

**Undergraduate and Postgraduate Taught Supervision Standards**

**2022/23**

**SUPERVISOR AVAILABILITY**

- 1. Who is expected to be available to offer supervision to students?**
  - a. All academic staff (with a minimum of a Master's degree) are expected to make themselves available to act as a supervisor by putting forward projects on an annual basis. Any exceptions to this expectation must be approved by the relevant institute director or their nominated representatives.
- 2. Supervisor development**
  - a. Supervisor development is compulsory for new members of academic staff, as well as those who have not yet gained experience supervising at the level for which they are going to supervise for.
  - b. All supervisors are required to complete a supervisor development module on Canvas every three years.
  - c. Responsibility for ensuring that supervisors complete Canvas supervisor development modules rests with the institute directors or their nominated representative.
  - d. Supervisors involved in research studies, should attend a research ethics workshop.

**SUPERVISION PROCESS**

- 3. Amount of individual supervision time to be offered to students**
  - a. The amount of time available for supervision of individual students undertaking research is course specific and will be included in module handbooks and/or module Canvas pages. The following are St George's undergraduate and postgraduate teaching hours, according to the weightings of the teaching diary:

<b>Undergraduate Projects</b>	<b>Hours</b>
BSc HCS Research Project Supervising (Year 2 15c project proposal)	10
BSc HCS Research Project Supervising (Year 3 30c research project)	65
BSc BMS/iBSc/Clin Pharm Research Project Supervising (45c research project)	65
BSc BMS/iBSc Structured Research Project (SRP) Supervising (15c research project)	15
BSc BMS/iBSc Structured Research Project (SRP) Supervising (30c dissertation)	20
MSci Research Project Supervising (105c research project)	125

<b>Postgraduate Projects</b>	<b>Hours</b>
MSc Research Project Supervising (30 credit project)	40
MSc Research Project Supervising (60 credit project)	80
MRes Research Project Supervising (105c research project)	125

- b. If it is likely that a supervisor may be required to attend an ethics committee (whether internal (FREC and SGUL equivalent) or external (e.g. NHS REC)), an additional time allowance for this may be necessary.

#### **4. Staff availability**

- a. Expectations of staff availability during the period of supervision should be clearly set out in the introductory meeting with student. A timeline should be agreed for the whole period of supervision.
- b. If staff are away from work during term time, arrangements should be put in place to ensure continuity of supervision to the student
- c. Supervisors are expected to be available to supervise the student during the period set by the module and the resubmission period (if required).
- d. If the student extends their period of study beyond the normal period of study for the module, the student should be advised that, where possible, the same supervisor will be allocated again.

#### **5. Introductory meeting and Initial Working Agreement**

- a. It is important at the initial introductory meeting with the student to set out parameters, reminding students that support is also provided through teaching/module learning activities. Communication processes should also be agreed.
- b. An initial working agreement should be drawn up with the student and the supervisor. A copy of the agreement should be sent to the relevant course administrator for record keeping purposes.
- c. Course teams should use the Student and Supervisor Undergraduate and Postgraduate Taught Degree Agreement. It is also suggested that course teams provide an indicative timetable for key stages and processes to guide students and supervisors and include this in the module guide, as well as uploading it to Canvas (see example appended from MRes. Clin). This Initial Working Agreement might include guidance and expected timeframes as applicable for the module on:
  - 1. Meetings with supervisor and (if appropriate) workplace mentor/manager.
  - 2. Co-supervision (detailing what this means in practice)
  - 3. Refining topic and research question, creating clear research objectives, timelines for activities
  - 4. Ethics process (noting relevant ethics committee dates). The application must be signed by the Supervisor before it is submitted to St George's Research Ethics Committee (SGREC) (<https://www.sgul.ac.uk/research/research-ethics>)
  - 5. Conduct Research, data collection, necessary amendment to SGREC application if any changes are made to the research protocol.
  - 6. Supervisor attendance at oral presentations or vivas (if appropriate)
  - 7. Findings and data analysis
  - 8. Discussion of research outcomes
  - 9. Writing up
  - 10. Reading draft
- d. The Agreement should also establish the minimum number of contact meetings that the student should attend and whether these will be in-person, virtual, or both.

- e. If a student intends to publish their study, they must formally discuss and agree publication with their supervisor. Authorship should be discussed as part of the Initial Working Agreement and would depend on guidelines.

## **6. Records and progress reports**

- a. Each formal supervision meeting should be recorded on Canvas and signed off by the student and supervisor (please see example in Appendix 2).
- b. Course teams may advocate or require the use of progress reports (please see example in Appendix 3).
- c. Research project module leads should monitor and review supervision progress from these records and take action as necessary to promote student progress on the module. They should take prompt action if there is an indication that support for students is less than expected or if there is an indication of “over-supervision” by discussing this with the supervisor in order to find a positive way forward.

## **7. Supporting students in completing their projects in a timely manner**

- a. If students are not completing work in a timely way or are not keeping in touch, supervisors should inform the module leader. It is important to act in a timely manner. Module leaders should follow up with the student and inform the supervisor of outcomes.
- b. Supervisors who are experiencing difficulties in the supervisor/ student relationship should raise this with the module leader who will determine ways forward.
- c. Supervisors and students should discuss with the module leader before extra time is provided. The module leader should record if any extra supervision hours are authorised and the reason why this is the case. The module leader should inform the supervisor and student in writing of their decision.

## **8. What process should be followed if the supervisor is not providing timely or adequate support to the student?**

- a. In the case that supervisors are not able to provide timely support, they should communicate with the student and module leader advising the student of the reason for the delay.
- b. Students should be advised to raise issues with the supervisor in the first instance if they are of the view that the support provided is inadequate. If they receive no response from the supervisor or if they are not satisfied with the response, then they should refer the matter to the module lead.

## **9. Reading of drafts and formative feedback**

- a. The final dates for submission of drafts and provision of formative feedback should be published in the module handbook and/or module Canvas page and adhered to by all.
- b. Supervisors should regularly suggest that students avail themselves of academic skills support and Library and Learning services.

## **10. Marking summative pieces of work**

- a. All summative pieces of work will be double marked.
- b. A marking scheme/rubric will be made available to students and staff by the course director

- c. The two markers will agree marks and provide combined feedback to the student. The feedback should be congruent with the agreed grade.
- d. In the event of failure to agree, the module leader and course director will determine the process to be followed (normally a third independent marker).

#### **11. Post assessment board**

- a. If a student fails the module, the module leader will advise the supervisor about re-assessment processes following a meeting of the Board of Examiners. Normally the supervisor will offer support to the student in the reassessment period. This will include answering the student's questions about feedback in order to promote clarity about what the student needs to do to improve their submission.

#### **12. Supervisor responsibilities re: research integrity and governance**

- a. For students below doctoral level, the UK Policy Framework for Health Research requires the supervisor rather than the student to be designated as Chief Investigator (e.g. on IRAS form) (<https://www.hra.nhs.uk/planning-and-improving-research/research-planning/student-research>). Supervisors are required to ensure that the research is conducted in accordance with the St George's Code of Practice for Research (<https://www.sgul.ac.uk/research/research-ethics>) and the UK Policy Framework and related legislation and regulations. For SGUL registered students, the Joint Research and Enterprise Office (JREO) acts as Sponsor.

Supervisors are responsible for ensuring that arrangements are in place for the secure handling, storage and archiving of research data and documents in accordance with University policies.

- b. Supervisors are responsible for ensuring that they and their supervisees have undertaken appropriate training in e.g. Good Clinical Practice (for research involving investigational medicinal products), or the MRC Good Research Practice for non-medicine research (<https://byglearning.com/mrcrsc-lms/course/index.php?categoryid=1> and <https://www.nihr.ac.uk/health-and-care-professionals/learning-and-support/good-clinical-practice.htm>).

## Appendix 1: Examples from Master of Research in Clinical Practice

[This Appendix is included for illustrative purposes]

### Time management – for module handbook

When undertaking a research project effective time management is the key to success! Research is a lengthy process that culminates in the production of a large document. Good time management helps to reduce stress.

It is important to be aware of how much you have to achieve before the submission date in September. You need to be aware of other academic commitments, how much time you have available for study, the timeframe for the anticipated stages of your research, so that you how to make effective use of your time.

Do not under estimate the time needed to get to grips with topic, search and read literature, analyse data etc. It is important to establish what tasks need to be done and at what stage they need to be done. For example, if you are applying for ethical approval then you need to ensure you have completed the appropriate tasks / produced relevant material (<https://www.sgul.ac.uk/research/research-ethics/ethical-review-process>). The process can take 2-3 weeks. If you are conducting interviews / producing a questionnaire you may need to plan carefully when this is going to happen you may only have a small window of opportunity to collect your data. **Your supervisor will help you plan a schedule / establish timelines for completing sections.** Time frames will vary and depends your mode of registration, that is, whether you are a full time or part time student and on the type of project. What follows gives you an indication of what you ought to be doing when etc.

### Example of timeline – to be included in module guide

#### Proposed timeline (Full time students)

Month	Activity
October 2016	Developing proposal (Research methods) Begin to search for literature and read around the topic area
November 2016	Continue with proposal development, literature searching and reading relating to research methods etc. Set aims and objectives; ascertain methodology / search strategy; production of data collection tools
December 2016	Submit research methods (proposal). Start to complete FREC /IRAS forms. Begin to write introduction and literature review.
January 2017	Review SGREC/ IRAS proposal in light of feedback from Research methods
February 2017	If pass in RM module assessment aim to submit SGREC / IRAS application for ethical approval SGREC submission documents: Self-assessment form, study protocol, participant information sheet, consent, advert, invitation email Please note survey study does not need PIS, Consent; only use the SGREC survey template  All templates are available on the website: <a href="https://www.sgul.ac.uk/research/research-ethics/ethical-review-process">https://www.sgul.ac.uk/research/research-ethics/ethical-review-process</a>  For any research ethics enquires please email: <a href="mailto:sgulrec@sgul.ac.uk">sgulrec@sgul.ac.uk</a>
March 2017	Continue writing up literature review and methodology
April – June 2017	Assuming all relevant approval has been granted; undertake pilot study and main study data collection.
July 2017	Data analysis
August – September 2017	Writing up, discussion, conclusions, recommendations. Feedback to research study participants, submit SGREC end of study notification. Study closure meeting (what went well, what was challenging?). Formatting your work and submission.

### **Proposed timeline (Part time students)**

<b>Month</b>	<b>Activity</b>
October 2016 – April 2017	Proposal development, literature searching and reading relating to research methods etc. Set aims and objectives; ascertain methodology / search strategy; production of data collection tools
April 2017	Submit research methods (proposal). Start to complete FREC/ IRAS forms. Begin to write introduction and literature review.
June 2017	Review SGREC/ IRAS proposal in light of feedback from Research methods
<b>July 2017</b>	<p>If pass in RM module assessment aim to submit SGREC / IRAS application for ethical approval SGREC submission documents: Self-assessment form, study protocol, participant information sheet, consent, advert, invitation email Please note survey study does not need PIS, Consent; only use the SGREC survey template</p> <p>All templates are available on the website: <a href="https://www.sgul.ac.uk/research/research-ethics/ethical-review-process">https://www.sgul.ac.uk/research/research-ethics/ethical-review-process</a></p> <p>For any research ethics enquires please email: <a href="mailto:sgulrec@sgul.ac.uk">sgulrec@sgul.ac.uk</a></p>
August 2017	Continue writing up literature review and methodology
November 2017	Assuming all relevant approval has been granted; undertake pilot study and main study data collection.
April 2018	Data analysis
June 2018	Writing up, discussion, conclusions, recommendations.
September 2018	Writing up, discussion, conclusions, recommendations. Feedback to research study participants, submit SGREC end of study notification. Study closure meeting (what went well, what was challenging?). Formatting your work and submission.

## Appendix 2: Supervision Record

[This Appendix is included for illustrative purposes]

Tutorial number:	Date of meeting:
Identify progress so far – what have you achieved since last meeting? Compare improvements to the planned timeline and objectives	
Identify any problems that have arisen:	
Aspects you need advice on or help and support with?	
(To be completed with your tutor) summary of meeting and action plan:	
Signed and dated (student)	
Signed and dated (supervisor)	
Date, time and place of next meeting	

**Appendix 3: Example of Progress Report**  
**[This Appendix is included for illustrative purposes]**

**Master of Research in Clinical Practice: Progress Report – Number 1**

This form should be completed and submitted electronically to your supervisor before or by [date]. The information you provide will help us to monitor your progress and ensure you receive the appropriate support you need to complete your research. Following completion your supervisor will review and return this back to you and then forward on to the course director.

<b>Name:</b>	
<b>Supervisors Name:</b>	
<b>Date of submission of progress report to supervisor:</b>	
<b>Title of Project:</b>	
<b>Please report your progress in relation to:</b>	
<b>Seeking ethical approval:</b>	
<b>Writing an introduction:</b>	
<b>Writing your literature review:</b>	
<b>Writing your methodology:</b>	
<b>Identify the reading you have done so far:</b> (please do not provide a reference list- give examples e.g. 3 chapters on how to conduct interviews).	
<b>Give details of any issues that have arisen which have / or may impact upon your progression:</b>	
<b>Outline any concerns you may have with respect to your progress / academic development:</b>	
<b>How do you intend to progress with your project over the next few weeks – what is your action plan:</b>	
<b>What specific advice and support would you like from your supervisor at this point in time:</b>	
<p><b>Academic Supervisors Comments:</b> Please provide feedback on progress and development / offer a response in relation to the comments the student has made:</p> <p><b>Clinical Mentors Comments:</b> Please provide feedback on progress and development / offer a response in relation to the comments the student has made:</p> <p>On completion please return this back to the student and forward on to the course director- many thanks</p>	
<b>Signed by supervisor:</b>	<b>Date:</b>
<b>Signed by module leader:</b>	<b>Date:</b>