Supervision policies for PGRs in INP and School of Psychology

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1. Supervisory splits

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We use this policy to ensure that supervision percentages are determined at the beginning of a new PhD project.

Policy:

Supervision teams for PGR students should be designed such that there are always two local supervisors (local = main place of work is INP/SoP) for a given student. Both of these local supervisors should have a substantial percentage of supervision, so that if one of the supervisors becomes unavailable (due to illness, leave, relocation, etc.) there is continuity in the supervision. Thus, the second local supervisor should ideally have regular updates or meetings with the student and primary supervisor on the state of the project (albeit less frequent than the primary supervisor).

To implement this approach, we suggest the following policy for setting up supervisory teams:

- As a default, the supervision for PGRs should be split 70/30 between two supervisors.
- For interdisciplinary projects or other projects with a non-local second supervisor, the supervision should be split 60/20/20 or 60/30/10, so that the second local supervisor has at least a 20% share of the supervision.
- In cases where supervisors want to deviate from these defaults, they should make a case to the relevant PGR convenor and centre head within 1 month of the start of the PhD project. This should indicate that all supervisors involved agree to the proposed split, and why the proposed split is appropriate for the project.
- Before taking a planned period of absence, supervisors should inform the relevant PGR convenor about arrangements for supervision.
- Supervisory splits for the SOCIAL CDT are constrained by other factors and will likely deviate from this policy; however there should still be two local supervisors named for each PGR student in INP/SoP.

2. Supervisor leaving policy

November 2019

This policy is designed to ensure continuity of supervision if a supervisor (partially) leaves INP/SoP, and consistency between how we address this for different supervisors and students.

Policy:

- A supervisor can only be primary supervisor of a PhD student if they spend > 50% of their time in our unit (i.e., > 50% of their total fte; see also Supervisory splits policy, April 2019).
- If a supervisor partially leaves the unit and retains >50% of their working time here, they can remain primary supervisor, but we have to make sure and monitor that each PhD student has good arrangements for regular contact with a significant secondary local supervisor (at least 30%), is aware of clear roles within the supervisory team, and has regular meetings with all supervisors involved.
- If a supervisor partially leaves the unit and retains 50% or less of their working time here, a different person needs to take on primary supervision.
  - As a default, the current second local supervisor could take the role of primary supervisor (and the associated supervision percentage), with the leaving supervisor taking on secondary supervision. If there is a third supervisor involved, they would remain in that role.
    - As an example, a team of supervisors A(60%), B(30%), and C(10%) could turn into A(30%), B(60%), and C(10%).
  - If the current second local supervisor is not available to become primary supervisor, another primary supervisor has to be found, and percentages could change.
    - For example, the team above could turn into D(60%), A(20%) and C(20%).
  - The goal should always be that each PhD student has a significantly involved primary local supervisor, with *significantly involved* meaning at least 60 or 70% of supervision, in line with our policy on supervision teams, and *local* meaning "employed here at > 50% of their fte". Any deviations should be discussed and agreed on by the supervisors, student, and PGR convenor, and specific roles and contact arrangements should then be put in writing.
  - If such an 60/70%-local-arrangement is not possible within our unit because the only available primary supervisor with sufficient time and expertise is in a different unit, we should consider moving the student, if that would serve their training and well-being best.
  - In principle, this policy should apply to students at any point in their training (i.e., 1st year to thesis pending), but again, agreed deviations can be justified (e.g., when a student is close to submitting).
  - The new supervision team should discuss roles within the supervisory team in line with University Code of Practice, and communicate these clearly to the student, as further stated in the Code of Practice. They should also discuss potential authorship arrangements for publications.

Procedures:

- As soon as a staff member knows they will be leaving or significantly reducing their employment here, they should let the PGR convenors and PGR admin know so that new supervision teams can be arranged for their students.

- PGR convenors should first talk with the leaving primary supervisor about their ideas for the new team composition, then talk with the student and the other supervisors, and then facilitate finding an arrangement that works for all and protects the interests of the student.
- The primary, leaving supervisor should contact the other (potential) supervisors who they would like to see involved, and regularly update the relevant PGR convenor and the admin team on the agreed changes, so that the database can be updated accordingly.
- We should avoid a situation where students feel they need to find new supervisors for themselves. Therefore we should let the students know what our approach is and make sure their preferences are heard.

3. Maximum number of PGRs per supervisor policy

November 2019

To make sure that we only take on students when we can provide them with optimal levels of supervision, we will work with the policy outlined below.

Policy:

- A supervisor can only be primary supervisor (50% or more) of a PGR student (PhD and MSc by research) if they spend > 50% of their time in our unit (i.e., > 50% of their total fte).
- A supervisor with 1.0 fte locally can normally be involved in the supervision of a maximum of 5 PGRs as primary or secondary supervisor, unless approved by the PGR convenor and (deputy) Head of School. This covers students in their research active period (3 or 3.5 years, depending on funding), and excludes the thesis pending period and the MSc year in cases of 1+3 funding. This maximum number of students is reduced proportionately for staff with lower fte (e.g., 4 students for .8 fte).

Implementation:

- Current supervision arrangements remain unchanged.
- In cases where a supervisor would like to take on an additional student as primary or secondary supervisor despite being primary or secondary supervisor of 5 students, the relevant PGR convenor and (deputy) Head of School need to discuss and approve this.