

Student/Supervisor Guidelines for the School of Social Sciences Full-Time Students

A good relationship between you and your supervisor is a vital factor in successfully completing your PhD. It is therefore essential to know what your supervisor expects of you and what you in turn can expect from your supervisor.

The student-supervisor relationship is dynamic so these expectations can be adapted accordingly as your research develops and you become more independent in your study.

It is important to note that the aim of these guidelines is not to prescribe the way in which you should work, but to simply establish some basic guidelines to ensure that the relationship between you and your supervisor develops smoothly and you can be confident in what you expect from each other.

You can expect your supervisor to:

- Guide and advise you on your project.
- Meet with you as appropriate. University guidelines advise students and supervisors to meet every fortnight during academic semesters. This will of course vary depending on the stage of research, on fieldwork commitments, and on vacation arrangements. You will also need to make appropriate arrangements for meeting over holidays.
- Ensure you are aware of the requirements for progression.
- Help you solve any problems you have within the School.
- Monitor your progress and guide you towards submitting your thesis in the required time.
- Normally, give feedback on your work within two weeks.
- Discuss the role of conferences and other professional networks within your research area.
- Advise and guide you on publishing in peer-reviewed journals and preparing and submitting papers.
- Help you prepare for the oral examination of your thesis.

As a student, you are expected to:

- Accept responsibility for your own research activity and learning.
- Undertake the Skills Audit bi-annually and attend appropriate training programmes in accordance with University regulations.
- Discuss progress with me as supervisor regularly.
- Seek permission for any periods of absence from the University aside from normal holidays.
- Keep a record of all our supervisory meetings.
- Keep a record of your skills development.
- Agree deadlines with me for the submission of written work and maintain progress in accordance with the deadlines agreed.
- Make every effort to submit your thesis at the appropriate time.

Your supervisory team is normally made up of a main supervisor and a co-supervisor. While much of your supervision and contact will be with the main supervisor, it is beneficial to know the responsibilities of the co-supervisor.

Responsibilities of Co-Supervisors

- Be available to the student for consultation and advice on academic matters relating to the programme.
- Meet with the student at least twice a year as a member of a review panel
- Make themselves fully aware of the research programme that has been agreed between the student and the main supervisor.

In addition to the supervisory team, you will also be assigned an advisor.

Responsibilities of the Advisor

- To provide pastoral and academic support to the student and monitor their progress, providing advice accordingly.
- Be a point of contact for the student if the supervisor/student relationship breaks down.

Targets and Timelines

The exact scheduling of your research and writing will depend in part on the substance of your project. No single template can be laid down to cover the wide variety of disciplines in the School, and schedules will be determined in discussion with supervisors. In the majority of cases, however::

By the end of year 1 of your PhD you should normally:

- have attended the equivalent of two weeks research skills training (pro rata for part time students)
- have undergone review by two research panels

By the end of year 2 of your PhD you should normally:

- have completed 80-90% of your research. (However, In some discipline areas, notably Economics, the practicalities of work may mean substantial departure from this pattern.)
- have undertaken the equivalent of two weeks research skills training (pro rata for PT students)

By the end of year 3 you should normally:

- have written, drafted and redrafted your PhD
- submitted your finished thesis and passed your PhD!
- have undertaken the equivalent of two weeks research skills training (pro rata for PT students)

Students signature_____

Date_____

Supervisors signature_____

Date_____