

South Central TEI

Policy on tutorial supervision for independent projects and dissertations

Produce a joint policy on the provision of supervisory support for dissertations and independent projects in order to articulate the nature and purpose of supervisory meetings, clarify student entitlements, and assure equity of provision across the TEI

It is the student's responsibility to plan and execute the project/dissertation. It is the supervisor's role to offer support and guidance to the student in doing this.

It is the student's responsibility to arrange meetings with the supervisor at appropriate times in the development of the work. Clearly this means requesting a meeting in good time ahead of when the meeting would be desirable.¹ It is the supervisor's responsibility to make themselves appropriately available to the student.

Before the formal beginning of supervision there will be a process of agreeing in outline the topic of the study.

Supervision will normally include:

- An initial meeting to include agreeing how the student will undertake the project;
- Intermediate meeting(s) to review progress on the project;
- A final meeting to review the key actions still necessary before formal submission of the assignment.

The number and length of meetings will be decided with reference to the agreed hours for tutorial supervision in the learning hours agreed by Durham University for the relevant module. It is the supervisor's responsibility to ensure this is the case.

Supervisors are expected to read and comment on a draft of the work, and may also look at plans for the work. (In the case of a dissertation or extended project, supervisors normally review both a draft of each section of the work and a final draft of the whole.) Time spent by the supervisor in reading the work and making comment is additional to the agreed supervision hours, though any discussion of the work with the student does form part of the supervisory hours. It is the student's responsibility to arrange with the supervisor when draft material is to be submitted to the supervisor, and to submit the work in accordance with these arrangements. It is the supervisor's responsibility to provide constructive and timely comment on work submitted in accordance with these arrangements.

Supervisors will also provide additional brief guidance on particular points on request from the student.

¹ One sensible approach is to set preliminary dates for all supervision sessions at the start of the project.