

## **Post Graduate Student and Supervisor Responsibilities**

A doctorate is very much a self-driven endeavour with the supervisors there to provide guidance, advice and support. Whilst the supervisor should play an important role and will have expertise in the field, they would not be expected to have extensive knowledge on the exact topic of the thesis. Indeed, as a key requirement for the thesis is that it extends our knowledge and understanding, the PGR's knowledge on the topic of the thesis should exceed that of the supervisor by completion.

This document sets out the responsibilities of both the supervisor and the student. It is not an exhaustive list and is intended as guide to help ensure expectations between the student and the supervisor are aligned. This guide introduces some of the mutual obligations and expectations that underpin a healthy supervisory relationship.

### **Responsibility of the Post Graduate Researcher (PGR)**

The PGR is responsible for the management, drive and progress of the research, culminating in the submission of a thesis ideally within the minimum candidature period. The PGR should approach the research in a professional manner and be considerate to fellow students and staff at all times.

PGR students should:

- Be responsible for arranging meetings, arriving at the agreed time and recording discussions and agreed outputs. Meetings with supervisors should occur at least once per month and should be recorded on EVision. Two months of non-attendance results in escalation to a meeting with the Research Director.
- Reflect on the supervisory meetings and implement any feedback.
- Regularly check University email account and reply to all emails from supervisors and university staff in a timely, professional manner.
- Develop a research plan and timeline to be regularly reviewed with supervisor.
- Ensure good communication with any 3<sup>rd</sup> parties (e.g. industry partner, external funder), ensuring supervisor is aware of all correspondence
- Ensure principles of academic ethics and integrity are adhered to at all times.
- Raise concerns or issues that might impact progress as early as possible.
- Maintain an up to date literature review – the latest work in the field is likely to influence the project plan.
- Submit draft manuscripts to supervisors for comment and feedback prior to circulating to wider authorship groups.
- Identify conferences where you could present your work, funding permitting.
- Comply with any requirements to produce formal reports or presentations.
- Engage in skills and career development training (e.g. research seminars, CPD courses and demonstrating).
- Take part in outreach and engagement activities lined to CoE and the University.
- Comply with any student agreements related to the doctoral scheme (e.g. CDTs).

**PGR Student Signature:** .....

**Date:** .....

- Provide the supervisory team with a complete final draft of the thesis with sufficient time before the submission date to allow for feedback.
- Engage with their supervisor and any industrial partners to prepare for the viva.
- Submit corrected thesis within specified period and comply with the final submission procedure.

### **Responsibility of the supervisor(s)**

The supervisory team must ensure that the PGR understands what is required of them as per the responsibilities outlined here. In particular, that the thesis must be the PGR's own work and that they are responsible for managing their work. The supervisor will often be the university point of contact and should offer pastoral as well as research support. This may involve signposting to professional services. A supervisor is not there to teach the basics of a subject or to tell the PGR what to do.

A supervisor should:

- Explain the nature of research, the standard of work expected and what is required to achieve the specific research degree.
- Advise on planning the research programme within realistic timelines.
- Advise on literature, sources, scientific methods and experimental design.
- Support familiarisation and training on research techniques and methodologies.
- Read reports, drafts and emails in a timely manner (within three weeks unless mutually agreed otherwise) and feedback as appropriate.
- Encourage the student to present their work at relevant conferences, funding permitting.
- Understand the requirements of the funders and third parties (e.g. IP arrangements, reporting of research outputs etc.)
- Support the development of oral and written communication skills.
- Advise on academic ethics and integrity and ensure all research is undertaken with the appropriate ethics and insurance in place.
- Complete attendance and progress monitoring on Evision. Supervisors are required to mark students as progressing “with no concern” or “as cause for concern”. If cause for concern is selected, this must be accompanied by an explanation and actions to bring improve progress. All students marked as cause for concern will be flagged at the College and University Progression boards.
- Be accessible to the student within standard working hours.
- Provide guidance on submission and consequences of missing submission dates.
- Encourage and facilitate the timely submission of the thesis.
- Identify examiners and provide support and guidance ahead of the viva.
- Provide feedback on the final draft of the thesis, provided that this is presented within the agreed timeframe.
- Inform the student if there is a concern about the quality of the thesis before submission and advise on possible steps to rectify prior to submission.

**Supervisor Signature:** .....

**Date:** .....