

CERN Summer Student Programme Guidelines for Supervision

Role of the Supervisor

- Ensure that there is appropriate working space for the student plus the necessary equipment, i.e. PC or laptop, desk, printer etc.
- Advise, guide and support students in all aspects of their research or engineering project, providing clear intellectual leadership and giving precise guidance about the expectations of the work foreseen.
- Agree with the student on a clear plan of work, identify milestones and provide information on the availability of project resources.
- Agree with the students on a timetable for regular discussions and follow-up of progress of the work project.
- Support the students to take part in the other activities that are part of the programme (lectures, visits, workshops, presentation and poster session, summer student drink)
- Provide guidance with the summer student lecture programme:

The lectures are open for all students. Since the lecture programme consists mainly of physics lectures, it might be useful to give advice especially to non-physics students. The first lecture should be accessible also for non-physics students though. Note that there are also IT lectures that are organized by Openlab that the students can attend.

- Liaise with the student to produce a short report on the project at the end of the Summer Student Programme.
- Assist and encourage the student to participate in the wider community at CERN.

Each supervisor is to complete the evaluation form which will be sent by the CERN Summer Student Programme Coordinators at the end of the programme.

General Arrangements for Supervision:

Where more than one supervisor is appointed, one of the supervisors shall clearly be designated the primary supervisor, and the roles of each supervisor should be clearly defined at the outset and redefined as appropriate as the student's work progresses. Arrangements must be clearly communicated to the student

In all cases, CERN shall ensure that each student has access to one or more named persons, in addition to the supervisor, to whom he or she can turn for support, such as the CERN Summer Student Programme Coordinators.

Where there is a sole supervisor, these other sources of support, and the provision of cover during the absence of the supervisor referred to below, are especially crucial.

In case of absence, the official supervisor shall be responsible for identifying a replacement supervisor who will supervise the student. Should the student have concerns over the quality of supervision, he or she should seek to resolve the matter where possible by discussion with the supervisor and if the situation does not improve to contact the CERN Summer Student Programme Coordinators.

Should the supervisor become aware of any particular concerns with a student, he or she will discuss them at an early stage with the CERN Summer Student Programme Coordinators.

Summer Students do not have paid leave entitlement. Any exceptional absence (e.g. an exam at the university or a private emergency or family event) from working time which may be requested by the student must be authorized by the supervisor and the CERN Summer Student Coordinators in the first instance before the absence takes place.