

WORKING WITH YOUR PROJECT SUPERVISOR

This leaflet is aimed at post-graduate students who are allocated a supervisor for their dissertation or management project.

Working with your supervisor is a two-way process.

THE ROLE OF THE SUPERVISOR:

It can be compared to that of a coach: the project is your own work, but the supervisor can coach and offer advice in order to improve your performance.

Their main role is to help you to understand the academic requirements of a management project and to support and guide you through all stages of the process. They may also be an expert in the research subject area or can help you to arrange a discussion with a subject expert within the School, if and when necessary.

However, the supervisor is not your own personal proof-reader. If you need a proof-reader to advise you on spelling and grammar, the Effective Learning Officer can supply you with a list of names of people qualified for this specialist work.

WHAT SUPERVISORS EXPECT OF STUDENTS:

- To be interested in the project
- To be independent and proactive
- To be honest when reporting progress
- To listen to and follow advice
- To produce written work on time

THE STUDENT/ SUPERVISOR RELATIONSHIP:

- Contact throughout the project with your supervisor is essential. The frequency of these meetings will be a matter of negotiation between you both and you should abide by any agreement made.
- Go to meetings with your supervisor with an agenda, with questions and issues to discuss
- Clarify expectations on when work will be done and agree dates for sending work to the supervisor
- Discuss availability (e.g. holidays).
- Ensure that supervisors know how to contact you should the need arise
- ...and above all, show up on time for meetings arranged.

However, you can seek help from other sources, particularly other students, friends, relatives and Effective Learning Officer. It can help to talk to people not directly involved in your research, as explaining it to them helps you clarify it to yourself.