Document Name and Version	**7.2 Supervision of Masters Research**
Policy Number	7.2
Policies that Interact with Policy 7.2	7.1 Ethics in Research: The Research Ethics Committee
Approval Body	Academic Council
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Revisions	

1. **Preamble.**

    1.1. A Masters degree in IICP College is awarded for an integrated programme of structured learning and independent study. The programme culminates in a Research project, which is a capstone module.

    1.2. The purpose of a research project / portfolio is to enable learners to undertake independent supervised research on an agreed topic related to their programme of study.

2. **Purpose.**

    2.1. This policy sets out a framework for effective research supervision and clarifies the roles and responsibilities of supervisors and the learner.

3. **Scope.**

    3.1. This policy applies to research project / portfolio components of Masters Programmes.

    3.2. It does not apply to assignments or other written work submitted for assessment within the taught module component of a postgraduate course.

    3.3. This policy does not apply to the supervision of undergraduate dissertations.

4. **Policy.**

    4.1. IICP College's Teaching and Learning strategy promotes an approach that is learner-centred, dialogical, responsive and participatory. It is expected that these principles will guide the supervisory relationship.

    4.2. Appointment of Supervisor:

    4.2.1. Usually an academic member of staff will be assigned to each learner to supervise them while they are working on their research portfolio.

4.2.2. Academic staff who undertake the supervision of postgraduate Masters research portfolios are themselves required to hold at least a Masters qualification in an area cognate to the programme.

4.3. Supervisors responsibilities:

4.3.1. The role of the supervisor is to provide advice and guidance on a learner's research project / portfolio. This may include: structure; suitable research methods; feasibility; research ethics approval; improvements to the presentation of the research portfolio; and relevant sources of information.

4.3.2. The supervisor is not responsible for ensuring that a research project / portfolio is of sufficient quality to pass; this is the responsibility of the learner. Any opinion expressed by the supervisor relating to the quality of the work should not be taken to represent the opinion of the examiners.

4.3.3. Learners are allocated a total of **thirty hours** with their supervisor, of which a minimum **of three hours** should be face-to-face. The bulk of this work will consist of reviewing drafts and will be carried out electronically. Phone consultations may also be used, if agreed by the supervisor and supervisee.

4.3.4. Supervisors and supervisees are required to give each other reasonable notice of holidays and other periods of absence.

4.4. Learners Responsibilities:

4.4.1. Learners are responsible for developing and carrying out a prescribed programme of research for the specified period of the programme.

4.4.2. The learner is responsible for contacting their research supervisor once the supervisor has been allocated. Learners should contact their supervisors by email within 2 weeks of the supervisor being nominated, to agree a date for an initial meeting or other working methods.

4.4.3. Learners should note that the lecturers for the Research modules have overall responsibility for their module and will be the first point of contact for any general information in this regard.

4.4.4. Learners are entitled to have at least three meetings with their supervisor prior to submission of the research. Responsibility for arranging these meetings lies

with the learner. Learners must ensure that they make arrangements with their supervisor in good time, taking into account their supervisor's availability, in order to ensure that these meetings occur.

4.4.5. Learners are responsible for providing their supervisor with drafts of work to be discussed, as agreed with the supervisor, and no later than five working days before any meeting.

4.4.6. Learners are responsible for ensuring that approval from any appropriate body is obtained in relation to research ethics.

4.4.7. Supervisors and supervisees are required to give each other reasonable notice of holidays and other periods of absence.