Supervisory Partnership Expectations Form

This form provides prompts for discussions between supervisors and Doctoral Researchers. These topics should be discussed at the first supervisory meeting and a short note made for each point to capture the agreement reached between the supervisory team and the Doctoral Researcher. Once completed the form should be uploaded to Co-Tutor by the Primary Supervisor; the form will be checked as part of the six-month review.

The purpose of this document is to act as a point of reference during the initial meeting and ensure that the expectations of the Doctoral Researcher and the supervisors are clear. The art of a successful working relationship is for each party to identify the relevant needs of the relationship. This document will help to initiate a professional working relationship between the Doctoral Researcher and the supervisory team, which will continue to develop and mature during the course of the research degree.

This form is intended as a prompt for honest, supportive discussion between the Doctoral Researcher and the supervisory team, which should reflect the appropriate practice in the Doctoral Researcher’s School and discipline. It also sets out the expected roles of both the Doctoral Researcher and the supervisors at the start of the doctoral study. Doctoral Researchers with specific needs may also be able to access further support from [Student Welfare and Inclusivity](https://www.lboro.ac.uk/services/cds/).

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| --- | --- |
| Doctoral Researcher Name: |  |
| Department/ School: |  |
| Start Date: |  |
| Thesis Submission Deadline: |  |
| Date of First Meeting: |  |
| Supervisory Team (including external supervisors if applicable): |  |
| Supervisors Present: |  |

**Working arrangements:** e.g. the Doctoral Researcher’s expected working hours and location(s); any arrangements made for fieldwork or laboratory work etc. The agreed approach should take account of any additional responsibilities the Doctoral Researcher has (such as parental/caring responsibilities) as well as any adjustments they may need, balancing these with the requirements to make satisfactory progress, in accordance with their expected submission deadline.

**Arranging supervision meetings**: e.g. how frequently you plan to meet for the first 12 months; which supervisors should be present; who will initiate the scheduling and how this should be done. Note the expectation from the University of at least 12 supervisory meetings per 12-month period.

**Format and recording of meetings**: e.g. what format the meeting will follow (e.g. is a written report required in advance?); what format the minutes should take; how they will be agreed and archived following the meeting.

**Submission of work and feedback**: e.g. what sort of work the supervisors expect to receive; how frequently they want to see work; which supervisors should work be submitted to (is there a preferred order); and what is an expected time-frame for the Doctoral Researcher to receive feedback on submitted work – in normal circumstances this should be within four weeks for substantial items of work such as a thesis chapter.

**Any additional duties and responsibilities of the Doctoral Researcher**: e.g. responsibility for equipment; communication with stakeholders; organisational roles in the School/Department; taking up of paid employment alongside your programme. You should also discuss any caring or parental responsibilities and how these will be addressed during the research degree.

**Research priorities of the Doctoral Researcher**: e.g. the first steps of the doctoral research; key areas to focus on in the first six months; expected completion date for the thesis. You may also find it useful to identify any high-priority developmental needs or additional support that would benefit the Doctoral Researcher (including developing theoretical approaches or methods).

**Roles of supervisors**: e.g. expected division of tasks amongst supervisors; which supervisors will take responsibility for which elements of supervision.

Both staff and Doctoral Researchers should consult the [Code of Practice](https://www.lboro.ac.uk/services/doctoral-college/essential-information/code-of-practice/) for further information around the expectations on staff and Doctoral Researchers.

**Further Development of the Supervisory Relationship**

The supervisory relationship is by its nature a dynamic process to create individual researchers prepared for the next step in their career, whether that is within or outside academia. You may find it helpful to discuss how the supervision relationship is likely to change and develop over the course of the doctorate, this may include but is not limited to: developing independence, changes in meeting schedules or plans for writing papers. It allows a forward-thinking approach to be taken and ensures clarity around what both party’s needs and expectations are. Both supervisors and Doctoral Researchers may find it helpful to jointly review and revise the agreements in this document on an annual basis, perhaps aligned to the progression review process.

If a new supervisor begins working with the team at any point during the research supervision process (for any reason), then this form should be reconsidered by both new and continuing supervisors along with the Doctoral Researcher as part of an initial meeting.

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