Chapter 4 (4.56 to 4.66)

4.56 Each registered research degree student shall normally have at least two but not more than three supervisors.

4.57 One Supervisor shall be designated as the Lead Supervisor with the responsibility for supervising the student on a regular and frequent basis. There will be a statement of an agreement at confirmation of registration between the Lead Supervisor and the student as to an appropriate specified frequency of contact.

4.58 For students studying on a distance-learning basis one member of the supervisory team or a designated adviser will normally be based in the student's local area.

Role and Responsibilities

The academics Schools submit information on supervisory arrangements for successful applicants using the postgraduate research application outcome form. The information includes names and experience of: (1) Lead Supervisor (LS), (2) Second Supervisor (2ndS), (3) any additional Supervisor (AS) and Advisers (A). The role of the second supervisor may depend on the topic and nature of research but it is essential that the second supervisor keeps acquainted with the progress of the student's research to be able to provide continuity of supervision in the absence or departure of the Lead Supervisor.

Roles and appointment 2nd Supervisor (2ndS):

When it is clear that the student's proposal involves interdisciplinary research, 2ndS would provide expert support in a discipline area that is different and complementary to the expertise of the Lead Supervisor. In other cases, 2ndS may be from within the same discipline but with expertise that is complementary to that of the Lead Supervisor. However, regardless of the nature of the research project, the Second Supervisor (2ndS) is nominated by the Lead Supervisor to provide continuity of supervision in the absence or departure of the Lead Supervisor.

Additional Supervisor (AS):

It is good practice for the Lead Supervisor to nominate a representative from an external organisation, funding and supporting a particular research project, as an Additional Supervisor (often non-academic). This arrangement provides students with additional support that might be needed for data collection, testing, employability and impact development purposes. Additional Supervisors may also be appointed for other reasons, but these have to be clearly justified by the Lead Supervisor.

Adviser (A):

External Adviser may also be appointed, sometimes on a short-term basis, where specific advice is needed from external organisations or other academic institutions that cannot be offered by the Lead Supervisor, Second Supervisor or Additional Supervisor (e.g. start-up Enterprise support). In some cases, a Supervisor with specific and otherwise unavailable expertise, moving to another institution may be appointed as an Adviser.

Postgraduate Research Coordinator:

The Post Graduate Research Students Co-ordinator (PGRSC) role is designed to provide academic leadership in areas relevant to Postgraduate Research Students, including overseeing recruitment, admissions, induction, training and the monitoring of progress.

The role requires PGRSC to be experienced in the supervision of Postgraduate Research Students. The PGRSC will act as a conduit for communications with Postgraduate Research Students, Doctoral College, Research & Impact Development and Enterprise & Employer Engagement teams on all of the above issues. PGRSC will work collaboratively within academic schools to enhance research student experience and to develop supervisory capacity and capability.

OVERALL
2ND S: RESPONSIBILITIES

- Meet supervisees regularly (at least once a month)
- Provide constructive feedback (oral and written)
- Contribute: Skillsforge progress reporting
- Provide complementary expertise
- Identify expertise-related student's CPD needs
- Take over as Lead Supervisor (in absence or departure of Lead Supervisor)

OVERALL
AS: RESPONSIBILITIES

- Meet supervisees regularly (at least quarterly)
- Provide constructive feedback (oral and written; layperson or professional)
- Help with access to data and data collection
- Help with potential implementation of outcomes (impact development)
- Identify student's CPD needs related to needs of external organisations

OVERALL
A: RESPONSIBILITIES

- Meet supervisees regularly (at least quarterly)
- Provide constructive feedback (oral and written)
- Provide location-specific support (research at distance)
- Provide complementary expertise
- Identify expertise-related student's CPD needs
- Enterprise Advisers: Start-up support and mentoring

UNSATISFACTORY PROGRESS: POSSIBLE ACTIONS

2nd SUPERVISOR, ADDITIONAL SUPERVISOR, ADVISER: (1) Report any issues to Lead Supervisor in writing (e.g. behaviour related, poor academic practice, data related); (2) Describe concisely the rationale for raising issues and provides suitable recommendations (send copy of raised issues to: pgr@uws.ac.uk).