

MANCHESTER BUSINESS SCHOOL
University of Manchester

Project/Dissertation Supervisor

Duties and Responsibilities

Project/Dissertation Supervisors are responsible for delivering quality supervision to undergraduate or postgraduate students either on an individual basis or in small groups (not normally exceeding 10 students) over a set period of time. Supervision is intended to facilitate student learning through reflection and discussion. Specific duties will include:

Preparation

- Preparing sufficiently to supervise and assist the student/student group in achieving the stated aims and learning objectives of the project/research course unit.

Teaching

- Leading any individual/group tutorials at specific times as set by timetabling requirements (these may be online).
- Being available for questions and support as required (weekly availability should be communicated at the beginning of the project).
- Facilitating discussion around the theme of the project/research and maintaining an atmosphere and environment conducive to that discussion taking place.

Administration

- Assisting in the keeping of records of student attendance and group participation.
- Helping to compile brief reports briefly on the attendance and work of each student at the end of the project/research period.
- Providing feedback to students as appropriate.

Assessment

- Acting as first marker on group reports/projects/dissertations as relevant to the course (including drafts).
- Providing feedback to students as appropriate.

The time spent completing these duties should not exceed contracted hours. Project/Dissertation supervisors are responsible to the Course Co-ordinator for the unit that they are assisting, as appropriate. This may include liaising with academic staff on matters relating to preparation, supervision, administration and assessment.

Pastoral care matters should be referred to the designated member(s) of academic staff in the department.

Adherence to the University's policies and procedures relating to Equal Opportunities, Health and Safety and all other relevant policies that apply to the post

Person Specification

Education

1. A first degree in a relevant subject.
2. Either:
 - in possession of a postgraduate degree in a relevant subject area;
 - in possession of a relevant professional qualification
 - demonstration of substantial relevant professional experience.

Skills/Personal Qualities

1. Demonstrates an understanding of the student learning experience in:
 - supporting student learning
 - developing effective environments for student support and guidance.
2. Shows appropriate core knowledge and professional values.
3. Shows ability to engage in academic practices related to individual or group supervision.
4. Shows ability to incorporate research, scholarship and/or professional practice into individual or group supervision.
5. Possesses good presentation, communication and analytical skills, including the ability to supervise individual student projects, reports and dissertations.
6. For group supervision, possesses the skills and experience necessary to manage group relationships and supervise group activities, projects, reports and dissertations.
7. Possessed a minimum level of English language proficiency to enable effective communication (IELTS 7 with no element below 6.0; TOEFL (internet) 100 with no element below 20; CPE Grade C).
8. Demonstrates an understanding and interest of the subject areas being taught.
9. A willingness and ability to acquire knowledge and understanding of University teaching quality standards including examination standards and procedures.
10. Some teaching experience is desirable, as is a connection with Manchester Business School or the University of Manchester.