

Research Supervision Agreement

The purpose of this form is to encourage students and supervisors to have a conversation about the nature of supervision, the frequency of meetings and the relationship between the supervisory team. It is important for all members of the team to be aware of their core responsibilities, as set out in the TQA PGR Handbook, Chapter 4: Supervision of postgraduate research students: code of good practice.

The questions listed below are designed to initiate useful discussions between student and supervisors. The list is by no means exhaustive, and you are likely to come up with further questions as part of your discussions, and many of these may be specific to your particular situation and/or research project. You should feel free to add extra headings as required.

The form should be discussed, completed and signed off at the first meeting of the full supervisory team and then reviewed annually and if circumstances change (e.g. change of supervisory team, change of student status). **It is the responsibility of the student to ensure this form is completed and uploaded to [MyPGR](#) within the first 6 weeks of study and then annually thereafter.**

If the student or supervisor(s) are concerned that the other is not acting in accordance with their agreed responsibilities, then they should refer to the '[Concerns Relating to Study](#)' information on the Doctoral College pages for details about steps to take.

Student's details	Supervisory Team Details (Please provide the name and email address of all Supervisors)
NAME: Student No:	Lead Supervisor:
Email:	Second Supervisor: Third/ Fourth/Fifth Supervisor(s): (<i>delete as applicable</i>)
Mode of Attendance: Programme of Study:	PGR Pastoral Tutor:

Academic year covered by the agreement:

The bullets below are non-exhaustive list of things to consider. Students should record agreements with the supervisory team in the spaces provided below.

Approach to the Research

- Nature of the supervised postgraduate research; the objectives of the research project

Milestones

- What are the critical milestones for the next 6 months? How will success in reaching these agreed targets be measured?

Frequency of meetings

- What is the agreed frequency of meeting with supervisor(s)? **Please note that all students are expected to have the minimum number of supervision meetings as laid out by the University, which is 10 meetings per academic year for Full-Time students and 6 meetings per year for Part-Time students. Meetings must be recorded on [MyPGR](#).**
- How will these meetings take place e.g. face to face, telephone, Skype, Teams, Zoom?
- Who is responsible for arranging meetings or other formal contact?
- What type of guidance, comments and feedback can the student expect?
- What is the procedure for dealing with urgent problems?
- What are the expectations regarding preparation for, attendance of and MyPGR records of, meetings?

Research Support

- Are any specific techniques and/or equipment and facilities necessary for this research project? If yes, please notify the PGR Support Team with details
- What research and/or technical training requirements are associated with this research? If these cannot be met in the discipline or through Research Development, please notify the PGR Support Team
- Are there any health and safety concerns, and how will they be addressed?
- Will it be necessary to carry out any fieldwork, and if so, how will the associated costs be met?
- How will supervision be organised if extended periods of research are to be carried out at remote sites (e.g. fieldwork or collaborative placements)?
- Is the student aware of Open Access requirements and will there be any copyright issues?
- Is ethical approval required as part of this project?
- Does the student have any language training requirements for this research project? If yes, please notify the PGR Support Team with details of what language and level
- Will this research project require the provision of additional Inter-Library Loans above the yearly allowance? If yes, please notify the PGR Support Team

Remote study resulting from the Covid-19 pandemic

During the Covid-19 pandemic, students who started their programme remotely in 2021/22, and are continuing their studies on remote basis due to travel restrictions within or outside of the UK, or due to personal circumstances arising from the pandemic situation should consider the below. The following are indicative points to aid discussion on managing and monitoring remote study arrangements:

- Students should be able to make progress in their research programme whilst studying remotely; where progress becomes impeded by remote study arrangements, a return to campus or otherwise an interruption of study should be considered.
- Remote study arrangements related to Covid-19 are regarded as temporary arrangements in response to the pandemic situation. A limit on the period of remote study should be set and arrangements reviewed accordingly; any specific limitations on remote study or activities which will require on-campus attendance should be clearly set out
- Consideration should be given to access to training and development opportunities
- Consideration should be given to the student experience, which may be more limited in a remote study scenario
- The frequency, timing and means of supervisory contact should be discussed and agreed (as for any supervisory arrangement, but paying particular attention to e.g. working across different time zones and access to appropriate virtual meeting technology)
- ILPs should be reviewed and updated in the context of remote study

Additional Support

- Does the student have any specific needs or circumstances which must be taken into account in providing him/her with the means to complete the research? (N.B. It is the duty of the supervisor to encourage the student to inform the AccessAbility (Exeter)/Accessibility Service (Cornwall) of their needs in order for appropriate support to be organised). If an ILP is already in place this should be discussed.
- Is any additional English language support required?
- Is any external training required?

Employment while studying

- Is the student aware of the TQA PGR Handbook, Chapter 19: Employment of postgraduate students: code of good practice
- If applicable, has the student informed the PGR Support Team of the total number of hours that they are employed across the University in any capacity?

Other

- Use this space to detail anything else that has been agreed between the student and the supervisory team that you wish to be formally recorded.

Dignity and Respect

The University of Exeter is committed to developing an environment where students and staff can work and study free from discrimination and harassment, enabling staff and students to fulfil their personal potential. Everyone in the University community should be treated with dignity and respect. Students and staff, particularly staff in positions of responsibility, have an important role to play in creating an environment where harassment is unacceptable. The Dignity and Respect Policy demonstrates the University's commitment to eliminating harassment and the role students and staff fulfil in helping us achieve this aim.

Supervisor and student must discuss [appropriate behaviour](#) in supervisory interactions and agree a mechanism for raising concerns with the individual before concerns escalate. [Dignity and Respect Advisors](#) are also available in instances of harassment or bullying.

Roles of Postgraduate Researcher and Supervisor(s)

- What are the responsibilities of the student and supervisor? Please ensure that responsibilities in the TQA PGR Handbook, Chapter 4: Supervision of postgraduate research students: code of good practice have been discussed.
- How will a realistic programme of work be created and monitored?
- How will liaison with a second supervisor operate (e.g. will they be invited to supervisory meetings)?
- How will liaison with the PGR pastoral tutor operate? Please note that they should contact PGR students at least once a term as set out in the TQA PGR Handbook, Chapter 4: Supervision of postgraduate research students: code of good practice (section 2)

I have read and understood my responsibilities in the TQA PGR Handbook, Chapter 4: Supervision of postgraduate research students:
code of good practice (tick as appropriate)

Student	<input type="checkbox"/>
Supervisor 1	<input type="checkbox"/>
Supervisor 2	<input type="checkbox"/>
Supervisor 3	<input type="checkbox"/>
Supervisor 4	<input type="checkbox"/>
Supervisor 5	<input type="checkbox"/>
Supervisor 6	<input type="checkbox"/>

Further discussion points

Student signature and date:

Supervisor(s) signatures and dates:

The original of this signed form should be kept by the student, and a completed copy should be uploaded to MyPGR.