



Student Name

EE Supervisor Name

Subject Supervisor Duties

1. Spend between three to five hours with each student (over the course of a year).
2. Undertake three mandatory reflection sessions with each student they are supervising
3. Sign and date each reflection summarized on the *Reflections on Planning and Progress form* and provide comments at the end of the process. If the form and essay are submitted via the eCoursework system, then it is deemed signed and authenticated
4. Provide students with advice and guidance in the skills of undertaking research
5. Encourage and support students throughout the research and writing of the extended essay
6. Discuss the choice of topic with each student and, in particular, help to formulate a well-focused research question which is suitable to the subject of registration and ensure that the chosen research question satisfies appropriate legal and ethical standards with regard to health and safety, confidentiality, human rights, animal welfare and environmental issues
7. Be familiar with the [regulations](#) governing the extended essay and the assessment criteria, and gives copies of these to students
8. Monitor the progress of the extended essay to offer guidance and to ensure that the essay is the student's own work (this may include presenting a section of the essay for supervisor comment)
9. Read and comment on one draft only of the extended essay (but do **not** edit the draft); this should take place after the [interim reflection session](#), but before the [final reflection session](#), the *viva voce*
10. Ensure that the final version of the essay is handed in before the final reflection session (*viva voce*) takes place, and that no changes are made to it subsequently
11. Read the final version and, in conjunction with the *viva voce*, confirm its authenticity.

The following are NOT duties of the Subject Supervisor

1. Give students a subject or topic.
2. Give students a research question.
3. Line edit work.
4. Remind students of deadlines.
5. Chase students down if they miss deadlines.

I hereby agree to utilize my advisor as described above. I will honor this relationship by:

- € Making appointments when necessary.
- € Arriving for all appointments on time.
- € Arriving for all appointments prepared with questions and/or dilemmas.
- € Working to my potential.
- € Recognizing the Extended Essay is my responsibility.

Student Signature

Date

I hereby agree to serve as your advisor for the Extended Essay and fulfill my duties as described above.

EE Supervisor Signature

Date