

Graduate School



PHD SUPERVISOR ESSENTIALS: + * Ô Î â Ê Û Î Ë

CONNECTING PEOPLE CONNECTING MINDS

1: Recruitment

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- All new students should attend the Graduate School's Welcome / Induction event. These are held in mid October, early January and early May each year. Dates are advertised on the Graduate School website.
- By the end of their first term, students should have a clear idea about what research questions they are addressing and how they are going to address these. It can be helpful to set them one or more pieces of written work during this period, to give you a better feel for how they are

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- Details of how this process is implemented might vary from School to School but the following general procedures should be observed.
- There should be at least an annual review of progress of each student (including those studying PT and those studying for PhD by Distance) by an agreed School / Department monitoring team (one member of which must be independent of the student's supervision)
 - In Year 1, the annual review normally takes place in term 3;
 - In Year 2 FT (Year 3 or 4 PT), this takes the form of the Confirmation of Registration assessment.
- For each annual review, students and supervisors are required to produce written reports, which are considered by the monitors. Supervisor reports should cover:
 - Whether progress is satisfactory and, if not, any necessary remedial actions;
 - Standard of written work;
 - Whether student has given an oral presentation;
 - Appropriateness of training activities undertaken by the student.
- A standard template form is available from your PGR administrator.
- Students normally meet with their monitoring team during the review process; this is essential at the Confirmation of Registration stage.
- Given the importance of keeping students on track, it is strongly recommended that additional informal monitoring takes place between the annual formal meetings. The earlier problems can be pictorial inhe
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- Timely submission is essential for students and the University. Submission rates are published and monitored externally.
- You should get your students to plan from the outset for completion in the minimum / expected (as opposed to maximum) registration period (3 years for FT students; 4/5 years for PT).
- It is important that you keep in regular contact with your students, particularly when they are writing up.
- It is also important that students get into the habit of writing up as they go along and that you provide timely and constructive feedback.
- It might be more productive for your student to include one or more articles within the body of their thesis. A guide on Writing Your Thesis as a Collection of Papers is available on the Graduate School website.
- An increasing number of students take on paid employment whilst studying for their PhD. It is important that you monitor the extent of this to ensure that it does not interfere with their studies. The University maximum allowance is 20 hours per week, but we strongly advise PhD students against taking on anywhere near this much work.
- Students need to notify the Doctoral Examination Officer of their 'Intention to Submit' around four months before their intended submission date. A form is available on the Graduate School website.

- All students who register on programmes on, or after, 1 October 2012 are required to deposit an electronic version of their thesis alongside two hardbound copies. When the student is ready to submit, you will need to sign their Thesis Deposit Form as this must accompany the thesis when it is handed in. Further information is available on the Graduate School website.

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- Cases need to go through Doctoral Research Office (DRO), using the standard forms (available from your PGR administrator), for approval by Dean of PGR Studies.
- Students can normally only suspend for a total of 24 months over course of their programme. If a student wishes to suspend for more than 24 months, they must apply for a further suspension. The maximum period for which a student can suspend is 48 months.

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- The Graduate School runs and / or coordinates a number of studentship

