FORM UPR1

# Postgraduate Research Student/Supervisor Arrangements

**Please note: this form supersedes the Induction Checklist.**

Postgraduate Research Students (PGRSs) and their First Supervisors should use this document to guide their discussions during the first three months of the course. PGRSs and supervisory teams work in a variety of ways, so completing the details below will ensure a mutual understanding of key arrangements and provide a record to return to if needed. It should be understood that arrangements may need to be flexible because of student or supervisor circumstances, so the details below should be viewed as a guide to general expectations; you may wish to review them each year or if significant changes occur. Students will be given the link to this form as part of the Doctoral College Induction.

If the student is undertaking a **Professional Doctorate**, this form should be completed at the beginning of their research phase.

If the student is undertaking a **PhD by Publication**, NA may be recorded against the sections that are not relevant.

**Student**: please discuss each section below with your first supervisor and record your responses. Once complete, upload a copy of the UPR1 here - [Submission Form – UPR1](https://forms.gle/WguRpPk3ivY8WHKN7) - and share a copy with your supervisor.

|  |  |
| --- | --- |
| **Student Name** |  |
| **Faculty and School/Institute** |  |
| **Registration Date** |  |
| **Award Type** (PhD/ PhD by Publication/ MD/ Prof Doc/ MPhil) |  |
| **Full-time/Part-time and On-campus/Distance learning** |  |

Please complete the following email contact details:

|  |  |
| --- | --- |
| **First Supervisor** |  |
| **Second Supervisor** |  |
| **Third Supervisor** (if applicable) |  |
| **Other supervisor/ advisor** (if applicable) |  |
| **Departmental Director of Postgraduate Research** |  |
| **Faculty Director of Postgraduate Research** |  |
| **Head of School** |  |

Please indicate that you have located the following guidance and resources:

|  |  |
| --- | --- |
| **For All Students** | **Date first accessed (dd/mm/yy)** |
| [Research Degrees Operational Handbook](https://guidelines.docstore.port.ac.uk/ResearchDegreeOperationalHandbook.pdf) |  |
| [Regulations for Research Degrees](https://policies.docstore.port.ac.uk/policy-115.pdf) |  |
| [Research degree guidance](https://myport.port.ac.uk/guidance-and-support/research-degrees/research-degree-guidance) |  |
| [Resources for postgraduate research students](https://myport.port.ac.uk/guidance-and-support/research-degrees/graduate-school/resources-for-pgrs) |  |
| [Student IT Induction](https://studentitinduction.staff.portsmouthuni.ac.uk/SI2024/story.html) |  |
| [Health and Wellbeing](https://myport.port.ac.uk/guidance-and-support/health-and-wellbeing) |  |
| [Doctoral College Moodle Hub](https://moodle.port.ac.uk/course/view.php?id=3036) |  |
| **For Distance Learners and Students Working Remotely** | |
| [Guidance for Distance Learning and Part-Time Postgraduate Research Students Working Remotely](https://guidelines.docstore.port.ac.uk/A1059848.pdf) |  |
| **Inductions** | |
| Please provide the dates you attended the inductions. | Doctoral College:  Faculty:  School: |
| If any were missed, how can you access the materials? |  |
| **Supervision** See [Operational Handbook](https://guidelines.docstore.port.ac.uk/ResearchDegreeOperationalHandbook.pdf) Part 1: 4.2 Role of the First Supervisor | Please complete the sections below to indicate the frequency and arrangements for supervisory meetings. For DL students, this might include the arrangements for online meetings and shared documents. |
| Meetings with the First Supervisor |  |
| Meetings with the Second Supervisor |  |
| Meetings with the Third Supervisor (if applicable) |  |
| Meetings with all supervisors together |  |
| Response time for emails for student and supervisors e.g. 2 working days |  |
| Response time for supervisor feedback on student work (20 working days is standard or longer by agreement if the work is substantial or other factors may impact the supervisor.) | |
| **Networking**  There are a number of groups and individuals you can contact to become involved in University life and build a community around you. | |
| [PGR Society](https://upsu.net/groups/4J8HK/pgr-society) - a PGR student-led group in the Student Union providing online and on-campus groups and events designed to provide each student with a safe space and a sense of community. | Date accessed link: |
| [PaDLOC](https://moodle.port.ac.uk/mod/page/view.php?id=2538882) -The Professional and Distance Learning Online Community | This provides development sessions and writing groups in the evening for PGRSs who cannot access daytime training. It largely duplicates the daytime programme. If you are part-time/distance learning, you will automatically be contacted with a link to the programme; if you are full-time but would like to be included, contact [gsdp@port.ac.uk](mailto:gsdp@port.ac.uk) |
| Research Centres or Groups / Other Opportunities - please discuss any relevant groups or committees you could join and who to contact. | Groups and contacts: |
| Any relevant internal and external mailing lists/ professional organisations/ websites | Details: |
| [Research Seminars](https://www.port.ac.uk/research/research-seminars) - please discuss the seminar programmes in the Faculty that would be of interest. PGRSs may also attend seminars across the University following the link above. | Date accessed link: |
| Student Voice - each school can have up to two PGR Reps who represent the views and interests of their colleagues at the three annual Faculty Research Degree Committees. They are also invited to attend the Super Rep Group of reps across the University which reports to the Doctoral College Management Board. | Names and contacts of current reps: |

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| [**Research Ethics**](https://www.port.ac.uk/research/research-and-innovation-culture/research-ethics)  It may take time to establish which research methods you will use for your project(s) and this will determine what you need to do with regard to ethics. Once you have chosen your methods, you must complete the Ethics Screening Tool at the link above to generate the Ethical Review Number that must be submitted with your final thesis on form UPR16. The screening tool will tell you whether you should submit a full Application for Ethics Review. | |
| All postgraduate research students must attend the GSDP course: An introduction to research ethics, integrity and governance. This runs several times a year and can be booked via [SkillsForge](https://skillsforge.port.ac.uk/port/#common/main/welcome,;). | Date you wish to attend: |
| If you think you will need to complete a full Application for Ethics Review, discuss roughly when it should be submitted to the committee. You cannot begin data collection until you have a favourable opinion from the committee, so the form needs to be submitted in good time. | If applicable, in which month and year do you think you will need to submit your Application for Ethics Review? |
| [**Annual Review**](https://myport.port.ac.uk/guidance-and-support/research-degrees/research-degree-guidance/annual-review-for-pgr-students) **and** [**Major Review**](https://myport.port.ac.uk/guidance-and-support/research-degrees/research-degree-guidance/major-review-for-pgr-students) (Major Review not applicable to Prof Doc/ and there are no reviews for PhD by Publication.)  The University must monitor student progress on a regular basis through a series of reviews. The pattern and type of these will depend on your programme and whether you are part-time or full-time. Your supervisor will advise you and Research Degrees will send you notification several months before the deadline. | |
| Which type of review will you undergo at the end of the first year (first research phase year if Prof Doc)? Put NA if PhD by Publication. |  |
| The deadline for submission will be the end of your registration year: 30 Sep, 31 Jan, 31 Mar or 31 May | Deadline: |
| Discuss what will need to be submitted by this date. | Submission details: |
| **Researcher Development Activity**  See [Operational Handbook](https://guidelines.docstore.port.ac.uk/ResearchDegreeOperationalHandbook.pdf) Part 2: 7. Development opportunities for PGRS  Students should complete about 10 days (full-time) or 5 days (part-time) of development activity per year, which will be discussed at the end of year review. | |
| Access [SkillsForge](https://skillsforge.port.ac.uk/port/#common/main/welcome,;) and go through each tab and menu item to familiarise yourself with it. | Date accessed: |
| You can use the Development Needs Analysis screen to help you reflect on your training needs. List the kinds of training or development you would like to undertake in your first year. These can include [Doctoral College Development Programme](https://publications.docstore.port.ac.uk/A864552.pdf) sessions and any other activities that help you with your research or career planning. | Priority training needs for the first year: |
| **Publishing and authorship** | |
| Will you be expected to publish peer reviewed articles or similar during your studies? | YES / NO (If ‘no’, go to next section) |
| If yes, please describe the number of articles or similar you will attempt to publish based on your studies/thesis. Compilation Style PhD candidates should indicate the intended number and status of each paper. |  |
| Authorship: the University has adopted the [UK Research Integrity Office (UKRIO) Code of Practice](https://ukrio.org/wp-content/uploads/UKRIO-Code-of-Practice-for-Research.pdf) for research which addresses authorship in paragraph 3.14.6. If you are the sole author, this is straightforward; if you are likely to publish work with other authors, potentially including your supervisor(s), please discuss expectations with your supervisor. | Date on which the protocols for authorial inclusions and the order of author names on published articles were discussed: |
| **Other funding** | |
| Depending on the nature and funding of the degree, the student may have access to additional funding to help with things like conference attendance or resources. | For each available pot of funding, please give the following details:   * What the funds can be used for; * How much is available; * Whether this is an annual amount or for the duration of the degree; * How the student can access the funds. |
| **Teaching Practice** | |
| UoP bursary students may be contractually required to provide up to six hours per week of teaching activity. Before teaching unaccompanied at the University, you must have registered for and attended the first session of [GProf](https://moodle.port.ac.uk/course/view.php?id=2946), the University’s introduction to teaching in HE for postgraduate research students. Non-bursary students who are interested in teaching in the future may also register for GProf. | If you need or would like to register for GProf, please give the date of the [GProf Orientation](https://moodle.port.ac.uk/course/view.php?id=2946) session you will attend: |
| **Annual Leave, Working and Sickness** | |
| Leave should be discussed with your supervisor and recorded on [SkillsForge](https://skillsforge.port.ac.uk/port/#common/main/welcome,;) under the Annual Leave tab. | Date you located the annual leave tab in SkillsForge: |
| International students on a visamustcomply with the working week restrictions while studying at the University.  Please note: part-time international PGR students are not permitted to work. | International student route visa students must tick to confirm they have read the following:  [Working during your studies](https://www.port.ac.uk/study/international-students/starting-at-portsmouth/working-during-your-studies) |
| Sickness**:** if you are unwell and feel this may impact your studies, please keep your supervisor up to date. | |
| **Intellectual Property** | |
| Please ensure you have consulted the [Management of Staff and Student Intellectual Property Policy](https://policies.docstore.port.ac.uk/policy-090.pdf) and understand who will own the IP for your research. | Confirm the owner of the IP: |
| **Additional Support and Disability Advice Centre (ASDAC)** | |
| Please discuss support available from [ASDAC](https://www.port.ac.uk/student-life/guidance-and-support/additional-support-and-disability-advice) and ensure you know how to contact them if necessary. | Date ASDAC web page accessed: |
| **Physical resources and facilities for on-campus studying. Might be NA for DL students.** | |
| If the student will be working on campus, the supervisor will ensure they can find:  PGRS desk/hot-desk spaces Y / NA  All supervisor offices Y / NA  PGR administration office/ MyPort Hub Y / NA  Relevant teaching spaces, laboratories, workshops, equipment Y / NA  Photocopiers Y / NA  Kitchens Y / NA  And explain:  How to access any of the above if keys or ID cards are needed Y / NA  Fire and safety procedures Y / NA  To note for on-campus working:  For Emergency calls contact 3333 (including fire/ambulance requests) – 24 hours  Security Lodge contact 3418 – 24 hours | |
| **Signatures**  Students and supervisors should sign below to indicate they are happy with these arrangements. Electronic signatures may be used. | |
| **Student’s Signature:** | **Date:** |
| **First Supervisor’s Signature:** | **Date:** |
| **Date reviewed (add rows as necessary):** |  |

Once complete, upload a copy of the UPR1 to the [Submission Form – UPR1](https://forms.gle/WguRpPk3ivY8WHKN7).

If major changes to any of the above occur during the student’s registration, this document can be updated and saved to a new supervision record.

**Supervisory Panel**

If, at any point, you have issues with a supervisor or the research programme, you should in the first instance seek to resolve them in discussion with members of the supervisory team.

The following steps are available to you to resolve any issues:

1. Discuss your issues with members of the supervisory team;
2. If 1 is not possible or desirable, contact your Departmental Director of Postgraduate Research (DDPGR);
3. If 1&2 are not possible or desirable, contact your Head of School if the issue is with people or resources within the school, or the Faculty Director of Postgraduate Research (FDPGR) if the issue is with regulations or university/faculty level people or resources;
4. If 1, 2 and 3 are not possible or desirable, contact the Director of the Doctoral College.

Appeals and complaints procedures are discussed in the [Research Degrees Operational Handbook](https://guidelines.docstore.port.ac.uk/ResearchDegreeOperationalHandbook.pdf).