

Supervision and Logistics of Student Research Projects

This document describes the role of the supervisor in research projects of BSc and MSc students. Although every supervisor and every student is unique, it is convenient to have a set of guidelines and necessary to know the official rules. The bullet list below tries to provide this information.

- **Define potential student projects:** Every now and then, researchers get requests from students to perform a research project in their group. Spend some time to define potential projects that are academically interesting, sufficiently challenging, and doable. Project sizes range from 24 EC for BSc students to 24 and 36 EC for MSc students in BSM or QMO, 48 EC for MSc students Theory, 30 EC for MSc students Cosmology, 36 EC and 2 x 8 EC for Casimir pre-PhD MSc students and 36 EC for student in any non-research specialization (see [link] for details).
- **Present your student project:** Students will always appreciate it if the project is presented on a single A4, as an easy handout. All available BSc projects are presented once a year on the BSc project fair. You will be asked to submit project titles and present them as a poster. MSc projects do not yet have such a forum.
- **Register your new student and research project:** At the start of the project, you and your student complete the registration form [link]. At this point you are asked to also fix the end date of project and involve a second assessor/researcher. The student uses a copy of this form to ask the student advisor for official permission to start the project. This permission is granted on the basis of the study progress to date.
- **Incorporate the student into the group and provide support:** It goes without saying that you and your group members should treat the new student as a regular member of the research group with all its duties and benefits. Provide sufficient support and guidance, especially at the start of the project.
- **Regularly discuss the research progress:** Discuss the research progress on a regular basis, at least once a week but preferably every day.
- **Evaluate the project midterm:** Plan a midterm evaluation, after ≈ 8 weeks for a 24 EC project or 12 weeks for a 36 EC project, to discuss in more detail aspects like: the satisfaction of both parties, the research progress, and the planning towards the end of the project. Use the evaluation form already for the midterm grading, to manage student expectations and provide guidance.
- **Supervise the student in the writing process:** Discuss the planning of the thesis writing and the feedback moments. A potential feedback schedule could be to first ask for an overview/contents page (to check/discuss the contents), then ask for the abstract and a single chapter (to judge the writing quality), and finally ask for the full thesis. One or two full round of corrections and final finishing touches should be enough to obtain a thesis of sufficient quality and grade the student in the process.
- **Attend the student presentation:** Students report their results in front of an audience that should comprise the supervisor and the second assessor and preferably most group members. The presentation is open to fellow MSc students, who are officially invited, and others.
- **Grade the student:** Use the official grading form for this type of project [links] to grade the student with typically 3 grades for research, thesis, and oral presentation. For this grading, use the standard Rubric [link], which applies to all projects.
- **Check the thesis for plagiarism and ask the student to upload the thesis to the repository:** Students upload their thesis to a Blackboard environment that supervisors can use to perform the required check on plagiarism via Turnitin (see [link] for instructions). Ask you student to upload the thesis to the Leiden Repository for archiving (and keep a pdf-copy of your own).