

# School of Culture and Communications

## Guidelines for Supervisors 2008

### Preamble:

Please ensure annually that the School has an updated document detailing your areas of specialization or areas in which you are happy to supervise. This should be emailed either to Jess or to each discipline's 4th-year Co-ordinator. Each semester the Co-ordinators will assign supervisions to academic staff; these will be included in the calculation of your 'workload'.

### Guidelines

- The proper channel for discussion and consultation is via Jess and the Administrative Staff so that a central record can be maintained and the *Guidelines* and other policies implemented equitably across the School.
- Supervisors should direct students with problems or questions relating to their enrolment or coursework to Jess and the Administrative Staff.
- The Supervisor should determine whether an individual has language-based issues that may prevent them from completing their thesis successfully and on time; students with perceived problems should be directed to student support services and a note to that effect attached to their record at the School.
- In the first month of a candidate's enrolment in Honours / Fourth Year, the Supervisor will assist students in developing a sensible and implementable *timeline* for their thesis (whether long or short).
- The Supervisor will establish a *timetable* for regular consultation with the students whose work they are directing; *fortnightly* consultations are recommended as the norm.
- The Supervisor will read and comment on draft material and normally return it to the student no later than *one week* after receiving it.
- School staff will be expected to mark a reasonable number of theses (assigned or determined by the Co-ordinator) each semester, and are reminded that they will not be a marker for any work completed under their direction.
- If after a few months and several consultations the Supervisor believes that a student may be unable to complete the thesis successfully, this should be discussed with the Discipline 4th year Co-ordinator.
- Appointment of examiners for all theses is to be arranged in consultation with supervisors/course coordinators within 6 weeks of the submission date