

Changes to the Supervision Policy for Postgraduate Research Degrees

Synopsis

This paper sets out revisions to the Supervision Policy for Postgraduate Research Degrees. All changes to the policy were approved by the Manchester Doctoral Committee (MDC) on 16th October 2013 and reported to Senate in February 2014.

The Supervision policy for Postgraduate Research Degrees can be found at:

<http://www.campus.manchester.ac.uk/researchoffice/graduate/code/supervision/>

Effective Date of Introduction

February 2014

Contact

Graduate Education Team
Research Office
2nd Floor, Christies Building,
University of Manchester
Tel: 0161 2758794

Changes to Policy

1. Section 2. Supervisory teams and advisors / tutors

Current text

“The aim of the supervisory team is to achieve maximum clarity in the supervisory process to ensure that the student’s requirements and issues are addressed throughout their research degree. As a minimum, each research student will have a main supervisor. The main supervisor will normally be part of a supervisory team consisting of one or more additional academic colleagues or clinical/industrial partners acting as co-supervisor(s). If, in exceptional circumstances, it is more appropriate to appoint only one supervisor, a case must be put forward to the Faculty Associate Dean to request permission for sole supervision.

All members of the supervisory team will be expected to keep up to date with the progress of the research and to advise the student on academic and other pastoral matters. In addition to the supervisory team, the student will have an advisor / tutor from among the academic staff who will be available to the student to provide general advice and support. Normally, a member of staff will first engage in doctoral supervision as a member of a supervisory team. After an appropriate period of involvement as a member of a supervisory team (normally one), a member of staff will have gained experience of the supervisory process through being part of the team and will then be expected to take on a main supervisory role. Practice will vary across the University, dependent upon a discipline’s capacity to attract research students, but a desirable PGR load for a staff member is to have one new student each year.

Supervisors should meet as a Supervisory Team with the student at periods throughout the degree, including where appropriate and practicable with the external or industrial supervisors. The meetings should be held once or more per year in addition to the regular meetings between the student and the main supervisor.”

Amended text

The aim of the supervisory team is to ~~achieve maximum clarity in the supervisory process to ensure that the student’s requirements and issues are addressed throughout their research degree~~ by providing support, advice and guidance throughout their research degree. As a minimum, each research student will have a main supervisor. The main supervisor will normally be part of a supervisory team consisting of one or more additional academic colleagues or clinical/industrial partners, who act as co-supervisor(s) or

~~advisor / tutor acting as co-supervisor(s) and an advisor / PG tutor providing pastoral support.~~ If, in exceptional circumstances, it is more appropriate to appoint only one **main** supervisor, a case must be put forward to the Faculty Associate Dean to request permission for sole supervision.

~~All members of the supervisory team~~ **Supervisors** will be expected to keep up to date with the progress of the research and to advise the student on academic and other pastoral matters. ~~In addition to the supervisory team,~~ **The student will** ~~should~~ have an advisor / PG tutor ~~from among the~~ **as part of the supervisory team** ~~academic staff~~ to provide general **pastoral** advice and support. Normally, a member of staff will first engage in doctoral supervision as a **co-supervisor, with an experienced** member of **staff included as part of a** the supervisory team. After an appropriate period of involvement as a member of a supervisory team (normally **completion of one student**), a member of staff will have gained experience of the supervisory process through being part of the team and will then be expected to take on a main supervisory role. **When allocating the supervisory team, the PGR load for each individual academic member of staff should be considered by the Head of School.** Practice will vary across the University dependent upon a discipline's capacity to attract research students but a **normal desirable** PGR load for a ~~staff member~~ **of staff** is to have one new student each year.

~~Supervisors should meet as a Supervisory Team~~ with the student at periods throughout the degree, including where appropriate and practicable with the external or industrial supervisors. The meetings should be held once or more per year in addition to the regular meetings between the student and the main supervisor.

2. Section 2.1: Main Supervisor

Current text:

"The main supervisor takes full responsibility for the overall management and direction of the student's research degree in addition to administrative issues relating to the student's registration and progress."

Amended text:

"The main supervisor takes full responsibility for the overall management and direction of the student's research degree in addition to administrative issues relating to the student's registration, **attendance,** and progress."

3. Section 2.2. Co-supervisor

Current text:

"The co-supervisor will normally be appointed to contribute their specific expertise in assisting the main supervisor throughout the development of the student's research degree and may act as a supervisor of sections of work in progress in consultation with the main supervisor. The co-supervisor may be required to offer specialist advice or to provide continuity of supervision when the main supervisor is absent from the University in addition to providing the student with a second opinion on research matters. Essentially, the co-supervisor should be knowledgeable in the area of research study, but does not have to have the specific expertise of the main supervisor."

The balance of responsibility for the student's day-to-day supervision should be negotiated between supervisors, in consultation with the student, as the research progresses."

Amended text:

"The co-supervisor will normally be appointed to contribute their specific expertise in assisting the main supervisor throughout the development of the student's research degree and may act as a supervisor of sections of work in progress in consultation with the main supervisor. The co-supervisor may be required to offer specialist advice **to complement the main supervisor's expertise** or to provide continuity of supervision when the main supervisor is absent from the University in addition to providing the student with a second opinion on research matters. ~~Essentially, the co-supervisor should be knowledgeable in the area of research study, but does not have to have the specific expertise of the main supervisor.~~

The balance of responsibility for the student's day-to-day supervision should be negotiated between members of the supervisory team, in consultation with the student, as the research progresses."

4. Section 2.3: External / Collaborating Supervisor

Current text:

"Where a formal collaborative research degree arrangement has been approved between the University of Manchester and an external institution, supervisors must be appointed at both institutions. The Main Supervisor should be based at the University of Manchester"

Amended text:

Where a formal collaborative research degree arrangement has been approved between the University of Manchester and an external institution, supervisors must be appointed at both institutions. The Main Supervisor should be an employee of based at the University of Manchester or be a member of an NHS Trust with an honorary contract with the University of Manchester.

5. Section 2.4: Advisor / Tutor

Current text:

"The advisor / tutor should maintain a level of independence from the supervisory team and their main role is to provide pastoral support to the student and to monitor their progress, providing advice accordingly. If the student has any difficulties that he/she would prefer to discuss with someone other than their supervisor, they can approach their advisor / tutor in the first instance."

Amended text:

The advisor / PG tutor should be included as part of the maintain a level of independence from the supervisory team and their main role is to provide pastoral support to the student and to monitor their progress, providing advice accordingly. If the student has any difficulties that he/she would prefer to discuss with someone other than their supervisor, they can approach their advisor / PG tutor in the first instance. The advisor / PG tutor may have some experience in the student's research area, and if so can offer academic input, but this is not a requirement of the role and they do not have formal responsibility for the project.

6. Section 2.5: Industrial Supervisor

Current text:

"In certain areas of the University it may be necessary to appoint an industrial supervisor to cover industrial or clinical aspects of the research degree, or where students are pursuing research which involves collaboration with an external body."

Amended text:

In certain areas of the University it may be necessary to appoint an industrial supervisor or external professional doctorate supervisor to cover industrial, vocational or clinical aspects of the research degree, or where students are pursuing research which involves collaboration with an external body.

7. Section 3.1: Criteria for the selection of supervisors

Current text:

"The University of Manchester considers the supervisory process to play a vital role in the quality of education for its research students. Consequently, the University places a high priority on ensuring that supervisors are able to carry out their role effectively and as such, all staff under consideration for appointment as supervisor must fulfil the following criteria."

Amended text:

The University of Manchester considers the supervisory process to play a vital role in the quality of education for its research students. Consequently, the University places a high priority on ensuring that the supervisory team is supervisors are able to carry out their its role effectively and as such, all staff under consideration for appointment as part of a supervisory team must fulfil the following criteria.

8. Section 3.1b:

Current text:

“Members of staff appointed as main supervisor should be full-time or part-time employees of the University. Members of staff appointed as co-supervisor should be full or part-time members of the University’s staff (including those on their probationary period). Any member of staff who is still under probation or who is currently registered for a higher degree of any University will not be appointed as main supervisor but may be appointed a member of the supervisory team.”

Amended text:

Members of staff appointed as a main supervisor or co-supervisor should be full-time or part-time employees of the University, except where the member of staff is on an honorary contract and a member of an NHS Trust. Members of staff appointed as co-supervisor should be full or part-time members of the University’s staff (including those on their probationary period). Any member of staff who is still under probation, or who is currently registered for a higher degree of any University, a visiting professor, a visiting fellow, a retired member of University staff, practising researchers on a Teaching focused / Teaching and Scholarship contract or a Emeritus professor will not be appointed as main supervisor but may be appointed as another a member of the supervisory team.

9. Section 3.1c:

Current text:

“Non-permanent members of staff should normally only be appointed as co-supervisor. Under no circumstances should any member of staff be appointed as main supervisor if their contract is due to expire within the student’s proposed period of registration.”

Amended text:

The co-supervisor should ideally be able to deputise for the main supervisor if at any point the main supervisor is not available. However, where the selected co-supervisor does not meet the criteria for being nominated as a main supervisor, and the main supervisor is no longer available, they must not become main supervisor by default.

~~Non-permanent members of staff should normally only be appointed as co-supervisor. Under no circumstances should any member of staff be appointed as main supervisor if their contract is due to expire within the student’s proposed period of registration.~~

10. Section 3.1d:

Current text:

“A member of staff should normally have at least three years’ experience of university teaching or research to be appointed as a student’s main supervisor.”

Amended text:

A member of staff should normally have at least three years’ experience of university teaching or research and have an academic / clinical contract to be appointed as a student’s main supervisor.

11. Section 3.1f:

Current text removed entirely:

~~A visiting professor, visiting fellow or retired member of University staff, may not be appointed as main supervisor but may be appointed as a member of the supervisory team.~~

12. Section 3.1g:

Current text:

“Any member of staff acting for the first time as a supervisor will not normally be appointed as main supervisor but may be appointed as a member of the supervisory team. In such circumstances, the main supervisor should have appropriate supervisory experience up to and including a student’s submission and assessment of a thesis.”

Amended text:

(3.1f) Any member of staff acting for the first time as a supervisor will not normally be appointed as main supervisor but may be appointed as a member of the supervisory team. When a new member of staff is appointed at the University of Manchester as a co-supervisor in such circumstances, the main supervisor should have appropriate supervisory experience up to and including a student’s submission and

assessment of a thesis. Due attention should be given to the relative experience of the main supervisor and co-supervisor to ensure within the supervisory team there is sufficient experience to offer support. In certain circumstances, there may be grounds to appoint a member of staff acting for the first time as a main supervisor, but it is essential that under these circumstances the co-supervisor has significant experience of the supervisory process at the University of Manchester. In this circumstance, a case must be presented to the Faculty Graduate Office for the appointment to be approved.

13. Section 3: additional points added:

3.1h: The main supervisor should normally be on a contract of employment with the University of Manchester or on an honorary contract and a member of an NHS Trust. Any contract should exceed the registration period of the student, and consideration should be given when appointing a supervisory team to the length of each individual's contract to ensure the student will be supported throughout their programme. If, in exceptional circumstances, it is more appropriate to appoint a supervisor whose contract does not exceed the registration period of the student, a case must be put forward to the Faculty Associate Dean to request permission.

3.1i: The advisor / PG tutor should be a full member of academic staff.

Section 3.2: Procedure for the appointment of supervisors

14. Section 3.2a:

Current text

"Schools cannot guarantee that students will be able to work with their first choice member of staff."

Amended text:

The student and supervisors should address from the initial meetings / contact any issues which may arise from the allocation and plan accordingly to address potential difficulties. In some circumstances, students may not be able to work ~~Schools cannot guarantee that students will be able to work~~ with their first choice member of staff.

15. Section 3.2b:

Current text:

"Supervisors of postgraduate research students are normally assigned to students by the appropriate School at the time an offer of admission is made/formally accepted."

Amended text:

~~The main supervisor for Supervisors of postgraduate research students is~~ normally assigned to students by the appropriate School at the time an offer of admission is made.~~/formally accepted.~~

16. Section 3.2c:

Current text:

"The Head of School is responsible for ensuring that new supervisors are introduced to the content of the code of practice for research degrees either by attending a development course or by School-arranged procedures."

Amended text:

The Head of School is responsible for ensuring that ~~arrangements are in place for~~ new supervisors ~~are to~~ be introduced to the content of the [code of practice for research degrees](#) either by attending a development course or by School-arranged procedures.

17. Section 3.2d:

Current text:

"Members of staff appointed as main supervisors should expect to be available for the anticipated duration of the research student's degree. The University/School, however, cannot guarantee continuity with a particular supervisor throughout the full duration of any postgraduate degree."

Amended text:

~~Members of staff appointed as~~ Main supervisors should expect to be available for the anticipated duration of the research student's degree ~~(except where the member of staff is on an honorary contract and a member of an NHS Trust)~~. The University/School, however, cannot guarantee continuity with a particular supervisor throughout the full duration of any postgraduate degree.

18. Section 3.2e:

Current text:

Practice will vary across the University, dependent on a discipline's capacity to attract research students, but a desirable PGR load for a staff member is to have one new student each year.

Amended text:

Practice will vary across the University, dependent on a discipline's capacity to attract research students, but a normal PGR load for a staff member is to have one new student each year and this must be taken into consideration when the supervisory team is appointed.

19. Section 3.2g:

Current text removed:

~~If the initial allocation of supervisor is later identified as being inappropriate, a change of supervisor may be permitted.~~

20. Section 3.2h:

Current text:

"Appointment as main supervisor will cease if the appointee ceases to hold an appointment at the University."

Amended text:

Appointment as main supervisor will cease if the appointee ceases to hold an academic / clinical contract appointment at the University.

21. Section 4: Supervision Responsibilities

Current text:

In addition, the University is required to comply with the Quality Assurance Agency for Higher Education's Code of Practice for the assurance of academic quality in postgraduate research, as a condition of receiving funding for postgraduate research. In meeting the responsibilities set out here we will meet and exceed QAA requirements. The QAA code can be found at: <http://www.qaa.ac.uk/public/COP/cop/contents.htm>.

Amended text:

In addition, the University is required to comply with the Quality Assurance Agency for Higher Education's ~~Code of Practice~~ Quality Code for the assurance of academic quality in postgraduate research, as a condition of receiving funding for postgraduate research. In meeting the responsibilities set out here we will meet and exceed QAA requirements. The QAA code can be found at: <http://www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/quality-code-B11.aspx>.

22. Section 4: Supervision Responsibilities

Current text:

List of Faculty Associate Dean for Graduate Education and University's Associate Vice-President for Graduate Education contact details.

Amended text:

Contact details removed.

23. Section 4: Supervision Responsibilities

Current text:

As part of the University's drive towards excellence in postgraduate research, all main supervisors are encouraged to produce a statement of expectations which can be provided to students. The purpose of the statement is to provide students with more detailed guidance about what they can expect as a PhD student, within the local context of the research group or discipline area where they will undertake their

research. The aim of this practice is to improve students' experience and achieve a year on year improvement in completion rates.

Such a statement should not be construed as a contract between the supervisor and student. Its function is to set out in as helpful a way as possible the realistic commitments a supervisor can make on such matters as frequency of meetings and feedback on written material; and to clarify to the student his or her responsibilities. The statement should be made available to all members of the student's supervisory team and to the student's advisor / tutor.

Amended text:

As part of the University's drive towards excellence in postgraduate research, all main supervisors are required to complete the eProg expectations form with their students at the start of the programme and regularly throughout the student's programme thereafter. ~~and encouraged to produce a statement of expectations which can be provided to students. The purpose of~~ Completing the expectations form aims to establish realistic commitments and responsibilities in the student/supervisory team relationship. It supports a shared understanding of policies and regulations referring to research study including what the student can expect as a PhD student within the local context of the research group or discipline area where they will undertake their research. ~~The aim of this practice is to improve students' experience and achieve a year on year improvement in completion rates.~~

The Expectations form ~~Such a statement should not be construed as a contract between the supervisor and student. Its function is set out in as helpful a way as possible the realistic commitments so that~~ a supervisor can make **comments** on such matters as frequency of meetings and feedback on written material; and to clarify to the student his or her responsibilities. The **Expectations form is statement** ~~should be~~ made available to all members of the student's supervisory team and to the student's advisor / PG tutor.

24. Section 4.1: Responsibilities of the Head of School

Amended text now includes item 4.1b:

To ensure supervisors are meeting their responsibilities around recording and monitoring progress of the student in the University's progression monitoring system.

25. Section 4.1d: Responsibilities of the Head of School

Current text:

To ensure provision of the continuation of supervision where supervisors have left the employment of the University, or are on formal leave of absence for a significant period of time.

Amended text:

To ensure **appropriate** provision **for** of the continuation of supervision **is sought wherever possible when** ~~where supervisors have left the~~ **leave** employment of the University, or are on formal leave of absence for a significant period of time.

26. Section 4.1: Responsibilities of the Head of School

Amended text now includes 41.h:

To consider the academic load of staff when supervisory teams are appointed.

27. Section 4.1i: Responsibilities of the Head of School

Current text:

To consider proposals put forward by the supervisor for the appointment of internal and external examiners

Amended text:

To consider proposals put forward by the supervisor for the appointment of internal and external examiners **or delegate this responsibility to the PGR Director within the School.**

28. Section 4.2b: Responsibilities of the main supervisor

Current text:

In all cases the schedule of supervisory meetings will be agreed with the student in advance. Where students are studying on split-site research degrees, some contact and communication may take the format of email, phone and video conferencing.

Amended text:

In all cases ~~the~~ a provisional schedule of supervisory meetings will be agreed with the student in advance. Where students are studying on split-site research degrees, some contact and communication may take the format of email, phone, skype and video conferencing.

29. Section 4.2d: Responsibilities of the main supervisor

Current text:

Provide detailed advice on the necessary completion dates of successive stages of the work so that it may be completed within the required time.

Amended text:

Record and monitor progress of the student in the University's progression monitoring system and provide detailed advice on the necessary completion dates of successive stages of the work so that it may be completed within the required time.

30. Section 4.2f: Responsibilities of the main supervisor

Current text:

Encourage the student to present his or her work to staff and graduate members, partly as preparation for the oral examination of the student at the end of the degree, and partly to introduce the student to the culture of the dissemination of research.

Amended text:

Encourage the student to present his or her work to staff and other researchers ~~graduate members~~, partly as preparation for the oral examination of the student at the end of the degree, and partly to introduce the student to the culture of the dissemination of research.

31. Section 4.2k: Responsibilities of the main supervisor

Current text:

Ensure that the student produces a research report normally every six months throughout their degree, to which the supervisor should add comments on progress. These comments should be signed by the student to confirm that they have been seen before the report is submitted by the main supervisor to the appropriate supervisory body, according to Faculty procedures.

Amended text:

Ensure that the student produces a progress ~~research~~ report normally every six months throughout their degree, to which the supervisor should add comments on progress. The process of submitting the report should meet the requirements set out in the Policy on the Progress and Review of Postgraduate Research Students. These comments should be signed by the student to confirm that they have been seen before the report is submitted by the main supervisor to the appropriate supervisory body, according to Faculty procedures.

32. Section 4.2m: Responsibilities of the main supervisor

Current text:

Recommend examiners for the student's thesis, after discussion with the student, to ensure that the proposed examiners have not had, or do not continue to have, a significant input into the project, a significant personal, financial or professional relationship with the student, or that there is no other good reason to doubt the suitability of the recommendation.

Amended text:

Recommend examiners for the student's thesis, after discussion with the student, to ensure that the proposed examiners have not had, or do not continue to have, a significant input into the project, a significant personal, financial or professional relationship with the student, or that there is no other good

reason to doubt the suitability of the recommendation **as set out in the Examination of Doctoral Degrees Policy.**

33. Section 4.2t: Responsibilities of the main supervisor

Current text:

All newly appointed members of staff with responsibilities for supervision are required to attend the University's programme of development for new supervisors. Existing members of staff with supervisory experience are required to attend professional development sessions as provided by the Faculty and/or School.

Amended text:

All newly appointed members of staff with responsibilities for supervision are required to attend the University's programme of development for new supervisors **and any training requirements specified by the Faculty/School.** Existing members of staff with supervisory experience are required to attend professional development sessions as provided by the Faculty and/or School.

34. Section 4.2v: Responsibilities of the main supervisor

Current text:

Ensure that examiners are nominated in good time so that the examination can go ahead as soon as possible after submission of the thesis.

Amended text:

Ensure that examiners are nominated ~~in good time~~ **within the deadlines stipulated in the [Nomination of Examiners and Independent Chairs for Postgraduate Research Degree Examinations Policy](#)** so that the examination can go ahead as soon as possible after submission of the thesis.

35. Section 4.2: Responsibilities of the main supervisor

Amended text now includes:

Supervisors should be aware of the needs of students with a disability and should have an active awareness of the support available to the student and the means of accessing this support.

36. Section 4.2: Responsibilities of the main supervisor

Amended text now includes:

- **Supervisors are expected to take into consideration the differing commitments (domestic responsibilities, paid employment etc) of part-time students which will affect time schedules and access to facilities. Every effort should be made to engage part-time students with the full-time cohort, the research group, School and the University either face to face or through information and communication technology.**

37. Section 4.3c: Responsibilities of the student

Current text:

Keep to timetables and deadlines for the planning and submission of work, and generally maintain satisfactory progress with the research degree.

Amended text:

Record and monitor progress in the University's progression monitoring systems and provide and keep to timetables and deadlines for the planning and submission of work, and generally maintain satisfactory progress with the research degree.

38. Section 4.3g: Responsibilities of the student

Current text:

Ensure that any reports and the final thesis presented to the supervisor is written in accordance with requirements relating to the correct use of English language and presentation of tables, references, figures etc.

Amended text:

Ensure that any reports and the final thesis presented to the supervisor is **are** written in accordance with requirements relating to the correct use of English language **and grammar** and **the** presentation of tables, references, figures etc.

39. Section 4.3l: Responsibilities of the student

Current text:

Maintain adequate records of the progress of the work and of the development of the project and their own skills.

Amended text:

Maintain adequate records of the progress of the work and of the development of the project and their own skills **using the University's progression monitoring system.**

40. Section 4.3m: Responsibilities of the student

Current text:

Gain approval, in advance, from their supervisor if they wish to issue questionnaires. If a student wishes to use the University's address for this purpose, the text of any communication must be approved by the supervisor before it is sent.

Amended text:

Gain approval, in advance, from their supervisor if they wish to issue questionnaires **and adhere to the [University Code of Good Research conduct](#).** If a student wishes to use the University's address for this purpose, the text of any communication must be approved by the supervisor before it is sent.

41. Section 4.3n: Responsibilities of the student

Current text:

Make every effort to provide feedback on the supervisory experience, through completion of the University of Manchester annual student satisfaction survey for postgraduate research students.

Amended text:

Make every effort to provide feedback on the supervisory experience, through completion of the **Postgraduate Research Experience Survey (PRES)** ~~University of Manchester annual student satisfaction survey~~ for postgraduate research students.

42. Section 4.3q: Responsibilities of the student

Current text:

Meet with the supervisory team as a whole to discuss progress at least twice per year.

Amended text:

Have a joint meeting ~~Meeting~~ with the supervisory **all supervisors** ~~team as a whole~~ to discuss progress at least twice per year.

43. Section 4.3r: Responsibilities of the student

Amended text now includes:

Meet with the advisor/PG tutor at least once a year.

44. Section 4.4: Responsibilities of the Supervisory team

Current text:

Members of a supervisory team are not expected to meet a student with the same frequency as the main supervisor, nor are they expected to read all of the student's work, but the team should meet with the student a minimum of two times per year. They should be actively involved in the supervision by making themselves fully aware of the research plan that has been agreed between the student and the main supervisor and by reading some of the student's work. Their role, then, is to be available to the student for consultation and advice on academic matters relating to the degree, and to offer support and guidance on non-academic matters. In circumstances where the main supervisor is not able to continue supervising a student, a member of the supervisory team will normally be expected to take over this role. In addition, postdoctoral researchers within the supervisory team, working closely with a doctoral student, can fulfil a valuable day-to-day research guidance role.

In some academic groups, the role of supervisory teams for each student may be organised through PhD committees, with regular periodic meetings to monitor and advise on the student's development and progress.

Although members of the supervisory team may provide support and advice in the preparation of the final thesis, no members of the supervisory team can be appointed as internal examiner during the examination process.

Amended text:

Members of a supervisory team **who are appointed as the co-supervisor, External / Collaborating Supervisor or Industrial supervisor** are not expected to meet a student with the same frequency as the main supervisor, nor are they expected to read all of the student's work, but they should meet with the **main supervisor and the student once or more per year a minimum of two times per year and should review progress of the student on the University's progression monitoring system.** They should be actively involved in the supervision by making themselves fully aware of the research plan that has been agreed between the student and the main supervisor and by reading some of the student's work. Their role, then, is to be available to the student for consultation and advice on academic matters relating to the degree, and to offer support and guidance on non-academic matters. In circumstances where the main supervisor is not able to continue supervising a student, **a member of the supervisory team the co-supervisor will normally be expected to take over this role should ideally be able to deputise for the main supervisor.** In addition, postdoctoral researchers within the supervisory team, working closely with a doctoral student, can fulfil a valuable day-to-day research guidance role. **The advisor / PG tutor is expected to be available to the student to offer further support on non-academic matters.**

Although members of the supervisory team may provide support and advice in the preparation of the final thesis, no members of the supervisory team **who have had any academic input into the research** can be appointed as internal examiner during the examination process.

45. Section 4.5: Responsibilities of the Advisor / PG Tutor

Current text:

The advisor / tutor is responsible for providing pastoral and academic support to the students and for monitoring their progress, providing advice accordingly. The advisor / tutor should also be a point of contact for the student if the supervisor/student relationship breaks down.

Amended text:

The advisor / **PG** tutor is responsible for providing pastoral **support and academic support** to the student and ~~for monitoring their progress~~, providing advice accordingly. The advisor / **PG** tutor should also be a point of contact for the student if there **are any difficulties with the** supervisor/student relationship ~~breaks down~~. **In some disciplines the advisor / PG Tutor may have some variable academic input to the research, but they do not have responsibility for the student's research project.**

46. Section 5: SUPERVISION FOR COLLABORATIVE RESEARCH DEGREES

Current text:

The University of Manchester has a policy for split-site research degrees and specific reference should be made to this policy.

For validated research degree arrangements, the main supervisor will normally be based at the partner organisation.

Amended text:

The University of Manchester has a policy for split-site **and Joint** research degrees and specific reference should be made to this policy.

For **existing** validated research degree arrangements, the main supervisor will normally be based at the partner organisation.

47. Section 6: Absence or change in Supervisors

Current text:

Schools cannot guarantee that students will be able to work with a particular supervisor or that they will have the same supervisor for the duration of their research degree, but will endeavour to ensure continuity wherever possible and make arrangements as necessary.

If the initial allocation of supervisor is inappropriate, a change of supervisor may be requested by the student or supervisor through the Head of School or his/her nominee, although it should be borne in mind that there may be difficulties in finding a replacement supervisor with experience of the thesis research area. Funding bodies should also be notified when the main supervisor is changed.

If a supervisor is no longer in a position to continue with their supervision duties, (e.g. through moving to a new post at another institution) then the Head of School should discuss the options with the student and assess the most beneficial outcome for the student.

Alternatively, the supervisor who has moved to another institution may be able to continue to supervise at a distance, with support from a co-supervisor at this University.

Where the student / supervisor relationship breaks down, the advisor / tutor should be consulted initially and every attempt should be made to resolve the issues involved at School or Faculty level. The advisor / tutor should be able to advise the student and consult with the Head of School, and should be aware of the University's complaints and appeals policies should a solution not be found at School or Faculty level.

Amended text:

Schools cannot guarantee that students will be able to work with a particular supervisor **when they start their programme** or that they will have the same supervisor for the duration of their research degree, but will endeavour to ensure continuity **and alternative provision** wherever possible ~~and make arrangements as necessary~~.

A ~~If the initial allocation of supervisor is inappropriate~~ change of supervisor may be requested by the student or supervisor through the Head of School or his/her nominee, although it should be borne in mind that there may be difficulties in finding a replacement supervisor with experience of the thesis research area. Funding bodies should also be notified when the main supervisor is changed.

If a **situation has arisen whereby a** supervisor is no longer in a position to continue with their supervision duties, **for example, if a supervisor retires, transfers to another institution or is absent from the University for an extended period of time due to illness, research leave or other reasons,** ~~(e.g. through moving to a new post at another institution)~~ then the Head of School should discuss the options with the student and assess the most beneficial outcome for the student.

Where the period of absence is less than three months the co-supervisor should normally assume responsibility for the student until the main supervisor returns. Where the period of absence exceeds three months, it is essential in these circumstances that alternative arrangements are made in advance by the supervisory team, with the Head of School, to ensure continuity of supervision and that the student's interests are protected. ~~The Head of School may be able to identify and allocate a new permanent supervisor with the appropriate academic background and supervisory experience.~~

In all cases of research leave the Head of School should ensure that either the person on leave continues with their supervision duties or that every effort is made to arrange a replacement.

If the main supervisor retires or becomes an honorary member of staff during the period of a student's PhD degree, they can continue to undertake a supervisory role as co-supervisor within the supervisory team, but a new main supervisor must be appointed.

Alternatively, ~~the~~ Where a supervisor who has moved to another institution, they may be able to continue to supervise at a distance, with support from a co-supervisor at this University.

Where there are early signs that the student / supervisor relationship has breaks broken down, the advisor / PG tutor should be consulted initially and every attempt should be made to resolve the issues involved at School or Faculty level. The advisor / PG tutor should be able to advise the student and consult with the Head of School, and should be aware of the University's complaints and appeals policies should a solution not be found at School or Faculty level.

If the student / supervisor relationship breaks down and there is no possible resolution, the Head of School is responsible for identifying and allocating a new permanent supervisor with the appropriate academic background and supervisory experience in consultation with the supervisory team. Every effort should be made to find alternative provision for the student, but in exceptional circumstances it may not be possible to appoint a new supervisor and there may not be a successful outcome. In this circumstance the student should be made aware of this as soon as reasonably possible.

Approved by MDC Committee, October 2013
Effective Date of Introduction, February 2014