



School of Law

Dissertation Supervision Procedures

Please note that students are responsible for the topic and content of a dissertation. A supervisor will consult with a student, and offer advice as best s/he can but the project remains the student's undertaking. Ultimately the grade awarded represents a student's effort and ability in completing the research dissertation, not that of a supervisor.

ISSUES OF TIME AND LOGISTICS

- Meetings with supervisors should be arranged in advance by email.
- It is the duty of **students** to ensure that their supervisor is informed in a timely manner about their research. In particular the student should ensure that any required ethical consents are obtained from the Ethics Committee prior to conducting the research. This is best dealt with by asking your supervisor whether or not you need Ethics Committee clearance.
- Students should ensure that they contact their supervisor at least once every six weeks while drafting the dissertation.
- Supervisors will be appointed during the second semester of the academic year and students are expected to commence researching and writing the dissertation as soon as a supervisor has been appointed.
- Supervisors are not be expected to review more than three tranches of dissertation material during the period of their appointment.
- Supervisors are not expected to review any particular tranche of material more than once during the period of their appointment. Students, in this regard, are advised to carefully select the material they send for review on each occasion.
- Any new material a student wishes to have reviewed by the supervisor, must be received at least two weeks prior to the final submission date. Supervisors will not be expected to review more than two chapters of a dissertation at any given moment in time.
- Work to be reviewed should be submitted via email three days in advance of any meeting.

- A centralised date for the submission of all research dissertations will be set by the Director of Postgraduate Studies.
- Completed dissertations should be submitted **via Sulis (module code: LA6002) by the stipulated deadline.**
- Late submissions will be penalised in accordance with the penalty clause recited in the *UL Law School Teaching and Assessment Practices*.
- In the event that a student encounters persistent difficulty in contacting a supervisor, this issue should be brought to the attention of the module coordinator.

ISSUES OF CONTENT AND FORM

- It is important to note that the nature of the comments and feedback by the supervisor is not for the purpose of attaining any specific grade. The comments and feedback are intended as general guidance on the progress of the research dissertation.
- You should be clear as to what feedback the supervisor is giving. If you are unsure as to what is being said, you should seek clarification immediately with your supervisor. It is your responsibility to ensure that you fully understand the nature of the feedback that is being given.
- Appendices, contents pages, acknowledgements, tables, and the bibliography are not the concern of the supervisor. Students should take responsibility for these themselves.
- Drafts submitted must be typed.
- Citation guidelines – OSCOLA is to be used.
- Supervisors will not correct footnotes and citations: it is the duty of the student to ensure that these are accurate. Please note, however, that marks will be deducted for bad referencing.
- Supervisors do not proof read or correct spelling. Careless work may not be reviewed by the supervisor, but returned to you for proof reading, correction and resubmission.

GRADES

- Grading issues will be not be discussed during the course of supervision. Neither will faculty give any indication of the grade which may be awarded for the dissertation, either before or after submission of the completed dissertation.
- Faculty members are prohibited from revealing grades until they are officially released by SAA. Accordingly, please do not ask faculty members for your grade in advance of this.