



Appendix 1: Supervision Appointment Letter Date:

Dear Mr./ Mrs. / Dr. / Associate Professor/ Professor

**RE: APPOINTMENT AS A STUDENT INTERNAL SUPERVISOR FOR A MASTER'S RESEARCH
DESSERTATION/ PHD RESEARCH THESIS SUPERVISOR.**

On behalf of the University Senate, I am pleased to appoint you as a Masters Research Dissertation supervisor for the following students:

S/n	Student Name	Research Topic
1		
2		
3		

As a supervisor you will be required to perform the following tasks: -

1. Ensure that the scope of the dissertation being undertaken is at the level of the training of the student;
2. Maintain regular and effective contact with the student on monthly basis and responding to any written chapter portions from the student(s) within the shortest time possible;
3. Guide the student to the relevant literature and other recent sources of information and linking the student to researchers working in related fields;
4. Discuss and critically evaluate the student findings and ideas together with advising the student on the form and structure of dissertation/ thesis;
5. Train the student in the conventions of scholarly writing and presentations and enhancing the quality of the students work by assisting in publishing sections of their work;
6. Ensure that the student presents research findings at the seminars and disseminate the same through publications as required by the University regulations;
7. Submit individually or jointly academic progress reports on the student at the end of each semester on the university prescribed form and certifying at the end of each semester that the candidates has received appropriate and adequate supervision; and 8. Inform the post graduate studies board through the relevant Departmental Postgraduate Studies Committee

and School Post Graduate Studies Board in the event that the candidate is unlikely to reach the standard required for the award of a postgraduate degree.

Looking forward to your timely support.

Yours sincerely,

Dean Graduate School

Attachments:

- 1. UTAMU Supervision Form**
- 2. Postgraduate Supervision Record**
- 3. UTAMU Research Supervision Policy.**

C.C.

Vice Chancellor
University Secretary
University Controller
Academic Registrar
Dean School of Technology, Computing and Engineering