



BIO3110 PROJECT WORK IN BIOLOGY

PROCEDURE TO BE ADOPTED FOR ASSIGNMENT OF PROJECTS TO STUDENTS DURING THE ACADEMIC YEAR 2019-2020

V. February 2019

1. There will be a **maximum** number of supervision of projects/students as follows:

For each Resident Academic Member of Staff:

- Sole supervision (no Additional Supervisor) for a maximum of 4 students;
- Sole supervision for a maximum of 4 students and joint supervision (with Additional Supervisor) of one student (total maximum: five projects);
- Sole supervision for 3 students and joint supervision of two students (total maximum: five projects).

For each Visiting Teaching Academic Member of Staff:

- Sole supervision (no Additional Supervisor) for a maximum of 2 students;
- Sole supervision for a maximum of 1 student and joint supervision (with Additional Supervisor) for one or two students (total maximum: 3 projects).

2. 'Additional supervision' may be provided either by other Resident or Visiting members of staff of the Department, or by qualified scientists external to the Department. In the latter case, it is expected that the Additional Supervisor will be rendering expertise that is not available within the Department. In such cases the existing departmental guidelines will be applicable. In those cases where an Additional Supervisor will be required, it will be the responsibility of the member of staff to make arrangements for a suitable title with the Additional Supervisor. Students will not be allowed to make such arrangements with potential additional supervisors themselves.
3. Each member of staff will present a list of general titles/topics. In those cases where 'additional supervision' will be required, it will be the responsibility of the FT member of staff to make arrangements for a suitable title with the Additional Supervisor. Students will not be allowed to make such arrangements themselves.
4. No single person from outside the department may act as Additional Supervisor for more than two projects.

5. If selection between students needs to be made, then such selection will be based on the following criteria:
 - Specific project requirements (skills, aptitude etc... to be specified in the project description).
 - Academic performance in the relevant areas (study-units).
6. If a student is clearly unsuitable for a project on the basis of specific project requirements, then it is the prerogative of the supervisor offering the project not to accept the student.