

Content for first and second level **student** information

The importance of supervision

The relationship with your supervisor is one of the most important for your academic life at University. As well as regular meetings to talk through progress, your supervisor will be your first point of contact for any academic or personal concerns or issues you might have.

For you to get the most out of your supervisory sessions

- it is important you understand what you can expect from your supervisor
- it is important you understand what you need to bring to the relationship

The following information sets out what is expected of your supervisor and what is expected of you.

Followed by diagram with links to second level information

Student / supervisee information – set out like the Supervisor content on the staff pages

Diagram content – title What is expected of you:	Second level content
1. Attend sessions	<p>You should meet with your supervisor at least once a term even if you believe there is no reason to that term. These meetings are important.</p> <p>It is your responsibility to make sure you have meetings arranged with your supervisor and that you attend these meetings.</p> <p>To get the most from your meetings:</p> <ul style="list-style-type: none">• Meet early in the academic year and make more appointments as you need to.• Don't feel you are bothering them – they are here to support you• Try and build a rapport with your supervisor so that you feel you can talk openly to them.• Understand that your supervisor is there to support you with any problem you may have, whether it is academic or personal.• Only cancel a supervision session if absolutely necessary and try to re-arrange as soon as possible.
2. Prepare for sessions	Your supervisory session will last around 15 mins so know what you want to talk ahead of your meeting.

	<p>To get the most from your meetings:</p> <ul style="list-style-type: none"> • Make notes on what you want to talk about so that you cover these points in the meeting. • Keep your supervisor in the loop with what is happening in your studies. • If there are no pressing issues to discuss, talk about what is happening in your university life for example a placement you would like to apply for, or a society position you would like to go for. • If you have any ideas or opportunities you would like to get feedback on, your supervisor can help talk things through.
3. Ask for advice	<p>Your supervisor is your first point of contact for most issues concerning your academic studies and things in your life that might have an impact on your progress.</p> <p>To get the most from your meetings:</p> <ul style="list-style-type: none"> • Don't expect your supervisor to guess when there is something wrong – you must tell them if there is something bothering you. • If there is anything happening that might affect your studies you must tell your supervisor early. Your supervisor can help talk you through whether you might qualify for Mitigating Circumstances and what the process involves. • Your supervisor will be able to refer you to any specialist help or advice that will help you. • Your supervisor isn't just there for problems - ask for advice on any opportunities you would like to explore.
4. Help yourself	<p>Tell your supervisor what is happening in your life, only then can they help you identify the support you need or the opportunities open to you.</p> <p>To get the most from your meetings:</p> <ul style="list-style-type: none"> • A supervisor's job is to help you help yourself, and so it is your job to understand what it is you need help with. • Be as open and as honest as you can in your meetings with your hopes, your dreams and your fears. • Think about all the things you want to achieve at University, both academically and personally then talk to your supervisor about how to achieve these during your time at York. • Your supervisor can give you advice or point you in the right direction, then it is your responsibility to follow this advice, take action to help yourself or take up opportunities to achieve what you want to achieve.
5. Feedback and marks	<p>You can talk to your supervisor about your general progress, how you think you are doing and any specific issues with the teaching on your course.</p>

	<p>To get the most from your meetings:</p> <ul style="list-style-type: none"> • Understand that your supervisor can oversee your progress, discuss your feedback in general terms, offer advice on module choices and meet with other academic members of staff involved in your studies. • Remember your supervisor may not be able to comment on specific feedback for particular pieces of work – you will need to speak to your tutors for further explanation. • Your supervisor can talk through how papers are marked and what is looked for in academic papers which will help you to understand your marks and improve for next time. • Be prepared to talk about personal skills development or opportunities that might help you with your academic work or future employment potential.
6. Talk about the good stuff	<p>You may need your supervisor to write you a reference; this is easier if they know who you are and more about what you have achieved.</p> <p>To get the most from your meetings:</p> <ul style="list-style-type: none"> • Your supervisor is interested in helping you gain skills and experiences that will help you go on to achieve your life and work ambitions. They can help sign post you to opportunities and people who can help you get the most from your time at University – so tell them about your hopes and aspirations. • Help your supervisor get to know the great things you are doing and achieving so that when it comes to writing that reference you need they have something more to say about you than your academic progress alone. • Talk to your supervisor about the activities, volunteering, work placements and other achievements. Your supervisor can talk about how these might benefit your studies and then help you translate these experiences into personal achievements valued by employers or further education. • To help you become the independent educated and life ready individual you want to be when you leave University your supervisor can discuss with you the skills and experiences you have now, and where you might benefit from other opportunities to give you the broad balance of personal attributes you will need for the future.
Diagram content – title What you can expect from your supervisor:	Second level content
1. Hold sessions	<ul style="list-style-type: none"> • Your supervisor will hold supervisory meeting throughout your time at the University. The number of sessions may vary but as a minimum you should have at least one per term. • Your supervisor should attend these sessions.

	<ul style="list-style-type: none"> • Your supervisor should provide honest and fair feedback on your progress and offer encouragement and support for your studies. • If a session is cancelled a replacement meeting should be arranged.
2. Discuss progress	<ul style="list-style-type: none"> • Your supervisor should discuss your progress to date and help identify areas for improvement or praise. • The sessions can cover how academic work is marked, but your supervisor may refer you to your tutor for questions on feedback received for a specific piece of work. • The conversations on progress may also cover your personal skills development and opportunities.
3. Help with problems	<ul style="list-style-type: none"> • Your supervisor can be your first point of contact for academic and personal problems which may impact your studies. • If your supervisor is unable to help you with your personal issues they will be able to signpost you to the person or service who is there to support you. • If the issues will have a direct impact on your ability to complete work, exams or your programme your supervisor will be able to talk through the processes in place that you must follow.
4. Signpost	<ul style="list-style-type: none"> • If your supervisor is not able to help you directly they will be able to sign post you to the relevant information, service or person who will be able to help or offer advice. • Your supervisor will follow up on the outcome of referring you to another service.
5. Promote activities	<ul style="list-style-type: none"> • Your supervisor will encourage you to consider opportunities to develop your personal skills beyond your academic studies to help you get the most from your time at York. • If you wish to learn more about the opportunities open to you and the benefits these can bring, your supervisor can signpost you to the relevant people to help.
6. Plan for employability	<ul style="list-style-type: none"> • Your supervisor will encourage you to start thinking about your career as early as possible. • You can expect a conversation around your future aspirations and how to start to build up your personal skills and experiences. • You will be able to ask your supervisor for a reference when you are applying for works placements, scholarships, further education places, jobs or volunteering opportunities.