Supervision Checklist

#

Research proposal

[ ]  Have you met the student face to face?

[ ]  Have you checked how the student is feeling? Do they need additional support (Welfare/ACE Team/Library)?

[ ]  Are the objectives achievable (and not too narrow or too broad)?

[ ]  Have the learners included relevant literature?

[ ]  Has ethical consideration been given?

[ ]  Has the student considered where they can access the data? Is it realistic?

[ ]  Does the theoretical framework and methodology guide the research?

[ ]  Have you provided constructive feedback?

# Dissertation - Ethics

[ ]  Has ethical consideration been given?

[ ]  Have the partner university guidelines? been followed?

[ ]  Has the relevant paperwork been completed and signed off?

# Dissertation - Supervision

[ ]  Have you met the student face to face?

[ ]  What was the feedback on the research proposal? Does the student understand the feedback and how improvements can be made?

[ ]  Have you checked how the student is feeling? Do they need additional support (Welfare/ACE Team/Library)?

[ ]  Are the objectives achievable (and not too narrow or too broad)?

[ ]  Do the objectives and research questions match?

[ ]  Have you discussed supervision expectations?

[ ]  Has the student considered where they can access the data? Is it realistic?

[ ]  Have you agreed how feedback will be given (e.g. face to face/over the phone/via email)?

[ ]  Is the research and approach appropriate to the level?

[ ]  Does the student understand the requirements of a literature review?

[ ]  Does the student know how to write a literature review?

[ ]  Is the literature review relevant to the research questions and objectives?

[ ]  Does the literature review cover all aspects of the research questions and objectives?

[ ]  Is there additional learning needed by the student (e.g. Survey Monkey/Excel/Interviewing/writing up a research project)?

[ ]  Is the student aware of the level 6 expectations?

[ ]  Does the student understand the difference between method and methodology?

[ ]  Is the methodology appropriate and will it lead to a collection of data relevant to the research objectives and questions?

[ ]  Are the methods relevant in the context of the methodology?

[ ]  Are the methods relevant in the context of the methodology?

[ ]  Is the analysis relevant to the objectives and questions?

[ ]  Do the conclusions and recommendations flow from the data analysis?

# Final checking

[ ]  Has all the relevant paperwork been completed and signed off (e.g. supervision log, ethics form, self-reflection)?

[ ]  Has the dissertation been structured coherently?

[ ]  Has appropriate and accurate referencing been carried out?

[ ]  Have relevant appendices been included?