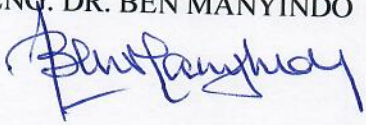


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## MOUNTAINS OF THE MOON UNIVERSITY

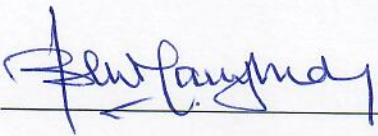


### GUIDELINES FOR APPOINTING SUPERVISORS OF HIGHER DEGREES AT MMU

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## Approval

Approved by the Mountains of the Moon University Council.

Signature: \_\_\_\_\_

Name: Eng. Dr. Ben Manyindo  
**Chairperson – University Council**

Date: 27.03.2025

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## **1. The Rationale**

The Guidelines for Appointing Supervisors of Higher Degrees (Masters and PhD levels) are anchored on the Graduate Studies Policy (2022) as amended in 2025. To operationalise this, these Guidelines serve as a set of recommended or prescribed actions or standards that provide the framework for decision-making when appointing supervisors for masters and PhD students from within and outside the University.

Mountains of Mountains of the Moon (MMU) has continued to allocate qualified staff to serve as supervisors from among the academic staff of MMU. However, as the University expands its graduate programmes horizontally and vertically, external career academics and professionals, with the same rigour as the internal standards set out in the policy and practice, shall continuously be engaged. Nonetheless, this guide provides the modalities for engaging in the supervision of higher-degree students to clarify the roles of all the parties involved.

## **2. Definition**

**A Graduate Student Supervisor** is a competent person assigned to advise/guide a masters and/or PhD student in executing research on an approved topic of his or her speciality area. Typically, the supervisor works closely with the students, developing an implementation framework for the topic in question, lining up the necessary resources, refining the research's scholarly attributes and ensuring systematic dissemination of the research outputs.

## **3. Introduction**

The guidelines describe the appointment, requirements and responsibilities for all supervisors of graduate students to ensure observance of MMU policies, regulations and the provisions of the Graduate Studies Policy, the Research and Publication Policy, among others.

Therefore, MMU is poised to make itself more relevant to the needs of society by improving the quality of her graduates, conducting more relevant research, and engaging more with industry, communities of practice and a host of other sector stakeholders. To realise this, MMU continuously seeks to enhance its capacity to deliver on the graduate research pillar of the University by also

utilising professors and other professionals/scholars to boost the staff in post to supervise dissertations and theses.

The push towards establishing PhD programmes at MMU requires that the current staff with PhDs be augmented by utilising the services of external/visiting academics and visiting skilled professionals. It is also essential that such staff members are appointed with the same degree of rigour as adopted for full-time academics/staff to identify the correct type of candidates for such engagement. A graduate student usually works very closely with his/her supervisor/s, and a good and cordial professional relationship must be cultivated throughout the graduate supervision process.

#### **4. The Requirements of Appointing the Supervisors of Higher Degrees**

##### **4.1 Identification of Supervisors**

- i) The synopsis developed by the graduate student forms the basis for the relevant Department to identify at least two supervisors for the student.
- ii) The Department forwards the names of the proposed supervisors to the Faculty/Institute Higher Degrees and Research Committee for approval.
- iii) The recommended names are then forwarded to the Directorate of Graduate Studies, Research and Innovation (DGSRI) for consideration and appointment.
- iv) At least one supervisor shall be based at Mountains of the Moon University.
- v) Each registered student may propose supervisors based on his/her research interests.
- vi) A supervisor shall primarily be selected from the full-time academic staff of MMU who are involved in research in the student's interest area.
- vii) For supervision of a student at Master's degree level, the prospective supervisor shall be at the rank of at least a Senior Lecturer or Lecturer with a PhD.
- viii) For supervision of a student at the PhD Degree level, the prospective supervisor shall be at the rank of at least a Senior Lecturer with a PhD.

- ix) If there are no academic staff members with knowledge and experience in the proposed area of research, supervisors shall be sourced from outside MMU and appointed as Honorary Lecturers/Professors at MMU.
- x) A student may have one or more supervisors who shall jointly supervise him/her:
  - a) If the research covers two or more areas; or
  - b) If the co-supervisor requires mentorship in supervision from the principal supervisor
- xi) The maximum number of recognised supervisors for a Masters dissertation is two, and those for a PhD is four.
- xii) Supervisors or co-supervisors carry the same weight at PhD level supervision. In addition to the supervisors, the PhD student shall have a doctoral committee comprising five (5) persons, including supervisors, to review the progress at least biannually.

#### **4.2 Criteria for Selection and Appointment of Supervisors**

- i) The Board of Graduate Studies, Research and Innovations shall formally appoint all supervisors based on recommendations from the line Departments and Faculties.
- ii) The supervisor has a qualification in a relevant field of study higher than, or at least at the same level, as the exit level of the Postgraduate Programme he/she is supervising.
- iii) The supervisor has an appropriate Research track record, experience, expertise and peer recognition in the field of study.
- iv) In the case of inexperienced or new Supervisors, joint supervision is explored as an option, with one senior supervisor working as a mentor of the junior supervisor and taking the overall responsibility of the approval of research aspects.
- v) A database and profile of proposed supervisors (CV details of supervisors' experience and academic/research standing/stature shall be kept by DGSRI.
- vi) A supervisor shall not supervise more than five (5) Masters students and not more than three (3) PhD students of MMU simultaneously.

## **5. The role of supervisors**

Supervisors of Graduate Students shall:

- i) At the start of the engagement, develop a clear roadmap.
- ii) Create in the classroom, lab, or studio supervisory relations with students that stimulate and encourage students to learn creatively and independently.
- iii) Familiarise themselves with the policies that affect their Graduate Students.
- iv) Provide clear maps of the requirements each student must meet, including coursework, research tools, examinations, and Thesis or Dissertation; and delineate the amount of time expected to complete each step.
- v) Meet their students in person or electronically at least once a month. However, the number of meetings may be more than once a month if mutually agreed on between the student and the supervisor. If the monthly meetings fail, a supervisor shall report/explain/inform the Head of Department. Each meeting shall be recorded in the Supervision logbook (electronic or printed version). The logbook shall be periodically submitted to the DGSRI to ensure that supervision occurs.
- vi) Support students in developing artistic, interpretive, writing, verbal, and quantitative skills, when appropriate, following the expectations of the discipline.
- vii) Assist graduate students in developing grant writing skills, where appropriate.
- viii) Take reasonable measures to ensure that each graduate student initiates Thesis or Dissertation Research timeously.
- ix) Wherever possible, encourage graduate students to participate in professional meetings or perform or display their work in public settings.
- x) Foster an ethos of collegiality so that learning occurs within a community of scholars.
- xi) Guide students on career and employment opportunities.
- xii) Occasionally, participate in the capacity building for adequate supervision arranged by the DGSRI within and outside the University.

## **6. Procedure for Assigning External Supervisors to Graduate Students**

To improve the quality of supervision of the graduate students, MMU is cognizant of the best practices to engage external experts in specific areas geared towards appropriate guidance of the

graduate students. The standard procedural steps outlined below will be a guide for seamless sourcing, assigning and monitoring the performance of external supervisors of graduate students:

- i) The external supervisor shall possess the same minimum qualifications and academic/professional rank as provided in the Research and Publication Policy (2025) and the Graduate Studies Policy (2025).
- ii) An academic department will initiate the need to source for an external supervisor of a graduate student's thesis/dissertation and generate proposals with Curricula Vitae (CVs).
- iii) The request shall be progressed to the Research and Higher Degrees Committee of the Faculty Board for discussion and forwarding to the DGSRI for quality/conformity checks.
- iv) The request to engage an external supervisor shall be presented to the Senate Committee of Graduate Studies, Research, Ethics and Publication (CGSREP) for consideration and progression to the Senate for approval.
- v) The Director/Chief of Graduate Studies and Research shall appoint the approved external supervisor.
- vi) The external supervisor must be attached to an internal supervisor to guide the student jointly.
- vii) The standard logbook for tracking graduate thesis/dissertation shall be used to verify actual student-supervisor engagement throughout the process/cycle of supervision and the general adherence to rules and procedures on supervision contained in the existing policies.
- viii) The external supervisor will be remunerated at a rate of USD 200 for a masters dissertation and USD 500 for a PhD thesis after completion of the supervision (after award letter is issued), or such an amount as the Council may determine from time to time.