The framework for postgraduate supervision outlined herein has three key components:

- Development of a strong interactive relationship between student and supervisor(s);
- Monitoring of student progress and supervisor performance at School level by the Head of School (HoS) acting, where appropriate, through the Postgraduate Research School;
- Ensuring quality assurance of postgraduate progress, education, training and development across Schools by a University-wide monitoring system.

*It is intended that the Framework will be modified by Schools to suit their needs while retaining a core element to ensure consistency of quality supervisory practice.*

### YEAR 1

<table>
<thead>
<tr>
<th>PROCESS</th>
<th>MONTH 1</th>
<th>MONTH 3</th>
<th>MONTH 9</th>
<th>BY MONTH 12</th>
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</thead>
<tbody>
<tr>
<td><strong>PROCESS</strong></td>
<td>Research Topic Agreed</td>
<td>1st Postgraduate Assessment Form</td>
<td>2nd Postgraduate Assessment Form</td>
<td>Oral Presentation of Research</td>
</tr>
<tr>
<td><strong>ISSUES</strong></td>
<td>Milestones, Meeting Arrangement with supervisor(s)</td>
<td>Student Progress, Feedback to student</td>
<td>Student Progress, Feedback to student</td>
<td>Progress update, Feedback from Research Group</td>
</tr>
<tr>
<td><strong>STAFF INVOLVED</strong></td>
<td>Supervisor(s), HoS</td>
<td>HoS</td>
<td>HoS, or other experienced supervisor (not student’s Supervisor(s))</td>
<td>School Research Group</td>
</tr>
</tbody>
</table>

#### YEAR 1 - MONTH 1
- Research Topic Agreed
- Training Needs Analysis
- Professional Development
- Good Research Practice

#### YEAR 1 - MONTH 3
- 1st Postgraduate Assessment Form
- Formal Meeting
- 2nd Postgraduate Assessment Form

#### YEAR 1 - MONTH 9
- Oral Presentation of Research
- 1st Formal Report to School with comment by Supervisor(s)
- Objectives:
  i) in depth academic review
  ii) establishment of research and thesis plan
  iii) report on academic progress
  iv) understanding of good research practice

#### YEAR 1 - BY MONTH 12
- Decision on continuation or transfer
- Feedback to student
### Note 1: Student Training Requirements - 24 Months Full-Time Masters Training Menu:

- Computing skills - Use of: spreadsheets, databases, statistical packages, data analysis software.
- Information retrieval - Literature awareness, extracting information from databases, library work, information science/technology.
- Commercial appreciation of research - IPR, copyright, patent law.
- Presentation skills - Writing skills, writing of CV, thesis writing, poster making, seminar presentation, learning through teaching, mock interview.
- Personal & Financial Skills - Team working, budget management, leadership, project and time management, problem-solving.
- Subject Specific Skills (to be identified by Schools)
- Demonstrating/Teaching Skills - to include training in the assessment of students
- Registration on specific taught courses where appropriate (possibly leading to a PG Certificate or PG Diploma in Research Methods)
- University of Aberdeen’s Guidelines on Good Research Practice
Note 2: Students should make every effort to submit their thesis by month 24. However, it is acknowledged that this may not always be achieved. Where submission does not take place by the end of a student’s registration period, the student and supervisor are responsible for maintaining regular contact and for ensuring that the thesis is submitted at the earliest opportunity. Postgraduate Assessment Forms should be submitted during the post-registration period (i.e. during the writing-up stage).

The successful implementation of the structured management framework described depends upon postgraduate supervisors being suitably prepared for their role (Note 3) through attendance at a training course which would include inter alia the following topics:-

Note 3: Staff Training Requirements:
- Regulatory aspects - University regulations, Research Council regulations, School requirements, monitoring processes, health & safety regulations.
- Project management - Team working, financial management, time management, interviewing techniques, student counselling, professional development, oral examinations, report, dissertation and thesis writing.
- Commercial aspects - IPR, patenting procedures, technology transfer, entrepreneurial skills.
- Admissions - recruitment and selection procedures.