



HOW TO CUSTOMISE THIS GUIDE FOR SUPERVISORS IN YOUR PROGRAM

The Guide for *New Supervisors of Honours and Coursework Dissertation Students* provides generic information for new supervisors of undergraduate, honours and masters by coursework programs. You can customise this guide to meet the requirements for supervisors in your program. In particular, the following sections at the front of the guide can be edited to provide information specific to your program/university:

1. Preparing for Supervision Checklist, Point 2 (p. 5)
 - include information on how students are assigned to supervisors/projects
 - include information on many students each supervisor is expected to supervise
 - include information on the number of hours allocated in workloads for each student supervised
 - recommend the frequency of supervision meetings
 - provide key dates for the year (including due dates for research proposal, literature review, presentations, final dissertation)
 - include (or attach) information on the responsibilities of supervisors and students
 - provide information on local arrangements for co-supervision and/or mentoring
 - include (or attach) local authorship guidelines
2. Preparing for Supervision Checklist, Point 3 (p. 6)
 - provide information on where/how to obtain copies of previous dissertations
3. Preparing for Supervision Checklist, Point 4 (p. 6)
 - provide contact details for counselling services available for students at your university
 - provide contact details for health services available for students at your university
 - provide contact details for university services that provide assistance with writing
 - provide information on local arrangements for statistical/analytical advice or assistance
4. Boundaries of Supervision Worksheet (p. 8)
 - shade in the boxes that reflect appropriate supervision in your program