

Guidelines and expectations for supervisors and supervisees

Supervisors will:

- Provide you with advice and guidance via Moodle and student email, timetabled sessions, and regularly scheduled supervisory meetings as advised by Module Lead or Programme Manager
- Communicate to you at the earliest opportunity if a meeting needs to be cancelled and arrange for the next availability
- Work with you to maintain a careful record of all supervisory meetings, including dates, actions agreed and set deadlines (to be agreed with you, the student)
- Inform that you are aware of [UWTSD guidance on referencing](#), and guide on how to avoid [academic misconduct](#)
- Provide constructive verbal and/or written feedback on progress within an agreed timeframe
- Mark work accordingly before the set deadline(s) accompanied by constructive feedback, allowing the student to action anything.

You (supervisee) will:

- Engage with all module-related material provided on Moodle, in timetabled sessions, and in regularly scheduled supervisory meetings
- Communicate to your supervisor at the earliest opportunity if a meeting needs to be cancelled and arrange for the next availability
- Maintain a careful record of all supervisory meetings, including dates, action agreed and set deadlines
- Attend and be prepared for all timetabled supervisory meetings by (for example) formulating questions in advance, or reflecting on your own progress to date
- Actively reflect and integrate verbal and/or written feedback in a constructive and timely manner
- It is your responsibility to review and ensure that your work is following the [guidance on referencing](#), and on avoiding [academic misconduct](#)
- Make good use of the draft submission link to check your work in advance of the deadline
- Ensure that you produce properly referenced work that is your own as outlined within the university's policies and guidelines found in Chapter 12 of the [Academic Quality Handbook](#) (Academic Policies section).