MASTER OF SCIENCE IN MANAGEMENT (MSM)

SUPERVISION CONTRACT

This is an agreement between Supervisee and Supervisor with regard to the process of supervision in the Master of Science in Management (MSM) Program.

The purpose of supervision is to

1. meet the publication requirements of MSM
2. complete the thesis

Effective Dates: \_\_\_\_\_\_\_\_\_\_\_\_;

Frequency of Meetings: \_\_\_\_\_\_\_\_\_\_\_\_ (at least 8);

Duration of supervision session: \_\_\_\_

Type of Supervision:

\_\_\_ Group;

\_\_\_ Individual;

\_\_\_\_ combination of both

Supervisor’s definition of supervision (clearly provide your definition to promote shared meaning):

I. Purpose, Goals and Objectives of Supervision:a. To fulfil requirements of publication in at least nationally accredited journal as stated in Dean Decree about MSM Publication;  
b. To complete the thesis;  
c. To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Other, as agreed upon by supervisor and supervisee).

II. Context and Content of Supervision (should also include the Learning Goals and Objectives of MSM):

**1.** The **content** of supervision will focus on the achievement of the Learning Goals (LG) and Objectives (LO) of MSM:

| **LEARNING GOALS** | **LEARNING OBJECTIVES** |
| --- | --- |
|
| ***LG 1:******Philosophical and Theoretical Understanding*** | 1. Understand the philosophical foundations of business and management science 2. Able to think conceptually, synthesize theories (conceptual and heuristic models) and make abstractions 3. Able to comprehend and describe state-of-the-art developments in business and management based on the latest research findings 4. Able to make recommendations and suggestions for future research directions (areas of future studies) |
| ***LG 2:******Research Methodology*** | 1. Understand different types of qualitative and quantitative research methodologies and research methods 2. Evaluate and select appropriate approaches and methods (deductive, inductive, and abductive) to address research problems |
| ***LG 3:******Research Skills*** | 1. Able to collect data from multiple sources and critically assess the sources and the collected data 2. Able critically, creatively and systematically to conduct data analysis based on the collected data within a proposed theoretical framework |
| ***LG 4:******Communication Skills*** | 1. Able to write papers in good and sophisticated Indonesian and English for audiences within and outside the academic community, at local, national and international levels 2. Able effectively to communicate orally in Indonesian and English ideas arising from research findings to audiences within and outside the academic community, at local, national and international levels |
| ***LG 5:******Practical Skills*** | 1. Able to make proposals and recommendations arising from the implications of research findings |
| ***LG 6:******Ethical Responsibility*** | 1. Able to design and conduct research ethically 2. Able to refer to match specific professional codes of ethics to research tasks |

**2.** The **context** will ensure understanding of ethics, codes, rules, regulations, standards, guidelines   
(including consent, confidentiality/ privacy), and all relevant legislation issued by the school and the university.

**3.** Supervision Meeting Reports will be used to document each supervisory meeting (via online system developed by MSM).

4. Rights and Responsibilities of both partiesa. Supervisor’s Rights1. To bring concerns/issues about Supervisee’s work.  
2. To question Supervisee about his/her work and workload.  
3. To give Supervisee constructive feedback on his/her work performance.  
4. To observe Supervisee’s practice and to initiate supportive/corrective action as required.  
b. Supervisor’s Responsibilities1. To uphold ethical guidelines and professional standards.  
2. To ensure that Supervisee is clear about his/her role and responsibilities.  
3. To monitor Supervisee’s performance and to set standards and assess the Supervisee against these.  
4. To know what Supervisee is doing and how it is being done in relation with thesis progress.  
5. To deal with problems as they impact on the Supervisee’s performance.  
6. To support supervisee and the agreed personal development plan.  
7. To complete all forms as requested by MSM Study Program on document related to statement of supervisor and supervision logs; publication; LG/LO grading; and thesis exam (see <https://drive.google.com/drive/folders/1WqSRnbA-mrq4EQ5Y7MUdhEhO0hYEBBqI>).  
c. Supervisee Rights:1. To uninterrupted time in a private venue.  
2. To receive feedback.  
3. To set part of the agenda.  
4. To ask questions.  
5. To expect Supervisor to carry out agreed action or provide an appropriate explanation, within an  
agreed time frame.  
6. To have his/her development/training needs met.  
7. To challenge ideas and guidance in a constructive way.  
a. Supervisee Responsibilities:1. To uphold ethical guidelines and professional standards;  
2. To validate diagnoses, interventions, approaches and techniques used;  
3. To be open to change and use alternate methods of practice if required;  
4. Implement supervisor directives in subsequent sessions; and  
5. Maintain a commitment to on-going counsellor education and the counselling profession.

5. Procedural considerations:a. Supervisee’s written notes may be reviewed in each session;  
b. Issues relating to supervisee’s professional development will be discussed;  
c. Sessions will be used to discuss issues of conflict and failure of either party to abide by the guidelines  
outlined in this contract. If concerns of either party are not resolved in supervision, (Head of MSM) will be consulted; and  
d. In event of an emergency, supervisee to contact supervisor. If not available, then contact (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(CONTACT DETAILS OF APPROPRIATE PERSON).

6. Supervisor’s Scope of Expertise - Brief description of Supervisor’s work, qualifications and practice

This contract is subject to revision at any time, upon the request of either the supervisee or the supervisor. A formal review, however, will be conducted every six months and revisions to the contract will be made only with consent of the supervisee, approval of supervisor, and reported to Head of MSM.

We agree, to the best of our ability, to uphold the guidelines specified in this supervision contract and to manage the supervisory relationship and supervisory process according to the ethical principles of SBM ITB.

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Supervisor Supervisee

This contract is in effect from DATE \_\_\_\_\_\_\_

Date of revision or termination: DATE \_\_\_\_\_