

## 2. Roles and Responsibilities

### 2.1 RESEARCH OFFICER

Each significant area of postgraduate research study has one or more senior academics in place to oversee study. These academics are known as Research Officers (ROs). The role of the RO includes:

- (a) Appointing and inducting Supervisors
- (b) Representing their area of study on the termly University Research Committee
- (c) (for MPhil/PhD students) Chairing the Annual Review, or appointing a suitable alternative Chair, for each student
- (d) Problem-solving and providing guidance for students under their purview
- (e) Providing sign-off for extension requests and Intention to Submit forms

If the student's Supervisor is also the relevant Research Officer, an appropriate deputy or an RO from another area of the University should oversee their studies.

### 2.2 SUPERVISOR

2.2.1 Each student should have two Supervisors where possible. The student-supervisor relationship is crucial to the successful progress of any research project. A minimum of two formal Supervisor-led meetings should be held with a student per term.

2.2.2 The First Supervisor allocated to a student should, wherever possible, be an employee of the University. It is expected that a First Supervisor will usually hold a PhD themselves, or be actively engaged in academic research within the field of study. The precise division of responsibilities between Supervisors should be made clear at the Annual Review and if necessary be a point of discussion at the Review.

The role of the First Supervisor includes:

- (a) Inducting students to the programme, and making them aware of any relevant skills workshops
- (b) Meeting regularly with each student under their supervision to determine progress, recommend avenues of research that may enhance a project, and support the student through any difficulties they may encounter during their study
- (c) As appropriate, being accessible to students outside of scheduled meetings
- (d) Keeping records of meetings and completing, at the end of each term, a supervisory report on e:vision
- (e) Ensuring students are aware of issues around ethics and the Academic Integrity policy, and



- (g) Submitting their thesis within the expected time-frame, or making an extension request as appropriate
- (h) (for MPhil/PhD students) Defending their thesis at the viva
- (i) If applicable, making modifications to their thesis in line with the Examiners' requirements