Supervision Policy for Taught Master's Students

1. Assignment of Supervisor for Taught Master's Dissertations

(1) The first task for students registering on Part II of a Master's programme, the dissertation, will be to prepare and submit a dissertation proposal for consideration by the Programme Director who will agree an appropriate supervisor.

(2) This policy is intended to offer guidance to students and to supervisors regarding the process of supervision and the relevant responsibilities of students and supervisors.

(3) On some Programmes of Study, Part II consists of a project or portfolio rather than a traditional dissertation. Throughout this document, all references to the dissertation will also apply to such projects and portfolios.

(4) Dissertations shall not normally be accepted for assessment unless they have undergone a process of tutorial supervision.

2. Responsibilities of the Supervisor

(1) The Dissertation supervisors will be responsible for:

a) encouraging the student to explore a range of feasible research topics within the area chosen for study and indicated in the proposed title;

b) providing appropriate advice and guidance in all aspects of the production of the dissertation

c) ensuring that appropriate ethical approval is obtained at every stage of preparing the dissertation;

d) agreeing a timetable with the student for the submission of work and the scheduling of regular meetings and ensuring that an accurate summary of the outcomes of each meeting is recorded on the Postgraduate Taught Dissertation Supervision Record Form (Appendix GA19), and signed by both the supervisor and the student;

e) ensuring that draft work is returned according to specified deadlines and accompanied by constructive comment;

f) ensuring that dissertations are not accepted for assessment unless they have undergone a process of tutorial supervision.

3. Responsibilities of the Student

(1) The Dissertation student will be responsible for:

a) ensuring that the dissertation produced is first and foremost his/her own work, albeit achieved with benefit of advice and guidance from the supervisor;

b) completing the work within the agreed framework, with any problems relating to late or unsatisfactory submission being brought to the supervisor's attention in writing as soon as possible;

c) agreeing a timetable with the supervisor for the submission of work and the scheduling of regular meetings;

d) summarising the outcomes and action points of each meeting on the Postgraduate Taught Dissertation Supervision Record Form (Appendix GA19), and submitting it to the supervisor;

e) making a considered case to the supervisor, if requesting additional meetings;

f) ensuring that his/her work is appropriately edited, particularly with reference to accuracy of grammar and spelling;

g) ensuring that any relevant material resulting from his/her research, such as transcripts, are included in the dissertation or are presented as appendices;

4. Dissertation Support Entitlement

(1) The total amount of supervision should not normally exceed 10 meetings to discuss the dissertation. These meetings can either be virtual (such as Skype/email/telephone) or in person.

(2) A proportion of the total amount of dissertation supervision may take the form of group tutorials or workshops.

(3) A summary of each meeting should be recorded by the student on the Postgraduate Taught Dissertation Supervision Record Form (GA19) and confirmed by the supervisor within 10 clear working days.