

Guidelines for the supervision of Masters projects.

In all cases:

- 30 minutes is the expected length of the weekly project meeting
- Students can request additional time in advance of a meeting if they think it will be necessary
- Students can request an impromptu meeting at any time to discuss unexpected issues, concerns, opportunities etc.
- Once the project is established, students may cancel the meeting in advance if there are no topics they wish to cover. The supervisor should ensure that this does not happen too regularly, and the student should never be allowed to cancel two meetings in a row (thus guaranteeing that meetings are no less frequent than once every two weeks).
- Both students and supervisors should give notification of any forthcoming absences well in advance.
- If a supervisor is going to be absent, he/she must ensure that the student has sufficient guidance and resources (including a substitute supervisor if necessary) to continue the project throughout his/her absence.

Suggested ways of making the most of the 30 minute meetings:

- Students should email an agenda of the topics to be discussed at the meeting, in advance of the meeting; agenda iteration with the supervisor may be expected if the supervisor has items to be discussed.
- Students should lead the meeting, addressing the topics that they have put on the agenda. The supervisor will lead discussion of the topics that s/he has put on the agenda.
- Students should email a summary of the meeting to the supervisor as soon as possible after the meeting (and definitely before the next meeting). It is recommended that the summary should include precise action items where appropriate.

Supervisors should use discretion as to the extent and nature of appropriate guidance, remembering that the project is ultimately the student's responsibility, and that the role of the supervisor is to support (not do) the work.

Timetable:

	MSc IT/CS/ACS	MSci
September	Project submitted <i>Project assessment</i>	<i>Allocation finalised</i> Project proposal
October	<i>Examiners' meetings</i>	Project proposal
November	<i>Project outlines published</i>	Project proposal
December	<i>Allocation finalised</i>	Project proposal submitted <i>Project proposal assessment</i>
January	Project proposal	Project
February	Project proposal	Project
March	Project proposal	Project
April	Project proposal submitted	Project submitted
May	<i>Project Proposal assessment</i>	<i>Project assessment</i>
June	Project	<i>Examiners' meeting</i>
July	Project	<i>Project outlines published</i>
August	Project	