University of Suffolk is required to monitor students’ progress regularly throughout their period of study. This will occur informally at regular meetings with their supervisory team, and more formally via Annual Progress Reviews. During regular meetings with their supervisory team they will discuss their research schedule and progress, skills and training needs, and tasks or actions that they should aim to complete. The thesis must represent in all respects the student’s original work rather than the ideas of the supervisory team.

**Summary of joint guidance for supervisory teams and students**

- Ensure that a professional relationship is maintained between the student and supervisory team, based on mutual respect and cooperation.
- Ensure that, within three weeks of registration, specific training needs associated with the programme of study and research are noted and strategies for addressing these needs are identified.
- Ensure that, within three months of registration (six months for part time), the research topic and a provisional working title for the thesis which is appropriate to the degree, working objectives of the project and a timetable for activity of the period of study are agreed and a copy lodged with the Graduate School.
- Ensure that both the members of the supervisory team and the student understand their specific roles and responsibilities in connection with supervision and the monitoring of progress.
- Ensure that the supervisory team and student remain in contact during the student’s period of study and registration.

**Summary of guidance for the Primary Supervisor**

- Make sure it is clearly understood by the student and supervisory team who is responsible for making contact to arrange supervisory meetings (the first meeting to be arranged by the primary supervisor).
- Ensure that responsibility for note keeping relating to supervisory matters is understood and agreed by members of supervisory team and the student.
- Maintain appropriate contact with the student, monitor needs and achievements, assist in developing the work schedule, provide timely feedback, and ensure the other members of the supervisory team are well briefed on progress.
- Respond quickly if the student fails to keep an appointment or falls behind in the schedule of work, informing the Graduate School as necessary.
- Make it clear to the student what progress reports will be made to the Postgraduate Research Sub-Committee.
- Ensure that the student is aware of the UCS regulations and those of the university at which they are registered which apply to the degree, including policy on research ethics and misconduct in research.
- Know how the agreed deadlines for the completion of sections of work need to coincide with the regulations of the university at which the student is registered.
• Collaborate with the student in assessing and meeting professional development needs.
• Keep the student informed about the availability of training sessions, sources of reference and equipment.
• Help the student understand the nature and methodologies of the discipline being researched.
• Assist the student in developing professional contacts in the chosen field, through networking, conference attendance, publications and other appropriate methods.
• Provide pastoral support and ensure that the student is aware of sources of independent academic and pastoral advice and support provided by UCS, the university at which the student is registered and other bodies such as the Students’ Union.
• In the event of study leave or other prolonged absence, tell the student and arrange with the Graduate School for a temporary or new supervisor to be appointed as appropriate.
• Make clear to the student any significant additions to the advice offered in this guide resulting from UCS policy or that of the university at which the student is registered.

Summary of guidance for the student

• Make sure it is clearly understood who is responsible for making contact to arrange supervisory meetings.
• Check UCS policy regarding registration requirements.
• Read and understand the UCS regulations and those from the university at which you are registered concerning the degree. If in doubt, seek advice from your primary supervisory or from the Graduate School.
• Understand where UCS practice may supplement the information provided in the Research Student Handbook.
• Identify and seek advice on appropriate research methods and techniques before embarking on substantial research.
• Be clear about your responsibility to arrange supervisory meetings.
• Know what happens if the primary supervisor is absent for a prolonged period.
• Devise and agree with your supervisory team a timetable of submission dates for sections of work including the final thesis.
• Recognise that plagiarism is unacceptable in all circumstances.
• Make sure your primary supervisor is aware of any specific needs or circumstances likely to affect your studies.
• If a problem arises tell the supervisor as soon as possible or contact the Graduate School.
• Be prepared to undertake self-appraisal and take responsibility for your own personal and professional development, taking advantage of the opportunities that are offered.
• Prepare for supervisory meetings. Analyse progress and plan future activities for discussion. Decide appropriate questions and requests for guidance in advance.

• Respond quickly if the supervisor fails to keep an appointment or falls behind in returning work, informing the Graduate School.

• Identify conferences and workshops to attend which will enhance the quality of your research or provide appropriate training.

• Ask for the opportunity to give presentations if this is not offered.

• Understand that the quality of work is your responsibility.

• Be realistic about the time needed to complete the thesis.

Role of the second supervisor at the University of East Anglia

• To agree with the primary supervisor, the student and any other members of the supervisory team the frequency of formal supervisory meetings and the degree of input required from the University of East Anglia supervisor (noting that this may vary according to the discipline, the experience and expertise of other members of the supervisory team and the student’s stage of study).

• To provide supervision to the student as agreed above and in accordance with the requirements of the University of East Anglia Code Of Practice for Postgraduate Research Degrees [https://www.uea.ac.uk/study/postgraduate/research-degrees](https://www.uea.ac.uk/study/postgraduate/research-degrees) until the thesis has been submitted and, where relevant, during any referral period.

• In liaison with the Department’s Director of Research Students (or equivalent), to provide UCS with relevant information to be included in the student’s induction pack (including relevant departmental information and supervisor contact details).

• To hold an initial induction meeting with the student at the University of East Anglia, to supplement the induction programme at UCS and to familiarise the student with resources and support available at the University.

• To provide advice to the primary supervisor and the student on training needs, and to identify suitable training opportunities available at the University of East Anglia that complement training provision already provided at UCS.

• To provide students with information on relevant seminars and events taking place within the Department or the wider University that would be of relevance to their research, and identify opportunities for students to contribute to such events.

• To contribute as appropriate to reports on student progress generated by the primary supervisor.

• To attend an Annual Progress Review meeting.

• In liaison with the primary supervisor, to provide feedback on any written work submitted by the student.

• To provide advice to the primary supervisor on possible external examiners.
Student responsibilities in relation to supervision

You should keep notes of all supervisory meetings. An agreed record of meetings with your supervisory team should be given to the Graduate School as soon as possible after the meeting. This record should indicate, in broad terms, the areas of discussion, conclusions and agreed action points and must be signed by you and by your primary supervisor. A blank form for you to use to record these meetings is available on the Graduate School page and as hard copy.

Your relationship with your supervisory team is a two-way process in which you both have rights and responsibilities. During your period of study, it is possible that you may encounter personal, financial or other difficulties that may affect your studies. University of Suffolk is committed to supporting you where possible. In the first instance, you should contact a member of your supervisory team, particularly if you feel that changing circumstances might affect your progress. It is strongly recommended that you seek help at the earliest possible opportunity. Your team is experienced and it is unlikely that you are encountering a problem that they have not heard before.

Supervision meetings

The UEA Code of Practice for Research Degrees requires a minimum of eight meetings per year for full-time students. There is an expectation of monthly meetings with the primary supervisor, which includes formal progress review meetings. Please refer to http://www.uea.ac.uk/pgresearch/regsandforms/Research+Degrees+Code+of+Practice for further details. During meetings with your supervisory team you will discuss your progress and all aspects of advanced research education, the development of your research project, related presentations and publications and the preparation of your thesis. You should also discuss any issue that relates to your performance or ability to progress in your degree studies with your supervisors in the first instance.