JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Academic Supervisor for the Pre-Masters Diploma for International Students (PDIS) Independent Research Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Centre for the Development of Academic Skills (CeDAS)</td>
</tr>
<tr>
<td>Grade:</td>
<td>7</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>PDIS Programme Director</td>
</tr>
</tbody>
</table>

Purpose of the Post

This is a casual role within CeDAS and the main responsibilities associated with the post are:

1. to provide each student with 8 hours of academic supervision, of which at least 4 will be face-to-face supervision;
2. to maintain regular e-mail contact with the student and with the student's Personal Tutor in CeDAS;
3. to provide general research guidance, including a list of appropriate bibliographic sources;
4. to advise the student on review of relevant literature, research methodology, evaluating ideas and analysing information;
5. to provide written feedback and comments on written drafts;
6. to mark the final project (detailed information on the criteria to be used for marking the project will be provided);
7. To agree the project mark with the Personal Tutor and second marker.
8. to work with the Personal Tutor to ensure that students are fully aware of and able to apply the correct and legitimate use of sources in a piece of academic;
9. to liaise with the student's Personal Tutor during the supervisory period, normally including at least two face-to-face meetings;
10. to attend a briefing session;
11. to participate in standardisation of marking processes;
12. to seek support in standardisation of marking processes as appropriate from the PDIS Programme Leadership team;
13. To carry out any other duties that may be commensurate with the grade and/or appointment.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.
The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.