Supervision Checklist

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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?