

The following should be discussed and agreed at this meeting:

Working Hours

The normal expectation is that students should be working full-time. Supervisors should ensure in all cases that students do not feel obliged to work beyond the legal maximum which applies to employees of the University, i.e. a maximum average working week of 48 hours, including overtime (calculated over a 17 week reference period).

Supervisors should also ensure that, in the interests of equal opportunities, they are reasonably flexible regarding hours, e.g. to ensure study can be compatible with having dependent children.

Agreed Working Hours

Vacation Arrangements

The supervisor should make clear that the student is expected to take a reasonable amount of time off for holiday. The Division's policy is that students should normally be permitted to take up to 38 days of holiday leave per annum (inclusive of public holidays).

- Students should have on average ten days per annum for transferable skills training.
- Students should have sufficient free time to benefit from the wider University and College resources.

Discuss and agree the frequency and timing of the supervision meetings

Establish how often you will have meetings to discuss progress and review work plans. The template of provision for graduate students in the Medical Sciences Division states that: *'You should expect to have a one to one formal meeting with your primary supervisor at least once a term where your research and progress will be reviewed and the contents of the termly submitted supervision report discussed and agreed. You may also have more frequent meetings with a member of your supervisory team'*

Make clear how meetings should be arranged and establish who will record the outcome of the meetings. Establish who else will be involved in the supervision of the student (post-doc, co-supervisor, or external supervisor) and what their role is e.g. formal or informal. Termly GSS Reporting requires the student, primary supervisor and any formally agreed co-supervisors to record the number of meetings they have with each other.

NB: Primary Supervisors should ensure that they *personally* meet with their students at least twice a term.

Appointment of a Departmental Advisor (Informal)

DPhil students who did not have formal co-supervision should have a Departmental Advisor appointed who would offer secondary supervision. The Departmental Advisor should normally be appointed by the end of the student's first time, (possibly as an outcome of the student's skills review/training needs analysis with their primary supervisor), and will perform the following roles:

- (i) Act as a second point of contact for academic advice for the student (after the supervisor);
- (ii) Meet at least once per term with the student, and also meet at least annually with the both the primary supervisor and the student to review overall progress;
- (iii) Make him/herself available to read work and discuss progress as reasonably agreed with the supervisor and student;
- (iv) Be considered for potential supervisory cover in the absence of the principal supervisor.
- (v) The Advisor may participate in the formal milestone assessments for the student but would not normally be appointed the internal examiner for the student's thesis.

The Departmental Advisor would not normally be expected to provide regular formal supervision, write supervision reports or provide pastoral support for the student or supervisor, or act as a go between, although he or she may offer advice to either party if asked to do so.

NB: The person appointed as Departmental Advisor should be a member of Faculty. If you are unsure, please email the Graduate Studies Administrator for further advice on the matter.

Name of Departmental Advisor (Informal)

Name of Co-Supervisor (Formal) GSO.25: Completed and Attached / To Follow

Resources available

Make clear what resources are available to the student in the department: research facilities and infrastructure; financial support; funding for conferences, field trips and other research travel.

Health & Safety Pack

Make clear any specific health and safety requirements for your laboratory or research group and complete the Green Form EP/S/2. It is the responsibility of the supervisor to ensure completion of this form. The supervisor must insure that a copy is retained by the student.

Brief Description of the Research

Synopsis and overall aims:

Key initial objectives:

Signed

Student Name

Signature:

Primary Supervisor

Name:

Name:

Signature:

Signature:

Date of Initial Meeting:

Please take copies of this form for yourself, your co-supervisor(s) and the Graduate Administrator

Check List:

- The frequency and timing of the supervision meetings
- Preferred level of supervision – very hands-on or hands off
- Resource need – what is essential, what is available, what can reasonably be expected
- Research Ethics
- Intellectual property arrangements
- Skills Training
- Your time commitments
- Complete the forms in the Health & Safety Pack
- The provision for PGR Students in Experimental Psychology
- Code of Practice for Supervisors in the Medical Science Division

YOUR NOTES

**Provision for PGR (Post Graduate Research) Students registered/enrolled on
DPhil and MSc BY Research in Experimental Psychology Courses**

1. What arrangements will be put in place for supervising the graduate's work?

All students will have a main supervisor (as indicated in the departmental offer letter) who will have overall responsibility, on behalf of the department, for the direction of your work. During your first term, or at some other time during your studies, you may also be allocated a co-supervisor who will offer additional support and guidance alongside your main supervisor. The main supervisor and co-supervisor will report on your progress each term by completing an on-line report (GSS Supervision Report) and recommend any training which may be required. You will also be asked to provide a self-assessment report on your own progress during each term and suggest any training you feel you require.

You will also have a supervisory team consisting of senior members of the research team within your Laboratory or Group and the Director of Graduate Studies (who will oversee all aspects of your time here at Oxford.)

You will also be expected to have formal meetings with your primary supervisor at least four times a term (minimum of two) at which your research and progress will be reviewed. You may also have lab/group meetings and journal clubs with other students and senior members of the research team

2. What induction arrangements will be made?

For students starting in October, the main induction to the department is provided at the start of the first term. Your main supervisor will arrange more specialised induction subsequently.

3. What workspace will be provided?

Workspace will be related to individual circumstances. Every graduate student will have their own desk in a shared office; if undertaking experimental work in the department, you will be provided with bench space in/access to an appropriate laboratory.

4. What IT support/library facilities/experimental facilities will be available?

You will have access to the department's IT support and university library services such as the Radcliffe Science Library and the Cairns Library, and experimental facilities are available as appropriate to the research topic. The provision of other resources specific to your project should be agreed with your supervisor as a part of the planning stages of the agreed project. Each graduate student will have their own dedicated computer.

5. What research seminars will be available?

You will have access to the seminars that individual research groups or groups with common areas of interest organise for their own members and others. The department also provides regular seminars which are held every Tuesday afternoon in term time at 4:30 pm. Information on seminars can be found on the following link: <http://www.psy.ox.ac.uk/seminars>.

6. What access to research funds will be available?

For every new DPhil in Experimental Psychology student, however they are funded; we transfer £1500 (the "graduate allocation") into the SRA (Supervisor's Research Account) to assist with costs throughout their three years. This helps with subject payments, travel (including to conferences) and equipment.

7. *What formal graduate skills training will be provided?*

You will have the opportunity, and are strongly advised, to attend a variety of skills training sessions offered by the department and the university at appropriate stages of your graduate career. You will be notified of these sessions, via email, throughout your studies with us.

8. *What opportunities will be available for developing and practising teaching skills (for second and third year graduates?)*

The University has established a Centre for Excellence in Teaching and Learning (CETL), which will support the development of research students who wish to follow an academic career, including training in teaching skills. Information about the Medical Sciences Division CETL activities can be found on the following link: <http://www.medsci.ox.ac.uk/portal/skillstraining>

9. *What arrangements for accommodation, meals and social facilities, will be made, on a year round basis?*

Department

Students can use the departmental cafeteria on Level C. We particularly encourage all students, academic and support staff to attend the Departmental Coffee Morning on Wednesdays at 11 am. This is designed to encourage interaction between everyone in the department.

Departmental seminars and colloquia bring research students together with academic and other research staff in the department to hear about on-going research, and provide an opportunity for networking and socialising.

We also have a Departmental Social Committee which holds term events throughout the academic year for both students and staff of the department.

College

Many colleges will be able to provide students with at least one year's accommodation. Generally speaking the college will provide meals throughout the year, but provision will vary from college to college, especially during vacations, and students will need to familiarise themselves with their own college's detailed arrangements.

In addition, there are usually self-catering facilities available in graduate accommodation. Students will also be members of the Middle Common Room (MCR), or equivalent, of their college, which is the main social centre for graduates. The MCR provides a common room and usually organises a programme of social events throughout the year. The college will also provide a bar, some computing facilities and a library, and may often have dedicated funds for research (conference and field grants). It also represents the interests of its members to the college through an elected Committee or through elected representatives to College Committees. Again, details will vary from college to college. Graduates are also welcome to participate in all other social and sporting activities of the college. Please see individual college websites for further details about all aspects of college provision.

Central

Graduate students may also become members of the University Club in Mansfield Road, and participate in the range of sporting activities provided by the University.

10. *What arrangements are in place for pastoral and welfare support?*

Department

Within the department, your supervisor, the Director of Graduate Studies and the Graduate Administrator are all available to offer support. Student views and concerns can be communicated to the department via the Experimental Psychology Graduate Joint Consultative Committee (GJCC), which meets once a term.

College

There is an extensive framework of support for graduates within each college. The college will allocate a College Advisor, usually in a cognate subject, from amongst its Senior Members, who will arrange to see you from time to time and whom you may contact for additional advice and support on academic and other matters. In college, students may approach the Tutor for Graduates and/or Senior Tutor for advice. The Tutor for Graduates is a Fellow of the college with particular responsibility for the interests and welfare of graduate students. In some colleges, the Senior Tutor will also have the role of Tutor for Graduates. Each college will also have other named individuals who can offer individual advice.

Central

The University also has a professionally staffed confidential counselling service which offers assistance with personal, emotional, social and academic problems. See the following link for further information:
<http://www.admin.ox.ac.uk/shw/> .

MEDICAL SCIENCES BOARD**Code of Practice for Supervisors**

This Code of Practice for Supervisors was developed by the Medical Sciences Division's Graduate Studies Committee and was approved by the Medical Sciences Board. It sets out in action points the legislative requirements relevant to supervisors in the *Memorandum of Guidance for Supervisors and Research Students (Examination Regulations, 2006, pp. 892-5)* and the basic level of supervisory provision agreed by the Divisional Board. The Code of Practice for Supervisors may be found on line at <http://www.medsci.ox.ac.uk/portal> and will be extended to include examples of excellent practice.

Any supervisor accepting a student is thereby accepting the obligations set out in this document.

Accepting a student to supervise

You must:

- Have the subject knowledge necessary to guide the student's research
- Have prior experience of supervising before accepting the primary supervisor's role
 - *If you have not supervised before, the Director of Graduate Studies should arrange for an experienced co-supervisor to support the student and yourself, or for a mentor to support you. Training is also strongly advised. The Oxford Learning Institute provides seminars on Graduate Supervision <http://www.learning.ox.ac.uk/> that can be arranged on a departmental or divisional basis in groups of six or more.*
- Have sufficient time to supervise the student.
- No supervisor should be supervising more than six students at any one time. Co-supervision may be regarded as half the load of a sole supervision.
- Have sufficient bench space and laboratory resources to support the student's project
- Only accept a student if you anticipate being in post long enough to ensure continuity of supervision.

Preparation and induction

You must:

- Ensure that your student attends the college and departmental induction sessions offered to them
- Make clear the expectations regarding the student's working hours and vacation arrangements.
 - The normal expectation is that students should be working full-time. Interpretation of what this means will vary but supervisors should ensure in all cases that students do not feel obliged to work beyond the legal maximum which applies to employees of the University i.e. a maximum average working week of 48 hours, including overtime (calculated over a 17 week reference period). (Supervisors should also ensure that, in the interests of equal opportunities, they are reasonably flexible regarding hours e.g. to ensure study can be compatible with having dependent children.)
 - The supervisor should make clear that the student is expected to take a reasonable amount of time off for holiday. The Division's policy is that students should normally be permitted to take up to 38 days of holiday leave per annum (inclusive of public holidays).
 - Students should have on average ten days per annum for transferable skills training.

- Students should have sufficient free time to benefit from the wider University and College resources.
- In cooperation with the student, establish the main framework for the student's work as soon as possible during the first term.
- Establish how often you will have meetings to discuss progress and review work plans and how much time they should expect from you.
 - The template of provision for graduate students in the Medical Sciences Division states that 'You should expect to have a one to one formal meeting with your primary supervisor at least once a term where your research and progress will be reviewed and the contents of the termly submitted supervision report discussed and agreed. You may also have more frequent meetings with a member of your supervisory team consisting of your supervisor, Director of Graduate Studies, senior members of research staff within your laboratory and usually an advisor' Supervisors should ensure that they *personally* meet with their students at least twice a term.
- Make clear how meetings should be arranged and establish who will record the outcome of the meetings.
- Establish who else will be involved in the supervision of the student (post-doc, co-supervisor, external supervisor) and what their role is.
- Make clear what resources are available to the student in the department: research facilities and infrastructure; financial support; funding for conferences, field trips and other research travel.
- Make clear any specific health and safety requirements for your laboratory.

Monitoring progress and performance

Supervisors are expected to have a role in research planning, and setting milestones for the student.

You must:

- Meet regularly, in accordance with your agreement with the student, to review progress against these plans and milestones.
- Be aware of the formal requirements in relation to transfer and confirmation of status, and final submission requirements, and incorporate these in work plans with the student.
 - Students must apply for transfer of status not later than the sixth term. The norm is the fourth term.
 - Students must apply for confirmation of status not later than the ninth term.
- Provide feedback to students on their written work to help them understand the level required of them.
- Discuss their training needs with them, including English language skills, and advise them where they might find training provision.
 - The Division provides a website detailing or linking to all opportunities for student training outside of individual departments <http://www.medsci.ox.ac.uk/portal/skillstraining>
- Write a termly report on the student's progress as requested by the Graduate Studies Office and discuss it with the student.
 - You will receive a report form from the Graduate Studies Office which you must complete and submit promptly.
- Where there are particular problems with regard to a particular student, discuss this at an early stage with the Director of Graduate Studies in your department.

Supporting student skills and career development

Supervisors have a role in ensuring that students develop the research skills, transferable skills and understanding of career options that they will need to progress in their careers.

You must:

- Incorporate discussion of skills training into your regular meetings at least once a term.
- Ensure that students acquire the research techniques they need for the successful completion of their project.
- Encourage students to take part in the life of the department/institution.
- Encourage students to make presentations on their research.
- Encourage students to publish.
- Encourage students to take up the teaching opportunities available to them.
 - <http://www.medsci.ox.ac.uk/portal/skillstraining/wanttoteach2/>
- Encourage student to take up the skills training opportunities available to them.
 - <http://www.medsci.ox.ac.uk/portal/skillstraining>
- Encourage students to practise their English (if their spoken or written English is poor).
 - <http://www.lang.ox.ac.uk/>

Enquiries from prospective students

The University's graduate admissions process is designed to consider all students on academic merit in a number of 'gathered fields' throughout the year. However, supervisors regularly receive direct enquiries from prospective students. Guidance on how to respond to these is given below:

If asked:

- Give a clear undertaking as to whether you have capacity to take on a student.
- Give guidance as to whether their proposed project is likely to be compatible with your lab.
- Give them advice as to who else they might approach (e.g. Director of Graduate Studies).
- Tell the student that their qualifications must meet the requisite entry requirements (2:1 or equivalent first degree, and the relevant English Language requirement) in order to be considered.
- Ensure that students who at that stage wish to be considered for admission are directed to the Graduate Admissions website and information about how to apply.

DO NOT accept or reject the student yourself. The applicant must make the judgement as to whether or not they meet the admissions criteria (with advice from the International Office if necessary) and proceed through the proper University admissions process if they choose.

NB: This form and the Health & Safety Forms in the Health & Safety Pack should be completed and returned, no later, than Friday 4th November 2011 (Week 4 of MT2011), in the first instance, to the Graduate Studies Administrator of Experimental Psychology.