M.Ed. Dissertation Supervisors (part-time)

Roles and Responsibilities

Part-time dissertation supervisors make a valuable contribution to the School's Masters in Education (M.Ed.) programme. The School of Education offers a flexible and modular M.Ed. in the following areas:

- Aggression Studies
- Co-operative Learning
- Drama in Education
- Foundation Studies
- Educational Guidance and Counselling
- Leadership and Management in Education
- Positive Behaviour Management
- Science Education
- Special Education
- Teaching and Learning (Higher Education)

*Not all tracks may run in every academic year.

All dissertation students are assigned to a supervisor at the beginning of the academic year and with whom they are required to maintain regular contact. Dissertation supervisors are drawn from the full time academic staff in the School and from an approved panel of part-time supervisors. Dissertation supervisors are normally required to hold a minimum of a masters degree in the specific area (or a cognate discipline) in which they are supervising, and to show evidence of appropriate professional qualifications and experience in the relevant field. The following is an indicative list of the typical roles and responsibilities of an M.Ed. dissertation supervisor in the School of Education.

Dissertation supervisors:

- are allocated one or more M.Ed. students, typically by the strand leader or M.Ed. Programme Co-ordinator;
- are required to communicate by e-mail or phone as appropriate with their students to organise monthly tutorials which are conducted on a face to face basis in person and/or via skype, phone or email, over the course of the year;
- provide constructive written and oral feedback to students on their submitted materials and drafts, typically within 3 weeks of submission;
- provide guidance in relation to relevant literature and research methodologies/methods as appropriate to the student's dissertation topic;
- complete a mid-point progress review using the School standard report form to monitor and assess their students’ progress and to highlight any potential issues which may be relevant to the student's successful completion at the end of the dissertation year;
- attend 3 meetings per year, to include a supervisors’ training workshop, an M.Ed. course board meeting, and the Court of Examination.

The M.Ed. Programme Co-ordinator and relevant executive staff in the School will liaise with dissertation supervisors to ensure that s/he:

- has up to date programme documentation, including the relevant M.Ed. Handbook and the research methods timetable and meetings calendar;
- is notified in a timely manner of the dates/times of any supervisors’ training workshops, the M.Ed. Programme Board and the Court of Examination to which supervisors are required to attend.

These duties are normally carried out with the full knowledge of and under the overall guidance of the strand leader and the M.Ed. Programme Co-ordinator.
The appointment of part-time M.Ed. dissertation supervisors does not guarantee the provision of work within the School of Education and is reviewed annually by the Head of School.

**Remuneration**

Remuneration for this role is calculated in the following manner. Dissertation supervisors claim the following on a casual payment basis:

- €420.00 euro for the annual supervision of a student;
- €63.32 euro per School meeting, with a maximum of 3 meetings a year.

Payment for dissertation supervision is made on an annual basis, on the standard College claim form and is submitted directly to the M.Ed. executive staff following the final hard-bound submission of the student’s dissertation. All claims for casual payment for attendance at meetings must be made on the standard College claim form and submitted directly to the School Administrator on or before the 4th of any month in which payment is sought.

Note 1: The document is as accurate as it can be at the time of publication, but may not reflect changes/amendments which may occur periodically over the course of an academic year.