

# NOTTINGHAM TRENT UNIVERSITY GRADUATE SCHOOL

**TITLE:** Supervision Record

**DOCUMENT TYPE:** POLICY

**APPROVED BY:** URDC 2 October 2013

**EFFECTIVE DATE:** 2 October 2013

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## 1. INTRODUCTION AND CONTEXT

1.1. This policy is needed to ensure the effective and robust recording of supervision meetings.

1.2. It is intended to make compulsory the Supervision Record Form, previously approved by the University Research Degrees Committee.

## 2. DEFINITION(S)

Director of Study/

Lead Supervisor: At Nottingham Trent University this title designates the lead supervisor who bears the responsibility for ensuring that the supervisory team and student adheres to the University Code of Practice and appropriate related documents regarding the progress and progression of doctoral study.

Supervisor: At Nottingham Trent University this title designates the supervisory team members, usually one or two per team, who with the Director of Studies constitute the supervisory team responsible supervision of the postgraduate research student.

Supervision Team: At Nottingham Trent University this refers to the Director of Studies or Lead Supervisor and other supervisors for individual postgraduate research students.

Postgraduate Research

student: Candidate enrolled on a postgraduate research course at Nottingham Trent University.

Supervision Record

Form: Standard form for recording supervision meetings. This form is to be used for recording supervision meetings across all postgraduate research courses.

## 3. PRINCIPLES AND SCOPE

3.1. This policy is intended to ensure robust arrangements are in place for the recording of discussion and actions agreed in supervision meetings between supervision teams and postgraduate research students.

3.2. It is required as a quality assurance mechanism for ensuring postgraduate research students are receiving effective supervision and that this is recorded.

3.3. Such documents will be referred to when reviewing postgraduate research student progress.

3.4. Such documents may be referred to in the event of an appeal or complaint.

3.5. It applies to all staff and external agents who act as a supervisor for a research degree student, on all research degree courses.

3.6. It applies to all postgraduate research students on all postgraduate research courses.

#### **4. PROTOCOLS**

4.1. All supervision record forms should be submitted with Interim Monitoring and Annual Monitoring Forms at the required monitoring points.

#### **5. RESPONSIBILITIES**

5.1. The Director of studies/Lead Supervisor will ensure compliance with this policy and the requirements of monitoring (both interim and annual).

5.2. Postgraduate Research Students and supervision teams are responsible for ensuring the form is agreed, fully completed, and signed at the end of each supervision meeting.

#### **6. REFERENCES**

6.1. The University has a number of related policies, regulations and procedures which provide information and/or guidance on matters which may impact on the application of this policy. These are:

6.1.1. University Code of Practice for Research Degrees

6.1.2. University Regulations for Research Degrees

#### **7. BACKGROUND**

7.1. This policy is required in response to received complaints and appeals, of which the majority make reference to issues regarding supervision.

#### **8. POLICY STATEMENTS**

8.1. The Supervision Record Form is to be agreed, completed and signed off after each supervision meeting by the postgraduate research student and the members of the supervision team present at the meeting.

8.2. The Supervision Record Form is to be completed within a timely manner, preferably during the meeting.

8.3. All copies of the Supervision Record Forms within the current academic session are to be attached to either the Interim Monitoring Form or the Annual Monitoring Form as appropriate at the relevant monitoring point.

8.4. The relevant monitoring form along with the copies of the Supervision Record Forms are to be submitted as both of the following:

8.4.1. Hard copy to the relevant Graduate School Office

8.4.2. 1 Single electronic 'pdf file' to the Graduate School Outlook mailbox

8.4.2.1. Note: documents are **not** to be submitted as separate electronic files, they are to be submitted as a **single** electronic file.

8.5. Failure to comply with this policy will be addressed by the relevant College Research Degrees Committee and/or the University Research Degrees Committee as appropriate and sanctions may include, but not be limited to, the following: .

8.5.1. Chair of CRDC/URDC to write to the supervision team highlighting issues regarding appeals

8.5.2. Discussion with line manager of Director of Studies/Lead Supervisor

8.5.3. Supervision team may not normally be allowed to take on new students, at least as Director of Studies/Lead Supervisor.

## **9. TRAINING AND AWARENESS**

- 9.1. This policy will form part of the Supervisors Training Course and the Annual Supervisors Briefing
- 9.2. This policy will be communicated to staff via SharePoint and cascaded through the College Research Degree Committee members to their home Schools.
- 9.3. This policy will be communicated to postgraduate research students through the course handbooks and NOW at the start of the academic year.

## **10. MONITORING, EVALUATION AND REVIEW**

- 10.1. The Graduate School in conjunction with the College Research Degrees Committees and postgraduate research tutors will monitor adherence to this policy.
- 10.2. College Research Degrees Committees will ensure compliance with this policy through the postgraduate research student monitoring.
- 10.3. University Research Degrees Committee will ensure compliance with this policy and related regulations through monitoring of College Research Degrees activity.

<b>VERSION CONTROL AND CHANGE HISTORY</b>	
<b>Original version</b>	<b>September 2013</b>
<b>Approved URDC</b>	<b>2 October 2013</b>