



SCHOOL OF SOCIAL AND POLITICAL SCIENCES

Honours, Postgraduate Diploma & Minor Thesis

Student Guidelines for Supervision

Supervisor Allocations

- 1.** While the School encourages students to make contact with potential supervisors in advance of beginning a thesis, please note that such conversations are not binding. Supervisors are allocated by the School and while student preferences are taken into consideration these are not always possible. Rest-assured you will be allocated with a supervisor who can competently supervisor your project regardless of whether they are your first preference.
- 2.** Semester one enrolments will be advised about their supervisor allocation the week prior to the commencement of SSRS subject. Mid-year entry students will be notified about supervisor allocation one week prior to the beginning of semester two.

The Research Project

- 1.** The proposed methodology for the project must be appropriate for the timeframe of the thesis subject. The School thus strongly recommends careful consideration of projects that will require ethics approval. To ensure the project is feasible, ethics approval should be applied for within one month of commencing the project, and ethics approval received within two months of commencing. The School also strongly recommends that Honours and Minor Thesis projects be designed to require Minimal Risk ethics approval only. Any project that does not qualify as Minimal Risk needs to be carefully considered in conjunction with supervisors in order to ensure that ethics approval within two months of commencement is possible or likely.
- 2.** All applications made for ethics approval must be thorough, correct and checked by supervisors before submission. For more information please visit the Faculty of Arts [Human Research Ethics](#) web page.

The Supervisory Relationship

- 1.** It is recommended that you confer with your allocated supervisor as soon as possible after your enrolment has been confirmed to discuss your topic and to draw up a reading plan. At the very least, you must assure you have a supervisor assigned to you by the beginning of first semester (2nd semester for mid-year students).
- 2.** From the commencement of the teaching period of 1st semester (2nd semester for Mid-year students) you are expected to meet with your supervisor regularly, about every two to three weeks.
- 3.** At the conclusion of each discussion with a supervisor, you should expect the supervisor to:
 - a. arrange date of next meeting
 - b. inform you of the task to be completed by the date of this next discussion e.g. writing of a draft chapter
- 4.** You should ensure that you are aware of and meet all the stipulated Submission Dates and Hurdle Requirements during the year.
- 5.** It is important that you understand what you should and should not expect from thesis supervision. You can expect your supervisor to help you refine your topic, suggest reading and sources, read draft chapters and comment upon them within a reasonable time. Your supervisor will normally:
 - Read each chapter once and provide written feedback and accompanying verbal feedback for each of these chapters;
 - Read a final full draft once and provide written feedback on this draft;
 - Exceptionally, your supervisor may request that you re-submit an individual chapter or full draft, but this is at your supervisor's discretion;
 - Written feedback will normally be provided within two weeks but during busy periods it may take slightly longer than this. It is your responsibility to take this into account, especially when submitting final drafts. You should not expect supervisors to provide feedback at very short notice.

Written feedback from your supervisor will summarize any substantive problems with your submitted drafts and how they might be addressed. This will not include extensive page-by-page annotations or copyediting; the final presentation and editing of the thesis is your responsibility alone. The nature of the argument and the evidence you present in the thesis is also your own responsibility. Your supervisor will provide you with general guidance but the final product must be your own work.

If you are uncertain about any of the above, you should clarify them with your supervisor at the earliest possible opportunity.