



## **ACADEMIC PRACTICE & STUDENT EXPERIENCE**

### **DISSERTATION SUPERVISION**

#### **Rationale**

This Policy has been prepared in response to issues raised in the Annual Report on Formal Complaints in 2006/07, relating to the need for greater consistency and clarity in Dissertation Supervision processes.

#### **Our Policy**

##### **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.)

##### **2. Record of Supervision**

- A template is offered to Schools for taught programmes at undergraduate and M level (see Appendix A)
- 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.

### **Implementation**

- All Module Specifications were required to include this information, including those at Collaborative Partners, by the end of Semester A 2008-9

**Record of Supervision**  
(suggested template)

**Student name** ..... **Student number**.....

**School** ..... **Programme ( Level 2 / 3 / Taught M )**

**Supervisor name** .....

**Other colleagues present (e.g. supervising team members)**

.....

**Date of supervision session** .....

**Summary of main points of discussion**

**Any agreed actions for student**

**Any agreed actions for supervisor / supervising team**

**Agreed date for next supervision** .....

**Student signature** .....

**Supervisor signature** .....