

Table: Blended Supervision with SciPro

<b>Supervisors tasks</b>	<b>Mode and method of performing</b>
Supervisors are allocated a quota of students per term.	Information is available in SciPro.
Submit ideas to (at least) fulfill the allocated quota or pick an idea from those suggested by students.	Upload to the idea(s) section of the SciPro system. Check the ideas that are already available.
Fulfilling the quota of students by selecting student ideas or getting students to pick from ideas submitted by supervisors.	The system automatically matches the ideas when it is selected and creates a thesis project in SciPro.
Arrange the first meetings with the students who were matched.	Booking of meetings is done via SciPro.
Individual research plans are created together with individual students.	The plan is create in SciPro in the form of milestones.
Provide feedback and advice on the choice of the research topic.	A discussion is held during a face-to-face or an online meeting. A summary of the discussion and resources exchanged can be archived in SciPro.
Approve the project proposal.	Done via SciPro.
Provide feedback and re-evaluate the research question and methods.	Additional information is available "Thesis info" in SciPro.
Send the first draft to a reviewer (another professor at the department).	Done via SciPro ("Interaction with reviewer").
Reviewers communicate with supervisors for clarifications, etc., if needed.	Done via SciPro ("Interaction with reviewer").
Provide feedback and advice to students during the empirical part of the study or during experiments.	A discussion can be held face-to-face and/or arranged via SciPro.
Approve the final draft.	Done via SciPro.
Check if the requirements are met for the thesis defence, i.e. if all peer reviews are completed.	Information is available in SciPro after the milestone is marked as completed.
Book the final seminar.	Done via SciPro.

Run a plagiarism check for the submitted theses.	Done automatically in SciPro.
Host the final seminar.	A seminar can be held face-to-face or online.
Grade the thesis.	Grading criteria are available in SciPro in a pre-set form; supervisors fill in the relevant parts of this form. The final grade is calculated automatically.
Coordinate with the panel of examiners for finalising the grade.	Communication via SciPro.
Report the grade and finish the thesis project.	The grade from SciPro is automatically reported to the student management system.