

Responsibilities of a Postgraduate Research Student & Supervisory Team

You can find the full list of responsibilities in the Code of Practice on the PGR Student Team website.

Student

- To agree a programme of work and develop a project plan with supervisors at the beginning of the project and to review this at appropriate intervals in each academic year in consultation with the supervisors, informing the supervisors about deviation from this.
- To engage with their research, and training, work independently and take ownership and responsibility for the research and meeting agreed objectives and deadlines.
- To familiarise themselves with the relevant University policies, procedures and regulations governing research degrees.
- To ensure that any obligations to or requirements from their sponsors and funding bodies are met.
- To devote the appropriate time and effort to their studies. Full-time students are expected to spend a minimum of 35 hours per week engaged in research (including formal skills training), normally on the University campus. Part-time students are expected to devote an average of 16 hours per week to their studies.
- To undertake a Skills Audit at the start of their programme, in consultation with their supervisors and complete the required skills training as agreed with their supervisor and Departmental guidelines.
- Engage with the wider research community in the department, for example by attending University seminars and also events nationally and internationally and by keeping up to date with research in their area.
- To communicate research findings to others in the academic community, via the Department or School PhD events, the University Poster Day and at other opportunities such as research paper submissions as agreed with the supervisors.
- Maintain a professional and courteous relationship with their supervisor, prepare draft documents in good time and be prepared to receive and act upon advice and critical feedback of their work
- Meet regularly with their supervisors, arrive punctually and to record at least one formal meeting per month in the University systems.
- To maintain the progress of work in accordance with the stages agreed with supervisors, including in particular the presentation of written work as required in sufficient time to allow for comments and discussion before proceeding to the next stage.
- To complete the University's Annual Progress Report in the required timescales and to complete other progress reports required.
- To check their University email account on a regular basis and act promptly on messages received from the University.
- Inform their supervisor and any other relevant staff of any difficulties that are affecting their research such as personal, health or financial problems.

- To ensure that the thesis is submitted before the final submission date, is the student's own work, is in the correct format, and that all appropriate acknowledgements have been made.
- Before leaving the University, to clear any area in which they have been working.

First Supervisor

- Establish a professional and supportive relationships with their research students, in order to facilitate their development as a researcher
- To provide guidance about literature and techniques and ensure that students are aware of the current developments in both specific and wider areas of research
- To encourage students to question critically the existing literature around the specific subject area, the assumptions of the research project and the results they obtain
- To encourage and arrange students to talk about their work within the University for example during group seminars, Department/School PhD events and Poster Day.
- To encourage students to communicate their findings to the wider academic community via attendance and submission to workshops, conferences and by writing journal papers
- To provide a suitable induction to the research group and academic Department, School and University and ensure the students attend any Departmental School or University Induction events
- To be familiar with the University policies, procedures and regulations governing research degrees
- To ensure that students are made aware of the requires timescales for completion of research degree programme and the consequences of not making satisfactory progress with their research project
- To advice students on issues relating to academic integrity, provide advice and guidance on the University policies on such matters and take steps to assist students to avoid plagiarism, collusion and dishonest use of data
- To advise students on the processes, implications and consequences of changes in registration, for example to Submission Pending or in relation to a suspension of studies
- To ensure that any circumstances that might require a student's formal registration to be amended or suspended are brought to the attention of the School Director of Postgraduate Research
- To give guidance about the planning of the research programme. A draft programme of work should be agreed by the Student and Supervisor, with deadline for completion of the stages of this
- To ensure that students, in agreement with Departmental Director of Postgraduate Research, complete the required skills training, commencing with a Skills Audit which must be completed in consultation with the student & supervisor

- To meet regularly with students ensuring that at least one formal meeting per month (at least twelve per year) takes place with the research student each month, recorded on using the PGR toolbox and signed off in a timely manner
- To convene a meeting at least once per term to discuss with the student on-going progress issues with other members of the supervisory team
- To ensure that Annual Progress Reports are completed in accordance with the University Procedures, and timescales completing the relevant section of the report on behalf of the supervisory team
- To provide realistic feedback to the students regarding their progress
- To ensure that drafts of reports and the thesis are read within agreed timescales and appropriate feedback is provided
- To assist the Head of Department/School and Departmental Director of Postgraduate Research with the selection of the Examiners, to inform the student of the names of the Examiners and to ensure that the student is prepared and supported for the oral examination for example by a mock viva

Second or Other Supervisors

- To consult with the First Supervisor on the feasibility of the proposed project and the suitability of the student to undertake the research, before formal registration and in an initial meeting of the student and all supervisors.
- To assist the student and First Supervisor in completing a Skills Audit at the beginning of the student's first year.
- To meet with the student and all members of the supervisory team at least once per term (three times per year), to discuss progress and the direction the research is taking.
- To be available at other times than formal meetings and to provide general support as required to the student and the First Supervisor.
- To discuss with the First Supervisor any formal recommendations relating to the student's registration, such as suspension of studies, and to submission pending.
- To discuss the student's progress with the First Supervisor as part of the Annual Progress Monitoring.
- To assist in the nomination of Examiners.