

## **Role of Student and Supervisor**

### **The Role of the Student**

#### ***Personal responsibility as a researcher and doctoral candidate***

1. Accept ultimate responsibility for completion of the agreed research project
2. Accept responsibility for your eligibility and preparedness for a research degree and for adherence to relevant Faculty and University regulations and guidelines
3. Act as a responsible member of the academic community
4. Maintain satisfactory progress of the agreed programme of research
5. Take the initiative in raising any problems or difficulties for discussion with the supervisor(s) and/or Research Director as appropriate
6. Identify personal development and training needs in consultation with supervisors
7. Make appropriate use of both formal and informal teaching and learning opportunities provided by the University
8. In collaboration with supervisor(s), assume responsibility for the direction, timetable and progression of the research project
9. Act in accordance with relevant legislation and regulations in respect of health and safety, ethics etc
10. Ensure that the final thesis is submitted within the designated period, taking due account of advice and recommendations of supervisor(s)

#### ***Meetings, written work and records***

1. Discuss and agree with the supervisor(s) a schedule of regular supervisory meetings
2. In collaboration with supervisors, set agenda for supervisory meetings and address the schedule of any agreed actions in a timely fashion after each formal meeting
3. Discuss and agree with the supervisor(s) the most appropriate type and extent of guidance/feedback
4. Submit written work for review and comment by supervisor(s) at agreed times
5. Maintain clear, accurate, detailed and accessible records of all relevant work
6. Provide adequate explanation of any failure to meet commitments, including meetings
7. Prepare periodic progress reports on the research project by due dates as required by University and Faculty procedures and (where appropriate) any relevant external agencies
8. Inform the supervisor of any communications in relation to the research project, including communications from sponsors, external agencies and other researchers

#### ***Communication of findings***

1. Assume ultimate responsibility for the communication of research findings to others in the academic, scientific and professional communities as appropriate to the area

2. Establish, in agreement with the supervisor, a strategy for the communication and dissemination of research outputs in a timely and effective manner
3. Ensure that all contributions to the work are appropriately acknowledged and recognised, paying particular attention to the issue of co-authorship where appropriate
4. Obtain appropriate consent from supervisors and any relevant co-authors to publication of findings from work undertaken as part of the thesis
5. Avoid inappropriate publication or duplication of others' work
6. Ensure that intellectual property rights are respected in relation to output from the research programme, both during the period of registration and subsequently
7. Ensure that any circumstances which might require the mode of study to be altered (e.g. transfer to part-time or writing-up status) or the registration period to be extended, suspended or withdrawn, are brought to the attention of his/her supervisor(s)

### **The Role of the Supervisor**

N.b. it should be noted that the following guidelines relate to the student's entire registration period including any period of revision and re-submission.

#### ***Personal responsibility as a supervisor and academic***

1. Assume, in collaboration with the student, responsibility for the satisfactory progress and completion of the agreed research project, making reasonable adjustments where necessary
2. Possess and maintain knowledge of the research area to provide adequate supervision of the research project
3. Possess and continue to develop the appropriate skills to facilitate the production of high quality research work by the student
4. Develop, in collaboration with the student, an appropriate planning schedule for successive stages of the research project (including writing-up) so that the thesis may be completed and submitted within the appropriate timescale
5. Ensure, where appropriate, that ethical committee and other related approvals have been obtained
6. Assist students in identifying their development and training needs and in selecting appropriate courses and other opportunities for training as part of their personal development
7. Encourage and instil a high standard of research ethics on the part of the student, in particular avoiding conduct which may lead to fabrication of research results or plagiarism
8. Ensure that the student is made aware of any unsatisfactory progress or standard of work, and arranging any supportive action as necessary
9. Exercise formal duties in respect of University regulations and guidelines
10. Advise student when the thesis should be considered ready for submission
11. Make arrangements for examination of the thesis
12. Providing guidance, encouragement and counsel regarding the future career plans of the research student

### ***Meetings, written work and records***

1. Maintain and ensure availability for regular contact with the student, making sufficient time available to fulfil the needs of the individual research student
2. Review written work produced by the student and provide appropriate and constructive criticism in a timely fashion and within two weeks of submission
3. Maintain and ensure that student maintains clear, accurate, detailed and accessible records of work undertaken
4. Maintain and ensure that student maintains a record of supervisory meetings and agreed actions
5. Retain a copy of all written feedback provided to the student

### ***Communication of findings***

1. Encourage students to avail of opportunities to present research work at appropriate seminars and meetings, both intra- and extra-murally
2. Assume an active role in introducing the student to other workers in the field, and in encouraging attendance and membership of appropriate academic bodies and societies
3. Ensure that any formal requirements on the part of external bodies or agencies in relation to the submission of reports, observation of confidentiality, training etc are met
4. Ensure that appropriate agreement has been obtained with all parties, including external sponsors and potential co-authors, in relation to the communication of research outputs
5. Ensure that the student is aware of all issues regarding intellectual property rights and intellectual contribution relating to the research project
6. Encourage appropriate and early dissemination of research findings
7. Obtain the agreement of the student for any publication of work contained in the thesis, and quoting the student as a co-author

The role of an external supervisor will include:

8. Contributing to the guidance and monitoring of the student in collaboration with the University supervisor who will be a member of staff of the University
9. Ensuring that the student is made aware of the rules and regulations governing the collaborating organisation's premises and working practices including health and safety and confidentiality