Coventry University UK

MSc Research 2023

**Timeline & Key Milestones**

* First Meeting with Supervisor (by Oct 20)

Goal: Finalize the project scope, objectives, and aims.

Duration: Max 1 hour meeting

* Research Proposal Submission (by Oct 31)

Note: This proposal is final and cannot be changed after submission.

Submission link is in the LMS under the module called “MSc Research”

* Monthly Supervisor Meetings (from Nov onwards till end of March)

Duration: Max 1.5 hours per month.

Purpose: Clarifications and guidance.

* Email Communication

Action: Establish a clear email thread for questions and updates regarding your project.

* Final Submission and Viva

Submission Date: March 31, 2025.

Viva: First week of April 2025.

**Guidelines for Managing Work with Your Supervisor**

1. **Set Clear Expectations**:
   * At your first meeting, clarify what your supervisor expects from you regarding project progress, communication frequency, and deliverables.
2. **Establish a Communication Plan**:
   * Agree on how often you will communicate (e.g., weekly emails, bi-weekly meetings) and the preferred methods (email, online calls).
3. **Prepare for Meetings**:
   * Come to each meeting with an agenda. Outline topics to discuss, questions you have, and any updates on your progress.
4. **Document Everything**:
   * Take notes during meetings and summarize action items. Send a follow-up email with your notes to ensure both you and your supervisor are on the same page.
5. **Be Proactive**:
   * If you encounter challenges or need clarification, reach out to your supervisor sooner rather than later. Don’t wait until your next meeting.
6. **Respect Their Time**:
   * Be punctual and stick to the time limits set for meetings. If you need more time, request it in advance.
7. **Seek Feedback Regularly**:
   * Ask for constructive feedback on your work to ensure you’re on the right track and to make necessary adjustments early.
8. **Be Open to Suggestions**:
   * Be receptive to your supervisor’s guidance and suggestions. They have experience that can be invaluable to your project.
9. **Keep a Record of Progress**:
   * Maintain a log of your work, including tasks completed, challenges faced, and solutions implemented. This can help during discussions with your supervisor.
10. **Stay Professional**:
    * Keep communication professional and respectful, even if you have disagreements or misunderstandings.