Checklist for Supervisors – Notes for Educators

Open the checklist in PDF (https://www.academicintegrity.eu/wp/wp-content/uploads/2022/12/checklist_supervisors_FINAL-1.pdf) to see the complete educational material.

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About the educational material

The educational material was created with the Erasmus+ project *Bridging Integrity in Higher Education, Business and Society* (BRIDGE, project no. 2020-1-SE01-KA203-077973) as a part of the project output 2 "Bridging academic and research integrity". The educational material, other project outputs, and more information on the project are available at https://www.academicintegrity.eu/wp/bridge/.

Use and adaptations of the educational material

Authors welcome adaptations of the material, especially translations! If you are interested in translating the material into your language, please contact us at bridgeinfo@academicintegrity.eu and we will provide you with source text. The Bridge project will then be happy to assist you with further sharing of your translation.

Citation of the educational material

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Checklist for Supervisors: Help your students write and publish with academic and research integrity

Basic information

- **Target audience:** current and future academics supervising (master) theses, or supervising a doctoral student
- **Study/research field**: any
- **Length:** not limited, users of this material are expected to use it continuously throughout their work

Purpose of the educational material

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 should help a supervisor to guide students to prepare their thesis and publication in line with the best research practices and avoid risks of research misconduct and questionable research practices. The checklist can be used on various levels of supervising students, but it is mainly intended for **supervising master students writing their first thesis**, and for **supervising PhD students writing their first research paper**.

As supervising students is a complex process, the checklist is intended to help supervisors to include the important aspects of academic and research integrity when working with the student. There is also a checklist for students writing their first thesis and a checklist for PhD students writing their first research paper which complement this supervisor's checklist. It is recommended to the supervisors request the students follow "their" checklist (find them at: www.academicintegrity.eu/wp/bridge-project-outputs).

The checklists were created to be discipline-independent, therefore some aspects of your discipline or institutional policies might differ. The checklists should serve as a basic guide, and they might need to be adapted depending on the research field, the supervisor's past experience, and the institutional policies and rules.

What is included in this educational material?

- Checklist for supervisors (PDF for print)

Related materials:
- Checklist for master students (writing their first thesis)
- Checklist for doctoral students (writing their thesis and their first research paper)

How to use the educational material?

- Use this checklist to help students to complete theses and publish while upholding ethical standards and avoiding professional misconduct.
- The checklist is intended to be used from the beginning of the supervision and throughout the process of thesis preparation. Therefore, use it continuously throughout supervising a student.
- You can print the checklist or use it electronically (tip: some PDF readers, e.g. free Adobe Acrobat Reader, enable you to make notes in the PDF files).
- 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. Therefore, feel free to skip the points which are not relevant to you, or add your own using the space for additional notes.

- Depending on the division of responsibilities on the institutional level it might not be you that are doing the items listed, but you have to make sure that your student is properly guided.
- The checklist is divided into sections according to various stages of the writing process. Some of the sections are subsequent, others are expected to take place in parallel. The order might differ in your field or institution settings, so you don't have to follow the order strictly.
- Provide your student with the appropriate version of the checklists and request him/her to use it. It is good to go through the student's checklist with him/her at the beginning to make sure everything is understood.
- It could be beneficial to address some of these points in groups of two or more students.

Related educational materials

- [Checklist for supervisors in other languages](#)
- [Checklist for doctoral students](#)
- [Checklist for master students](#)