POSTGRADUATE RESEARCH STUDENT TRAINING AND SUPERVISION REPORT FORM

Note: This form is to be completed in conjunction with the ITR Self-Evaluation Document. See especially Section 9. Some of the questions listed below are designed to be answered by ticking box(es) for one or more pre-printed responses. Where a question asks for a more descriptive answer, please feel free to respond in whole or in part by returning document(s) already prepared for other purposes with this form when you return it to the ITR Coordinating Reviewer. If only a portion of an appended document is relevant, it would be helpful to highlight the appropriate portion.

School or Discipline:

SECTION 1: INDUCTION, GENERAL AND TRANSFERABLE SKILLS TRAINING

1. Does your School or Discipline have a nominated member of academic staff with overall responsibility for co-ordinating research student training and supervision? (tick as appropriate)
   Yes ☐  No ☐

2.1 Does the School/Discipline/College provide a formal induction programme for its registered postgraduate research students? (tick as appropriate)
   Yes ☐  No ☐

2.2 If yes, what is the length of the induction programme? (tick as appropriate)
   not applicable ☐  0.5 days ☐  1.0 days ☐
   1.5 days ☐  2.0 days ☐  2+ days ☐

2.3 What provision is made for the induction of students who are part-time and/or off-campus?
Does the School/Discipline/College provide a formal training programme to support your registered postgraduate research students? (tick as appropriate)

(a) in technical skills
Yes ☐ No ☐

(b) in transferable skills
Yes ☐ No ☐

(c) in other disciplinary or knowledge-based areas
Yes ☐ No ☐

If training in some/all of the components identified in 3 is compulsory, please indicate which: (tick as appropriate)

3a ☐ 3b ☐ 3c ☐

Does the training programme include assessment? (tick as appropriate)

(a) Yes ☐ (i) by coursework ☐ (ii) by examination ☐

(b) No ☐

What academic activities external to the University (e.g. attendance at conferences) are postgraduate students expected to undertake?

SECTION 2: PROGRESS MONITORING

Does your School/Discipline have its own version of the Postgraduate Structured Management Framework? (tick as appropriate)

If yes, please include a copy with this Report Form.

Yes ☐ No ☐

Are students required to give a formal presentation to their research colleagues, School/Discipline staff and other peers in: (tick as appropriate)

(a) first year
Yes ☐ No ☐

(ii) second year
Yes ☐ No ☐
(iii) third year
Yes [ ] No [ ]
(iv) fourth year
Yes [ ] No [ ]
(v) fifth year
Yes [ ] No [ ]

(b) What provision is made for students who are part-time and/or off-campus?
(give details)

(c) Where presentations are given, is feedback provided?
Yes [ ] No [ ] N/A [ ]

(d) If the answer to (c) above was ‘Yes’, what form does the feedback take?

9 (a) Is each research student formally assessed by anyone other than his/her supervisor at the end of the initial year with/without an oral? (tick as appropriate)
Yes (with oral) [ ] Yes (without oral) [ ] No [ ]

If ‘yes (with oral)’, who conducts the oral?

(b) If the answer to (a) was ‘yes (with oral)/yes (without oral)’, is the student required to submit a report for the assessment? (tick as appropriate)
Yes [ ] No [ ]

If YES, indicate the word limits, if any:
(c) Is each research student formally assessed by anyone other than his/her supervisor at the end of the second year with/without an oral? (tick as appropriate)

Yes (with oral) ☐   Yes (without oral) ☐   No ☐

If ‘yes (with oral)’, who conducts the oral?

(d) If the answer to (c) was ‘yes (with oral)/yes (without oral)’, is the student required to submit a report for the assessment? (tick as appropriate)

Yes ☐   No ☐

If YES, indicate the word limits, if any:

minimum:               maximum:               

10 (a) Is there a formal procedure for students to upgrade from: (tick as appropriate)

Master’s (e.g. MSc, MLitt) Yes ☐   No ☐
to MPhil/PhD

(b) If YES, please give details (e.g., when in the MSc/MPhil programme the opportunity to upgrade is offered, how the student applies/is evaluated, etc).

11 What School/Discipline monitoring procedures are in place to deal with a situation where a student is encountering difficulties with his/her research programme?
SECTION 3: STUDENT SUPPORT

12 Please give details of the facilities available to research students (including details of office space, lab space, study resources and computer access).

15 What mechanisms are in place within the School/Discipline and/or College for a student who wishes to raise concerns about:

(a) their supervisor;
(b) the facilities;
(c) personal (i.e. non-academic) matters;
(c) staff or other students.

16 Please indicate the arrangements for the continued supervision /support of research students during any absences of their supervisor.

SECTION 4: SUPERVISION TRAINING AND MONITORING OF SUPERVISION
17 Please describe the School's/Discipline’s arrangements for the induction, training and monitoring of research supervisors.

18 How often do research students have formal meetings with their supervisors?

19 Is a formal record kept of meetings between students and supervisors? (tick as appropriate)

   Yes  No

20 Please describe the School's/Discipline’s arrangements for monitoring rates of completion and return of Research Student Assessment Forms.

SECTION 5: SCHOOL/DISCIPLINE FACTS AND FIGURES

21 How many research students are currently registered in the School/Discipline?

22 (a) How many academic staff are there in the School/Discipline?

   (b) How many of those academic staff act as supervisors?
23. Is there a School/Discipline policy on the maximum number of research students that an individual member of staff may supervise at any one time? (tick as appropriate)
   - Yes [ ]
   - No [ ]

24. In the last five years, how many of the School’s/Discipline’s PhD students submitted their theses within the following time periods:

<table>
<thead>
<tr>
<th>Research Council</th>
<th>Non-Research Council</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>48 months (full-time):</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>72 months (part-time):</td>
<td>[ ]</td>
<td>[ ]</td>
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</tbody>
</table>

FORM COMPLETED BY: ________________________________
Position: _______________________________________