


#	POLICY TITLE	POLICY AREA:	VERSION:	DATE ADOPTED :
	<b>5.10 GUIDELINES ON SUPERVISION IN RESEARCH</b>	5) TEACHING AND LEARNING	4	Oct 2020
<p><b>Introduction and Context</b></p> <p>The purpose of this document is to provide guidelines on the roles and responsibilities of the parties involved in providing supervision for undergraduate learners undertaking dissertations or projects.</p> <p>This document is intended to act as a good practice guideline only as to how the supervision of dissertations and projects may be managed in undergraduate academic programmes.</p> <p>The focus of this short guideline is to attempt to outline the role and responsibilities of learners and those involved in providing them with supervision and to identify the key structures which support this provision</p>				
<p><b>Staff Involved:</b> Programme Committee; Supervisor; Programme Director</p>				
<b>Policy and Procedure</b>			<b>Person/s Responsible</b>	<b>Records generated to ensure evidence of follow through</b>
<p><b>Key Elements of Successful Supervision Practices</b></p> <p>An undergraduate learner, who is undertaking either a dissertation or a project, will normally be assigned a supervisor. Ongoing practice suggests that the key elements which lead to a productive learner / supervisor relationship include:</p> <ul style="list-style-type: none"> <li>- Clarity of responsibilities</li> <li>- Consistency of supervision practices and procedures</li> <li>- Record keeping of all supervisory input/support by both College members and learners</li> </ul>			<p><b>Programme Committee Research/Dissertation Module Leader</b></p>	<p><b>List of assigned supervisors</b></p>
<p><b>The Programme Committee's Responsibilities</b></p>				

<ul style="list-style-type: none"> <li>- The Programme Committee, chaired by the Programme Director is responsible for ensuring that the procedures and criteria associated with dissertations and projects are defined, documented and made available through a range of media, including programme handbooks, intranet etc.</li> <li>- The Programme Director is responsible for supporting a dedicated Research/Module Leader in ensuring that a suitable supervisor is appointed to each learner in good time to support the learner through the research process.</li> <li>- Normally supervisors are identified within the College. Where numbers dictate supervisors may be sourced from outside the College. In this case the Programme Director and Dissertation Module Leader must ensure that there exists a suitable mechanism for effective liaison between the external supervisor, the learner and the College</li> <li>- The Programme Director will ensure that the supervisor selected, internally or externally, is competent to fulfil his / her role and that they are made aware of supervision practices and procedures.</li> </ul>	<b>Programme Director</b>	<p style="text-align: center;"><b>Recruitment process</b></p> <p style="text-align: center;"><b>Handbook Research Policies Research Guidelines</b></p> <p style="text-align: center;"><b>Correspondence</b></p>
<p><b>The Supervisor's Responsibilities</b></p> <p>The primary function of the supervisor is to provide guidance and support to the learner and to act as a critical and rational sounding board for ideas</p> <p>The supervisor will also provide:</p> <ul style="list-style-type: none"> <li>- assistance for the learner in clarifying the project or dissertation topic and its aims and objectives</li> <li>- assistance for the learner in the identification of and sourcing of appropriate information, literature and other relevant material / sources (primary and secondary)</li> <li>- advice on appropriate structures and approaches</li> <li>- advice on a suitable methodology</li> <li>- advice on acceptable referencing styles</li> <li>- assistance for the learner in managing the timetable for the project or dissertation</li> </ul>	<b>Supervisor</b>	<p style="text-align: center;"><b>Meeting Logs</b></p>

<p>The supervisor should ensure effective liaison between him/herself, the learner and the College. He /she should keep a written log of formal contact with the learner.</p> <p>The supervisor should regularly monitor the learner's progress. In doing so he / she should:</p> <ul style="list-style-type: none"><li>- assist the learner in identifying problems or difficulties with the project or dissertation</li><li>- ensure the learner is made aware of inadequate progress</li><li>- participate in assessment procedures and practices as specified by the Programme Committee</li></ul> <p>The supervisor will normally read and comment on drafts or sections of the project or dissertation and return such work within a reasonable timeframe</p> <p>The above recommendations are not exhaustive. Supervisory responsibilities will inherently change in the light of the nature of the project or dissertation.</p> <p><b>The Learner's Responsibilities</b></p> <p>The primary responsibility for the management of the dissertation or project lies with the learner</p> <p>Amongst the responsibilities of the learner are to:</p> <ul style="list-style-type: none"><li>- effectively manage the communication mechanism with his/her supervisor</li><li>- agree a schedule of formal meetings with his/her supervisor and ensure that these are kept</li><li>- submit drafts or sections of the project or dissertation to his/her supervisor as advised and eventually the completed work in the required format and in the timeframe directed by the College.</li></ul> <p><b>Feedback &amp; Monitoring of Dissertation / Project Supervision</b></p>	<p><b>Learner</b></p>	<p><b>Research Handbook</b></p> <p><b>Schedule</b> <b>Notes</b> <b>Minutes</b></p>
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<ul style="list-style-type: none"> <li>- It is important that the Programme Director, in association with the Programme Committee and the supervisor, ensures that feedback is sought regarding the dissertation / project process and any issues arising are acted upon</li> <li>- The outcome of monitoring and feedback processes along with any action taken should be included in the Programme Committee's Programme Review</li> <li>- When devising the appropriate means of monitoring, the Programme Director should consider the following:</li> <li>- Actively encouraging supervisors and learners to provide feedback on progress and communicate any concerns in a timely way and</li> <li>- Establishing procedures within which formal and informal feedback on quality and standards of the dissertation / project process can be received and appropriate action taken where necessary.</li> </ul>	<p><b>Programme Director</b></p>	<p><b>APR</b></p> <p><b>Meetings</b></p> <p><b>Feedback</b></p>
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### Policy Control Sheet

<b>Policy</b>	<b>QA 5.10 Guidelines on Research Supervision</b>
<b>Version</b>	4.0
<b>Adopted/Effective</b>	Oct 2020
<b>Supersedes</b>	3.0
<b>Monitoring/ Next Review Date</b>	Every Two Years /Jan 2021
<b>Responsible Officer(s) Designated Reviewer(s)</b>	DQAA; Chair of Ethics Committee; PD's, Research academics
<b>Scope</b>	Research

### References

<b>SNMCI Policy area</b>	<b>5) Teaching and Learning: QA Vol 2</b>
<b>Developed with reference to</b>	UKRIO Checklist (Research Integrity Office), Teaching Council of Ireland Research Strategy, <i>Children First: National Guidance for the Protection and Welfare of Children</i>
<b>Related SNMCI Policies / Forms</b>	QA 5.6 Research Policy QA 5.7 Code of Good Practice for Student Research QA 5.8: Terms for Submission of Student Research QA 5.9 TOR and Operating Procedures Ethics Committee FQA 5.9A: Submission for Ethical Approval Form QA

### Revision

<b>Revision Number</b>	<b>Revision Description</b>	<b>Originator</b>	<b>Approved By</b>
3	General Review for Blended Learning	Office of DQAA	AB

