Improving your skills as a thesis supervisor

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European Network for Academic Integrity

Webinar

Introduction

- Motivation
- Frequent problems
- Your experience

Tool, which could help you to be a better supervisor

- Checklists
- Main points of the checklists

Discussion

Dita Henek Dlabolová is an executive manager of the ENAI. She is an experienced teacher and trainer in the field of academic integrity with the main focus on plagiarism prevention and academic writing.

Veronika Krásničan (earlier Králíková) is a researcher and project output leader of the BRIDGE project. She leads an output focused on bridging research ethics and academic integrity.

Participants Introduction

Mentimeter quiz:

- What is your position at your institution?
- How many thesis have you supervised?
- Have you received some training before supervising your first theses?

Mentimeter quizzes

Open **menti.com** in your browser.

Enter code: **3169 0891**

(answers from the quizzes within the webinar are included in the presentation)

What do you understand under the term “academic integrity”?

Compliance with ethical and professional principles, standards, practices and consistent system of values, that serves as guidance for making decisions and taking actions in education, research and scholarship.

being a good guide for students

ethical behavior

ethics in research

Ethics in research

being professional

Individual and institutional practices in teaching, research, and scholarship

following high standards in your research

Academic Integrity

"Compliance with ethical and professional principles, standards, practices and consistent system of values, that serves as guidance for making decisions and taking actions in education, research and scholarship."

- European Network for Academic Integrity, www.academicintegrity.eu

*"A commitment, even in the face of adversity, to six fundamental values: **honesty, trust, fairness, respect, responsibility**, and **courage**. From these values flow principles of behavior that enable academic communities to translate ideals into action."*

- International Center for Academic Integrity, www.academicintegrity.org

What do you understand under the term “research integrity”?

the same - ethical behavior during the whole research process

Ethics in research

Compliance with ethical and professional principles, standards and practices by individuals or institutions in research.

being responsible (fair, ethical, ...) researcher

Research Integrity

"Compliance with ethical and professional principles, standards and practices by individuals or institutions in research."

- European Network for Academic Integrity, www.academicintegrity.eu

Academic x Research Integrity

- same values
- academic integrity often targets on newcomers to academia:
  - “Don’t cheat.”
  - “Don’t plagiarise.”
  - “Cite properly.”
- research integrity education often comes much later - early PhD studies(?)

We would like to close this gap!

MOTIVATION

Why is it important to take regards on academic integrity in thesis supervision?

- higher level of education
- better results
- prevention of cheating
- …
- …

BUT…it is not always that easy even if you try to do your best…

Do students at your institution receive training in academic and/or research integrity before writing their theses?

What is a one good (or the best) advice you give to your students on their theses?

If you are a student, or not experienced with supervising - what would be the one advice you would like to receive?

Improving your skills as a thesis supervisor

Introduction to new tool:

Checklist for supervisors

developed by BRIDGE project partners

About checklists

Checklists are one of the many outputs of the international BRIDGE project, which is “building bridges” between higher education, business and citizen science.

Project partners are from Sweden, Lithuania, Czechia, Ukraine and North Macedonia.

More about the project here: http://www.academicintegrity.eu/wp/bridge/

For who are the checklists?

- Master students writing their theses.
- PhD students publishing their first article.
- Supervisors in general.

What is the main purpose, how it should help?

The checklists might be used to make sure that **students adhere to the appropriate norms and values in research as they conduct their thesis work or first article, whereas supervisors are there to guide and mentor them.**

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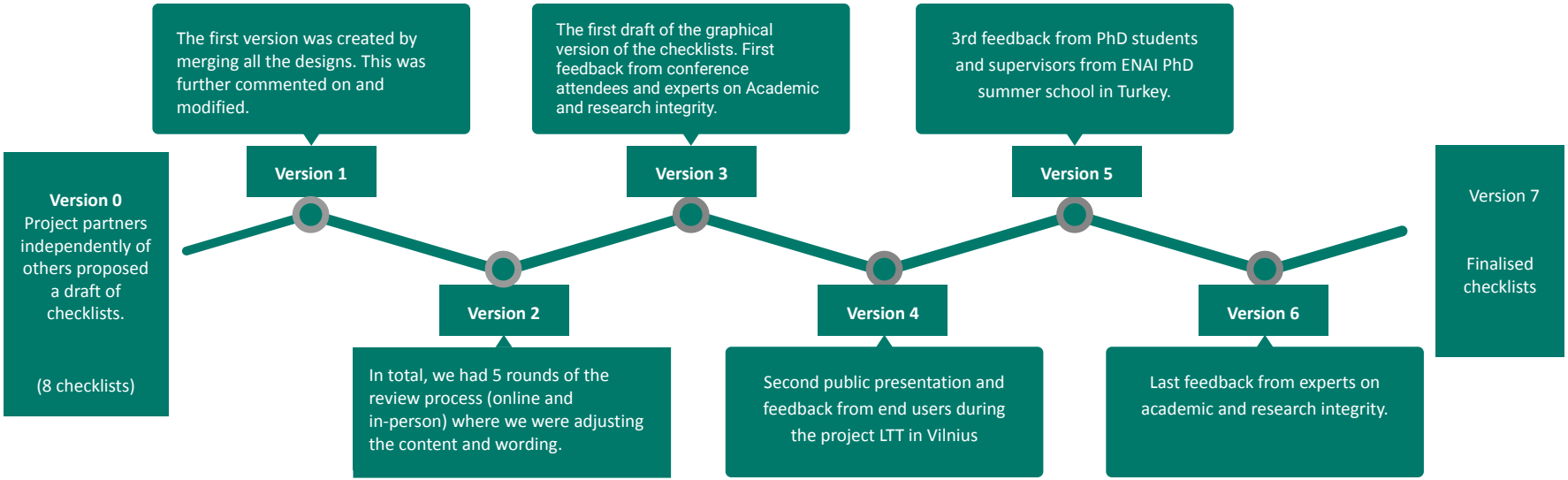
Checklists methodology



The checklist for supervisors

Use this checklist to **help students complete theses and publish while upholding ethical standards and avoid professional misconduct.**

The aim of this checklist is to **assist supervisors** in the supervision of master's and doctoral thesis writing and publishing in accordance with the norms and values of academic and research integrity.

The checklist is intended to be **used from the beginning of the supervision and throughout the process of thesis preparation.**

Be aware that **the list might need to be adapted to your own needs depending on the research field, your past experience, and the institutional policies and rules.**

Depending on the division of responsibilities on the institutional level **it might not be you that are doing the items listed below, but you have to make sure that your student is properly guided.**

Checklist content

- **GENERAL PREPARATIONS FOR ME AS A SUPERVISOR** - what I need to know before I will supervise the student
- **ACADEMIC AND RESEARCH INTEGRITY** - clarifying the values and principles of cooperation and publishing
- **PREPARATIONS FOR STUDENT WORK** - setting the workspace
- **FORMULATING RESEARCH QUESTIONS AND THE STUDY DESIGN** - important tasks that need to be checked
- **FEEDBACK** - learn how to communicate with your student
- **DATA PROCESSING AND ANALYSIS** - beware of frequent problems in data collection and analysis
- **ACADEMIC WRITING** - tips on how to introduce a student to academic writing
- **COLLABORATIVE WORK** - what to watch out for when cooperating
- **ETHICAL PUBLISHING** - how to help a student successfully publish an article
- **FINAL CONSIDERATIONS** - what not to forget before the defence

Checklists for Supervisors

bridge project

The aim of this checklist is to assist supervisors in the supervision of Master and Doctoral Thesis writing and publishing in accordance with the norms and values of academic integrity and research integrity.

The checklist should help guiding students to prepare their thesis in line with the best research practices and avoid risks of research misconduct.

The checklist is intended to be used from the beginning of the supervision and throughout the process of thesis preparation.

Academic integrity

- ☐ Student and I have talked about what academic integrity and research ethics are and why they are important.
- ☐ I have advised student to read appropriate literature in academic integrity and research ethics.
- ☐ We have agreed that the student's work will be done with respect to academic and research integrity.
- ☐ I have explained to my student what are the consequences of dishonesty in research (plagiarism, fabrication and other violations of academic ethics and procedures).
- ☐ If your students have not taken previous courses in academic integrity you could point them to institutional resources or reliable resources such as those at https://www.academicintegrity.eu/wp/all-materials/.
- ☐ I have guided my students on how to find all the relevant documents such as code of ethics, etc.

Individual preparations for me as a supervisor

- ☐ I have read the institutional requirements relevant for thesis supervision and if available, have taken the required courses in supervision.
- ☐ I know what are the quality requirements on thesis at my institution.
- ☐ I know where to find the information on the supervision tasks and process.

Preparations for student work

- ☐ Student and I have agreed on regular individual or group meetings and we are following the schedule.
- ☐ Student and I have agreed to respect the working hours and avoid to contact each other on the weekends and during the vacation time.
- ☐ We have set up a suitable work schedule with the student and we agreed on the timeline that he/she will follow.
- ☐ I have advised the student to have a research diary to keep all vital information well organised and in one place.
- ☐ I am here to support my students and they know that I will do my best to help them; they also know how and when to reach me.
- ☐ Before data collection began, I checked if your student's research needs ethical approval and helped her/him with the procedure.

Feedback

- ☐ I have regular consultations with my students and I follow their ongoing research.
- ☐ I am always clear and respectful in my communication.
- ☐ I am always trying to give a constructive feedback and appreciate the positive aspects.

Formulating research questions and the study design

- ☐ Student and I have discussed literature searches and how to find relevant research literature.
- ☐ Student and I have discussed with my student what type of contribution their thesis will make to existing research in our field.
- ☐ Student and I have discussed and agreed on research questions, study design, and the methodology of the thesis work and how the research process will be monitored.
- ☐ Student and I have discussed and agreed on the scope of her/his research and what knowledge and/or skills are needed to implement research design. If needed, I guided my student with relevant resources, training opportunities or consultancy.
- ☐ If needed, I advised the student to have additional/external consultant for planned research topic.

General tips

- ▶ Be aware that you are a role model.
- ▶ Enculturate your students into your discipine and help them to cross the bridge from studies to research.
- ▶ Encourage your students to self-reflect and help them to develop critical thinking
- ▶ If a problem arises, try to solve it for the benefit of the student - without coercion.
- ▶ Try to motivate your students, ask them about their work and how it is going.
- ▶ Show students that you are active and engaged in their work.
- ▶ I encourage my students to interact with the research community and participate in academic events.

Bridging Integrity in Higher Education, Business and Society

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@projectbridge_
@infobridgeproject

Work in progress

GENERAL TIPS

- Be aware that **you are a role model**.
- **Enculturate your students into your discipline** and help them to cross the bridge from being a student to research.
- **Encourage your students to interact with the research community** and participate in academic events.
- **Encourage your students to self-reflect** and help them to develop critical thinking.
- Try to **motivate your students**, and ask them about their work and how it is going.
- Show students that **you are active and engaged** in their thesis and publication work.
- **Advise students to have a research diary** as a useful tool to keep all important information in one place.

Checklists for students

Master students

Pre-writing preparations

- GENERAL PREPARATIONS FOR ME AS A STUDENT
- ACADEMIC AND RESEARCH INTEGRITY
- PREPARATIONS FOR MY THESIS WORK
- FORMULATING RESEARCH QUESTIONS AND THE STUDY DESIGN

Research process

- DATA COLLECTION
- DATA PROCESSING AND ANALYSIS

Academic reading and writing

- ACADEMIC READING
- ETHICAL WORK WITH SOURCES
- STRUCTURE, FORM, AND LANGUAGE

Final considerations

General tips

Doctoral students

Pre-writing preparations

- GENERAL PREPARATIONS FOR ME AS A STUDENT
- ACADEMIC AND RESEARCH INTEGRITY
- PREPARATIONS FOR MY RESEARCH WORK

In process

- FORMULATING RESEARCH QUESTIONS AND THE STUDY DESIGN

Research

- DATA COLLECTION
- DATA PROCESSING AND ANALYSIS

Academic reading and writing

- ACADEMIC READING
- ETHICAL WORK WITH SOURCES
- STRUCTURE, FORM, AND LANGUAGE
- WHEN YOUR WORK IS A PART OF A COLLABORATIVE RESEARCH PROJECT
- ETHICAL PUBLISHING

Final considerations

General tips

Conclusion

- **Writing a thesis is a demanding and challenging** task covering many aspects
- **Supervising thesis is a demanding and challenging** task covering many aspects
- The Bridge project offers a tool - to students and to supervisors - to support you and help you to manage it.
- Please, **share the checklists** with your students and colleagues
- The checklists are available under the **Creative Commons license**
    - **translations** with acknowledgement **are welcome**!
    - please, share your translation with us

bridge project

www.academicintegrity.eu/wp/bridge
twitter.com/projectbridge_

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Next ENAI Webinar

European Network for Academic Integrity

Celebrating the European Year of Youth through Academic integrity: How students help in establishing institutional integrity and values

Oraz Myradov, ENAI Students' WG & European Students' Union

11th November 2022, 13:00 CET

www.academicintegrity.eu/wp/enai-monthly-webinars