 **Research Degrees**

**Supervisor Training**

**Guidelines**

This document is for Research Degree student supervisors not including Professional Doctorate and Distance Learning for which there are separate guidelines.

This document should be read in conjunction with the [Research Degree Regulations](https://help.open.ac.uk/documents/policies/research-degree-regulations) including appendix 2: Code of practice for supervisors.

Supervisors will have the following obligations:

1. To undertake supervisor training within the first 12 months of beginning the role within the university, or within the ARC, and then renew this training every 4 years as a minimum. Experienced supervisors who are new to the university, as well as newly qualified supervisors are expected to undertake initial supervisor training.
2. Certify that they have read, understood, and agree to abide by the [Research Degree Regulations](https://help.open.ac.uk/documents/policies/research-degree-regulations) and the [Research Degrees Handbook](https://help.open.ac.uk/documents/policies/research-degrees-handbook) or the [Research Degrees in Affiliated Research Centres Handbook](https://help.open.ac.uk/documents/policies/research-degrees-handbook).
3. To use [PGR Manager](doctoral-research-system.open.ac.uk) to support students with administrative requirements throughout the degree.
4. Supervisors of international students on a Student Route visa must attend mandatory ‘Student Route’ visa training and renew that training every two years. This ensures that supervisors are aware of any changes in UKVI policy. Training is provided within the university to support supervisors in the development of their role.
5. Attend events that reinforce/support their professional development, such as supervisor events coordinated by Research Career Development (RDC), conferences, etc. (supervisors should discuss supervisor training needs as part of the CDSA process).
6. Attend supervisor fora organised by the School/Department or Faculty.
7. Understand the duty of care to the student, including regular communication with the student, and reporting promptly to the Faculty and the Research Degrees Team any concerns pertinent to the student’s progress (e.g., concerns about student wellbeing; periods of absence; setbacks; managing the absence of a supervisor; and so on).
8. Become familiar with relevant structures and procedures:

* Appendix 1: Degree Characteristics of the [Research Degree Regulations](https://help.open.ac.uk/documents/policies/research-degree-regulations)
* Appendix 2: Code of practice for supervisors – Responsibilities of the supervisor of the [Research Degree Regulations](https://help.open.ac.uk/documents/policies/research-degree-regulations)
* Appendix 3: Procedures for addressing failure to make satisfactory progress of the [Research Degree Regulations](https://help.open.ac.uk/documents/policies/research-degree-regulations)
* progress reporting and upgrade assessment
* OU support systems, including counselling, welfare, and contingency funding
* Additional rules for students with external funding (OOC, GU, etc.)
* reporting requirements for students on Student Route visas
* health and safety requirements and training, as appropriate
* ethical standards, and ethics approval at the OU
* IP arrangements agreed for their student;
* [Procedure for Dealing with Allegations of Research Malpractice or Misconduct](https://research.open.ac.uk/environment/policies/procedure-investigation-research-misconduct-allegations);
* [Plagiarism and Research Misconduct Policy (for Postgraduate Research Students)](http://www.open.ac.uk/research/governance/policies)
* [Student Complaints and Appeals Procedure](https://help.open.ac.uk/documents/policies/complaints-and-appeals-procedure);
* [Research Data Management](http://www.open.ac.uk/library-research-support/research-data-management/what-are-research-data);
* [Thesis submission guidelines](https://www5.open.ac.uk/students/research/forms-and-guidance/thesis%20submission%20guidelines);
* [Examination guidelines](https://www5.open.ac.uk/students/research/forms-and-guidance/examination%20guidelines)
* [Prevent (Counter-Terrorism) Duty](https://help.open.ac.uk/documents/policies/prevent-principles)

documents

All support documents and relevant links are included in the [Forms and Guidance page](https://www5.open.ac.uk/students/research/forms-and-guidance) on the GSN. Some additional useful links are as follows

1. [Health and Safety Policy: Travel, Fieldwork and Work Away from The Open University Workplace](https://openuniv.sharepoint.com/sites/intranet-health-and-safety/AZ%20By%20Subject/Health%20and%20Safety%20Policy/Health%20and%20Safety%20Policy%20(HSP%201).pdf)
2. [PGR Manager advice and other general advice for students and supervisors](https://www5.open.ac.uk/students/research/services)
3. [Links to supervisor training and other supervisor resources](https://www5.open.ac.uk/students/research/services/supervisors)

The Research Degrees Team are based in the library building on the ground floor. You can contact them at [research-degrees-office@open.ac.uk](mailto:research-degrees-office@open.ac.uk) or call them on 01908 653806 for advice and support on any of the topics above.