

## Accompanying Guidance wording

### **Masters project clarification**

Students should be aware that the 'masters project' is an overarching term, which could embrace categories such as 'Dissertation,' 'Portfolio,' 'Consulting/consultation,' 'Business Report,' 'Presentation,' 'Lab' and 'Lab report,' 'Literature Review' or 'Recital' and other such variations used by schools during teaching when referring to the type of assignment a student will be expected to complete.

Students should note that the difference in individual titles may include a difference in expectation of the volume of work that is to be completed and submitted.

- The word count is one way in which assignments may differ.
- Some students may be expected to complete more than one type of assignment to achieve the full credit value of the master's project. This will be determined by the subject area being studied and the learning outcomes that are being assessed.

It is important that students embarking on their master's project are aware that what is required of them, may differ significantly from what is required of their peers in other disciplines. This reflects the breadth of subjects offered by the University, and the specific learning outcomes that are being assessed.

### **Supervision contacts**

Students should be clear that the masters project is an independent research project, and while students are encouraged to seek appropriate support and guidance from their named supervisor throughout their masters project, the work completed should be done independently by the student.

It is good practice for an introductory meeting to be held as soon as possible once the Supervisor has been allocated, whether in person or virtually, as early as possible to establish goals, support needs, and areas for clarification, as well as identifying the most appropriate mechanisms for seeking support (Teams messaging / calls, in person or email) going forward.

If students deem it necessary, they could receive a minimum of 5 meetings with their supervisor (either face to face or virtually). As this is an independent research project, it is suggested that there be no more than 10 supervision meetings in total. Unless a reasonable adjustment has been identified early on or there is a need for more due to specific discipline requirements i.e. lab support etc. If a masters project runs for more than 4 months schools may wish to increase this maximum number to suit the project period.

### **Role and responsibilities of masters project supervisors**

- All supervisors at the University of Nottingham are expected to support, encourage, and guide their students so that all students are aware of what is expected of them within their individual project requirements.
- It is good practice for supervisors to make the initiate contact with their students electronically, early in the project, to introduce themselves and to ensure that students know who they are.

- All supervisors are expected to respond in a timely manner (expectation to be determined between supervisor and student at the beginning of the project and within the main timeframes identified by each School/Faculty) to any requests for masters project support from students, whether that be a request made in person, via email, or MS Teams. The electronic platform to be used should be clearly identified early on.
- All supervisors are expected to notify their students if there are periods of time when supervision will not be available i.e. the supervisor is away from the University. Supervisors are also expected to set an end date for supervision, usually at least 1 week prior to the submission date, which would be communicated by the supervisor to the student at the beginning of the masters project.
- Masters project supervisors are not to be expected to be able to advise on all matters of personal and or professional development and support. The master's project supervisor's focus should be solely on that of the masters project including any issues the student is experiencing that would affect their ability to complete their masters project, the learning outcomes, and the progress the student is making in achieving those outcomes for this project. All students should be allocated a Personal Tutor at the start of their course, who should be contacted for wider University support and development provisions. In some cases, the masters project supervisor may become a student's personal tutor, students should be notified if this is to be the case before work on the project begins.

### **Responsibilities of the student in terms of masters project supervision**

- It is the responsibility of the student to contact their named supervisor to request support for their masters project. It is good practice for students to have a specific area of concern to discuss or clearly framed questions to ask of the supervisor to make the contact time the most productive. Students can follow up with their supervisor if further discussion is needed.
- It is good practice for students and supervisors to follow up any meetings with an email or written form of communication, summarising the extent of the discussion that has been had. In addition, the supervisor and student should be encouraged to make live notes during the discussion itself. Responsibility for this follow up should fall to the student.
- Students are expected to keep their school/supervisor/personal tutor informed of circumstances that may impact on their progress with the project and which may require personal support at either a School or University level. Students should discuss any case for an EC with their allocated personal tutor. Please see the [Policy on circumstances affecting students' ability to study and complete assessments](#) for further guidance.
- PGT student's need to be aware that they are considered full-time students until their masters project is completed.

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