

Summary of Changes – PGR Supervision Policy Oct 2025 Update

Structural Updates:

- Document structure streamlined with clearer section headings (e.g., 'Supervisory Roles', 'Eligibility for Main Supervisor Appointment').
- Introduction now explicitly references safeguarding interests and training/development in a single sentence.

Supervisory Roles:

- Minimum supervisory team now explicitly requires an internal main supervisor, internal co-supervisor, and internal pastoral advisor.
- External supervisors may now also be appointed if a supervisor retires or moves institution but remains involved.

Eligibility Criteria:

- Eligibility section reorganised into clear categories: 'Eligibility for Main Supervisor', 'Potential Eligibility', and 'Ineligible'.
- Expanded detail on potential eligibility for Academic Teaching and Scholarship staff, Early Career Researchers, and Honorary staff.
- Requirement for continuity of supervision plan introduced for staff with shorter contracts.

Personal Relationships Policy:

- New section added prohibiting Close Personal or Intimate Relationships between supervisors/advisors and PGRs, referencing University Personal Relationships Policy.
- Defines 'Close Personal Relationship' and 'Intimate Relationship' and mandates disclosure to Faculty Doctoral Academy.
- Includes guidance on relationships within supervisory teams and steps to manage conflicts of interest.

Collaborative Degrees:

- Clarifies that external main supervisors in collaborative arrangements must meet same eligibility criteria.
- Adds requirement for formal approval of all supervisors for validated research degrees by Faculty/School committee.

Responsibilities:

- Main supervisor responsibilities expanded to include: informing PGRs about feedback/complaints mechanisms, proper use of AI tools, attending UREC meetings if required, and supporting thesis re-submission/re-examination.
- Adds explicit requirement to disclose personal relationships as part of risk assessment.

- PGR responsibilities updated to include seeking approval for annual leave and visa/ATAS considerations for changes.

Supervisor Absence and Change:

- Introduces clearer distinction between short-term (<3 months) and long-term (>3 months) absences and associated processes.
- Adds detailed 'Change to Supervisory Team Request Process' with steps for application, consultation, and communication.
- Explicitly notes visa/ATAS implications for changes in supervision.

Training and Development:

- Retains requirement for Faculty-defined mandatory training but emphasises engagement with UKCGE Good Supervisor Practice Framework and recognition scheme.

Compliance and Monitoring:

- Strengthens language around escalation of poor supervision and inappropriate behaviour.
- Adds reference to appeals procedure and visa implications for supervisory changes.