

Research supervision: a brief guide

Social Sciences Division
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The role of the supervisor is to:

- Establish a timetable of regular meetings for detailed discussion of your progress
- Agree a research plan and programme of work, and to establish clear academic expectations and milestones
- Agree with you a timetable for the submission of written work and to return your work within a reasonable time
- Assess formally your subject-specific and personal and professional skills training needs on a regular basis and ensure that these needs are met
- Co-operate with you to produce a detailed joint report on your progress at the end of each term
- Ensure you are aware of the formal requirements in relation to transfer and confirmation of status and final submission, and help you to incorporate these into your plan of work

The role of the student is to:

- Maintain regular contact with your supervisor, and respond to him/her in good time
- Meet with your supervisor regularly, keep a written record of your discussions, and give due weight to any guidance or corrective action proposed
- Draw up a research plan and timetable of work in consultation with your supervisor, and to keep relevant records of all aspects of your work
- Co-operate with your supervisor to make a detailed joint report on your progress at the end of each term
- Take responsibility for your research programme, including the development of subject-specific, research, and personal and professional skills
- Take responsibility for (i) the preparation and content of your thesis, giving due regard to any advice from your supervisor, and (ii) its timely submission in accordance with the timetable set
- Be aware of the University's guidance on plagiarism and of any ethical or legal issues, health and safety requirements, or intellectual property issues arising from your research
- Pursue opportunities to engage with the wider academic community at University, national and international level