

**Taught Master's Schemes:
Good Practice Guidelines for the Supervision of Dissertations**

1 Responsibilities of the Collaborative Centre

- (i) Provide research methods and skills training
- (ii) Produce, maintain and distribute a dissertation handbook for students and supervisors, which provides clear guidelines on the supervisory process (including number of supervisory hours) and guidance on writing a dissertation, including detailed information on correct referencing and avoiding (and penalties for) plagiarism as well as guidelines on the marking criteria
- (iii) Establish a Research Committee to review and approve dissertation proposals to ensure that they are feasible in terms of the timescale and resources available and allocated to supervisors with suitable expertise
- (iv) Consider providing students with research themes (in line with centre's research strategy) on which to base their dissertation proposal
- (v) Ensure supervisors are allowed sufficient time to discharge their duties and ensure that the number of students allocated to a supervisor is such that he/she will have the capacity to fulfil the responsibilities noted below
- (vi) Ensure appropriate facilities are made available (study space, library, appropriate research environment, etc) in line with Research Council guidance
- (vii) Provide clear written guidelines with regard to attendance of supervisory meetings, frameworks for meetings and general expectations
- (viii) Ensure that processes are in place for the supervisor/supervisee to record and monitor meetings
- (ix) Ensure that where candidates require additional help with language or technical skills, this advice is provided as a service separate from the duties of the supervisor
- (x) Ensure procedures are in place whereby a student is able to request a change of supervisor (or vice versa), and whereby an alternative member of staff is made available should any supervisor be absent for a prolonged period of time

2 Responsibilities of the Supervisor

- (i) Provide advice and guidance to the student with the aim of facilitating the production of a dissertation of the requisite standard for a Taught Master's degree
- (ii) Ensure that the student is aware of the content of the dissertation handbook and in particular the guidance on referencing and avoiding (and penalties for) plagiarism
- (iii) Oversee the student in the writing of a clear dissertation proposal
- (iv) Agree (with the student) a timetable for the submission of work and the scheduling of regular meetings
- (v) Provide up to date contact details to students
- (vi) Maintain (with the student) a careful record of all supervisory meetings, including dates, action agreed and deadlines set
- (vii) Return work according to specified deadlines and accompanied by constructive comment

3 Responsibilities of the Student

- (i) Read the dissertation handbook
- (ii) Ensure that the dissertation is his/her own work, albeit achieved with benefit of advice and guidance from the supervisor
- (iii) Agree (with the supervisor) a timetable for the submission of work and the scheduling of regular meetings
- (iv) Ensure supervisor and collaborative centre have the correct and up to date contact details
- (v) Maintain (with the supervisor) a careful record of all supervisory meetings, including dates, action agreed and deadlines set
- (vi) Attend supervisory sessions on a regular basis, as agreed with the supervisor
- (vii) Ensure that work is completed within the agreed framework, and that any problems relating to late (or unsatisfactory) work is brought to the supervisor's attention as soon as possible.