**BSc (Hons) Childhood Studies/Care Studies**

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| **Supervisor Name** |  |
| **Student name** |  |
| **Date of Initial Meeting** |  |

**Responsibilities of the Supervisor**

Dissertation supervisors will be responsible for:

1. Encouraging the student to explore a range of possible research areas.
2. Ensuring the dissertation proposals are feasible in terms of the timescale and resources available.
3. Providing appropriate advice and guidance in relation to the student’s initial dissertation proposal.
4. Ensuring that the student is provided with advice and guidance with the aim of facilitating the production of a dissertation of the requisite standard for a BSc (Hons)
5. Agreeing a timetable with the student for the submission of work and the scheduling of regular meetings.
6. Keeping a summary of all such formal meetings, including dates, action agreed and deadlines set:

* Recording a summary of the outcomes of each meeting on the Dissertation Supervision Record Form, and ensuring that the form is signed by both the supervisor and the student ensuring that work is returned according to specific deadlines and accompanied by constructive comment

The supervisor is under no obligation to:

* Find the student a suitable topic for the dissertation
* Proof read the final draft

It is not the role of the supervisor to direct the research or ensure that a dissertation is of sufficient quality to pass: this is the responsibility of the student. Any opinion expressed by the supervisor related to the quality of the work should not be taken to represent the opinion of the relevant board of examiners.

**Responsibilities of the Student**

Dissertation students will be responsible for:

1. Ensuring that the dissertation produced is first and foremost his/her own work, albeit achieved with the benefit of advice and guidance from the supervisor.
2. Agreeing a timetable with the supervisor for the submission of work and the scheduling of regular meetings.
3. Keeping a careful record of such formal meetings, including dates, action agreed and deadlines set.
4. Ensuring that a summary of the outcomes of each meeting is recorded on the Dissertation Supervision Record Form and signed by both the supervisor and the student.
5. Making a considered case to the supervisor if requesting additional meetings.
6. Ensuring that their work is appropriately edited, particularly with reference to accuracy of grammar and spelling.
7. Ensuring that any relevant materials resulting from the research are included in the dissertation or presented as appendices.
8. Completing work within the agreed framework, with any problems relating to late or unsatisfactory submission being brought to the supervisor’s attention in writing as soon as possible.
9. Attending dissertation support group meetings held each semester.
10. To take personal academic responsibility to meet the demands of the module.

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| **Proposed Timetable for completion** |

**Dissertation Support Entitlement**

* A dissertation contract should be prepared with each student, in order to agree the terms of dissertation supervision.
* The student and the supervisor are expected to form an agreement based on partnership, with both parties providing inputs and having responsibilities.
* Students are required to report to the dissertation supervisor at regular intervals and are also required to produce draft versions of the dissertation.
* Students will be provided with clear guidelines regarding the assessment criteria for the dissertation.
* Tutors are required to keep a record of time spent with each student, using the Dissertation Supervision Record Form. This will include time spent on providing support by different means including phone, email or other agreed means.
* Supervisors should monitor student progress on a Dissertation Supervision Record Form, reporting absences from tutorials and taking any appropriate subsequent action.

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| Students are responsible for providing their supervisor with drafts of work to be discussed as agreed with the supervisor, and **no later than 5 working days** before any meeting.  **Additional comments/expectation/responsibilities** |

**Supervisor Signature: Date:**

**Student Signature: Date:**

**A copy of this signed contract should be retained by both the supervisor and student**.