

Roles & Responsibilities - Trainees

- Be proactive in arranging supervisory meetings and informing supervisors when work has been submitted. Trainees should inform academic supervisors when they will be attending sessions on campus as this may facilitate face-to-face meetings. Most meetings will be by Skype, email, telephone etc.
- Maintain regular contact with academic and workplace supervisors. Frequency of meetings will vary according to the type and stage of research but a normal expectation would be for supervisor meetings to take place every 4 weeks and that one face-to-face meeting occurs in each academic year.
- Prepare adequately for supervision meetings.
- Maintain up-to-date progression records and meet planning and submission deadlines.
- Make supervisors and the Programme Administrator aware of any specific needs or of any circumstances likely to affect their work and be proactive in raising issues or difficulties as they arise and seeking where appropriate timely extensions to deadlines.
- Accept ultimate responsibility for his/her own research activity.

Academic Supervisors

Full details of responsibilities can be found on the UoM website.

- Advise on the nature and standard of the research and give help with the research planning process.
- Liaise with the workplace supervisor to ensure the trainee receives support and advice as needed.
- Maintain regular contact with the trainee and the workplace supervisor.
- Record and monitor progress and attendance of the trainee in the University's progression monitoring system (eProg).
- Responsible for final review and submission of relevant forms on eProg.
- Undertake assessments with the workplace supervisor and provide joint feedback.

Academic supervisors cont'd

- Give feedback on written work drafts in a timely manner as agreed between the trainee and supervisory team. Note that in relation to the final thesis, the supervisor's opinion is only advisory and the trainee has the right to decide when to submit and whether to follow the advice of the supervisor.
- Ensure the trainee, workplace supervisor and Programme Administrator are made aware when progress is not satisfactory and given guidance on how to improve progress.
- Support the trainee in relation to research governance processes relevant to their project.
- In consultation with the Programme team, appoint internal and external examiners for the final thesis, after consultation with the trainee and the workplace supervisor. All external appointments must be in accordance with the Doctoral Degree examination policy of the relevant university.
- Ensure the trainee is aware of University resources for support and advice.

Workplace supervisors

The workplace supervisor will be the trainee's main day to day point of contact for Section C.

- Advise on the nature and standard of the research and give help with the research planning process.
- Liaise with the academic supervisor to ensure the trainee receives support and advice as needed – via Skype, email or face-to-face where feasible.
- Ensure appropriate resources are available in the clinical setting to support the research project.
- Ensure the trainee is given sufficient dedicated time away from clinical duties to undertake and complete the research.
- Provide timely feedback on written drafts as appropriate (including final thesis).
- Undertake assessments in liaison with the academic supervisor and provide joint feedback.

Workplace supervisors cont'd

- Liaise with the trainee and academic supervisor to ensure progress is satisfactory (workplace supervisors will have access to the UoM trainee progress monitoring system (eProg)).
- Support the trainee in relation to research governance processes relevant to their project.

The programme administrator will obtain UoM ID criteria for workplace/academic supervisors and will circulate guidance on using eProg. Supervisors are asked to communicate any areas of concern regarding trainees to the administrator.