

The recommended number of project supervisions for each student may vary from College to College but is normally equivalent to one hour per week for each term-time week between proposal submission and dissertation submission. But in reality the amount of supervision required can vary a lot from one student to another. As supervisor, you are paid for supervisions and also for writing reports on Camcours. It is important these are completed at the end of each term to keep the Director of Studies aware of progress.

The following structure is only a guide but does reflect best practice:

Michaelmas Term

- Immediately after the overseers have signed the project off, check everything is in place for the student to commence work. Assist with Ethics Committee applications if required and any special resource requirements.
- Ensure the student has the required tools set up, including a revision control system and other language systems, libraries and tools needed.
- It is usually helpful to draw up an overall system block diagram and some ancillary diagrams reflecting data flow, milestone inter-dependencies, class diagrams and so on. These assist with discussion of the project and some will ultimately be included in the dissertation. Demonstration of appropriate use of tools and methods is required as it has become an explicit part of the marking schema.
- At the end of Michaelmas Term, conduct a detailed review of progress compared with the original timetable and agree in detail the expected work to be achieved over the Christmas break.
- Write a report on Camcours at the end of Term.

Lent Term

- Ensure the student is prepared for their progress report presentation to the overseers in week 3 of Lent term. Writing skills may be an issue. Colleges often provide support for this and you should alert the Director of Studies if the student has a problem.
- Encourage the student to use LaTeX where possible.
- The middle of Lent term will normally contain the important milestone where the project starts 'working' in some sense (see pink book).
- By the second half of Lent term the project basic development should be completed and student should be working on evaluation and presentation. Discuss the evaluation process and metrics with the student. Again, emphasise that a structured evaluation is required to meet professionalism targets.
- At the end of Lent term, again formally review progress with respect to the original time table and agree the work to be undertaken over the Easter break. This will normally include writing a complete first draft of the dissertation, ready for review at the start of the Easter term.
- Write a report on Camcours at the end of term.

Easter Term

- Easter Term should be used for polishing and refining the report.

Students are now assessed for professional practice and presentation. The examiners will look at whether students have taken a professional and ethical approach to their work. Please carefully check section 13.1 in the Pink Book.

Finally – if at you are at all concerned about a student's progress, contact their Director of Studies as soon as possible. Make sure you are familiar with the 'Pink book'. Further guidance is available at <http://www.cl.cam.ac.uk/teaching/projects/supervisor-notes.html>