

## **Guidelines for the Appointment of Graduate Supervisors Faculty of Engineering and Applied Science**

The appointment of graduate student supervisors is outlined by the “Guidelines for Academic Units to Use in Recommending the Appointment of Graduate Supervisors” of the School of Graduate Studies (SGS). The Faculty of Engineering and Applied Science (FEAS) has the following additional guidelines for the appointment of graduate student supervisors.

1. At least one of the supervisors shall be a tenured, tenure-track, cross appointed, joint appointed, or regular term appointment in the Faculty of Engineering and Applied Science, Memorial University, as defined in the MUN/MUNFA Collective Agreement.
2. A faculty member in a teaching term appointment has no research or graduate student supervisory obligations and therefore can only participate in graduate student supervision by declaring in writing that s/he undertakes the task outside of their assigned workload.
3. An adjunct professor, professor emeritus, or honorary research professor may be appointed as a graduate student co-supervisor only.
4. The supervisor (or co-supervisors), by signing a program of study form, commits (commit) to supervise the graduate student, provide all required support including financial, and to supervise the graduate student through to completion within a normal duration.
5. When a supervisor (or co-supervisor) is unable to continue the graduate supervision, another co-supervisor will take responsibility as a supervisor including funding and mentorship. Proper acknowledgement to the past (co-)supervisor will be given in the thesis and subsequent research publications. For more information, see Guidelines for Changing a Graduate Student (Co-)Supervisor: Faculty of Engineering and Applied Science and the Memorial University Policy on Intellectual Property.
6. For exceptional and compelling reasons, the Dean of Engineering and Applied Science may agree to variations of the above guidelines as they may arise from time to time where appropriate.

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