

Appendix F of the Divisional Graduate Studies Handbook

The role of the Supervisor (and in some cases the supervisory team) is to:

- Establish a timetable of regular meetings for detailed discussion of your progress (these meetings should take place at least once every two weeks averaged across the year)
- 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 any written work and to return your work within a reasonable time
- Advise you of your department's health and safety regulations. Supervisors are responsible for all aspects of safety under their control, and in particular for the safe conduct of all experiments carried out in the course of their student's research
- Assess formally your subject-specific and personal and professional skills training needs on a regular basis and ensure you are aware of the opportunities available to meet these needs. A full review of your skills training needs should be carried out each year with your supervisor
- 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