

Roles/Responsibilities of the Supervisor

1. The panel of supervisors will agree the scope and objectives of the project.
2. The supervisor will supervise, guide, encourage and make suggestions to the student throughout the project lifecycle
3. Supervisors will provide feedback on deliverables. It is not the role of the supervisor to offer specific technical or subject matter expertise. There are numerous public resources for this purpose.
4. All feedback provided by supervisors will be overview in nature, highlighting major errors or omissions, not prescriptive detail of how the deliverable should be revised.

Roles/Responsibilities of the Student

1. Students are required to keep a diary of all communication with their supervisor. This diary will form part of the final project submission. Minutes of each meeting (including all issues discussed at the meeting) should be recorded in this diary. A copy of the minutes should also be sent, by email to the supervisor, after each meeting.
2. It is the student's responsibility to consider any such suggestions made by supervisors, to complete the project work themselves, and to tackle any problems that arise. Students must take ownership of their projects.
3. Regular attendance at any meetings (with panel/supervisors), and emailing summaries will contribute to the project management marks.
4. Feedback provided by the panel and supervisor will be general in nature, highlighting major errors or omissions, not prescriptive detail of how the deliverable should be revised.