

Faculty of Humanities PGR Supervisor Training, Support and Professional Development Framework

The quality, success and sustainability of our Faculty PGR activity is heavily dependent on our academic supervisors and the research and training environment that they create. The supervisory team is also the most influential factor in PGR experience. Therefore, we must rightly focus on supporting and developing our academic staff, and equipping them with the skills, networks, and perspectives needed to deliver excellence in PGR supervision. Similarly, we must recognise that approaches to research culture have evolved and that the demands and expectations around PGR supervision have increased. For example, UKRI now expects that within major doctoral training programmes, supervisors undertake formal mandatory and ongoing development; it is anticipated that other providers of doctoral support will follow suit. In response, the Humanities Doctoral Academy will introduce a *PGR Supervisor Training, Support and Professional Development Framework*. This framework will define the minimum level of development activities required for our staff to act as PGR supervisors, clarify the training and support available to our supervisors, and set out our expectations for staff to engage with continued development of their supervisory practice.

We have structured the *PGR Supervisor Training, Support and Professional Development Framework* to recognise different stages of supervisory experience and practice. Our current PGR supervisor training and support delivered as part of our new academics' programme ([HNAP](#)) focusses on the core elements and realities of being a successful PGR supervisor, and on supporting the development and wellbeing of your PGRs. For those in regulated professions with Continuing Professional Development (CPD) requirements to maintain registration, it may be possible for attendance at supervisor training to be used as part of that CPD. Please review your profession's expectations. Such requirements will run alongside normal University of Manchester and Faculty of Humanities policy on supervisor eligibility.

We will continue to develop these activities, increase opportunities for our supervisors to share experience and best practice, and build-up our activity in areas pertinent to our supervisors (e.g. mental health and wellbeing; supervising international PGRs; motivating constructively, etc). We will continue seek input and feedback from supervisors to improve delivery and to remain responsive to supervisor and PGR needs. We will also encourage and provide funding and other support for our supervisors to apply for external recognition through the UK Council for Graduate Education (UKCGE) [Research Supervision Recognition](#) programme. In return, we look to our PGR supervisors to make a commitment to enhancing good supervisory practice within their own groups and across our Faculty. Once established, we may require PGR supervisors to demonstrate evidence of continuing development to access major PGR programmes and/or funded studentships.

A. Expectations within the Framework

1 For those new to PGR supervision

Academic (including honorary) who are looking to act as PGR supervisor for the first time.

- i. Successful attendance and engagement with the supervisory sessions run through the Humanities New Academics Programme (HNAP) or equivalent. These sessions can be taken during the first year as PGR supervisor subject to approval by the School Post Graduate Research Director.
- ii. Successful completion of mandatory EDI related training: [Diversity in the Workplace](#), [Unconscious Bias](#)
- iii. Confirmation of engagement with [Supporting PGR Mental Health](#)
- iv. Confirmation of engagement with the [PGR Supervisor Toolkit](#)
- v. Commitment to continuing supervisory professional development

- 2 **For those establishing track record in PGR Supervision**
Academics (including honorary) staff who have supervised a PGR through to successful completion as main supervisor.
 - i. Successful completion of Humanities New Academics Programme ([HNAP](#)) or equivalent
 - ii. Successful completion of mandatory EDI related training: [Diversity in the Workplace](#), [Unconscious Bias](#)
 - iii. Successful completion of [Supporting PGR Mental Health](#)
 - iv. Confirmation of engagement with the [PGR Supervisor Toolkit](#)
 - v. Commitment to continuing supervisory professional development
 - vi. An active role in supporting and mentoring less experienced colleagues

- 3 **For established PGR Supervisors**
Academics (including honorary) staff experienced in PGR supervision.
 - i. Successful completion of Humanities New Academics Programme ([HNAP](#)) or equivalent OR demonstrate a track-record of successful PGR supervision
 - ii. Successful completion of mandatory EDI related training: [Diversity in the Workplace](#), [Unconscious Bias](#)
 - iii. Successful completion of [Supporting PGR Mental Health](#)
 - iv. Confirmation of engagement with the [PGR Supervisor Toolkit](#)
 - vi. Evidence of engagement with Supervisory Professional Development and/or relevant activities. As a minimum, we would expect supervisors to engage in formal development activities every other year. List of current activities can be found in schedule B.
 - vii. An active role in supporting and mentoring less senior supervisor in the supervisory teams

- 4 **Leaders in Good Supervisory Practice**
Academics (including honorary) staff experienced in PGR student supervision with a track-record of ongoing development of good supervisory practice.
 - i. Successful completion of Humanities New Academics Programme ([HNAP](#)) or equivalent OR demonstrate a track-record of successful PGR supervision
 - ii. Successful completion of mandatory EDI related training: [Diversity in the Workplace](#), [Unconscious Bias](#)
 - iii. Successful completion of [Supporting PGR Mental Health](#)
 - iv. Confirmation of engagement with the [PGR Supervisor Toolkit](#)
 - viii. Track-record of continuing Supervisory Professional Development and/or relevant activities. As a minimum, we would expect supervisors to engage in formal development activities every other year. List of current activities can be found in schedule B.
 - ix. [UKGCE Research Supervision Recognition](#) award – Recognised Supervisor (full award) or Recognised Associate Supervisor
 - x. An active role in supporting and mentoring other less experienced supervisors

B: Activities to support continued professional development

It is recommended that supervisors participate in activities on an ongoing basis and at least one activity per year.

- Participation in PGR supervisor workshops (delivered by Faculty, School, Department or external body). Workshop topics vary and may include:
 - Recruitment and selection
 - Supporting PGR research ethics application
 - Supporting neurodivergent PGR
- Participation in Researcher Development's PGR supervisor masterclasses and workshops. Topics may vary. Examples include:
 - Having Careers Conversations with PGRs
 - Inclusivity for PGR Supervisors
 - Cultivating Wellbeing in PGRs
 - Student Mental Health Matters
 - Coaching Skills for Supervisors
 - PGR supervision from a Distance
 - Supporting Mental Health and Wellbeing in PGRs (on-line resource)
- Attendance at UKGCE events and workshops (examples below).
 - Supporting Neurodivergent PGRs
 - Routes Out of Postgraduate Research
 - Mental Health and Wellbeing of Part Time and Distance Learning Postgraduate Researchers
 - Belonging in Postgraduate Research
 - Inequalities and PGR Wellbeing
- Serving as PGR Cohort Advisor/Department/Division PGR Director
- Self-reflection on supervisory practice (subject to interaction with the Researcher Development Team and in support of a UKGCE application)
- Other training relevant to PGR development and supervision

C Frequently Asked Questions

- a. *What kind of training will be required for established colleagues or colleagues who are otherwise not required to take HNAP?*

Established colleagues who are not required to take HNAP are still required as part of their induction to attend a new ‘*Supervising PGRs at Manchester for established academics*’ that is being launched as part of this initiative.

- b. *Will there be room for departmental level training, not additional to centrally organised one?*

Yes, in fact we encourage these and, in some situations, these can be alternatives to centrally organised training. With information from departments, these can be captured in the Doctoral Academy StaffNet.

- c. *Who is going to monitor the new system?*

Initially this will be monitored through the individual record of training that each one of us has when we undertake training at the University of Manchester. This space also has scope to input any *ad hoc* training done including externally provided training events. We expect that there will be a platform to capture such records.

- d. *What are the consequences if colleagues not taking the required training?*

This initiative is not meant to be punitive but takes a more supportive approach. However, those who fail to engage with training may find that they do not qualify to supervise UKRI- or UoM-funded PGRs or apply for such opportunities. Over time, we hope to integrate these expectations as part of annual P&DR discussions on PGR supervision.

- e. *How often will the training need to be taken?*

After the initial HNAP and other mandatory training (EDI etc) supervisors will need to demonstrate ongoing commitment to Continuing Professional Development (CPD). This can take the form of pursuing UKCGE recognition, engaging with the supervisor toolkit, attending at least one activity per year (see activities listed in schedule B above)

- f. *How will all this be factored into colleagues’ workloads? We cannot keep asking colleagues to do more in the same amount of time.*

The training requirements suggested here are already factored into the workload model across departments. However, for those undertaking UKCGE recognition or those reading HNAP project portfolios it may be necessary to engage with line managers to establish the workload implications.

- g. *What’s “UKGCE recognition of good supervisory practice”?*

It is a framework for encouraging and recognising proficiency and expertise that is required by all who supervise PGRs. Information on this and support at UoM can be found [here](#) while details of the framework expectations can be found [here](#).

- h. *This new policy can delay new junior colleagues from getting onto the “supervisory ladder”. Any thoughts into this?*

It is not envisaged that this will happen. Those starting out can start to supervise as long as it is clear they are going through the structured training that is required.

- i. *Does UKRI expect institutions to offer supervisor training?*

Yes. There is an expectation of that each HEI that gets funding to train PGRs will have a programme of structured training provision and a programme of ongoing CPD. The [BBSRC](#) has already made this a requirement and we anticipate all other funding councils will follow in this direction.

- j. *What types of training are already available at UoM that fall under supervisor training?*

Apart from HNAP and a new provision being developed for experienced supervisors new to the University of Manchester, there is a lot of material available in the [supervisor tool kit](#). There is also a lot of other training events available at departmental level. Your PGR discipline/department director will be able to point you to those.

- k. *What does Faculty consider to be ‘good practice’ for department convenors who might well be given the role of bringing along the policy and helping it to realise its aims?*

During September 2024 we will hold a launch event for supervisor expectations. We will share with the discipline/department some of the ways in which this policy might work at departmental level.

l. If discipline specific training is provided, will there be a budget for it?

Yes. Faculty will set aside a modest budget to support the implementation of this policy. We will share details of how this will work during the September inception meeting.

m. How do supervisors at any level show engagement with the PGR Supervisors' toolkit?

Each supervisor can do so easily as the toolkit is accessed through Blackboard which keeps a record of what engagement they have had.

n. The expectations seem to discount/ignore one of the keyways in which we learn about PGR supervision, i.e. from colleagues as we work in teams of 2-3.

Peer to peer learning is to be encouraged. In fact, the principle of peer mentoring is a key part of this statement of expectations. More experienced colleagues are encouraged to share their knowledge and expertise with those seeking to establish themselves as supervisors.

Document control box	
Policy / Procedure title:	PGR Supervisor Training, Support and Professional Development Framework
Lead contact email	Hums.doctoralacademy@manchester.ac.uk
Date updated:	28 June 2024
Approving body:	Faculty of Humanities PGR Committee
Version:	1.0
Supersedes:	n/a
Previous review dates:	n/a
Next review date:	September 2025
Equality impact outcome:	
Related Statutes, Ordinances, General Regulations:	n/a
Related policies/procedures/guidance etc	Supervision Policy for Postgraduate Research Degrees
Policy owner:	Associate Dean for PGR
Lead contact:	PGR Services Manager