

Guidelines for Dissertation Supervisors

1. Prior to being assigned a Course Participant

Once contracted with the Institute for Education as a Dissertation Supervisor, your biography and research interests will be uploaded on the IfE portal and only available to current course participants who are in the process of writing their [research proposal](#).

In choosing their dissertation topic, course participants may contact you (using a mailing form on the IfE website) to discuss their research title and the possibility of you supervising/co-supervising their dissertation.

At this stage, course participants should be assisted in narrowing their focus on a particular research area and question that interests them.

2. Reviewing Dissertation Proposals

As a Dissertation Supervisor with the Institute for Education, you may be requested to form part of a Dissertation Board to review dissertation proposals and provide feedback.

3. Allocation of Supervisor/Co-supervisor

Following the review of research proposals, the Institute will assign course participants to Dissertation Supervisors by the 30th June and will inform both course participants and supervisors/co-supervisors accordingly. Subsequently, the course participant will be in touch to discuss the way forward in planning their research.

4. Ethics Approval

Before conducting their research and analysis, all course participants need to submit an [Ethics Approval Form](#) to the Institute for Education up until the second Friday of September before their final academic year of study.

Prior to this, you are to guide your course participant of any ethical considerations that need to be taken on board whilst conducting their research.

Following the completion of the Ethics Approval Form, the Institute for Education's Ethics Board will review the course participant's application and advise accordingly.

The Dissertation Supervisor is to ensure that the feedback received by the Ethics Board is implemented by the course participant. **Course participants will be able to commence fieldwork once they have received clearance from the Ethics Board.**

4. Guidelines for Meetings with Course Participants

- i. Course participants are entitled to at least six (6) but not exceeding ten (10) meetings with their supervisor.
- ii. During these meetings, you are to provide constructive feedback on work presented and guidance on the way forward.
- iii. For each meeting, you will need to fill in a log-sheet (accessible [here](#)) summarising the meeting. This will need to be signed by you and the course participant. A copy is to be given to the course participant. You are to retain a copy which is to be submitted together with an invoice to the Institute for Education once the course participant's dissertation has been submitted for assessment.
- iv. Course participants are advised to ensure that these meetings are productive by providing dissertation supervisors with updated work in a timely manner for feedback.
- v. Each chapter may be submitted twice for review and feedback and a final time when the full dissertation draft is ready.
- vi. It is the responsibility of the course participant to ensure that their writing satisfies academic quality and rigour. For further information, they may refer to the Institute for Education's [Dissertation Handbook](#).

5. Submission of Dissertation

Once finalised, course participants are to submit to their respective Course Coordinators four (4) physical spiral-bound dissertations in accordance with the [Dissertation Handbook](#) and a digital version submitted through Turnitin®. These are to be received by the second Friday of May of the final academic year of study.

6. Assessment of Dissertations and Viva Voce

As a Dissertation Supervisor with the Institute for Education, you may be requested to assess other course participants' dissertations and sit on Boards to conduct viva voce for other course participants.

For Bachelor degrees, the Institute for Education may conduct viva voce examinations for a select number of participants. These will be chosen and conducted at the discretion of the Board of Examiners by the end of July of their final academic year.

For Master degrees, all course participants will be requested to attend a viva voce by the end of July of their final academic year.

7. Final Amendments

Following the assessment of the dissertation, the Institute for Education may request the applicant to take on board further suggestions for his/her final version. During this phase, course participants should not seek further advice from their dissertation supervisor. In the case of major changes, the Examining Board will reconvene to confirm that changes have been implemented prior to publishing of result.

8. Submission of a final version to the Institute for Education

Once final grade is confirmed, course participants are requested to submit one final physical hardbound copy as indicated in the [Dissertation Handbook](#) and one digital copy for the Institute for Education's Library by the first week of September.