

MEMORANDUM OF UNDERSTANDING ON UNDERGRADUATE SUPERVISIONS

Basic principles

- 1.1 All concerned recognise the value of small group supervision and share the aim of making it as effective an education tool as possible.
- 1.2 Both supervisor and supervisee take joint responsibility for ensuring that supervisions succeed in achieving this goal.
- 1.3 The supervisee places her or himself in the supervisor's trust and relies on that person to structure supervisions in a manner adapted to the supervisee's needs, so as to maximise the benefit to the supervisee.
- 1.4 The supervisor depends on the supervisee for his or her willing and enthusiastic co-operation in striving towards their common goal.
- 1.5 In putting these principles into practice both supervisor and supervisee should be content with the particular arrangements they have put in place.

Some Guidelines

Supervisions are intended to help you in your studies; they can be a rewarding and stimulating form of learning and you should not allow the opportunities they provide to be wasted. If you feel dissatisfied in supervisions then something is wrong, whether it be group dynamics, the supervisor's expectations of you, or perhaps your own lack of confidence in your abilities. Whatever the problem, there will almost be some way of putting it right, as long as you talk to someone—for example your Tutor, Director of Studies, or other students—about it.

What students can normally expect from supervisions

- 2.1 Approximately an hour of teaching, as long as the work set for the supervision has been completed.
- 2.2 To be taught in a reasonably sized group in which you can participate fully.
- 2.3 Guidance about how to prepare for supervisions.
- 2.4 Normally, your work will be marked before the supervision (provided the work has been handed in by an agreed deadline).
- 2.5 Teaching that is relevant to the course and which helps you to understand the subject.
- 2.6 Respect for your own opinions, and questions dealt with thoroughly and effectively.

What is normally expected of students

- 3.1 That you turn up on time for supervisions.

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- 3.2 That you attempt to complete the work set.
- 3.3 That work is handed in on time.
- 3.4 That you contact your supervisor in good time if unable to attend the supervision.
- 3.5 That you make an active contribution to the supervision and make your opinions known; supervisions are an opportunity to demonstrate enthusiasm for the subject, which will make the event more beneficial and generate a better discourse. The supervision is not intended to be another lecture, but a two-way process of interaction.
- 3.6 That you do not take up all the supervision time with you own opinions and questions; respect other students and let them make their points as well.

ECSU and The Master and Tutors' Committee, 1998