

PRINCIPLES OF SUPERVISION



This document highlights the key responsibilities of supervisors and research students within the framework of PhD study. It is not exhaustive, nor does it relate to other roles which a research student may hold such as teaching or demonstrating. For full details of the expectations, roles and responsibilities of both parties please see the York Graduate Research School [Policy on Research Degrees](#).

The joint responsibilities of student and supervisor(s) are to:

Maintain a professional relationship based on mutual respect and co-operation.

Maintain regular contact and, where appropriate, discuss planned absences in advance.

Ensure that all necessary ethical approval is obtained prior to commencing the relevant research.

Be familiar with University and departmental regulations concerning the qualification that the student is undertaking.

Maintain and sign records of Thesis Advisory Panels and Progression Panels.

Ensure that the student is aware who is responsible for making contact to arrange formal supervisory meetings (these should be held at least every 6-7 weeks).

The role of supervisor (or co-supervisors) is to:

Ensure that the student is introduced to the department, its facilities, procedures and any local guidelines and rules.

Ensure that a Thesis Advisory Panel is convened twice a year (annually for part-time students) and a Progression Panel annually (every 24 months for part-time students) and clarify who is responsible for organising these and recruiting the other Panel members.

Provide advice and guidance on the student's research and the preparation of the thesis, including agreeing work plans and schedules, and providing constructive feedback on drafts (normally within six weeks of submission).

Ensure that appropriate responsibilities are met under the University's Health, Safety and Welfare Policy Statement and, where necessary, provide the student with the equipment, training, skills and supervision to achieve this.

Monitor and support the student's professional development and advise on the dissemination of the student's research.

Ensure that the student is aware of relevant sources of advice and training within the University, including those relating to career guidance.

Be judicious and understanding regarding pastoral issues and, where appropriate, signpost the student to other sources of independent academic and pastoral advice provided by the University and related institutions.

The student's role is to:

Work to a consistently high standard to progress their research and understand that the quality of work, production of the final thesis and the overall management of the project is the student's responsibility.

Keep up to date with the research literature relevant to the project and the general field to which it relates.

Take part in regular supervisory meetings, Thesis Advisory Panels and Progression Panels and prepare adequately for these.

Agree and keep to deadlines including planning and submitting required work.

Conduct research with safety and integrity in line with the relevant University policies and procedures and any local guidelines or rules.

Highlight, to the supervisor, any areas in which extra training is required to complete or analyse the student's research.

Maintain records of supervisory meetings and professional development.

Engage with personal and professional developmental opportunities and take an active role in the academic community.

Utilise appropriate channels for the dissemination of the student's research, including conferences and publication opportunities.

Make the supervisor(s) aware as soon as possible of any specific needs or circumstances that are likely to affect the student's work, and seek help and support from other services if needed.

Ensure that the final thesis is submitted on time in accordance with the appropriate guidelines.