

**FACULTY OF MEDICINE AND ALLIED SCIENCES (FMAS)
RAJARATA UNIVERSITY OF SRI LANKA (RUSL)**

HIGHER DEGREES, RESEARCH AND PUBLICATIONS COMMITTEE (HDRPC)

TERMS OF REFERENCE (TOR) FOR SUPERVISOR/S

Purpose and Scope

This ToR outlines the roles, responsibilities, and accountabilities of higher degree (MPhil and PhD) supervisor at the Faculty of Medicine and Allied Sciences (FMAS), Rajarata University of Sri Lanka (RUSL). This policy applies to all postgraduate supervisors of FMAS, RUSL candidates.

Rationale

Postgraduate supervisors take the main academic responsibility for the postgraduate candidate. The role of a supervisor is crucial for the successful completion of the postgraduate program and underpins the postgraduate candidate's research education and training. This TOR sets out the criteria and conditions for the appointment of postgraduate supervisor/s.

Appointment of supervisor/s

A postgraduate student would normally be required to have at least two supervisors recommended by the HDRPC and approved by the Faculty Board of FMAS. One of them shall be a permanent academic staff member of the Faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka.

Provision is also made for students to conduct research work at another university or an institute approved by the HDRPC, FMAS. In such case faculty board of FMAS on recommendation of the HDRPC shall appoint an additional supervisor from the university or the institute where the research is conducted.

Supervisor Eligibility

PhDs

- Principal supervisor must hold a
Doctor of Philosophy (PhD) or any equivalent doctorate by research
OR
MD with board certified with a minimum of ten (10) research publications published in journals indexed in SCIE as the first or senior author.
- Associate supervisors: Associate supervisors must hold a doctorate (PhD or MD). However, researchers with a Masters Degree and proven publication record (at least 30 research publications published in journals indexed in SCIE.) could be considered as associate supervisors.

MPhils

- Principal supervisor must hold a
Doctor of Philosophy (PhD)/ MD/ or any equivalent doctorate/
Master of Philosophy or any equivalent masters by research.
OR
Master of Science (MSc) with a minimum of ten (10) research publications published in journals indexed in SCIE.
- Associate supervisors: Associate supervisors may hold any doctorate and any Masters by research. In addition, researchers with the Degree of Master of Science (MSc) and proven publication record (at least 10 research publications published in journals indexed in SCIE) could be considered as associate supervisors.

Roles, Responsibilities and Accountabilities

1. Facilitating the student's intellectual growth and contribution to a field of knowledge.
2. Guiding the student, with the assistance of the HDRPC, in the development of a program of study.
3. Assisting in the development and execution of a research program or project.
4. Being reasonably accessible to the student via telephone, electronic communication or in person for consultation and discussion of the student's academic progress and research problems.
5. Thoroughly examining written material submitted by the student and making constructive suggestions for improvement. Informing the student of the approximate time it will take for submitted written material to be returned with comments. Timing of submission and review should be negotiated between student and supervisor/s.
6. Advising the student as to the acceptability of the draft thesis or research project prior to submission to the HDRPC. If the Supervisor believes the thesis or research project is not ready for submission or will not be ready within a particular time, the Supervisor should so indicate with written reasons to the student.
7. Assisting the student in learning about all appropriate deadline dates and regulations associated with thesis review, examination and submission, as specified in HDRPC, FMAS, RUSL.
8. Giving ample notice of extended absences from faculty such as research leaves, and making satisfactory arrangements for the supervising the student when the supervisor is on leave or on extended absence from the faculty. Where a faculty member knows that they will be on leave for part of a student's program prior to the start of the program, the student should be informed of this at the outset. Depending on the length of absence and the stage of the student's program, it may be necessary to make arrangements for an interim supervisor.
9. Advising the student of regulations designed to provide him/her with a safe environment. These include relevant safety and/or workplace regulations as well as policies designed to protect individual rights and freedoms. Alerting the student to any personal risks that may be encountered in the course of the research and providing training, guidance and adequate equipment appropriate for those risks.
10. Guiding the student to submit the progress reports on time and preseting at the annual progress review meetings
11. Complying with any commitment of financial support made to the student as part of the offer of admission. In the event that expected financial support becomes

unavailable, the supervisor will work with the HDRPC to ensure support for the student.

12. Acknowledging, in accordance with University policies, the contributions of the student in presentations and in published material, for instance through joint authorship.
13. Immediately disclosing to the HDRPC of any conflict of interest that arises with the student. Conflicts of interest will arise when there are sexual, romantic, or familial ties between the supervisor and student or when there are irreconcilable interpersonal conflicts, and in such cases it is expected that the faculty member will withdraw from the role of supervisor.