Appendix 1:
Supervisory Responsibilities

It is important that a clear understanding is established at an early stage between the supervisor(s) and the student about the responsibilities of each. This list summarises the main responsibilities of the lead supervisor and supervisory team towards the student. The additional administrative responsibilities arising from supervision are set out in the body of QA7.

In summary:

- Lead Supervisors are responsible for ensuring that their research student progresses satisfactorily and in accordance with the University’s Regulations and Quality Assurance principles.
- Supervisory Teams are responsible for ensuring that their research student receives appropriate guidance and support throughout their registration with the University.

The lead supervisor is responsible for:

- ensuring that all the arrangements and information required for the approval of candidature are in place as soon as possible after a student has registered.
- analysing, discussing and monitoring a student’s requirements for skills training, including generic skills training, and personal development.
- ensuring that formal review reports are submitted to the Faculty/School Research Students Committee as required.
- reporting the finalised thesis title to the Faculty/School Research Students Committee as soon as possible and before the Board of Examiners is appointed.

The lead supervisor is also responsible for ensuring that the supervisory team:

- gives guidance about the nature of research and the standard expected, about literature and sources, and the writing of reports and the thesis.
- draws the student’s attention to plagiarism awareness training available within the University, and to the nature, unacceptability and consequences of plagiarism.
- gives guidance about other research related issues, such as safety and ethics.
- maintains appropriate contact with a student through regular formal and informal meetings.
- is accessible to the student at other appropriate times when a student needs advice.
- gives advice on planning the research programme, and the completion dates of successive stages of the work so that the whole may be submitted within the scheduled time.
- requests written work as appropriate, and returns such work with appropriate feedback and constructive criticism within a reasonable time.
- arranges for the student to talk about their work to staff or graduate seminars, and to have practice in oral presentations.
- ensures, especially during the first year of study, that the student is made aware and is notified in writing of inadequate progress or of standards of work below that generally expected.
- ensures an appropriate written record is kept of meetings with the student, including advice or instructions given to them and agreed actions, and that a copy of all correspondence about academic requirements, inadequate progress etc, is kept.
- undertakes a critical reading of the draft thesis and provides feedback to the student, including advice on the potential submission of a final thesis.
- ensures additional support, if necessary, for overseas students who may need more advice (including arrangements for assistance with language difficulties), particularly in the early stages of their work.
- arranges appropriate support for students with disabilities, seeking advice from the Student Disability Advice Team as necessary.
- attends relevant supervisory training as coordinated by the University.
- actively engages with the research environment of the department/school.