

Guidance for supervisors when PGRs are working away from the University

Guidance for supervisors

Purpose

This guidance sets out the matters supervisors should consider when a postgraduate researcher (PGR) is working away from the University.

1. Supervisory oversight

Where a PGR remains registered on their programme while working away from the University, the supervisory responsibilities set out in the Supervision Policy continue to apply. Supervisors should agree appropriate arrangements for ongoing contact, progress monitoring and support during the period away.

In addition, supervisors should satisfy themselves that the PGR:

- is receiving appropriate supervision and support from the host organisation;
- has access to the facilities, data, networks or training opportunities promised through the placement;
- is making meaningful progress towards the agreed objectives;
- feels safe, supported and included in the host environment;
- continues to engage with their doctoral programme and supervisory team;
- is gaining benefits that justify the time spent away from their normal place of study;
- is aware of how to raise any health, safety, risk management or safeguarding concerns, and has access to the appropriate University support and escalation routes; and
- has an opportunity at the end of the placement to reflect on outcomes, achievements, challenges and any follow-up actions that would maximise the benefit of the experience.

2. Concerns about safety, wellbeing or progress

If a supervisor has concerns relating to the safety, wellbeing or progress of the PGR, they should first liaise with the relevant Doctoral Academy for advice on the appropriate escalation route.

Serious welfare concerns

Where there are serious welfare concerns, supervisors should follow the [Significant Concerns for Students escalation process](#).

3. Recording meetings

The Additional Meeting Form in eProg can be used to record both formal and informal meetings.

Related documents

Document	Relevance
Significant Concerns for Students	University escalation process for serious welfare concerns.
Supervision Policy for Postgraduate Research Degrees	Sets out University requirements and guidance for PGR supervision arrangements and responsibilities.