

Dissertation Supervision

In response to issues raised in the Annual Report on Formal Complaints 2006/07 relating to the need for greater consistency and clarity in Dissertation Supervision processes, the following actions were agreed in June 2008 by QSC and LTC:

1. **Module specifications**

- All Module Specifications for Dissertations/ Projects should indicate the number of contact hours that students can expect to be offered for dissertation supervision, identified within the section relating to 'Contact hours'
- Contact hours will not be prescribed centrally, but identified within individual dissertation modules
- Each School will clarify what is meant by 'supervision' in their context (e.g. face-to-face contact, email review of transcripts etc.)
- All Module Specifications should be updated to include this information, including those at Collaborative Partners, by the end of Semester A 2008-9

2. **A Record of Supervision**

- A template would be offered to Schools for taught programmes at undergrad and M level.
- The Record of Supervision will provide a summary of discussion undertaken, and any key actions arising
- As a *minimum template*, it is not intended to preclude existing good practice (e.g. agreeing the number of sessions to be undertaken; recording contact through a 'credit system' of hours; recording length of supervision sessions; use of learning contracts)
- Completion of the Record may be undertaken by either the supervisor or the student, it will be signed by both parties, and a copy (in either paper or electronic format) will be maintained by both parties.
- The Record of Supervision is not currently intended to exclude an application within PGR, merely that it need not apply routinely since different arrangements are in

existence, and that the Postgraduate Research Review Sub-Committee may chose at a later date, to determine whether existing arrangements will be revised in relation to doctoral programmes.

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