committee memberships are terminated automatically for a faculty member outside the academic units whose joint faculty appointment is rescinded.

3. RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Provost in collaboration with appropriate college committees and deans.

3. 1 COMMUNITY SHOULD KNOW THIS POLICY

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

4. Updates

SUMMARY OF CHANGES		
Date	Section	Change

5. ACCOMPANYING PROCEDURE
