**UCL Institute of Education**

 **MPhil/PhD supervisors and research student first term form**

**Students,** **principal and subsidiary** supervisors are all responsible for discussing and completing this together, in the first term of study (see Appendix). It may help for you (the student) to read over the form and the links before meeting with your supervisors.

* You should upload it to the [**Research Log**](https://researchlog.grad.ucl.ac.uk/)and send it to your departmental research administrator
* Both student and supervisors should read the[**Code of Practice for Research Students**](https://www.grad.ucl.ac.uk/codes/) before completing the form. Helpful information for students and supervisors can be found in the[**Centre for Doctoral Education Blog**](https://blogs.ucl.ac.uk/cde/)

**Details**

|  |  |
| --- | --- |
| Student name: | Additional supervisors if applicable: |
| Principal supervisor: | Departmental research administrator: |
| Subsidiary supervisor: | Departmental graduate tutor: |

**Outline the meeting arrangements** and details of how you will engage with your supervisors. *Student and supervisors should familiarise themselves with the attendance requirement for postgraduate research students as set out in the* [*UCL Academic Manual*](https://www.ucl.ac.uk/academic-manual/)*.*

* How frequently you will meet? (UCL Code of Practice stipulates at least once a month). *NB it is expected that all students will have contact with supervisors at least monthly. IOE expects that for part-time PGR students, that contact will be at least twice each term.*
* How will the meeting be recorded? Will you write a brief summary of each meeting, send it to supervisors and upload to Research Log?
* Writing: how often will you write and when will it be sent to the supervisors?

**Discuss stages and timing of the MPhil/PhD:** Upgrade; ethics form submission; research and/or data collection; final submission and viva.

How and when will **supervisor feedback** be given on written work, upgrade and thesis drafts, draft posters etc (*UCL expects feedback to students no later than 1 month after submission although it will be much quicker for smaller pieces of work*):

**What are your training plans?**

List below your initial research skills training required based upon an analysis of the needs of the research student and available training (see [Research Training Programme](https://moodle.ucl.ac.uk/course/view.php?id=24812&section=9), [LibCal](https://dscal.ioe.ac.uk/) and [Doctoral Skills Development Programme](https://www.ucl.ac.uk/human-resources/learning-development/learning-academy/researcher-development/doctoral-skills-development-programme-0)) and related courses, including the [IOE Doctoral Community](https://moodle.ucl.ac.uk/enrol/index.php?id=11697#tabs-tree-start); as well as [Bloomsbury Postgraduate Skills Network (BPSN)](https://doctoral-skills.ucl.ac.uk/bloomsbury/) and the [National Centre for Research Methods (NCRM)](https://www.ncrm.ac.uk/). These needs should be updated regularly to address changing requirements.

**Additional tailored transferable skills training** based upon your individual interests and career aspirations as well as broader objectives such as effective communication, public engagement, resilience training and computational skills. See the Vitae Researcher Development Framework below.

**Relevant seminars, conferences and scholarly associations** should be highlighted and discussed.

**Mandatory Training** (tick to confirm that you are aware of the following training):

* Digital literacies [ ]
* IMPCorC [ ]

**How is your study funded and what are the possible sources of funding**

Discuss and clarify funding for the course of study

Potential sources of funding include UBEL; LAHP; ORS/GRS

<https://www.ucl.ac.uk/spintronics/join-us/funding/phd-scholarships>

<https://www.ucl.ac.uk/scholarships/funding-students-postgraduate-research-courses#UKRC>

<https://ubel-dtp.ac.uk/>

<https://www.lahp.ac.uk/apply-for-a-studentship/>

If your study is funded, is a research allowance available?

Confirm the conference allowance through CDE over the course of the entire PhD.

Identify potential opportunities through scholarly associations.

**Research Log**

[ ]  Confirm that the supervisors have discussed with you the importance of the timely completion of the [**Research Log**](https://researchlog.grad.ucl.ac.uk/), which is mandatory, and that both you and your supervisors are clear how it will be used.

**Research Culture, Integrity and Professional Development**

**Tick** to confirm that you are aware of the following:

[ ]  The importance of attending the induction and viewing the presentations

[ ]  Benefits of attending CDE events: graduate seminar, poster conference, summer conference etc

[ ]  Benefits of the [Doctoral Community](https://moodle.ucl.ac.uk/enrol/index.php?id=11697#tabs-tree-start)

[ ]  Opportunities to engage with students at departmental, faculty & student events and seminars

[ ]  Specific departmental initiatives/opportunities

[ ]  Annual progress review

[ ]  The upgrade

[ ]  Process for monitoring of Tier 4 students is clear

[ ]  [Student Support and Wellbeing](https://www.ucl.ac.uk/students/support-and-wellbeing-0)

[ ]  [UCL Software Database](https://swdb.ucl.ac.uk/)

The following points might be mentioned and discussed further at an appropriate time:

[ ]  [UCL Centre for Languages & International Education (CLIE)](https://www.ucl.ac.uk/languages-international-education/)

[ ]  [The Academic Writing Centre](https://www.ucl.ac.uk/ioe/departments-and-centres/centres/academic-writing-centre)

[ ]  Opportunities in teaching or supporting undergraduate and taught masters students

[ ]  [UCL Careers Service](https://www.ucl.ac.uk/careers/)

[ ]  [Ethics process and approvals](https://www.ucl.ac.uk/ioe/research/research-ethics/ethics-applications-ioe-students) including potential impact of the research on student wellbeing

[ ]  Risk assessments if appropriate

[ ]  Potential publishing opportunities

[ ]  Benefits of attending national and international conferences

|  |  |  |
| --- | --- | --- |
| Student name: | Student signature: | Date: |
| Principal supervisor name: | Principal supervisor signature: | Date: |
| Subsidiary supervisor name: | Subsidiary supervisor signature: | Date: |

**Appendix: additional information**

Some of the issues below are also dealt with in the [**UCL Code of Practice for Research Students**](https://www.grad.ucl.ac.uk/codes/) **w**hich should be read. All students should attend the MPhil/PhD induction. The following list should help with initial your initial discussions with your supervisors.

**The project, supervision and support**

Students and supervisors should establish mutual expectations about the research and supervision:

* Has the content of your project changed since the proposal was first written? If yes, review the project proposal, discuss the necessary changes.
* What working hours will you be expected to work?
* What are the arrangements to take leave?
* Does each supervisor have a different role?
* Who will you be supervised by on a day to day basis?
* What is the contact time with the supervisors and how do you report to the supervisors?
* Will all areas of expertise necessary for the completion of the project be covered by the primary and subsidiary supervisor? If not, will an additional supervisor be appointed?
* How should meetings be recorded?
* How will the Research Log be managed?
* How and when will the supervisors feed back on your written work?
* What is the purpose of the MPhil/PhD upgrade?
* What is the purpose of the annual progress review?
* What general support structures are in place for research students, locally and centrally in UCL (Student Support and Wellbeing, Centre for Doctoral Education and Doctoral School)?
* Will the proposed research have an impact upon your physical and mental wellbeing? Consider and discuss strategies to mitigate and manage this impact e.g. self-care, or assistance from Student Support and Wellbeing.
* How will a growing sensitivity to research ethics and research integrity be nurtured through the research process from the outset and including dissemination and later use.

**Training plans**

You and your supervisors are responsible for agreeing a training plan to meet your specific and general needs, including research and transferrable skills. You and your supervisors should understand this aspect of the research degree and its potential influence on careers. Full time MPhil/PhD students should aim to complete 20 training points a year and part time students 12 points a year. One point equates to roughly half a day.

Discussion of the initial training expectations and needs:

* + Research skills training
	+ Tailored, transferrable skills training that suits the individual student’s career aspirations
	+ Relevant seminars, conferences and scholarly associations
	+ Look at the Vitae Research Develop Framework (below) for ideas

**Research culture and further professional development**

* You should participate in the key events organised by the CDE: the graduate seminar, the poster conference, and the summer conference.
* You are expected to attend seminars in your broad research field, both locally and across UCL.
* You should engage with networking opportunities with fellow students, in seminars, at student events and societies.
	+ You can ‘audit’ MA modules ([Module Catalogue](https://www.ucl.ac.uk/module-catalogue/?collection=drupal-module-catalogue&facetsort=alpha&num_ranks=20&daat=10000&sort=title)). Spaces are limited and it is the module leader’s decision whether you can be accepted onto a module. Ensure that you have the correct software loaded onto your computer, eg Zoom, Teams.
* You should network nationally and internationally through conferences and scholarly associations.
* You should take advantage of careers advice locally, at Faculty level and though [UCL Careers](https://www.ucl.ac.uk/careers/).

**Timeline**

Potential topics to discuss:

* Timeframe be for the whole MPhil/PhD?
* Ethics approval process and timescale.
* When will the upgrade from MPhil to PhD take place?
* When to start writing up the final thesis?
* What are the stages of the project? A full-time student is expected to submit their thesis within 4 years (3+1), part-time within 7 years (5+2).
* When should submission and the viva ideally take place?

**Teaching opportunities**

What are the opportunities to work as a post graduate teaching assistant?

**Vitae** [**Researcher Development Framework**](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework)(basis for Doctoral School training programme)

