



## **External Capstone Supervisor Leiden University College The Hague**

### **Role of Capstone Supervisor at LUC**

The role of the LUC Capstone supervisor is to guide the student through the entire spectrum of the thesis experience; from inception of research question to providing comments on the thesis. The thesis supervisor has an important role in the student's curriculum, and represents an essential academic mentor as the student transitions from undergraduate study to graduate research or employment. Further details on the role of Capstone supervisor and reader, general purpose of Capstone, and practical issues and deadlines are listed in detail in the **Capstone Handbook**.

Supervisors and students meet at minimum four times. Although the nature of thesis topics will vary, the schedule of meetings should occur such that the following categories provide the general purpose of the meeting.

- pre-proposal and research design (mid to late autumn),
- post-proposal and research activities and thesis writing (early February),
- update on thesis, such as review of thesis outline and literature review (March),
- feedback and critique of first draft of thesis (mid to late April),

Supervisor responsibilities also include:

- Providing direction for the identification and definition of a suitable thesis topic,
- Providing written guidance, suggestions and critique of the research proposal,
- Providing timely assessment and qualitative feedback on and grading of the research proposal,
- Providing guidance and suggestions in carrying out the research activities and analyses, whether qualitative or quantitative, such that the student is prepared to conduct the study,
- Confirming that all thesis requirements have been met and that the originality of the thesis has been validated through the SafeAssign software (plagiarism check on Blackboard),
- Conferring with the reader in regards to the final thesis grade,
- Submitting timely assessment of the final thesis to the Capstone Coordinator by June 1<sup>st</sup>.

### **Supervisor Remuneration**

All external Capstone supervisors are remunerated in accordance with the relevant agreement. For details on remuneration, please, contact the Managing Director or the Capstone coordinator at [capstone@luc.leidenuniv.nl](mailto:capstone@luc.leidenuniv.nl).



## External Capstone Supervisor Form

The Capstone thesis supervisor form must be completed prior to a student beginning their thesis project, and must be submitted to the Capstone Administrator (capstone@luc.leidenuniv.nl) by 10 October.

### **Student Information**

Student name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Major: \_\_\_\_\_

Tentative title of thesis:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Supervisor Information**

Name: \_\_\_\_\_

University and Program:

\_\_\_\_\_  
\_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Capstone Coordinator signature: \_\_\_\_\_ Date: \_\_\_\_\_