



## Doctoral Supervisor Selection and Appointment Regulations in The Asia Pacific School of Business

2025 Revision, Fifth Edition

### 1. General Principles

Guided by global academic excellence standards observed at institutions such as Harvard University, University of Oxford, and Massachusetts Institute of Technology, these regulations establish a rigorous, transparent, and ethically grounded framework for selecting and appointing doctoral supervisors at the Asia Pacific School of Business (APSB). The process prioritizes scholarly integrity, interdisciplinary competence, and proven capability in graduate education, ensuring alignment with APSB's mission to foster transformative business knowledge and leadership.

### 2. Eligibility Criteria for Supervisor Candidates

#### 2.1 Academic Qualifications

Candidates must:

- Hold a doctoral degree from a regionally accredited or globally ranked institution (minimum QS World University Rankings top 300 for non-APSB awards)
- Maintain an active research profile with at least **15 peer-reviewed publications** in the past five years, including:
  - Minimum **5 publications in FT 50/UTD 24 journals** (for business discipline candidates) or equivalent field-leading outlets
  - Demonstrated research impact via h-index  $\geq 20$  (Google Scholar) or equivalent metrics appropriate to the discipline

#### 2.2 Pedagogical Competence

Required evidence includes:

- Prior experience supervising master's theses or doctoral dissertations (minimum 2 completed master's theses for internal candidates, 3 for external applicants)
- Completion of a formal graduate supervision training program within the past three years, covering:
  - Research ethics and integrity (including COPE guidelines compliance)
  - Cross-cultural supervision strategies
  - Academic writing mentorship methodologies
  - Data management and reproducibility standards

#### 2.3 Ethical and Professional Standards

Candidates must:

- Provide a signed declaration of compliance with APSB Research Integrity Policy (2024 Version), including:
  - No history of academic misconduct as recorded in institutional or disciplinary databases (Crossref, ORCID, ResearchGate)

- Transparent disclosure of all professional affiliations and potential conflicts of interest
- Demonstrate commitment to equity and inclusion through:
  - Participation in diversity training (required within 12 months prior to application)
  - Evidence of inclusive supervision practices (e.g., mentorship of underrepresented groups)

### 3. Selection Process

#### 3.1 Nomination Phase (Stage 1)

- **Internal Candidates:** Self-nomination via APSB Research Portal, including:
  - Updated CV (including full publication list with DOI links)
  - Three-year research supervision plan (detailed methodology for doctoral student training)
  - Two confidential recommendation letters from tenured APSB faculty members
- **External Candidates:** Nomination by academic departments, supported by:
  - Full academic portfolio (including teaching evaluations where applicable)
  - Four recommendation letters (at least two from international scholars in the candidate's field)

#### 3.2 Preliminary Review (Stage 2)

Conducted by the Doctoral Studies Committee (DSC), comprising:

- School Dean (ex officio chair)
- Three tenured full professors (rotating annually by discipline)
- One graduate student representative (elected by PhD cohort)

Evaluation metrics (weighted scoring system):

Criteria	Weight	Assessment Indicators
Research Excellence	40%	Journal quality, citation impact, grant history
Supervisory Record	30%	Student graduation rates, thesis quality scores
Ethical Compliance	20%	Integrity declarations, training completion
Interdisciplinary Potential	10%	Collaborations across departments, cross-field publications

Candidates scoring <70% are eliminated at this stage.

#### 3.3 Panel Interview (Stage 3)

Shortlisted candidates undergo a 90-minute interview with the Extended Evaluation Panel, consisting of:

- Two external reviewers (selected from top 50 global business schools)
- DSC members
- APSB Ethics Committee representative

Key interview domains:

1. Supervision philosophy (20%)
2. Strategies for managing research integrity risks (30%)
3. Plans for interdisciplinary doctoral training (25%)
4. Response to hypothetical ethical dilemmas (25%)

### **3.4 Final Approval (Stage 4)**

Recommendations from the Extended Panel are submitted to the Academic Senate for vote, requiring:

- 2/3 majority approval from tenured senators
- Compliance review by the University Ethics Office

## **4. Appointment and Tenure Conditions**

### **4.1 Appointment Letters**

Successful candidates receive a formal letter specifying:

- Primary discipline and co-supervision eligibility
- Annual supervision quota (maximum 6 active doctoral students at any time)
- Mandatory professional development requirements:
  - Attendance at one international supervision conference biennially
  - Completion of APSB Advanced Research Methods Workshop annually

### **4.2 Probationary Period**

New supervisors undergo a 24-month probationary review focusing on:

- Student progress reports (monthly advisor-student meeting records)
- Compliance with research data management policies (repository usage audit)
- Feedback from doctoral students via anonymous surveys

### **4.3 Reappointment Criteria**

Reappointment every five years requires evidence of:

- Continuous research output (minimum 8 peer-reviewed publications per cycle)
- Successful doctoral graduations (at least 3 completions with average thesis score  $\geq 85/100$ )
- Updated ethics compliance certificate (including refresher training)

## **5. Ethical Safeguards and Accountability**

### **5.1 Conflict of Interest Management**

- Annual disclosure of all industry consultancies, editorial roles, and collaborative ventures
- Prohibition of supervising students in projects where financial or personal interests may compromise objectivity

### **5.2 Grievance Mechanisms**

Established procedures for:

- Student complaints regarding supervision quality (addressed within 14 days)
- Allegations of ethical violations (investigated by independent review board within 30 days)

### **5.3 Continuous Improvement**

The DSC conducts a regulatory review biennially, incorporating:

- Benchmarking against top 10 global business school practices
- Analysis of supervisor performance metrics (retention rates, publication outcomes of students)

#### **6. Effective Date and Implementation**

These regulations take effect on 1st July 2025, superseding all previous versions. All existing supervisors must complete a compliance audit by 31st December 2025.

**The Asia Pacific School of Business**

Office of Academic Affairs

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