

## **Research Degree Supervision: Responsibilities of Research Supervisors**

The supervisory team have the right to expect commitment from the PGR, who should respond accordingly to supervisory guidance and advice, and will develop an increasing level of independence in the research process. The responsibilities of the supervisory team are as follows:

- To understand the appropriate university mechanisms for the recruitment, monitoring and regulation of PGRs;
- To undertake supervisory development to enhance supervisory skills and knowledge and to maintain sufficient knowledge of the research area and research skills in order to be able to provide accurate guidance on the research project;
- To ensure the PGR adheres to all BUs policies, procedures and regulations including but not limited to, plagiarism, copyright, health & safety, ethical issues, data protection and intellectual property rights;
- To guide the PGR in planning a research project, which is achievable within the expected timeframe and to provide clear guidance on the key monitoring milestones and keep a systematic record of progress on myBUILD;
- To be accountable for reporting on PGR progress to the Academic School & Graduate School Committees, and to raise any issues for concern;
- To maintain contact with the PGR; agree a schedule of meetings, the most constructive type of guidance and feedback and to provide this in an appropriate timeframe;
- To assist the PGR in identifying research, professional and personal skill development needs;
- To encourage the PGR to engage in the wider research culture including attending the Graduate School programmes, relevant seminars series, and publication of conference papers and journal articles;
- To discuss with the PGR any inadequate progress, problems or difficulties affecting their research and be able to direct them to other support services if necessary;
- To ensure the timely preparation and arrangement of the viva voce (in liaison with the Research Administrator) and to prepare the PGR for the viva voce and advise on the outcome and timely response to any recommendations of the examining team.