

## SECTION A6

### SUPERVISION

#### Responsibilities of the Supervisory Team

- 6.1 The primary role and responsibility of doctoral supervisors is to advise upon and guide candidates through the scholarly and technical processes that enable candidates to produce a Level 8 thesis.
- 6.2 One supervisor shall be designated as the First Supervisor with responsibility to supervise the candidate on a regular and frequent basis and to act as the principal point of contact on administrative matters. S/he will also be accountable to the Faculty in the first instance and to Anglia Ruskin University for the proper conduct of the research programme, including compliance with relevant University policies.
- 6.3 The First Supervisor shall be:
- either a full-time or fractional member of the academic staff of Anglia Ruskin University whose role includes full academic duties including research or;
  - an Emeritus Professor of Anglia Ruskin University, where this is in the best interest of the student, who must be based in the UK, but not a Visiting Professor nor the holder of any other visiting title conferred by Anglia Ruskin University (with the exception of candidates for the Doctor of Medicine by Research) or;
  - a full-time or fractional member of the academic staff of Cambridge Theological Federation or any other associate college where this arrangement has been agreed through the appropriate approval process.
- 6.4 A research degree candidate shall have at least two supervisors who **collectively** meet all of the following criteria:
- (a) hold a doctoral award;
  - (b) have previous supervision to completion up to the level of the award being supervised;
  - (c) recent involvement in externally funded research and/or relevant refereed publications.
- It is also preferable for the supervisory team to include members with experience of internal or external examining at the level of the award being supervised.
- 6.5 In addition, for candidates registered for the award of Doctor of Medicine by Research, one member of the supervisory team must be a medical practitioner.
- 6.6 All supervisors must attend Anglia Ruskin University's Supervisor Training Session within six months of their first appointment to that role.
- 6.7 First Supervisors must pass the online Epigeum course Ethics 2 - Research with Human Subjects in the Health and Social Sciences within six months of their first appointment to that role.

#### Nominations for Appointment as Supervisors

- 6.8 Nominations for appointment as supervisors are considered from all members of the academic staff whose role includes full academic duties including research or those who have a contract of employment with Anglia Ruskin University specifically to undertake research

supervision. The supervisory team should have appropriate subject expertise and the necessary skills and experience to monitor, support and direct candidates' work. Faculties may appoint, and pay for, an external supervisor where this is deemed necessary but s/he cannot act as the First Supervisor. At least one member of the supervisory team, preferably the First Supervisor, will be currently engaged in research in the relevant discipline so as to ensure that the direction and monitoring of the candidate's progress is informed by up to date subject knowledge and research developments.

- 6.9 Faculties may appoint, and pay for, an external supervisor where this is deemed necessary but s/he cannot act as the First Supervisor.
- 6.10 In allocating supervisors, FRDSCs will need to be aware of, and guided by, the overall workload of the individual, including teaching, research, administration and other responsibilities, for example, external examining duties and other professional commitments, such as consultancy or clinical responsibilities.
- 6.11 Members of staff located in the Professional Services are eligible to be nominated as a First Supervisor.

#### Exclusions from Supervisory Teams

- 6.12 A relative/partner of the candidate shall not be permitted to be appointed as a member of the candidate's supervisory team.
- 6.13 Supervisors who are related to each other will normally not be permitted to be appointed as a member of the supervisory team without explicit approval of the Chair of RDSC.
- 6.14 First Supervisors must have no line management relationship with any student they supervise. This would normally also be the case for other supervisors but where it cannot be avoided permission must be sought from the Director of the Doctoral School before the appointment is made.
- 6.15 A candidate for a research degree, except those submitting for a PhD by Published Work, shall be ineligible to act as First Supervisor for another research degree candidate but may act as a second supervisor or adviser.

#### Role of Adviser

- 6.16 In addition to the supervisors, an adviser or advisers may be proposed to contribute some specialised knowledge or a link with an external organisation.

#### Maximum Number of Candidates per Supervisor

- 6.17 On approval of the research proposal, the FRDSC shall ensure that individual supervisors are not overloaded, using the following allocation:

First Supervisor		Second or Subsequent Supervisor	
<i>Full-time student</i>	<i>Part-time student</i>	<i>Full-time student</i>	<i>Part-time student</i>
1.0 FTE	0.5 FTE	0.5 FTE	0.25 FTE

- 6.18 Supervisors may normally supervise up to 8 full-time equivalent (FTE) research degree students, to a total of 15 research degree students (head count).

- 6.19 In exceptional circumstances supervisors may supervise more students than given in 6.18. Prior approval for the additional students must be gained from the relevant Head of Department and the Director of the Doctoral School.

#### Change in Supervision Arrangements

- 6.20 A proposal for a change in supervision arrangements shall be made to the FRDSC on the appropriate form.

#### Continuing Professional Development (CPD)

- 6.21 All existing supervisors are required to attend a supervisor CPD session at least once every two years.