

## NPSIA GUIDELINES

### GRADUATE STUDENT RESEARCH SUPERVISION

NPSIA MA students have the option of completing a Research Essay (1.0 credits) or Thesis (2.0 credits), while PhD students must produce a Dissertation. An effective Supervisor-student relationship is a key component of any student research project.

**Graduate students hold the primary responsibility for the completion of their degree, including their research essay or thesis. Students need to ensure that the quality of the work meets the standards expected of NPSIA students and the expectations of their Supervisor.**

Carleton University's [Graduate Supervision Responsibilities and Expectations Policy](#) outlines the university's policies on supervision, and each student should be familiar with this policy.

The guidelines below complement and support this official supervision policy, providing suggestions on best practices and reasonable expectations for students and Supervisors.

#### **Identification of Supervisor**

<b>Student</b>	<b>Supervisor</b>
Review the NPSIA requirements for MRE/Thesis/Dissertation.	Discuss with the student their research proposal and courses they should take to support their research.
Identify a NPSIA Supervisor as early as possible and discuss your research ideas.	Discuss language abilities and other skills that would facilitate research.

#### **Approval of Research Proposal (due May 1)**

<b>Student</b>	<b>Supervisor</b>
Produce a draft of your Research Proposal with sufficient time for the Supervisor to provide feedback.	Discuss, review, and approve the Research Proposal for the research essay/thesis.
Submit the Research Proposal by May 1 with the Supervisor signature.	Provide suggestions for Advisors for the Supervisory Team
Identify Advisor to complete the Supervisory Team. Please see MRE/Thesis guidelines for suggestions.	

### **Communication between Supervisory Team-Student**

<b>Student</b>	<b>Supervisor</b>
<p>Set regular meetings with Supervisor.</p> <p>Ensure Advisor is informed of progress and has opportunity to provide input.</p> <p>Best practice: produce an email summary of your understanding of next steps after each meeting.</p> <p>Develop a Research Plan/Gantt that outlines milestones and completion dates.</p> <p>Grad Studies has online tools that provide support and guidance, including a <a href="#">research planner</a>.</p> <p>Best practice: Consider using an online tool, such as a google doc or sheet that can be easily accessed by the Supervisor.</p> <p>Be aware of <a href="#">university policies</a> for the completion of the degree, student status, intellectual property, academic integrity, etc.</p>	<p>Ensure that the student establishes a feasible work plan.</p> <p>Ensure the workplan incorporates ‘check-ins’ to maintain contact with the Supervisory Team.</p>

### **Comprehensive Literature Review**

<b>Student</b>	<b>Supervisor</b>
<p>Undertake a comprehensive review of the literature.</p> <p>Grad Studies has developed a guide to <a href="#">literature reviews</a>. The MacOdrum library also provides literature review <a href="#">guidance</a>.</p> <p>Use this literature review to guide research development, including the refinement of the research question, identification of a puzzle, relevant theoretical frameworks, and</p>	<p>Provide feedback on the literature review in a timely manner.</p> <p>Gather feedback from the Supervisory committee (if applicable).</p>

<p>appropriate methods including potential case studies.</p> <p>Best practice: Consult the MacOdrum relevant subject matter university librarian for assistance with your literature review.</p>	
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### **Research and Methods Support**

<b>Student</b>	<b>Supervisor</b>
<p>Identify the kinds of methods that will be utilised in your study.</p> <p>Apply for <a href="#">funding</a> to support research.</p> <p>Identify data management tools, including software to facilitate analysis of data, references etc. Consult MacOdrum library for information on <a href="#">citation management</a>, <a href="#">data management</a>, the use of <a href="#">AI in research</a>, etc.</p> <p>Undertake necessary training in data management tools.</p> <p>If interviews will be used in the study, apply for ethics clearance from <a href="#">CUREB</a>.</p> <p>Develop additional language abilities if required by your research.</p> <p>Undertake field research, if applicable, under the guidance of the Supervisor (see NPSIA Field Research Guidelines).</p>	<p>Provide guidance on funding opportunities.</p> <p>Provide guidance on data management.</p> <p>Provide feedback on draft ethics application.</p> <p>Sign off on ethics application.</p> <p>Support student in any revisions of the ethics application.</p> <p>Support student in field research (see NPSIA Field Research Guidelines).</p> <p>Discuss conferences and other opportunities to develop skills and disseminate research.</p>

### **Review of Drafts**

<b>Student</b>	<b>Supervisor</b>
<p>Provide Supervisor and Advisor with reasonable time to provide feedback on drafts. Anticipate a 2-week turnaround on drafts; up to 3 weeks if it is the full draft of the MRE/Thesis/Dissertation.</p>	<p>Read and comment on written drafts within a reasonable time period (i.e. 2 weeks).</p>

<p>Respond to the comments and suggestions of the Supervisor and Advisor.</p> <p>Best practice: develop a table with the Supervisor/Advisor comments and how these have been addressed within the revisions.</p>	
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### **Submission**

<b>Student</b>	<b>Supervisor</b>
<p>Adhere to the formatting guidelines for your written work established by your Supervisor (MRE) and Carleton University (Thesis/Dissertation).</p> <p>Adhere to Grad Studies <a href="#">requirements</a> for theses and dissertations.</p>	<p>The Supervisor must certify that the research product – MRE, Thesis, Dissertation – is ready for submission.</p> <p>Ensure that all <a href="#">university guidelines</a> for the Thesis/Dissertation are followed.</p> <p>For the MRE, agree upon a mark with the Advisor.</p> <p>For Thesis/Dissertation, work with the NPSIA administrative team to arrange the external examination.</p>