**STUDENT AND SUPERVISOR UNDERGRADUATE AND POSTGRADUATE TAUGHT DEGREE AGREEMENT**

**Responsibilities of the Supervisor**

I agree to adhere to the St George’s, University of London Supervision Standards and [General Regulations for Students and Programmes of Study](https://www.sgul.ac.uk/about/governance/policies/general-regulations-for-students-and-programmes-of-study) and Code of Conduct for Research.

Including:

* I am appropriately prepared to act as a supervisor. I have attended/will attend\* the Undergraduate and Postgraduate Taught Degree project supervisor training within the last 3 years or will attend on (\_\_/\_\_/\_\_)’\*.
* I have completed the required activities with the student:

 Initial introductory meeting

 Frequency of meetings agreed

 Timetable for progress reports agreed

 Initial work plan of project, research methods and timetable agreed

 Research ethics application, end of study notification (if applicable)

* I will ensure that the schedule of meetings, agreed to at the initial meeting with the student, is adhered to.
* I will support the student in undertaking a formal assessment of their progress against their research project plan on a regular basis (or as required by the course team) by collaborating with the student to complete a progress report. Where there is insufficient progress, this will be documented.
* I will ensure that the student is made aware of any concern about progress in relation to project milestones or when the standard of work falls below that generally expected. I will then work with the student to develop an appropriate action plan.
* I will, in the first instance, discuss any problems, anticipated absence, or changes, with the research project module lead.
* If there are any concerns or difficulties in completing this agreement form, I will contact the research project module lead in the first instance.
* If written work is required, I will return such work with constructive criticism within times mutually agreed, although it is suggested that 10-15 working days is reasonable.
* If I am going to be absent during term time, I will notify the module lead and the student, and I will ensure that there is continuing alternative and appropriate supervision.
* I will retain a copy of this form and will upload the definitive version of this form to the relevant Canvas page.

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| --- | --- | --- | --- |
|  | **Print Name** | **Signature** | **Date** |
| **Supervisor** |  |  |  |
| **Student** |  |  |  |

**Responsibilities of the Student**

I agree to adhere to St George’s, University of London Regulations as detailed on the SGUL website. Including:

* I have read the information provided about the research project module on the relevant Canvas pages
* I have completed the initial required activities with my supervisor:

 Introductory meeting

 Frequency of meetings agreed

 Timetable for progress reports agreed

 Initial work plan of project, research methods and timetable agreed

 Research ethics application, end of study notification (if applicable)

* I will maintain the progress of the work, in particular the presentation of written material in sufficient time to allow for comments and discussion.
* I will maintain adequate records of the progress of the work and of development of the project (e.g. laboratory note books)
* In consultation with my supervisor(s), I will complete a formal assessment of my progress on a regular basis by completing a progress report. I will ensure that reports are commented on and signed by my supervisor(s).
* I will take the initiative in project management, including the identification and addressing of any problems arising in the work.
* I will behave professionally, with honesty and integrity, and take responsibility for the quality of the work being carried out as a responsible member of SGUL’s academic community.
* I will make appropriate use of teaching and learning facilities made available by St George’s, University of London.
* I will keep my supervisor(s) informed of any changes in personal circumstances which might affect the progress of my work.
* I will maintain regular contact with my supervisor(s) throughout the period of research study.
* I will approach the research project module lead if a problem cannot be resolved with my supervisor(s). I will ensure that problems do not go unattended.
* If there are any concerns or difficulties in completing this agreement form, I will contact the research project module lead in the first instance.
* I will retain a copy of the definitive version of this form.

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|  | **Print Name** | **Signature** | **Date** |
| **Supervisor** |  |  |  |
| **Student** |  |  |  |