

Appendix 1: Responsibilities of the Supervisory team

It is important that a clear understanding is established at an early stage between the supervisor(s) and the doctoral student about the responsibilities of each. This list summarises the main responsibilities of the lead supervisor and supervisory team towards the student. The requirements of supervision are set out in Regulation 16. The additional administrative responsibilities arising from supervision are set out in the body of QA7. [QA7 Appendix 2](#) identifies the responsibilities of doctoral students.

In summary, Lead Supervisors are responsible for supporting their doctoral student to progress satisfactorily and in accordance with the [University's Regulations](#) and [Quality Assurance](#) principles.

Supervisory Teams are responsible for ensuring that their doctoral student receives appropriate guidance and support throughout their registration with the University.

The lead supervisor is responsible for:

- taking action to acquaint the student with their home department or school, introducing them to the local academic culture, key contacts, and the facilities available
- setting expectations for the relationship between the lead supervisor and the rest of the supervision team
- managing the student-supervisor working relationship by discussing and agreeing with the student and the rest of the supervisory team at the start of their studies the points listed in QA7 Section 9 which cover meeting frequency, supervisor availability, communication and contact methods, training, progression arrangements, key dates, budget and workload planning (see also the [checklist of topics for doctoral researchers and supervisors to consider over their initial meetings, in the Doctoral Resource Hub](#))
- maintain the student-supervisor relationship by ensuring that the above expectations are re-visited at points throughout the duration of the degree
- consulting with the student in a timely manner where changes to the supervisory team are required
- liaise with Director of Studies regarding replacement supervisors where a member of the supervisory team is leaving (even for a limited duration) to ensure continuation of supervisory cover
- 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
- *(jointly with the student and Director of Studies)* ensuring that candidature is completed via [SAMIS](#)
- reporting on progress to the Faculty/School Doctoral Studies Committee, in cases where a completed candidature form has not been submitted within the time limits set in QA7.
- analysing, discussing, and monitoring a students' requirements for skills training, including [generic skills training](#) personal development and compulsory courses (including Academic Integrity and Research Integrity)
- bringing to the attention of their doctoral students any appropriate training opportunities available at the University of Bath and, where appropriate, outside of the University of Bath

- ensuring that the student produces a [data management plan](#) prior to reaching the first progression point on their programme
- ensuring that the student is aware of the Departmental/School or Faculty guidelines dictating the content of PhD confirmation reports, and also the [Doctoral College Confirmation guidance](#) on the confirmation process.
- reading the Doctoral College [guidance for staff on Confirmation](#)
- discussing potential publishable outputs, and the most appropriate thesis/portfolio submission format
- providing regular constructive feedback
- ensuring that formal 6 monthly progress review reports are completed on time and submitted to the Board of Studies (Doctoral) throughout the research phase of the programme
- where progress is not satisfactory, bringing this to the attention of the student at the earliest opportunity in order to resolve issues promptly
- discussing career plans, and signposting the student to the [Careers](#) and [MyDoctoralDevelopment](#) for support
- reporting the finalised thesis/ portfolio title to the Board of Studies (Doctoral) as soon as possible and before the Board of Examiners is appointed

Lead supervisors, together with the rest of the supervisory team, are also responsible for:

- being jointly involved in the orientation activities for those students who are cross-department/discipline
- giving guidance about the nature of research and the standard expected, about literature and sources, and the writing of reports and the thesis/portfolio
- explaining the expected standard of professional behaviour from a researcher, drawing the student's attention to the mandatory research integrity training provided on Moodle, and provides guidance about other research related issues, such as safety, ethics and professional conduct
- drawing the student's attention to the mandatory academic integrity training and test provided by the University, and discusses with them the nature, unacceptability and consequences of plagiarism
- maintaining appropriate contact with a student through regular formal and informal meetings
- being accessible to the student at other appropriate times when a student needs advice
- providing the student with an [appropriate level of pastoral care](#) and signposting students effectively to further sources of support within the University
- implementing strategies that meet specific requirements or needs identified by the student when these have been developed in conjunction with the relevant support services. For example, reasonable adjustments outlined in a [Disability Action Plan](#) generated in consultation with the [Disability Service](#)
- being aware of Student Support's [advice for staff](#), which covers topics such as: dealing with serious incidents and supporting students (including those with disabilities)
- giving advice on planning the research programme, and managing progress towards completion of successive stages of the work to facilitate an on-time submission
- requesting written work as appropriate, and returning such work with appropriate feedback and constructive criticism within a reasonable time
- arranging for the student to talk about their work to staff or graduate seminars, and to have practice in oral presentations
- ensuring, 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

- ensuring 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
- liaising with the Director of Studies/Head of Department to nominate individuals for Progression Board of Examiners and Board of Examiners for final thesis/portfolio.
- undertaking a critical reading of the draft thesis/portfolio and providing feedback to the student, including advice on the potential submission of a final thesis/portfolio
- ensuring that a member of the supervisory team will be available for consultation with the Board of Examiners at the time of the viva voce examination and will be in attendance when the candidate is informed verbally of the examiners' recommendations.
- ensuring 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
- attending relevant supervisory training as coordinated by the University as required in QA7
- actively engaging with the research environment of the department/school
- other such duties in the case of Doctoral Training Entity programmes.