

## **SCHOOL OF LANGUAGES AND LINGUISTICS ROLES AND RESPONSIBILITIES FOR PHD SUPERVISION**

### **(Principal) Supervisor**

- has primary responsibility for supervision
- meets with candidate regularly (timing to be agreed between candidate and supervisor)
- reads regular drafts
- oversees general progress
- alerts the Chair of the candidate's committee (and also Postgraduate Research Coordinator) in the event that the candidate is not making satisfactory progress
- informs the PG Admin officer (PGO) of any information that might require recording for administrative purposes (e.g. confirmation talk dates, possible fieldwork that might delay any progress meetings, etc.)

### **Co-supervisor (=Co-Principal Supervisor in SGR terms)**

- when the above responsibilities are shared across two people, they will be co-supervisors.

### **Associate Supervisor**

- has a secondary supervisory role
- participates in all official meetings, including confirmation and progress meetings
- reads confirmation report, progress reports and one full draft of the thesis when the candidate is close to completion
- meets sporadically with candidate depending on their particular expertise
- takes over supervision when the Principal Supervisor is on leave

### **Chair of Advisory Committee**

- keeps track of progress, ensures all official meetings are held when required (on advice of PGO – see below)
- ensures all required SGR forms are filled out for each meeting, keeps record of meetings (on SOLL form), makes copies of forms for student and supervisors if required, and files hard copies of all documents in central location.
- reads over confirmation report and progress reports, but not required to provide detailed feedback on content
- is available to advise the candidate on any issues they may wish to raise with persons other than their supervisor(s) (possibly in conjunction with the Postgraduate Research Coordinator)
- Is responsible for taking action in consultation with the supervisor in the event that the student is not making satisfactory progress.
- is **not** required to read a draft or meet with the student for supervisory meetings outside of the committee meetings

### **Postgraduate Research Coordinator**

- helps PGO with the application process by answering academic queries, helping to allocate potential supervisors, completing the administrative process of application, etc.
- helps PGO with scholarship scoring

- provides pastoral care for RHD students throughout their candidature as required
- serves as Chair for up to 7 PhD Committees
- is available to discuss issues with candidates that they don't want to discuss with their supervisor(s).
- provides induction for incoming PhD students, introduces students to the resources available to them, etc.

## **PROCEDURAL ISSUES**

### **1. Advisory Committee**

All candidates are to have a committee with (at least) three members:

Principal Supervisor

Associate Supervisor / Co-Supervisor

Committee Chair

In addition to these three committee members, an additional member from either inside or outside the School may be added for their expertise as required.

The Principal Supervisor and Associate (or Co-) Supervisor are allocated as part of the PhD application process. The Committee Chair will be allocated according to the following procedure:

- (i) postgraduate research coordinator is preferred Chair for up to 7 committees
- (ii) in the event that postgraduate research coordinator is already Chair of 7 committees, the role is distributed equitably around other academic staff members in the School by the Postgraduate Research Coordinator in consultation with the Head of School.
- (iii) Cross-disciplinary Chairs (i.e. Languages Chairs for Linguistics students, and vice versa) are preferred, and will be encouraged.

In the event that the candidate does not complete within 4 years of equivalent full-time study, an additional member (the Head of School or nominee) must be appointed to the Advisory Committee (Faculty requirement).

### **2. Schedule of meetings**

Faculty requires a minimum of one meeting per year. We suggest meeting every six months in the first year (to catch any problems before confirmation) and in the fourth year if the student has not yet finished. Candidates identified to be at risk of non-timely completion are to have extra meetings scheduled.

Committee members will be required to have read the candidate's report prior to the meeting and discuss the candidate's work and issues flagged in the candidate's submission. The aim of the Advisory Committee is to provide a supportive and encouraging exchange about the student's research, to provide advice on progress and future planning, and to identify any potential problems with progress.

### Proposed Schedule of Meetings

PhD Advisory Committee meeting	Full-time students	Part-time students	Minimum written requirement
School Review	6 months	12 months	2,000 (max.)
Confirmation Meeting (complete SGR Confirmation report)	9-12 months	18-24 months	8-10,000
School Review		36 months	As appropriate
School progress meeting (complete SGR PhD Progress report 2)	24 months	48 months	20,000
School Review	* *	60 months	As appropriate
School Review (complete SGR Completion Report and/or apply for extension)	33-36 months	68-72 months	80 word summary for completion 2,000 (if requiring an extension)
School Review (complete SGR Completion Report and/or apply for extension)	40-42 months	84 months	draft of thesis
School Review (complete SGR Completion Report and/or apply for extension)	48 months	96 months	Final draft

(all of the above timelines are adjusted to account for any approved periods of leave)

### 3. Reporting:

The Advisory Committee's comments and recommendations should be clearly documented, and the Chair should record what has been discussed and what milestones have been agreed upon. A SOLL form has been prepared for this purpose. Copies of this form should be centrally filed for future reference, and a copy should be provided to the student and the supervisors. This is of particular importance for reviews where there is no formal SGR report form.

### 4. Keeping track of meetings

PGO will keep track of all candidates and their due dates for meetings. She will also remind candidates of these deadlines as they draw near. Disciplines are to hold a RHD progress meeting once a semester (perhaps in March/April and then in August/September) at which the progress of all RHD students is discussed (based on information provided by the PGO), and the requisite meetings are scheduled as necessary.

## 5. Requirements for Advisory Committee Meetings

The student will be expected to submit the following minimum written requirements/progress reports at least 1 week prior to the scheduled Advisory Committee meeting.

### School Review (required at 6 months for full-time and 12 months for part-time candidates)

A report (not more than 2,000 words) including –

- A statement of research focus, methodology and of the theoretical and literature context;
- An account of progress made;
- Identification of any difficulties experienced during the period under review;
- identification of any resource requirements (e.g. fieldwork, IT needs, equipment);

### SGR PhD Confirmation Report (at 9-12 months for full-time candidates and at 18-24 months part-time)

SGR Report Form

Written materials totaling approximately 8,000-10,000 words consisting of –

- A concise statement of the research questions;
  - A detailed literature review;
  - Discussion of the theoretical framework, methods and sources;
  - An account of progress made during the period under review;
  - A plan of what research tasks the project will involve (such as fieldwork, research trips, archival research, interview schedules) and a timeline for completion;
  - Identification of resource requirements (e.g. fieldwork, IT needs, equipment)
  - Identification of any difficulties experienced during the period under review;
  - A listing of any past or planned publications and/or presentations based on the research;
  - Ethics application (if applicable)
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- One draft chapter \*

*\* Some Schools may elect to ask for written work which may not necessarily be in chapter form, but needs to be sufficient to make a judgment about progress made.*

Note that SGR regulations also require that the student gives a presentation on the project of 20-30 minutes duration (allowing time for questions) in a postgraduate seminar or similar forum at the time of confirmation.

School Review (required at 36 months for part-time candidates only)

Written material including

- An account of progress made during the period under review;
- A table of contents noting the stage reached with each chapter and a timeline for completion.
- Identification of any difficulties experienced during the period under review;
- And any new draft material that the student wishes to have included for discussion.

School progress meeting -- SGR PhD Progress Report 2 (required at 24 months for full-time candidates and at 48 months part-time)

SGR Report Form

Written materials totaling some 20,000 words, including:

A Report comprising –

- An account of progress made during the period under review;
- A table of contents noting the stage reached with each chapter and a timeline for completion;
- Identification of any difficulties experienced during the period under review;
- A listing of any past or planned publications and/or presentations based on the research;
- Identification of any resource requirements (e.g. fieldwork, IT needs, equipment)

At least two draft chapters (which can include the draft chapter submitted at confirmation)

School Review (required at 60 months for part-time candidates only)

Written material including

- An account of progress made during the period under review;
- A table of contents noting the stage reached with each chapter and a timeline for completion.
- Identification of any difficulties experienced during the period under review;
- And any new draft material that the student wishes to have included for discussion.

SGR Completion Report (required at 33 months for full-time candidates and at 66 months part-time)

If the supervisor advises that the thesis will be completed without need of an extension, all that is required at this stage is:

- SGR Report Form
- 80 word summary / abstract

Ordinarily, this Completion report will coincide with a Completion seminar arranged by the School, frequently in the form of a presentation to a Work-in-progress seminar, at which the Advisory Committee will be present.

If the supervisor advises that the candidate will require a 6 months (EFT) extension, then a further Advisory Committee panel will be held at this stage. At this meeting, the SGR completion form should be completed, along with an application for extension.

Written materials required: a statement of approximately 2,000 words including –

- A table of contents with a description of the stage reached with each chapter;
- A timeline for completion;
- Identification of any difficulties experienced during the period under review;
- A brief account of any past or planned publications and/or presentations based on the research.

The meeting of the Advisory Committee should assist the student to plan ahead from this point. Such planning may include:

- clear timelines of what further work is required to complete;
- advice on career development opportunities after the thesis;
- the scheduling of a further Advisory Committee meeting at 3 ½ years, and clear guidance given on what will be required for that meeting.

School Review meetings held at 42 months and 48 months (for full time students, 84 and 96 months for part-time students) follow this same format, as required.