

Supervision – roles and responsibilities

The emphasis of the programme will be on independent learning. Students will be supported in this learning by appointed supervisors. Students will meet with these supervisors in either an individual or a small group context. The role of the supervisors will be to provide feedback on students developing research questions; on strategies for generating and refining responses to those research questions; on the identification of appropriate forums for testing research outcomes; on modes of documenting and presenting research outcomes; and the overall management of the project. Supervisors will also be required to provide feedback on the quality of the student's work.

Practical Supervisor

Students will be appointed supervisors from their core area of study. Students will meet with their practical supervisor for the equivalent of sixteen hours individual contact over the course of their study, normally in one hour sessions. The practical supervisor will be the principal supervisor of the project.

Theory Supervisor

Students will be appointed theory supervisors. Students will meet with their theory supervisors both individually and in small groups (3 – 4 people) for the equivalent of sixteen hours individual contact time over the course of their study. The purpose of this supervision is to provide a situation for students to examine existing methodologies related to their domain, to articulate research questions, methodological concepts and concerns and to develop the supporting dissertation. Theory supervisors will have advisory input into the practical research projects and will have primary responsibility for the supervision of dissertations.

Professional Advice / Consultation

Students may negotiate to include an industry/professional placement as part of their research project or may seek advice from professionals about specific parts of their work. Students are expected to integrate the purpose and outcome of this placement or consultation into their project, defining and responding to research questions within this context. In some cases a professional advisor may be engaged. An agreement will be negotiated between the student, the practical supervisor and the professional advisor, specifying the role of the professional advisor.

Special Supervision

In special circumstances, particularly in respect of Maori students who have an interest in utilising kaupapa Maori methodologies and integrating te reo and tikanga Maori into their research, special arrangements for supervision may be appropriate. Such support is intended to enable the students to negotiate connections between what would otherwise be discrete methodologies or to acquire specific knowledge in a form of practice integral to their project (but outside the field of expertise of the supervisor). Arrangements for this support may be formalised in relationships of co-supervision, primary/secondary supervision or primary/advisor. In such situations, agreements about the scope of the advice and its influence on assessment will be reached between all parties. The engagement of this form of assistance is normally seen as particularly appropriate to the interests of Maori students.

Responsibilities of the Practical Supervisor

Each student will be appointed a supervisor from their core area of study. This supervisor will be responsible for the following:

- Giving formative advice, critical review and summative assessment to the student about their studio research.
- Giving formative advice and critical review to the student about their supporting dissertation.
- Timetabling of seminars and group critiques in consultation with the Programme Coordinator.
- Giving advice about the nature of research and the standard expected, including planning of the research programme, and searching literature and other sources.
- Maintaining contact through regular meetings, as outlined in this document and as agreed to in discussions with the student, being accessible to the student at other appropriate times when he/she may need advice and in general contributing to a constructive and effective working relationship.
- Coordinating the interactions between supervisors, advisors and the student, ensuring that their feedback is conveyed appropriately to the student and other staff.
- Negotiating, advising on and approving the written research proposals, writing formal and informal progress reports for students, ensuring they are received in reasonable time.
- Requesting written work as appropriate and returning such work with constructive criticism and in reasonable time.
- Giving detailed and specific advice on the necessary completion dates of successive stages of the work so that the whole may be submitted within the scheduled time.
- Ensuring that the student is made aware of inadequate progress or of standards of work below that generally expected.
- Liaising, on behalf of the student, with technical staff regarding appropriate access to technical support, equipment and facilities.
- Liaising closely with the theory supervisor.

Students will meet with their practical supervisor for 16 hours over the course of their study. In addition, the practical supervisor will contribute to the running of group critiques. These groups will normally consist of either all the students from the programme within a given major or a cross-section of students involved in the programme. There will be three critiques of the developing project held throughout the year.

Responsibilities of the Theory Supervisor

Each student will be appointed a theory supervisor. The theory supervisor will be responsible for the following:

- Negotiating, and advising on research proposals in consultation with the practical supervisor.
- Giving formative advice and critical review to the student about their studio research and contributing this to supervisory meetings and discussions about assessment.
- Giving formative advice, critical review and summative assessment to the student about their dissertation.
- Ensuring that the student is made aware of inadequate progress or of standards of work below that generally expected.
- Giving advice about the nature of research and the standard expected, including planning of the research programme, literature and sources.
- Maintaining contact through regular meetings, as outlined in this document and as agreed to in discussions with the student, being accessible to the student at other appropriate times when he or she may need advice and in general, contributing to a constructive and effective working relationship.
- Timetabling of seminars and group presentations in consultation with the Team Manager.
- Liaising closely with the practical supervisor.

Students will meet with their theory supervisor individually and in small groups. The purpose of the small group sessions is to provide a forum for students to develop their ability to articulate research questions and concepts and to discuss development of the dissertation.

Responsibilities of the Student

The student is responsible for becoming familiar with the degree regulations, the general regulations of Wintec as given in the Academic Regulations (see Wintec's website) and the relevant ethical rules if the research involves human subjects. Refer Wintec Policy AB9-3/96 Human Ethics in Research Policy.

- Discussing with supervisors the type of guidance and feedback found most helpful, and agreeing to a schedule of meetings.
- Contributing to a constructive and effective working relationship with supervisors.
- Maintaining the progress of work in accordance with the stages agreed with the supervisors, including the presentation of written material and other documentation as required in sufficient time to allow for comments and discussion before proceeding to the next stage.
- Formulating the research proposal as set out in this document and in accordance with the development of the project, and reaching agreement with the supervisors about any amendments to the proposal.
- Providing progress reports to the appropriate supervisor and responding to the supervisor's comments on progress.
- Participating in formal and informal discussions, critiques and seminars relating to the projects of peers.
- Taking the initiative in communicating with appropriate staff about any problems or difficulties with their study and to this end becoming familiar with School and general procedures for the resolution of problems or disputes.
- Ensuring all aspects of the research project are submitted within the required time.

An Agreement between the Student and the Supervisors

It is expected that the student and supervisors will discuss their various responsibilities at an early stage. The student's research project synopsis provides an important focus for the discussion about how the project will develop since it makes explicit the student's expectations for their study and is used to gauge the suitability of the project and to select the appropriate supervisors. The parameters of the student's project should be agreed to and reflected in the research proposal that is subsequently written by the student.

Amendments to this proposal are a normal and anticipated part of the project, and discussions around change to such things as the aims, methodology or outcomes will form a central part of the dynamic agreement between student and supervisor. It is important that mutual agreement about the nature of and progressive change to the project is reached and recorded in writing.

Responsibilities of the Team Manager

The programme will be coordinated by a Team Manager. The responsibilities of the Team Manager are as follows:

- Member of Media Arts Postgraduate Programme Committee.
- Timetabling of seminars and group critiques in consultation with practical supervisors.
- Resolving supervision conflicts.
- Oversight of liaison with professional and academic stakeholders.
- Monitoring internal and external moderation processes and curriculum review.
- Ensuring students are made aware of Wintec policies and systems affecting their study.

- Liaising with Wintec research office and academic management staff on matters of concern to the programme and students.
- Maintaining an overview of the progress of all students and communicating with the supervisory team in a timely and appropriate manner.
- Overseeing the liaison with industry consultants and supervisors.
- Control and management of the operational budget for this programme.
- Initiating appropriate academic development and recommending such developments to Media Arts Postgraduate Programme Committee.
- Ensuring that the aims and objectives of the programme are realised.
- Ensuring that adequate records are kept of all aspects of academic management.

Responsibilities of the Professional Advisor

Students may undertake professional placements as part of their studio research. A professional advisor may be engaged to assist in the completion of such placement. The professional advisor's role may include:

- facilitating access to or providing technical assistance and evaluation
- discussing with the student the social or normative features of a selected context
- providing or assisting in the compilation of information about a demographic of potential users
- providing hypothetical constraints that reflect normal external constraints for a work.

The professional advisor will be responsible for:

- providing the advice they undertake to give in a clear and timely manner
- providing a written account to the practical supervisor of their advice to the student
- negotiating with the student and the practical supervisor to reach agreement about the purpose, scope and duration of the placement
- providing input into the study plan for the placement
- providing a written summary of the student's performance with respect to the study plan for the placement.

Resolution of Conflict in Supervision

Supervision as a professional relationship has the potential for conflict between supervisor and student. Such conflicts may arise as a normal part of the interaction between academics and students. Many can be resolved in the normal processes of negotiating differences of opinion and taking into account the influences of power dynamics specific to student/teacher relationships in general.

In some cases, conflicts may arise that require forms of mediation to be enacted or that require the termination of the supervision and the appointment of another supervisor. In such situations, the Team Manager is responsible to ensure that both student and supervisor are clear on the nature of the dispute, the documentation of it and the resulting action to be taken.

Any difficulties that students encounter during their study should be discussed initially with their nominated supervisor or the Team Manager. If the student feels that the difficulties cannot be resolved satisfactorily in this way, several other avenues are open to them. They may also approach their other supervisor, other supervisors in the course or the Head of School. Such discussions will be in confidence and action will only be taken to resolve difficulties if the student requests action to be taken.

Students will be invited to comment confidentially in writing on the quality of the supervision and other matters of studentship at the completion of the course. Such comment will be considered and acted upon in the programme review process.

If the difficulty is related to an issue of equal opportunity then the matter should be referred to Wintec Equal Opportunity personnel.

Conflict in Collaboration

Conflict between collaborators is a possibility and requires insight and anticipation on the part of the supervisors and students.

Some prior agreement should be reached between the parties as to the point at which collaboration would be terminated in the event of unresolvable conflict arising.

In the event of disputes arising between the collaborative parties, mediation will be facilitated by the Team Manager or their representative in an attempt to achieve amicable resolution.

If no such resolution is achievable, the programme coordinator and the supervisory team will review the significance and the scale of contribution made by each party and where possible negotiate independent projects based on these interim results for each student.

In these situations the Institution acts in good faith and will attempt to make use of partially completed research. However, there may be cases where a collaborative project cannot be adapted into two discrete projects. For example, the duration of time elapsed, or the absence of a technical and conceptual ability critical to the significance of the separated projects. This may result in the failure of a student to complete research which demonstrates outcomes consistent with the anticipated quality of research at this level. In this situation Wintec does not accept responsibility for the failure of the research relationship or the resulting quality of the separate performances of the individual students.

All students engaging in collaboration must accept these conditions and responsibilities, acknowledging this as a contractual agreement at the outset of a collaborative project