

## RESEARCH DEGREE POLICY DOCUMENTS

### Document 7      Guide to Good Supervisory Practice

To be read in conjunction with the relevant Regulations and the [Code of Practice for Research Degrees](#).

#### Summary of Joint Guidance for Supervisory Teams and Research Degree Candidates

- Ensure that a professional relationship is maintained between the research degree candidate and the supervisory team, based on mutual respect and co-operation;
- Ensure that within three weeks of registration specific training needs associated with the programme of study and research are identified;
- Ensure that, within three months of registration, the research topic and a provisional working title for the thesis which is appropriate to the degree, working objectives of the project and a timetable for activity of the Period of Study are agreed;
- Ensure that both the members of the supervisory team and the candidate understand their specific roles and responsibilities in connection with supervision;
- Ensure that the supervisory team and candidate remain in contact during the candidate's Period of Study and Registration.

#### Summary of Guidance for the Primary Supervisor

- Make sure it is clearly understood by the research degree candidate and supervisory team who is responsible for making contact to arrange supervisory meetings (the first meeting to be arranged by the primary supervisor);
- Ensure that responsibility for note keeping relating to supervisory matters is understood and agreed by members of the supervisory team and the candidate;
- Maintain appropriate contact with the candidate, monitor needs and achievements, assist in developing the work schedule, provide timely feedback, and ensure the other members of the supervisory team are well briefed on progress;
- Respond quickly if the candidate fails to keep an appointment or falls behind in the schedule of work;
- Make it clear to the candidate what progress reports will be made to the Board of the School or Graduate Studies Committee of the Institute;
- Ensure that the candidate is aware of the University Regulations which apply to the degree, including policy on research ethics and misconduct in research;
- Know how the agreed deadlines for the completion of sections of work need to coincide with the University Regulations;

- Collaborate with the candidate in assessing and meeting professional development needs;
- Keep the candidate informed about the availability of training sessions, sources of reference and equipment;
- Help the candidate understand the nature and methodologies of the discipline being researched;
- Assist the candidate in developing professional contacts in the chosen field, through networking, conference attendance, publications and so on;
- Provide pastoral support and ensure the candidate is aware of sources of independent academic and pastoral advice and support provided by the University and related institutions, such as [the UEA Students' Union](#);
- In the event of Study Leave or other prolonged absence, tell the candidate and arrange with the School or Institute for a temporary or new supervisor to be appointed as appropriate;
- Make clear to the candidate any significant additions to the advice offered in this guide resulting from official School or Institute policy.

### **Summary of Guidance for the Research Degree Candidate**

- Make sure it is clearly understood who is responsible for making contact to arrange supervisory meetings;
- Check the School or Institute policy regarding registration requirements;
- Read and understand the University Regulations concerning the degree;
- If in doubt seek advice from the primary supervisor or designated School or Institute officer;
- Understand where School or Institute practice may supplement the information provided in [the Code of Practice for Research Degrees](#);
- Identify and seek advice on appropriate research methods and techniques before embarking on substantial research;
- Be clear about your responsibility to arrange supervisory meetings;
- Know what happens if the primary supervisor is absent for a prolonged period;
- Devise and agree with your supervisory team a timetable of submission dates for sections of work including the finalised thesis;
- Recognise that plagiarism is unacceptable in all circumstances;
- Make sure your primary supervisor is aware of any specific needs or circumstances likely to affect your studies;
- If a problem arises tell your primary supervisor or the designated officer in the School or Institute as soon as possible;
- Be prepared to undertake self-appraisal and take responsibility for your own personal and professional development, taking advantage of opportunities that are offered;
- Prepare for supervisory meetings. Analyse progress and plan future activities for discussion. Decide appropriate questions and requests for guidance in advance;
- Respond quickly if the supervisor fails to keep an appointment or falls behind in returning work;
- Identify conferences and workshops to attend which will enhance the quality of your research or provide appropriate training;
- Ask for the opportunity to give presentations if this is not offered;
- Understand that the quality of work is your responsibility;
- Be realistic about the time needed to complete the thesis.