

PROVIDER NAME: CCT College Dublin (CCT)
POLICY AREA: Standard 5: Student-centred teaching, learning and assessment

Policy and Procedure Title: Project Supervision

Policy No: CCTP507

Version: 2.1

Policy Statement

It is CCT policy that, where programmes include a module that incorporates a project, the learner will be assigned a project supervisor. Supervisors are appointed according to their subject matter expertise, their research expertise, and their availability to support learners that may be assigned to them. The appointment of supervisors to a particular project is undertaken by the School Manager and Programme Leader. Supervisors are allocated to a project rather than a learner and therefore where group projects are undertaken one supervisor is allocated to the group and is responsible for supervising the group collectively. In such cases the learner group are responsible for fulfilling the learner's responsibilities collectively also. The Dean of School maintains responsibility for the development of research in CCT and provides support to the School Manager, Programme Leaders and Supervisors in matters pertaining to project supervision, research ethics and practice.

Definitions and Principles

Supervisor: topic specific and academic mentor for learners undertaking project
 Project: capstone assessment meeting learning outcomes of module
 Research: investigation into and study of materials and sources to establish facts, reach new conclusions, create new artefacts or technologies.

Staff Involved

Project supervisors, full time and part time staff faculty within CCT, School Manager, Dean of Academic Affairs, Faculty Coordinators

Procedure Outline / Method(s) used to carry out this procedure

This procedure outlines the roles and responsibility of the supervisor and the learner with regard to project work.

Responsibility of

Evidence generated by this procedure to ensure its effectiveness

1. All learners are allocated a supervisor on the basis of the supervisor's familiarity with, and expertise in, the subject area that is the focus of a student's work. Supervisor allocations are undertaken by the Programme Leader in conjunction with School Manager.
2. The lecturer or faculty coordinator will notify the learner of their nominated supervisor
3. The onus is on the learner to make contact with their supervisor.

School Manager / PL

Lecturer / faculty coordinator
Learner

4. Regular contact between supervisor and learner can vary depending on discipline but should be agreed between both parties and must be in accordance with any agreed arrangements in the programme validation document.
5. Meetings do not necessarily always have to be face-to-face, but can take some other format, for example via email, web conferencing/skype, Moodle, telephone etc
6. A record of all meetings will be taken by the supervisor and can be kept in an electronic learner file

Role and Responsibilities of the Supervisor

The role of the Supervisor is to guide their learner(s) in a research topic and the development of their research questions and/or issues to be explored;

Responsibilities

- Provide the learner with adequate time to meet with them to discuss the project
- Take reasonable steps to assure themselves that the learner's final product is the learner's own work. Seeking interim draft submissions to provide feedback on will assist with this.
- Provide academic guidance and give the learner appropriate assistance identifying literature, material, equipment and other resources relevant to their research;
- Discuss/debate theories, ideas, approaches, applications etc but under no circumstances is the supervisor to complete the actual writing of the research project or any part of it.
- Monitor the learner's progress on all facets of their research work, through feedback and communication to the learner, either verbal or written. All communication is stored in an electronic learner file;
- Be aware of any non-academic areas of concern which may affect the learner's progress and guide, as appropriate, the learner to available resources e.g. Head of Student Services, QA Officer, Student Counselling etc;
- Copy / retain all correspondence with learners. All meetings should be documented as evidence of progress.
- Comment within a reasonable time on the learner's written work and offer constructive and critical feedback on this material;
- Read and comment on the draft project, without providing an indication of possible grade, prior to submission provided that it is made available by the learner in reasonable time;

Project Supervisors

- Advise the learner on the readiness of the project for submission, if so, requested by the learner;
- Be available for marking of presentations at the end of the academic year, where applicable. Should the supervisor not be able to attend the presentation, the presentation will be recorded and reviewed at a later stage or an alternative marker will be assigned.

Supervisors are not responsible for the learner's project. This responsibility rests solely with learner themselves.

Role and Responsibilities of the Learner

The learner maintains sole responsibility for the completion of their research project within the specified parameters. This responsibility includes satisfaction of the following:

Responsibilities

- the formal completion of the project report and any associated presentation of material
- the quality of work presented for examination
- meeting the standard at the level for which the project is submitted
- preparing, with guidance from the supervisor, an appropriate schedule of work for the project;
- preparing, with guidance from the supervisor, a schedule of meetings for the academic year.
- initiating contact with the supervisor
- presenting and discussing regularly, and in agreement with the supervisor, work relating to the research;
- being receptive to counsel from the supervisor;
- providing an agreed agenda as to the content of supervisory meetings so they are as productive as possible;
- abiding by ethical guidelines in the carrying out of all aspects of their research work, including referencing; acknowledge text/diagrams, material and ideas created by others;
- bringing to the attention of the supervisor as a matter of urgency any aspect of the research work that has or could potentially run counter to ethical guidelines (for example, problematic relations with gatekeepers, or key informants etc);
- informing the supervisor if they are unable to attend a scheduled meeting;
- contacting the supervisor regarding issues that may affect any aspects of the project work

<ul style="list-style-type: none"> • producing and writing the thesis / project report • ensuring that an appropriate amount of time and effort is applied to the project report / dissertation / thesis <p>If for any reason the relationship with the supervisor becomes problematic, the learner(s) should immediately make contact with and subsequently discuss this with the Module Leader or Programme Leader. (CCTP903)</p> <p>Monitoring On completion of the project module all supervisors are required to provide feedback to the Programme Leader relating to the supervision process, experience, and success or otherwise, from their perspective. Learners will be surveyed to establish their views on project supervision. The external examiner is invited to review projects and asked to comment upon them. Information from each of these sources will be compiled, analysed, and used to inform the Annual Programme report, including identifying recommendations for enhancements. From time to time, focus groups of past project learners and supervisors may be set up to gather more in-depth feedback. Assessment data will be analysed as part of the annual monitoring process.</p>		Learner satisfaction Module feedback External Examiner reports Records of supervision Annual programme report Records of complaints
--	--	--

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
Project Supervisors School Manager Faculty Co-Ordinators Dean of School	Ongoing reviews throughout the academic year After each examination period Annual review for full academic year	Review of records of correspondence and log between supervisor and learner Review of minutes of Programme Board Meetings Review of all written records from the lecturers, school manager, learners, being reported or highlighted, to how the case was resolved Learner satisfaction surveys Supervisor evaluations Assessment data monitoring

POLICY CONTROL SHEET

Policy Title	Project Supervision
Responsible Officer(s)	Programme Leaders, School Manager, Dean of School
Issuance Date	August 2017
Effective Date	August 2017
Last Review Date	July 2019
Supersedes	Version 2.0
Next Review Date	August 2024
Designated Reviewer(s)	Dean of School, School Manager
Scope	Internal staff (full and part time); Learners; Programme Boards; Academic Standards Board; Appeals Board

Revision History

Revision	Approval Date	Revision Description	Originator	Approved By
New Policy	March 2015	New QA system	Senior Management Team	Head of Academics, College Registrar
Aug 2016	Aug 2016	Edited for clarity	QA Officer	Dean of Academic Affairs & College Registrar
Version 2.0	Aug 2017	Expansion of the policy statement to outline appointment process and rationale upon which it is based.	Dean of Academic Affairs	Academic Council
Version 2.0	May 2018	Renumbered, was CCTP507, now CCTP506	QA Committee	Academic Council
Version 2.1	Sept 2019	Edit to reflect change in roles / responsibilities of staff	SMT	Academic Council

References upon which the Policy section is based

CCT Policy area	Student centred teaching, learning, and assessment
Statutory & System Wide Basis	The Irish Qualifications and Quality Act (Education and Training), 2012; European Standards and Guidelines for QA in the European Higher Education Area, QQI Assessment and Standards
Related CCT Policies / Forms	CCTP903 – Complaints Procedure