

PROVIDER NAME: CCT College Dublin (CCT)			
POLICY AREA: Standard 5: Student-centred teaching, learning and assessment			
Policy and Procedure Title:	<i>CCTP505: Project Supervision</i>	Policy No: CCTP505	Version: 2.2
<p>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 Dean of Faculty 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 Faculty maintains responsibility for the development of research in CCT and, in conjunction with the Centre for Teaching and Learning, provides support to the Programme Leaders and Supervisors in matters pertaining to project supervision, research ethics and practice.</p>			
<p>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.</p>			
<p>Staff Involved Project supervisors, full time and part time staff faculty within CCT, Dean of Academic Affairs, Faculty Office</p>			
Procedure Outline / Method(s) used to carry out this procedure		Responsibility of	Evidence generated by this procedure to ensure its effectiveness
<p>This procedure outlines the roles and responsibility of the supervisor and the learner with regard to project work.</p>			
<ol style="list-style-type: none"> 1. All learners are allocated a supervisor based on 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 Dean of Faculty. 2. The lecturer or Faculty Office will notify the learner of their nominated supervisor 3. The onus is on the learner to contact their supervisor. 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 6. A record of all meetings will be taken by the supervisor and can be kept in an electronic learner file 		Dean of Faculty / PL	

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
- Producing and writing the thesis / project report
- Ensuring that an appropriate amount of time and effort is applied to the project report / dissertation / thesis

If for any reason the relationship with the supervisor becomes problematic, the learner(s) should immediately contact and subsequently discuss this with the Module Leader or Programme Leader. (CCTP903)

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.

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 Faculty Office Dean of Faculty	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, 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, Dean of Faculty
Issuance Date	June 2025
Effective Date	June 2025
Last Review Date	Sept 2019
Supersedes	Version 2.1
Next Review Date	August 2027
Designated Reviewer(s)	Dean of Faculty,
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 Office	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
Version 2.2	June 2025	Renumbered, was CCTP506, now CCTP505	QA office	Dean of Academic Affairs

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 – Student Complaints Policy