

## **GOOD PRACTICE IN SUPERVISION IN THE FACULTY OF SOCIAL SCIENCES**

Bachelor or master's theses (hereinafter graduation thesis) generally have no more than two supervisors. Both the supervisor's and the co-supervisor's names are listed on the title page of the graduation thesis. The supervisor and the co-supervisor agree on their respective roles.

The supervisor is generally an internationally renowned researcher or an outstanding practitioner, who **knows the research area and method of the topic** of the supervised thesis. The topic of the thesis must allow writing a graduation thesis of an appropriate level, must be feasible and supported by sufficient material and, if possible, of interest to both parties (it is not possible to write or supervise a good graduation thesis on a disagreeable topic).

Before agreeing to supervise a graduation thesis the supervisor ensures that their **workload enables** them to dedicate sufficient time to dealing with questions which may arise during the writing process of the graduation thesis.

At the beginning of the cooperation, the supervisor and the supervisee agree on a meeting, where mutual expectations and rules of cooperation are agreed on, e.g. preferred channels and times of communication, the time of giving notice for making an appointment to meet, the most important deadlines, how many times the supervisor will read the various sections of the thesis, modes of giving feedback etc.

The supervisor **assists** the student in choosing a topic for the graduation thesis, defining the main problems, formulating the hypotheses/research questions, in the choice of research methods, and gives recommendations for finding suitable sources.

The supervisor is **ready to meet** with the student for a consultation in case problems or questions have arisen during the thesis writing process. The meetings are agreed on in good time, providing both parties with time to prepare (e.g. to send questions or materials beforehand), and sufficient time is reserved for the meeting.

The supervisor **gives feedback** to the students within the agreed period (having received the thesis from the supervisee, the supervisor informs them of when to expect feedback). The feedback given has to be constructive.

The supervisor is not the co-author of the graduation thesis and it is not their role to correct the language, form or content of the thesis, but **draw attention to the deficiencies** and **suggest potential solutions**. The responsibility for the graduation thesis lies with the student.

If the cooperation between the supervisor and the supervisee does not work (e.g. deadlines agreed on beforehand or set by the institute are not met; the student does not meet the requirements for the thesis, incl. deliberate plagiarism; the topic of the thesis has changed to an extent that the supervisor no longer considers themselves qualified), both the supervisor and the student have **the right to waive** the supervision.

The supervisor **is aware** of the procedures and instructions established in the faculty/structural unit, which are available on the homepage of the faculty/structural unit, and draws the supervisee's attention to them. By signing or giving a written opinion, the supervisor **confirms** that the thesis meets at least the minimum requirements for bachelor's/master's thesis and is suitable for defence.

In managing the thesis writing process, the student **has an equal role to that of the supervisor** and the student is expected to be proactive. The student informs the supervisor of the work process and requests a consultation when needed. The supervisor should also be informed when there are hindrances in the work process or when the thesis becomes infeasible for any reason.