

## **COLLEGE OF SCIENCE AND ENGINEERING**



### **POSTGRADUATE STUDIES COMMITTEE**

#### **Procedural Note – Postgraduate Research Supervision (MSc by Research, MPhil and PhD)**

##### **Appointments**

The provision and quality of supervision is the ultimate responsibility of Colleges. Heads of Schools have the ultimate responsibility for recommending supervisors to the College for appointment. Immediate responsibility for these matters presumptively lies with the Head of Postgraduate Studies in each of the schools, unless otherwise specified by the Head of School.

The Head of School, through the medium of the Head of Postgraduate School, is responsible for the nomination of supervisors and the CPGSC is responsible for the scrutiny of the appointment.

When considering a nomination the Head of School must have regard for the following

1. only persons who have the appropriate skills and subject knowledge, and who have access to the required equipment, facilities and all other necessary resources to support postgraduate research students should be appointed. It is the duty of the principal supervisor to assure themselves of the adequacy of available resources before accepting students onto programmes.
2. the current workload and range of responsibilities of the nominee is such that the quality of supervision will not be put at risk by excessive volume
3. no persons can be appointed as principal supervisor without appropriate second supervisor experience (the definition of ‘appropriate experience’ is left at the discretion of the Head of School and can include experience gained in another institution)
4. any appointment for the status of non-University of Edinburgh staff members as ‘principal supervisor and sole internal examiner’ must be submitted to the CPGSC. The Head of Graduate School must submit a brief request letter accompanied by a CV of the nominee. This status is normally reserved for members of the University’s Associated Institutions.
5. all newly appointed supervisors should attend the Supervisors Training Session

## **Induction and appointment**

In order to ensure that standards are maintained, it is important that supervisors fully understand the nature of the role and their duties.

The Head of School, through the medium of the Head of Postgraduate School, should ensure that, on appointment, the supervisor

1. attends the Supervisors training session
2. has a copy of the Code of Practice for Research Students and Supervisors
3. understands the systems in place in the school to support the supervision activity
4. is aware and understands their responsibilities as supervisors

The College Postgraduate Studies Committee requires all supervisors attend a briefing session every 5 years to support them in their role.

## **Provision of Supervision**

The CPGSC is responsible for ensuring that there are systematic arrangements in place for the effective supervision of research students. The committee, together with its secretariat, is responsible for scrutinizing the 1<sup>st</sup> year and annual reports of students to monitor the progress of students and to identify and assist, if appropriate, in the resolution of any problems.

It is required to scrutinize all requests for 'Principal Supervisor'. On receipt of a nominee the College office will circulate the CV to two members of the CPGSC for review.

When scrutinizing a nominee the CPGSC should have regard for the above criteria and consistency of standards of appointments across the College.