

Role and Responsibilities: Lead Supervisor

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) and (3) any additional Supervisor (AS). The Lead Supervisor guides the student to successfully achieve timely completion of studies. This guidance includes: (1) challenging the student in relation to the extant literature and defence of own work, (2) guidance to identify professional and

skills development needs for successful completion of research, (3) pastoral care in conjunction with relevant University services and (4) employability guidance – academic and non-academic. Lead supervisors should encourage their students to develop entrepreneurial skills and systematically report Intellectual Property (IP) potentials to the Enterprise and Employer Engagement team. A significant number of postgraduate research students set up start-up businesses during their studies (including social enterprise). Early identification of start-up potentials is of vital importance to achieve timely completion of studies along with successful launch of start-ups. Lead Supervisors therefore play a critical role in ensuring students are appropriately supported throughout their studies.

Nomination

Lead Supervisor is appointed by the relevant Academic School (i.e. discussion between PGR Coordinator and potential supervisors). It is advisable that applicants submit their CV, any supporting statements and discuss research topics with potential supervisors ahead of submitting online application. This allows Academic Schools to make conditional offers to suitably qualified applicants in writing (normally by email). In this case, the formal online application with all required supportive documents and evidence represents the main condition of the offer. Further conditions may arise during the formal application process should the applicants fail to submit all the required documentation and the application may be turned down if the conditions are not met.

OVERALL

LS: RESPONSIBILITIES

- Meet supervisees regularly
- Provide constructive feedback (oral and written)
- Report progress through MyPGR Platform
- Pastoral care (i.e. "know and understand your students")
- Identify student's CPD needs
- Identify and report IP potential
- Help with "work-ready" skills (academic and non-academic employment)

PROGRESS MEETINGS

LS: DUTIES

- Reminds supervisees of the meetings (6-months, annual)
- Help supervisees prepare
- Jointly complete reports (6-months, annual)
- Report any issues through MyPGR Platform
- Inform supervisees whether their progress is satisfactory

TRANSFER

LS: DUTIES

- Reminds supervisees of the transfer event and timeline
- Help supervisees prepare
- Notify School PGR Coordinator and Doctoral College 3 weeks in advance
- All practical arrangements
- Circulate details of the transfer event to all Research Students in the relevant School
- After transfer event: consult Internal Assessor

VIVA EXAMINATION

LS: DUTIES

- Consider potential external examiner(s)
- Make formal application to Doctoral College
- Reminds supervisees of the Viva Voce examination submission and timeline
- Help supervisees prepare
- Organise time, date and venue in consultation with examiners
- Observe Viva on supervisee request

UNSATISFACTORY PROGRESS: POSSIBLE ACTIONS

LEAD SUPERVISOR (LS): DUTIES (in case of unsatisfactory progress, lack of engagement)

- (1) Select unsatisfactory progress on MyPGR Platform;
- (2) Describe concisely the rationale for the "unsatisfactory progress" decision