**Roles and responsibilities in relation to supervision practice**

**Roles and responsibilities of the supervisor/Director of Studies**

* Explain the respective roles of the supervisory team
* Meet regularly with the student (at least 12 structured interactions for full time students, for part time students or those studying at distance or pro-rata the number of meetings will be agreed)
* Follow the appropriate method for obtaining any health and safety, ethical or outside study clearances required by the research project
* Ensure that the student understands the University’s “Policy on Intellectual Property Rights and how it applies to them
* Ensure that the student is aware of the requirements for progression, including submission of the appropriate paperwork

**Role of the supervisory team**

* Ensure that the student is advised of appropriate School/College/University health and safety policy and procedures
* Provide guidance about the nature of research, expected standards, planning of the research programme, literature and sources, requisite techniques and the avoidance of plagiarism
* Identifying the students specific training needs, both personal and project related, using the University’s Training Needs Analysis process
* Ensure that the student is aware of the importance of continued research training and to identify opportunities for training in accordance with University guidelines
* Agree to participate and fulfil the requirements for progression
* Agree with students any deadlines for submission of written work and the times involved for supervisor feedback
* Outline the extent of assistance that will be given to students to prepare reports, presentations and the responsibility they will have to report annually on the student’s progress
* Ensure that the student is made aware of instances where progress or standards of work are below the required standard, confirming this in writing to the student and arranging any supportive action necessary
* Take responsibility for ensuring that any remedial action/additional monitoring requested by the College Research Degrees Board is instigated and that confirmation of progress is subject to these requirements being adhered to
* Ensure that the student is aware of the procedures for submitting the final completed and bound thesis and the deadline for this in accordance with the University’s regulations

**Roles and responsibilities of the student**

* To ensure that formal contact meetings are scheduled and the relevant paperwork completed by both the student and the supervisory team
* To observe the School/College/University health and safety policy and procedures
* To accept responsibility for their own research activity and learning under the direction of the supervision team.
* Submission of a project proposal within three months (Confirmation of programme) and for maintaining the progress of his/her work in accordance with the stages agreed in the project plan
* To bring to the attention of the supervisor(s) any circumstances which might require the mode of study to be modified or for University registration to be extended, suspended or withdrawn
* Follow the appropriate method for obtaining any health and safety, ethical or outside study clearances required by the research project
* Adhere to the University’s “Policy on Intellectual Property Rights”
* Participate in identifying their personal training needs and to attend training programmes provided by School/Graduate School/University
* Agree to participate and fulfil the requirements for progression
* Agree with students any deadlines for submission of written work and the times involved for supervisor feedback
* Take responsibility for ensuring that any remedial action/additional monitoring requested by the College Research Degrees Board is instigated and that confirmation of progress is subject to these requirements being adhered to
* Take responsibility for submitting their completed thesis within the timescale agreed with the supervisory team in their project plan, study plan and in accordance with the University’s regulations

**Role of the School**

* To keep copies of the paperwork and all outcomes and action points from the formal contact between students and supervisors on record.

Source: University of Lincoln Terms and conditions, Postgraduate study plan and personal development log.