



A checklist of topics for doctoral researchers and supervisors to consider over their initial meetings

(underlined are **linked to more information**)



An expectation setting meeting should include the whole supervisory team and be conducted early in the doctoral programme, normally no later than 2 weeks after starting.

Expectations

Support requirements:

Any specific support requirements? [Disability service](#) and [disability access plans](#).

Any caring responsibilities?

[Holiday entitlement and booking](#).

[Sickness reporting](#).

Meetings:

How often will you meet?

Where will you meet?

Who will take notes and how will these be shared?

Who will set agendas?

When will you meet with each supervisor?

If you are a member of a wider research group, when will you meet with them?

Contact:

Routes of communication.

Response times.

Expected working times.

Where will the doctoral researcher work?

Do they need to be on campus? How often?

Expectations (cont.)

Supervision Style:

Discuss what type of supervision?

Discuss how much support is appropriate?

What sort of work is expected to be submitted? When? How? Feedback timing?

Role of each supervisor.

Money matters:

How is the project funded? How is this accessed?

How are training support funds and budgets managed?

If the doctoral programme is funded, when does it end? What is the contingency plan if submission does not occur by this date? What is the funder's deadline for submission?

Responsibilities:

[What supervisors are responsible for](#) (see page 3).

[What researchers are responsible for](#) (see page 3).

You may like to use [this questionnaire](#) to help start the discussion.

Professional Development:

[Professional development](#) (discuss before candidature):

Conduct a [training needs analysis](#) and discuss opportunities for development.

Are there any [teaching](#) or publishing expectations?



A checklist of topics for doctoral researchers and supervisors to consider over their initial meetings.

Information on this page may have been covered at induction but supervisors may wish to remind or add local context to these.
(underlined are **linked to more information**)



Other Support and information

Other sources of support

Careers Service

Careers discussions are an integral part of supervisory meetings.

What is PURE and why is it important?

Department sources of support. Doctoral Director of Studies, mentor etc.

Department information:

Key contacts and facilities.
Introductions to research group.
Office space and printing facilities.
Department funds (e.g. for conferences).

Requirements for ethical approval

Milestones and Progression

Candidature:

Arrange a meeting to complete the candidature form.

What is it for and when do you do it?

Progress reports:

What are they? How often are they completed? What is the process?

Confirmation (where applicable)

What is the deadline? What is required?

Taught Elements (where applicable).

Key areas of focus for the first few weeks.

Submission deadline for thesis and what is required. Thesis format.

What would be the contingency plan if the project ran into difficulties?

Where to find your deadlines:

On your SAMIS homepage, select the "Student Home" tab,
then "PGR student details".
Then find the "Research degree events" table.
It will look like this:

Research degree events:	
Description*	Expected start date
Viva first attempt	
Thesis first submission	
Thesis Archive Copy	
PhD confirmation attempt 1 FT	02 Jan 2025
PhD Confirmation Report attempt 1 FT	02 Oct 2024
FT Probationer PhD Candidature for BoSD Approval	02 Dec 2023
Candidature approval PhD Probationer Full-Time	02 Nov 2023

Record your conversation by
making notes here:

Supervisory team

Lead:

Second:

Others:

Support requirements:

Caring responsibilities:

Meetings:

How often will you meet?

Where will you meet?

Who will take notes?

Who will set agendas?

When will you meet with your supervisory team/research group?

Contact:

Routes of communication.

Response times.

Expected working times.

How will the supervision roles be split?

Supervision Style:

What type of supervision is preferred/provided?

How much support is preferred/provided?

What sort of work is expected to be submitted? When? How?

Feedback timing?

Teaching/publishing expectations:

Key areas of focus for first few weeks:

Anything else discussed:

Dates and deadlines:

When will these arrangements be reviewed?:

Date and time of next meeting:

Confirmation deadline:

Thesis submission deadline:

*When completed, copy and **share with your supervisory team***

SUPERVISOR RESPONSIBILITIES

A SUMMARY OF QA7 APPENDIX 1



INDUCTION:
Acquaint their doctoral researcher with their home department or school introducing them to the local academic culture, key contacts, and the facilities available.

EXPECTATIONS

Set expectations for the relationship between the lead supervisor and the rest of the supervision team. Ensure regular meetings are arranged.



MANAGING THE RELATIONSHIP

Managing the researcher-supervisor working relationship by discussing and agreeing with the researcher and the rest of the supervisory team the areas on the first meeting checklist, and revisiting these points throughout the project.

SUPERVISORY TEAM

Working with the Director of Studies and consulting with the researcher to ensure a continuity of supervisory cover if a member of the team is absent.



CANDIDATURE
Joint responsibility with the researcher and Director of Studies to ensure that the candidature form is completed by the deadline.

SUPPORT TO PROGRESS

Lead Supervisors are responsible for supporting their doctoral student to progress satisfactorily and in accordance with the University's Regulations and Quality Assurance principles. Provide regular constructive feedback.



DEVELOPMENT & CAREERS
Ensure that researchers complete a training needs analysis, discuss and monitor development needs. Regularly discuss career plans and signpost to Careers for specialised support and advice.

QA7 APPENDIX 1 FOR FULL TEXT AND DETAILS

RESPONSIBILITIES OF SUPERVISORY TEAM

A SUMMARY OF QA7 APPENDIX 1



GUIDANCE

Giving guidance about the nature of research and the standard expected, about literature and sources, and the writing of reports and the thesis/portfolio.

PASTORAL CARE

Providing the researcher with an appropriate level of pastoral care and signposting to further sources of support within the University.

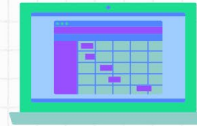


SUPPORT

Implementing strategies that meet specific requirements or needs identified by the student when these have been developed in conjunction with the relevant support services. Such as Disability Access Plans.

PLANNING

Giving advice on planning the research programme and developing a schedule of work to ensure completion of each stage and submission of the final thesis by the deadline.



PROFESSIONAL STANDARDS

Explaining the expected standard of professional behaviour, mandatory research/academic integrity training, safety, ethics and professional conduct.

RECORD KEEPING

Ensuring an appropriate written record is kept of supervisory meetings, including advice or instructions given and agreed actions. Ensuring that the researcher is made aware and is notified in writing of inadequate progress or of standards of work below that generally expected.



SUBMISSION AND EXAMINATION

Proposing examiners for progression and final examination. Critical reading of the draft thesis/portfolio and providing feedback, including advice on the potential submission of the final thesis/portfolio.



QA7 APPENDIX 1 FOR FULL TEXT AND DETAILS

DOCTORAL RESEARCHER RESPONSIBILITIES

A SUMMARY OF QA7 APPENDIX 2



INDUCTION:

Attending induction sessions, both institutional and departmental/School/Doctoral Training Entity and familiarising with relevant induction documentation.

DEVELOPMENT

Complete a training needs analysis and discuss development needs with supervisory team. Complete training as identified at candidature, including mandatory training. Regularly discuss career plans with supervisory team.



IDENTIFYING SUPPORT NEEDS

Identifying with supervisor any specific requirements (such as disability aspects through a Disability Access Plan (DAP)), to determine appropriate support. Seeking support from outside of the supervisory team for further issues.

AGREEING EXPECTATIONS

Discussing with supervisor(s) the type of guidance and feedback found to be most helpful. Identify/agree/maintain appropriate contact with supervisor(s) through regular formal and informal meetings.

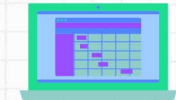


SUPERVISORY MEETINGS

Taking the initiative in raising problems or difficulties, however basic they may seem. Taking the initiative to set the topics for discussion at meetings with supervisor(s). Keep a written record including advice or instructions received and agreed actions.

PROJECT MANAGEMENT

Progress work in accordance with stages agreed with supervisor(s), including the presentation of written material as required. Ensure research work is original, undertaken independently and complies with University ethics policy. Create a data management plan.



PRESENTATION OF WORK

Ensure that any reports and the final thesis/portfolio are prepared in a professional manner with the correct use of English, ensuring that the final thesis/portfolio conforms to the format required by the University.

THESIS/PORTFOLIO SUBMISSION

Giving supervisor no less than 2 weeks notice of submission of the draft thesis/portfolio and at least six weeks for reading the draft thesis/portfolio. Deciding when to submit the final thesis/portfolio, taking due account of the supervisors' opinion and University regulations.



QA7 APPENDIX 2 FOR FULL TEXT AND DETAILS