

## ORIENTATION GUIDE

### Supervision of Master's and Bachelor's Theses at the Faculty of Humanities

#### Why this guide?

On the one hand, we would like to provide our teaching staff, who are very busy with research, teaching and administrative work, with a tool that supports them in their supervisory duties. On the other hand, it is important for us that our students feel very well supported in this phase of their studies to ensure they will be confident of success in the major undertaking of a (first) longer academic thesis.

This orientation guide is not to be understood as a guideline nor is it intended to be implemented down to the last detail. Rather, it is supposed to serve as an orientation for supervisors and students, giving them the opportunity to reflect on schedules and available resources that need to be considered for the implementation of a master's or bachelor's thesis.

#### Initiation of supervision

- ✓ Is there someone who is professionally qualified for the chosen subject of the thesis?
- ✓ Does the chosen supervisor have the time to provide adequate supervision?
- ✓ Is it clear what wishes and expectations the student has regarding the thesis supervision?
- ✓ Does the student already have specific ideas about the time period for thesis writing?
- ✓ What time resources does the student have? (Are there any professional activities, care or nursing obligations, etc. that need to be considered?)
- ✓ Is the student aiming for a career in academia?

#### In-person meetings

- ✓ How often and by what means will the supervisor and the student be communicating (video chats, telephone calls, e-mail exchanges)? If necessary, this can be defined in a supervision agreement.
- ✓ During the meeting, is the discussion focused on individual chapters or thematic focuses?
- ✓ Is feedback given in writing?
- ✓ Are milestones or goals set for individual meetings or for the entire supervision period?

## Guideline for supervision meetings

- ✓ Have milestones or goals been met?
- ✓ Is the student on schedule?
- ✓ Are there currently lectures or other courses dedicated to the chosen subject of the thesis? Are there any recent, interesting publications on the subject of the thesis?
- ✓ What support options does the university offer? (Writing Centre of the University of Graz, research workshops, etc.)
- ✓ When is the next supervision meeting?
- ✓ What milestones or goals should be met by the next supervision meeting?