THE AOG – PART 4D

ACADEMIC SUPERVISOR HANDBOOK

31 March 2025

CONTENTS

1   Introduction

This handbook provides guidelines and ways of working for Academic Supervisors (AS) during their supervision of students during their final graduation assignment. An AS is normally a member of the academic staff. They will be allocated according to various criteria, including their familiarity with the proposed topic, their knowledge of the relevant methodologies, their experience in conducting and supervising research projects, and their workload.

This guide covers the regulations pertaining to supervisors for both bachelor's and master's programmes. In general, both programmes follow the same line. However, there are some differences which are clearly specified.

1.1   The Graduation Assignment/Final Project

The Graduation Assignment/Final Project (GA/FP) is an individual work that provides students with the opportunity to engage, in depth, with an area or issue of professional or intellectual interest. The GA/FP, most often a thesis, is a major piece of work that allows students to share that experience and to disseminate the results. Carrying out a GA/FP provides an opportunity to read extensively, with a clear purpose and focus, in order to develop a fresh understanding of a specific question. A thesis must provide evidence of the student's ability to analyse complex data and to evaluate the implications of their results.

A bachelor's thesis is awarded 20 European Credits (ECs) and a master's thesis is awarded 30 ECs.

1.2   Sources of Information

AS should familiarise themselves with the resources below.

- Part 8 of the Education and Examination Guides (EEG) (EEG)

- Academic Supervision online area (ST03 Academic Supervisor Area)

1.3   Academic Supervising Process

The AS is required to supervise and mark the graduation assignments (as First Marker). This final phase supervision includes the topic selection (bachelor's students only), Research Proposal (RP) and the GA/FP. An AS is allocated a maximum of 16 hours per student for supervision.

Each AS will make themselves available for appropriate supervising times in normal office hours during timetabled weeks as per the General Year Planning (normally not during scheduled study weeks and holiday periods). The AS will notify students in advance of any leave they wish to take during timetabled weeks. If this absence results in the AS being out of the office during term time of more than 5 working days, the AS should

arrange appropriate cover for each student, as well as notifying each student. Supervisors are expected to discuss supervisory and communication arrangements with students at their first meeting.

If students choose to complete their project at a distance (i.e. they are unable to come into the school for supervisory meetings), this can impact upon the effectiveness of the support and guidance that an AS will be able to offer. This should clearly be explained to the student.

1.4   The Allocation of Academic Supervisor

The supervising process starts when the Head of Academic Supervision allocates a student to an AS.

The start of the graduation phase is closely linked to Research Methodology and Quantitative Methods (GA31) for bachelor's students, and Research Methods (GA41) Module for master's students. Preparing the research topic and developing the Research Proposal is part of these modules.

Master's students can request an AS when the research topic is approved by the GA41 lecturers. After the approval, the student has to submit the Request Form for Academic Supervisor Allocation (available on online areas). Master's students are allowed to find the AS by themselves. After having received confirmation from the preferred AS, they can fill in the name on the Academic Supervisor Request form and allocation will be confirmed accordingly.

Bachelor's students are instructed to request an AS when reaching 180 ECs and at least four teaching blocks before the planned block of graduation. For that, students have to submit the Request Form for Academic Supervisor Allocation that is available on online areas.

To ensure a diverse and inclusive learning environment, AS should aim to avoid taking more than half of their students from the same nationality as their own.

Based on this form, the Head of Academic Supervision will allocate an AS to the student. The selection of an AS is done based on the area of interest of the student and on the availability of the AS.

The Head of Academic Supervision informs:

- The allocated AS
- The assigned GA student to approach the allocated AS
- The study advisor/process tutor of the student (see the allocation confirmation letter template used by the coordinators in the Appendix)

In cases where an AS foresees a problem in supervising a student and the marking of a GA/FP that is not in their area of specialisation, the Head of Academic Supervision should be contacted in time, in order to reallocate the student an AS who is able to supervise the student.

2 The Graduation Assignment/Final Project

2.1 Bachelor's Programme

2.1.1 First Meeting/Decision on Topic

In the email on the allocation of an AS, the student is asked to contact the AS for a first meeting. The AS is encouraged to send a welcome message with clear instructions about the supervision procedure (see the template in the Appendix). The content of this meeting is as follows:

Introduction
Although the AS might have met the student in one or more of the modules the AS provides, in most cases this meeting will be the first one-on-one meeting the student has with the AS. This meeting provides an opportunity to get to know each other.

Deadlines and Deliverables
The graduation phase is an activity that requires clear planning. The student should share their planning with the AS and acknowledge the deadlines that need to be made in order to complete the GA/FP in time.

Question about Fee Waiver when Failed GA/FP
EEG Part 8 Waiver of Tuition Fee:

A student will be granted a waiver in the tuition fee of one block maximum only once, in case of failure in their GA/FP. This waiver is not applicable in case of the following circumstances:
- Incomplete and/or unqualified GA/FP (as defined in EEG Part 8)
- Students who missed any of the three submission deadlines for chapters and draft
- Failed GA/FP due to academic misconduct

Please note only the Registrar Office is in charge of students' tuition fees. If students have any questions related to that, AS should ask them to contact the Registrar Office directly. If the questions are related to their study progress, AS should ask them to contact their study advisor/process tutor.

Discussion and Approval of the Topic
One of the main objectives is to decide on the research topic of the research the student is going to conduct. For that, the student must send a topic document to the AS at least two days before the meeting. This document can be based on the topic template that is available online or the deliverable the student has to hand in for the GA31 module. At the end, there should be clarity about the problem statement and the direction in which the research objectives and questions are going to evolve. Based on these decisions, a student can start developing a research proposal.

2.1.2   Research Proposal (RP)

The research proposal is the founding document for the GA. In the proposal, the direction of the research should be clear in terms of the Problem Statement, Research Objectives, Research Questions, and all choices the student made regarding methodology and methods should be specified (see EEG Part 8 for the structure of the RP).

Bachelor's students must upload an RP in Turnitin on the Research Proposal online area. The AS must evaluate and mark the RP. In case of a fail, the student can reupload the RP in the next teaching block. Often, however, some minor technicalities dissuade the AS from marking the RP with a pass. In those cases, a 'pass with remarks' can be given to the uploaded work, specifying the issues the student should have addressed when uploading the chapter 1-3 upload.

All feedback should be given on Turnitin and a clear remark on the result (fail, pass, pass with remarks) should be in the feedback as well. A student's GA/FP starts only when their RP is approved by their AS.

2.1.3   Feedback Uploads Chapter 1-3 and Chapter 1-4

After having achieved 180 ECs, passed the GA31 module and the RP, the student can start working on the actual Graduation Assignment. In the process, there are feedback moments planned. These moments, chapters 1-3 + questionnaire, chapters 1-4 + original data and data analysis, and the complete draft of the thesis are the moments students are entitled to have in-depth feedback on their work. Especially, the questionnaire or any other research instrument needs to be approved by the AS before students start to contact participants and collect data. Similarly, the AS needs to check (with random samples) the authenticity of the research data and the accuracy of the data analysis in Chapter 4. In addition, it is important that the AS receives and reads a complete draft of the GA/FP no later than Monday of Week 3 of the block when the student is going to upload their GA/FP to give feedback to the student to improve, or inform the student to postpone the time of submission if there are serious lapses that cannot be fixed within a week, e.g., insufficient/inaccurate data analysis, missing parts, etc.

As mentioned, these are feedback moments, and no grades need to be given. Feedback should be provided in Turnitin for Chapters 1-3 + questionnaire and Chapters 1-4. Students should upload the documents in the block in which they plan to graduate. They should be aware that if they choose not to upload for the feedback moments, the quality of their GA/FP will be affected, and they cannot apply for a tuition-free block if the work is marked with a fail.

If the student misses the deadline of submitting the Chapters 1-3 or Chapters 1-4, they will need to send an explanation and updated plan for GA/FP to both their process tutor and their AS for approval. The AS can decide based on the explanation either to proceed if the student can catch up, or to ask the student to postpone the deadline to the next graduation opportunity if the student needs time to complete the work. The approval needs to be sent to the student and their process tutor (see Appendix for the template).

If students miss both deadlines, and/or there is no communication with the AS by any other means, the AS will need to check the authenticity and integrity of the GA/FP more critically than as part of normal supervision. The AS will need to ask the student to submit sufficient proof for reading their GA/FP. If that means the time in the present graduation opportunity is not enough for the AS to check the validity and reliability of the research, and/or not enough time for the student to provide the proof before the deadline, the AS should inform the student to postpone the graduation to the following opportunity.

2.1.4   Final Upload GA/FP

The deadline for students to upload their final work is on Monday in week 4 at 16:00 (CET) in every teaching block. The role of the AS at that moment changes from "supervisor" to "examiner".
The first step when evaluating the work of the student is the plagiarism and similarity test (see EEG Part 5B) and word count check (see EEG Part 8). In case of plagiarism, the work should not be marked, and an academic misconduct form should be sent to the Graduation and Examination Board. Formally, the uploaded thesis will not be accepted.

Apart from plagiarism, there are limitations set on the level of similarity as well. If the similarity score is higher than 30%, the thesis will not be accepted. If the similarity score is between 20% and 30% a justification should be given on why this level is acceptable (from students or their AS). This justification should be given when sending in the preliminary results (see below).

Keep in mind that the similarity score that initially appears is not always a realistic score. Similarity can be in the bibliography , in proper quoted sources or even related to the research proposal or the feedback moments as well. Some checks and modification in the settings of Turnitin might be necessary. For that please check Academic Misconduct Report Instruction. If after that the similarity score is still higher than 20% but lower than 30%, please add an explanation as to why the GA/FP is accepted. Fill in the new similarity rate generated after the exclusion filter in the results.

As for the word count, please check EEG Part 8. The agreed word count of 10,000-12,000 will be strictly adhered to (10,000-12,000). Any GA/FP outside of the leeway or more than 20% over the maximum will be penalised (up to 0.5 marks). AS can indicate that in the marking sheet. In addition, if the word count is more than 20% below the minimum requirement, the paper will NOT be accepted for assessment. If the GA/FP is not qualified to be graded, please inform our exam coordinator at examresults@wittenborg.eu

To mark the work of the student, the marking forms are available in the Academic Supervision online area. In these marking forms, the rubrics are specified, and the AS is expected to highlight the appropriate boxes of the form and come to a final mark for the work. Next to that, a written justification of the mark should be given.

After marking, the marking form needs to be sent to examresults@wittenborg.eu. The deadline for that is the day of the oral defence.

AS are required to submit the names of all students that have submitted their GAs and the preliminary grades to the Exam Coordinator by means of the **Bachelor and Master's Graduation Assignment Supplementary List**. A score between 50 and 60% will be rounded up by the system automatically.

This form should be submitted on **Thursday of week 4 at 16:00 CET** to enable the Exam Coordinator to arrange for the papers to be sent to the Second Marker for assessment in a timely manner. The deadlines are set centrally in the calendar of the Wittenborg account of the AS and the form is attached to that notification. The form states the email addresses for where to send the form.

The GA/FP are sent to the Second Marker on Monday of week 5 and the marks of the Second Markers are available on Friday of week 5.

If there are substantial differences between the grades (more than 1 point) assigned by the Second Marker and those of the AS, they are required to meet and reconcile the differences. The results of this "reconciliation" should be reported by the AS to the Exam Coordinator and the secretary of the Graduation and Examination Board (result and explanation).

If the Second Marker and AS come to an agreement on the pre-moderation mark within the 1-point (10%-point) limit, the student will be scheduled for the final presentation on Friday in week 4.

If, however, no agreement as mentioned above is reached, the AS must report this immediately to the secretary of the Graduation and Examination Board. The board will then contact the Head of Supervisors to assign the paper to a Third Marker for assessment. The Third Marker's grade will be referred to the exam board and a decision will then be made as to the final mark of the paper.

2.1.5 Presentation/Oral Defence

On Friday of week 6 in every teaching block, the oral defences are scheduled. During these sessions, the student has the opportunity to present the work and clarify issues found by the AS, the Second Marker, and another GA/FP panel member (i.e., another supervisor or a GEB member as witness, or the 3rd marker). It is advisable for the AS to block the time in advance they have students ready to submit their GA/FP in the block.

For the oral defence, a 45-minute time frame is scheduled, and the timeslots will be communicated to the student, AS, Second Marker, and the GA/FP panel member on Wednesday before the Oral Defence. The defence can be done physically or online.The AS is the chair of this session.

The defence includes three parts:

- **Presentation (10-15 minutes):** The AS should stop the student's presentation after 15 minutes.
- **Q&A (20-25 minutes):** The student provides answers to questions that have risen from the written work or the presentation.
- **Final outcome (5-10 minutes):** The last part of the 5-10 minute session is for establishing the final grade. For that, the student is sent out of the meeting. At the end, the student is asked back in the meeting and the final outcome (i.e., pass or fail) will be given. The final mark will NOT be announced because it needs to be approved by GEB.

The last element that needs to be covered is informing the Exam Results Team about the final mark. For that the AS should fill out physically or digitally the "Final mark submission form".

Public attendance by family, friends, sponsors, etc. is allowed. In principle, there is no maximum to the number of people. For groups of attendees larger than 10, students must inform their AS of the total number of attendees beforehand so the appropriate classroom can be arranged.

Electronically mediated defence is allowed. The student, for technical arrangements, should contact the Front Desk (frontdesk@wittenborg.eu on Apeldoorn campus, or ams@wittenborg.eu in Amsterdam study location). The AS checks the technical availability with the Front Desk prior to the oral defence.

If an AS or Second Marker on the day of oral defence is delayed, or due to other circumstances cannot be present, Front Desk is to be informed immediately. Front Desk confers with the Secretary of the Examination Board on how to proceed. The Secretary of the Examination Board, when needed in cooperation with the Head of Academic Supervision, and/or relevant Head of School, decides on an alternative AS and/or Second Reader to be present during oral defence. The Final Oral Defence must take place.

*Note: students sometimes come from abroad specifically for their oral defence. Therefore, it is preferable and appreciated for the AS to attend the oral defence in person

2.1.6   Graduation Ceremony

Twice a year, a graduation ceremony is scheduled and attendance of the AS to celebrate this milestone together with students is appreciated. Graduation ceremonies are planned in the 2nd week Friday of Retake Weeks Summer and Winter (see Year Calendar).

2.2   Master's Programme

In the master's programmes, the start of the GA/FP phase differs from the bachelor's programmes. The decision on the research topic and the marking of the Research Proposal (RP) is part of the GA41 Research Methods module. Students need to obtain an approved status for their RP topics and RP from their GA41 lecturers. Students' GA/FP starts only when their RP topics are approved by their GA41 lecturers. After the

topic is approved and supervisor allocation is confirmed, the AS will be involved in developing the RP and needs to provide feedback on a draft of the RP (see Appendix for the feedback template).

2.2.1 First Meeting/Decision on Topic

In the email on the allocation of an AS (after the RP topic is approved), the student is asked to contact the AS for a first meeting. The content of this meeting is:

Introduction

Although the AS might have met the student in one or more of the modules the AS provides, in most cases, this meeting will be the first one-on-one meeting the student has with the AS. This meeting provides an opportunity to get to know each other.

Deadlines and Deliverables

The graduation phase is an activity that requires clear planning. The student should share their planning with the AS and acknowledge the deadlines that need to be made in order to complete the GA/FP in time. Please make it clear to the students that the consequence of not using the feedback moments is that they cannot apply for a tuition-free block if the work was marked with a fail.

Discussion of the Approved Research Proposal

Master's students need to upload their RP to GA41 area as the deliverable to be assessed in the module. Before submitting their RP, they are required to send the draft to their AS to read. The AS is expected to provide them short feedback on the feasibility and quality of the RP (see the template in Appendix). Students need to attach the feedback to the RP for the information of the GA41 lecturers. Students will receive feedback from GA41 lecturers once their Research Proposal (RP) is evaluated. If the RP fails, students will be required to revise and resubmit it. If the RP passes, students can share the feedback with their AS to refine their proposal.

Finally, the approved RP should be discussed. For that, the student must send in the approved RP to the AS at least 3 working days before the scheduled meeting. During the discussion, the AS can bring up issues the AS sees appearing in the RP that was approved. A student's GA/FP starts only when they get their RP passed in GA41 and their RP is fully revised and approved by their AS.

From the next step onwards ('Feedback Uploads Chapter 1-3 and Chapter 1-4') the graduation phase follows the same mode as for the bachelor's programme as explained above. The agreed word count of 12,000-15,000 has to be be strictly adhered to.

3 Additional Information

3.1 Feedback only via Turnitin

Correcting and/or commenting on a final version of a Research Proposal (RP) or GA/FP chapters (except the final version of GA/FP) is allowed via Turnitin **ONLY**. In this way all GA31/GA41 lecturers, AS and students work in the same manner. Data on progress is centrally stored and, as a result, checked for plagiarism. AS needs to remind students to make sure that the submitted content is not a draft to be completed and/or proofread but the absolute final error-free version (in UK English), before pressing the submission button on the deadline for submitting the final version RP or GA.

Students must make sure to attempt upload well before the deadline. If there is any technical error, students are obliged to contact the ICT team via helpdesk@wittenborg.eu immediately for help, but no later than 30 minutes before the deadline. Check EEG Part 5 for more details.

3.2 The Use of Artificial Intelligence (AI)

AS must remind students of the importance of maintaining research integrity and transparency when using AI in their work. It should be emphasized that AI cannot be used to write their graduation assignments. If they use AI in their research, they need to explicitly declare the use of it (the template of AI declaration is available in EEG Part 8). Please refer to the requirements in EEG-Part 8 for further information.

3.3 Authenticity of Data

AS should ask students to upload their data once they finish the analysis, or no later than they finish Chapter 1-4 so that the AS can check (randomly) the authenticity of the data. Interview data should include the contact info, consent sheets, interview protocols, interview recording, transcripts, coding files, etc. Survey data should include the questionnaire, the original raw data, the cleaned data, the analysis, etc. Secondary data should include the data structure, the original files and/or the catalogue of all files with verified links, the analysis, etc. AS will consider the quality, completeness and trustworthiness of the original data in the evaluation.

3.4 Handling Data

As an AS, you are expected to be aware of and plan for the uploads of the students' RP, original data or GA in Turnitin. Processes and deadlines are outlined in the EEG Part 8 and should be adhered to closely. It is your responsibility to plan key events, upload moments and time to provide feedback to students assigned to you in your calendar in advance. Correspondence between AS and student should be conducted via official Wittenborg e-mail.

3.5   Storage of Data

All important information and communication between the AS and the student should be saved for record/reference purposes This may include a written commentary by the AS or copied emails from the AS's inbox and any other relevant correspondence.

This is to facilitate other tutors, supervisors and management to intervene seamlessly to ensure continuity in the handling of students' cases in the event of an AS being (temporarily) unavailable.

3.6   Supervisory Tutorial Meetings

AS should, as much as possible, request all students to communicate through a formally arranged process (formal meetings, e.g., MS Teams) so that you can give feedback after properly reviewing their work. Students should come fully prepared to all supervisory meetings, which means that they have read around the subject area, and/or have drafts of material that they will be consulting. The same applies to the AS. Some practical comments are:

- AS will provide advice and guidance on appropriate research methodologies. It is expected that students will also attend relevant lectures to support their research, as well as reviewing various research method texts.
- As should remind students to inform AS timely with regards to any problems that may interfere with their deadlines, or the successful completion of the GA.

3.7   Communication

All written correspondence between AS and student should be conducted via official Wittenborg e-mail. AS are required to reply to all correspondence with their tutees within three working days. This could be a full reply or an acknowledgment with a commitment to send a full reply on a later (specified) date.

In some situations, a GA/FP student requests for a Non-Disclosure Agreement (NDA), or Secrecy Agreement (see the template in EEG Part 8). This is mainly a result of organisations requesting the student to handover such an agreement before the student can use the organisation's confidential information prior to working on their research proposal and/or graduation assignment. To accommodate this situation a Non-Disclosure Agreement can be made available. For formal Wittenborg internal reasons, as this is a legal document, this form can only be signed by the Head of Academic Supervision or Head of School.

4 Appendix

4.1 Supervisor Allocation Confirmation Letter (Template used by Supervisor Coordinators)

Dear [name of the student],

I am happy to inform you that [title and name of the Academic Supervisor] confirmed that he/she will be your Academic Supervisor. Please contact your supervisor for his/her suggestions on revising your research proposal and guidance on your final project.

@[name of the student] Please check EEG Part 8 for the timetable and requirements of graduation and plan your final project wisely. We expect you to finish your thesis within three blocks after the approval of your research proposal (in GA41 Research Methods [for master's students]/by your supervisor [for bachelor's students]). For now, you plan to submit your GA/FP in **Block [---] 20[--]**.

Please note that:

- Every supervisor has limited hours for supervision. It is advisable for you to follow a feasible plan of your research, to prepare well before the meetings and finish all the tasks according to his/her suggestions at each of the steps.
- You bear full responsibility for the authenticity and quality of your work. It is your own responsibility to check the editorial mistakes, layout, academic English, reference formats (ARU Harvard), etc., of your thesis.
- Once you receive the feedback from your supervisor, it is your responsibility to make sure the assignment is fully revised accordingly.
- If you disagree with any of the comments of your supervisor, you need to list each one and justify your arguments with evidence from literature or authentic research.
- If you ignore the feedback of your supervisor, you will be asked to refer to all previous comments and your progress could be delayed.
- [for master's students only] Before you submit your research proposal to GA41, make sure your supervisor reads it and you need to attach to the proposal the feedback from your supervisor. You can remove the feedback when you finalise the research proposal and attach it to your thesis.
- Your research proposal is a part of your thesis. Please make sure you make the necessary revisions after it is approved in GA41 and make it consistent with your thesis.
- You need to get the approval of your supervisor before collecting any primary/secondary data. Without the approval of your supervisor, you might be asked to revise your research instrument and/or recollect the data.
- You must follow the protocol of research ethics in EEG Part 8 and send all your original data and analysis to your supervisor. Make sure you save all the data and analysis yourself for possible inspections within 7 years. You need to submit the chapters and upload your data before the deadlines listed in the GA32/GA43 area. If you miss any of them and do not communicate sufficiently

with your supervisor, your thesis could be rejected by your supervisor, and you will miss the opportunity to retake it for free in the following block.

- Make sure you pass MEEs and ALL exams before you fill in the clearance form for submitting your thesis. Your thesis can be directly rejected if the requirements are not met.
- For the details of the above reminder, please check EEG Part 8.

I put your study advisor/process tutor [name of the study advisor/process tutor] for his/her information. Should you have any challenges in the process, please feel free to contact us.

Good luck with your final project!

[Title and name of the Head of Academic Supervision]

4.2   Welcome Message from the AS (Template used by AS)

Dear [Name of the student],

Thank you for selecting me as your Academic Supervisor (AS). I am eager to collaborate with you on your GA/FP. Hopefully you'll finish your Graduation Assignment/Final Project (GA/FP) with good timing and satisfactory quality under my guidance. Please review the following suggestions and feel free to provide feedback or propose alternative approaches.

Working agenda:

To optimize our time together, I will provide three rounds of feedback as outlined in Wittenborgs's Academic Supervisor Handbook: Chapters 1-3 + questionnaire, Chapters 1-4, and the complete draft. Please submit your chapters to the designated areas by the deadlines and notify me via email with the submission links. I aim to provide feedback within [number] working days of receiving your submission.

To ensure timely feedback and allow for revisions, please submit your final draft at least [number] working days before your deadlines. Please note that I cannot guarantee feedback for final drafts submitted less than [number] working days before the GA deadline. Please plan your submissions accordingly.

If you encounter difficulties meeting deadlines, please communicate with me in advance and update your research agenda. We must work on an agreed-upon agenda. Insufficient time for me to review your drafts or for you to implement my feedback may necessitate revising your plan.

Roles and responsibilities:

Remember that this is your graduation assignment, and you are responsible for completing it independently. My role is to provide guidance. I am not responsible for providing books, journal papers, or teaching you basic research methods. I assume you have already covered these in your Research Methods course and during your research proposal development.

Please carefully review the EEG Part 8 Graduation Assignment/Final Project Handbook. Ensure that:

Wittenborg University of Applied Sciences
Academic & Operations Guide
Academic Supervisor Handbook

- You submit complete chapters, including proper formatting, layout, and cover page as per Wittenborg's requirements.
- Your draft is thoroughly proofread, addressing grammar, punctuation, and sentence construction issues before submission.
- You write in clear, concise, and academic English.
- You track changes throughout the drafting process until the final version is complete.

If your work does not meet the minimum standards for quality, layout, formatting, citations, etc., I will not review it and will request revisions. It is generally more efficient to produce high-quality work initially rather than requiring multiple revisions.

Communication:

If you submit a draft and do not receive feedback within [number] days, please send me a reminder. Sometimes, I may inadvertently miss emails.

Always continue the previous email thread instead of starting a new one each time. This helps us track previous discussions and determine the next steps.

If you face challenges, have questions, or disagree with my feedback, please feel free to contact me by email or schedule a meeting to discuss.

Next step: Once your research proposal is complete, please let me know.

I wish you success in your GA/FP.

Best regards,

[name of the supervisor]

4.3   Supervisor's Feedback on Master's Students' Research Proposal (Template)

Proposal Title: [Proposal Title]

Overall feedback about the feasibility and quality of the research proposal:

- Strengths: [List the proposal's key strengths, such as clear research question, sound methodology, or innovative approach.]
- Areas for Improvement: [Identify areas where the proposal could be strengthened, such as refining the literature review, enhancing the data analysis plan, or addressing potential limitations.]

Specific Feedback:

- **Research Question:**
  - Is the research question well-defined and answerable?

- o   Does it contribute to the existing body of knowledge?
- **Literature Review:**
    - o   Is the literature review comprehensive and relevant?
    - o   Are the sources critically evaluated and synthesized?
- **Methodology:**
    - o   Is the research design appropriate for the research question?
    - o   Are the data collection and analysis methods suitable and feasible?
- Ethical Considerations:
    - o   Have ethical implications been adequately addressed?
    - o   Are ethical guidelines and regulations followed?
- Timeline and Resources:
    - o   Is the proposed timeline realistic and achievable?
    - o   Are the necessary resources (e.g., funding, data, equipment) available or anticipated?

Recommendations:

- [Provide specific recommendations for improving the proposal, such as adding or deleting sections, revising the methodology, or consulting additional literature.]

Conclusion:

- Overall, the proposal demonstrates [positive or negative assessment]. With consideration of the feedback provided, the student can strengthen the proposal and successfully conduct the research.

[Academic Supervisor's Name] [Date]