Annex V: Supervision and Dissertation Support for Postgraduate Taught Master’s Students

1. Policy and Guidance for PGT students

1.1 N.B: proportionate adjustments need to be made for part-time students.

1.2 Divisions must provide written guidance explaining how the PGT dissertation/project process will work. This guidance must be readily available to all PGT students via the PGT handbook or as a standalone document.

1.3 Module convenors must hold a briefing session during the Autumn Term (or early in the Spring Term) for all PGT students to explain the dissertation/major project process and to respond to any queries.

1.4 All students must, after consultation, be allocated an approved named dissertation supervisor and advised of other sources of help and support with their Division.

2. Supervision of the Dissertation

2.1 There must be a minimum of three, and preferably more, face-to-face (which can include Skype or similar technology) supervisory meetings over the dissertation period (although these may be more frequent in some subject areas and more are recommended). One of the supervisory meetings must be an induction meeting between the supervisor and student during the Spring Term. During the induction meeting the following items should be covered:

- Title of dissertation/project
- Key questions
- Key literature
- Methodology and data
- Ethics review
- Timetable for production of the dissertation

2.2 Supervisors must be available to provide assistance via email (although it is accepted that there will be periods such as annual leave during which the supervisor will not be able to respond immediately).

2.3 Students must be advised of a clear point of staff contact to whom they would be able to go should they be experiencing difficulties with their supervision.

\(^1\) PGT dissertation supervisors will be involved with conferences, research work and have periods of annual leave over the summer period, therefore it is essential for student and supervisor to organise a schedule for contact over this period.
2.4 In cases where a student is required to resubmit their dissertation, a plan for support should be drawn up between the student and supervisor. There must be a minimum of two meetings provided during this process (one to consider the work which needs to be undertaken and a second to check that progress is on track for timely submission).