**Portfolio Supervision Form**

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| **It is the students’ responsibility to:*** decide on the texts to be included in the portfolio;
* present their work in the stipulated format (see ‘House Style’ PDF);
* submit draft translations accompanied by draft briefs in a timely fashion (a minimum of seven days in advance of meeting with their supervisor);
* ensure that they acknowledge any assistance or influence they may have drawn on, whether from an individual or a published source. **Students should familiarise themselves with** [College regulations on plagiarism](http://tcd-ie.libguides.com/plagiarism). They should complete the ‘[Ready, Steady, Write](http://tcd-ie.libguides.com/plagiarism/ready-steady-write)’ online tutorial on plagiarism. Completing the tutorial is compulsory for all students. **If students are found guilty of plagiarism, they risk being awarded a mark of zero and/or not being awarded their degree;**
* submit drafts of their work by the deadline agreed in consultation with their supervisor;
* submit the final version of the portfolio by the published deadline.
 | **It is the role of the supervisor to:*** have an overview of the student’s work;
* respond to the student’s questions regarding the scope of the portfolio;
* encourage students to think critically about possible translation strategies and choices in the portfolio;
* provide feedback (this includes lexical, syntactic, stylistic etc. feedback on the sources and target contexts);
* provide feedback in person and/or in text form on the days agreed in consultation with the student.
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| **Student Name** |  | **Student Number** |  | **Supervisor Name** |  |
| **Student Signature** |  | **Date** |  | **Supervisor Signature** |  | **Date** |  |
| The student and supervisor agree a preliminary schedule of supervisions & submission together. Please write the agreed times and dates of your meetings in the boxes below. You may amend them later if necessary. Do not write ‘TBC’. If you do, the form will be returned to you for completion. Please note that you do not have to have 6 separate meetings, but your total hours of supervision should add up to 6. |
| **Date** | **Time (from-until)** | **Date** | **Time (from-until)** |
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| Please complete and return this form to the submissons box in the Centre no later than the end of **Week 6 of Michaelmas Term** |