Mundus Dissertations Guidelines for Supervisors

This protocol is to be consulted by supervisors and Local Coordinators involved in the Erasmus Mundus Master Crossways in Cultural Narratives programme.

Thank you for taking on the role of supervisor. Your expertise and teaching will be invaluable to our Crossways students. Although the programme is somewhat complex, the associated benefits that it brings to our universities are highly significant.

Introduction

The current information should be read together with the document that provides Dissertation Guidelines to Students, which is being provided at the same time. Both documents can be found at the Crossways webpage, here.

In addition to Local Coordinators there is a General Dissertation Coordinator who is based at the University of St Andrews. Please do not hesitate to contact them at modlangs@st-andrews.ac.uk if you have any questions.

The Dissertation Guidelines for Students explain the four steps involved in the Dissertation process:

- **semester 1**: choice of topic by student, in part inspired by their preliminary exploration of the staff profiles in their semester 2 university (university B): i.e. they may well have chosen you as their ideal supervisor;
- **semester 2**: preparing the S2 Dissertation stage or Dissertation Report, which ends with an Oral Presentation and/or written piece of work; in some cases, they will also have to provide an annotated bibliography; this work is to be assessed locally with a mark, by you and, in some institutions, another colleague according to local rules;
- **semester 3**: writing the S3 Dissertation stage or Dissertation Progress; this is also to be assessed locally with a mark, by you and, in some institutions, another colleague according to local rules;
- **semester 4**: the final stage is the writing up of the final Mundus Dissertation, which takes place at their university C, with the continued involvement of the main supervisor from university B. See below about Assessment of the Final Dissertation.

**NB: Your commitment to your student is therefore for semesters 2, 3 and 4.** It is expected that you will continue to supervise them at every stage.

- During **semesters 2 and 3** you will meet (or have email contact with) your supervisee on four or five occasions per semester. We recommend that you use Supervision Forms (attached at the bottom of the Guidelines for students document) for each of these meetings. The student should complete them and show them to you for approval and signature.
In semester 4 you will continue to be the main supervisor at a distance, when the student will have his/her meetings with their second supervisor in university C. The student may send you copies of their supervision forms (with reports on meetings with second supervisor in university C). As the student writes up the work that was explored and guided by you, they will additionally remain in contact with you by email. Both supervisors aim to work in a complementary fashion to the benefit of the student.

Final Dissertation Assessment

The Main and Second Supervisors each independently read and mark the Final Dissertation they will have received from the student, and they report their assessment to each other. Both supervisors then agree on a single Mundus mark (A, B, C, etc.) and ONLY when they have agreed on that single Mundus mark, do they convert it into their local equivalent marks, using the Mundus Conversion table. It is the responsibility of the Main Supervisor to fill in the final version of the dissertation assessment form, which the student will have attached when submitting the Dissertation. Merging the comments, the dissertation assessment form will include both the agreed Mundus grade and its local equivalent marks.

The main supervisor must send the Assessment form by 30th June:

- to the student, indicating that all grades are provisional until confirmed by Mundus Academic Council held in September; and
- to the University C Local Coordinator, together with the Dissertation Itself. He/she will gather all assessment forms and dissertations and send them to the General Dissertations Coordinator in St Andrews, using the email address modlangs@st-andrews.ac.uk and putting the words “Crossways Mundus Dissertation” in the subject line.

In the vast majority of cases there will be agreement amongst supervisors; in the rare cases when this proves difficult, the procedure is to communicate separate reports with individually proposed grades to the General Dissertation Coordinator in St Andrews who will either: 1) take an average grade from the two proposed; or 2) invoke the help of an adjudicating third reader.

Shortly after 30th June the agreed Final Dissertation Mundus grade is recorded on the semester 4 Course Registration and Assessment Form and communicated by the General Dissertation Coordinator in St Andrews to the Université de Perpignan Via-Domitia.

- The General Dissertation Coordinator will ensure the timely and accurate outcome of the dissertation process. He/she will not, however, be able to do so without the active and ongoing participation of the Local Coordinators.

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