

SALISES – Code of Ethic for Graduate Supervision

In an effort to define – in conjunction with *UWI's Graduate Studies Guide for Students and Supervisors* – a SALISES code of graduate supervision ethic, the following normative goals are suggested¹:

Core Values and Key Principles

High-quality and effective supervision at SALISES is undergirded by the following core values/key principles:

- **Respect**: The autonomy and dignity of graduate candidates will be acknowledged, and their ownership of the research process encouraged. As such, assessments, the frequency and nature of supervision meetings, workload distribution, and opportunities for professional development will be mutually agreed.
- **Integrity**: Honesty, transparency, and academic integrity in all aspects of the supervisory relationship will be upheld including the attribution of ideas.
- **Professionalism**: Towards fostering a positive, supportive and inclusive learning environment all interactions will adhere to the ethical and professional standards of The UWI. Communication will be open, clear, respectful, and timely.
- **Supportive environment**: Candidates will be provided the guidance, support and resources needed to successfully complete graduate studies in a timely manner.
- **Accountability**: Both supervisors and candidates will take the necessary steps to learn about the expectations and evaluation criteria for graduate supervision and take responsibility for their decisions and actions including reporting any conflicts of interests or mistakes made during supervision.
- **Confidentiality**: The privacy rights of candidates will be protected, and the information of graduate candidates and their research data kept confidential.
- **Safety and Well-Being**: Both supervisors and candidates are encouraged to ensure their safety and well-being and take appropriate actions to address any concerns that may arise.

¹ Please note that this document is neither a summary of, nor an addition to the *UWI's Graduate Studies Guide for Students and Supervisors*. In fact, as the primary document the UWI's Graduate Studies Guide (esp. pp.11-19) needs to be read together with the values, principles, and responsibilities listed in this document, which is an effort by SALISES to give additional emphasis and life to a select number of important aspects of that Guide.

Role of MSc and MPhil/PhD Programme Coordinators

1. MSc. and MPhil/PhD Programme Coordinators are the first port of call in guiding the process of student academic support. They will bring to the attention of the Academic Director all matters that require consultation and final decision by the Director.
2. In cooperation with the SALISES Director's Office (hereafter: Director's Office), coordinate student orientations and take appropriate steps to raise awareness about The UWI's and SALISES' Code of Ethics for Graduate Supervision.
3. Endeavour to ensure that suitably qualified and experienced Supervisors are identified, nominated and appointed prior to the entry of the student into the MPhil and PhD programmes, and suitable Advisors are identified through consultation with the nominated and appointed Chief Supervisor.

The Advisory Committee members should be nominated by the Academic Director and appointed by the Campus Committee before the end of the first semester in the programme. In the case of the taught Masters programme, the MSc Coordinator, in cooperation with the coordinator of SALI 6012 (Research Methods) and the Academic Director, should ensure that a suitable Supervisor is identified at the start of the second semester, to support the student's completion of course requirements for the research paper in SALI 6060.

4. Reviewing and making recommendations for updating policies and procedures, as relevant, for maintaining ethical standards and advancing best practice.
5. Coordinators will monitor the effective implementation of the SALISES Code of Ethics and students' progress to ensure that ethical and academic standards of The UWI are being met.
6. Both candidates and Supervisors can seek guidance from Coordinators regarding ethical standards related to research conduct, co-authorship, and professional behaviour.
7. The MPhil & PhD Coordinator will identify opportunities for Supervisors and students to improve their understanding of ethical issues in graduate supervision through professional development learning opportunities, including organising graduate seminars.
8. Any concerns or complaints related to the supervision process, including conflicts of interest or breaches of ethical standards are to be reported to the Programme Coordinator. If the complaint or concern is being raised by a student of the Coordinator then the report is to be made to the SALISES Director.
9. Endeavour to ensure the peaceful resolution of conflicts that may arise during the supervisory process. This will include bringing to the attention of Supervisors concerns raised by students or Advisory Committee members and identifying appropriate steps to be taken to expeditiously resolve the issue.
10. Report to the Academic Director after due diligence procedures, cases where a warning, professional development or change of Supervisor is recommended for Supervisors and/or Advisory Committee who refuse to adhere to standards outlined in this Code of Ethic.

Supervisor's Responsibilities

1. Regular meetings with the student should be held regularly to provide general and specific guidance, as well as to clarify questions the student may have. Meetings with the Advisory Committee should occur at least once in the Academic Year to review the student's progress, with Supervisor updates provided to the Committee by email each semester;
2. The Supervisor is strongly encouraged to be accessible to the student at other times and as needed;
3. The Supervisor is urged to request, as appropriate, written work from and return constructive criticism to the student in a reasonable and mutually agreed period of time (ideally, within three weeks ahead of the next meeting date);
4. The Supervisor assigned to the student for the research paper (SALI 6060) should complete an internal SALISES report through the Graduate coordinator to the Academic Director on the progress of the student for each semester in which they are completing supervisory responsibilities;
5. The Supervisor for an MSc student should strive to ensure that the student submits the SALISES ethics checklist no later than mid-semester in the second semester, to facilitate for the process of internal ethics review in this semester;
6. In consultation with Advisory Committee members, a comprehensive MPhil/PhD Progress Report by the Supervisor on the student's progress must be submitted every semester. The student will have an opportunity to review and sign-off on this report which is to be submitted via the Director's Office to the Board of Graduate Studies and Research;
7. The Supervisor actively assists the Director's Office with recommending suitable examiners of the student's research paper/thesis for consideration by the Board of Graduate Studies. The coordinators for the MSc and the MPhil & PhD programmes also play a role in this process;
8. Keeping abreast with best practices in research supervision;
9. Recommend warning, suspension, change of Supervisor, or withdrawal for candidates who refuse to adhere to standards outlined in this Code of Ethic.

Responsibilities of MSc Graduate Students

1. With the support of a Supervisor, students commit to contributing to the production of a modest piece of research as guided by the SALI 6060 course requirements.
2. Students are encouraged to adhere to the requirements of their research programme, including deadlines for milestones and the completion of coursework or other requirements
3. The student commits to keeping the schedule of meetings agreed to with the Supervisor. These meetings are to discuss the design and progress of the research paper, substantive and elementary issues and questions regarding the

research, and to arrive at mutually agreed schedules and steps essential to successful completion of the research paper;

4. The student must present written material as required by the supervisor in sufficient time to allow for comments and discussion ahead of the next supervision meeting;
5. Seek to comply with the requirements for the internal ethics review, with the understanding that the Supervisor will be the final reviewer of the research paper and is responsible for the compliance of the student with any ethical requirements for the completion of their research.

Responsibilities of the Advisory Committee for MPhil and PhD Students

1. Committee members commit to providing guidance and support to the student and supervisor(s) throughout the research process;
2. Attend at least one graduate seminar each semester and one Advisory Committee meeting annually;
3. Provide timely feedback on the student's work and progress in graduate seminars and direct face-to-face or written communication;
4. Support the student's professional development by providing opportunities for research access, networking, skill development, and career advancement;
5. Maintaining confidentiality regarding sensitive information shared during advisory committee meetings and discussions;
6. Communicating any concerns regarding the supervision relationship to the Programme Coordinator or the Academic Director.

Responsibilities of MPhil & PhD Graduate Students

1. With the support of a Supervisor and Advisory Committee members, students commit to contributing to the production of high-quality research that advances knowledge;
2. Students are encouraged to adhere to the requirements of their research programme, including deadlines for academic and ethical milestones, including the completion of coursework or other requirements;
3. The student commits to keeping the schedule of meetings agreed to with the Supervisor and/or Advisory Committee. These meetings are to discuss the design and progress of the research project, substantive and elementary issues and questions regarding the research, and to arrive at mutually agreed schedules and steps essential to successful completion of the research programme;
4. The student must present written material as required by the supervisor in sufficient time to allow for comments and discussion ahead of the next supervision meeting and before proceeding to the next stage;
5. Students are invited review and sign-off on each semester's Progress Report;

6. Regular and open communication with Supervisors and Advisory Committee members should be maintained so that all parties are kept informed of the progress made and any challenges faced;
7. Students at their earliest convenience are urged to disclose to their lead Supervisor any support issues related to the supervisory or advisory committee's relationship. If students feel uncomfortable reporting their concerns to the lead Supervisor then the disclosure is to be made to the Programme Coordinator. If the Programme Coordinator is the Supervisor in question then the disclosure should be made via the class representative in the case of MSc students or the MPhil/PhD Student Liaison Committee.
8. If a student s/he feels that an effective relationship with the Supervisor or an Advisory Committee member has not been established or is no longer working then this should be communicated to the lead Supervisor or Programme Coordinator. In particular, the student is encouraged to notify the Programme Coordinator if a Supervisor is taking excessive amounts of time for issuing comments or feedback. The student should also notify the Programme Coordinator of significant extenuating circumstances preventing his/her work to proceed satisfactorily. If the Programme Coordinator is the Supervisor, then the report should be made to the Director. The Director will then take the appropriate steps to ensure that the issue is resolved.

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