Postgraduate Researcher-Supervisor Agreement

This agreement is designed to ensure postgraduate researchers (PGRs) and supervisors are meeting their obligations as per the [Code of Practice](https://students.leeds.ac.uk/postgraduate-research-during-research/doc/code-practice-research-degree-candidatures). The agreement should be completed by the supervisors and PGR together, ideally in a supervision meeting. It should be a collaborative discussion, to will help you to get to know each other and how to make your working relationship as positive and productive as possible.

Some questions may not apply to your project; equally there may be matters you wish to discuss which are not covered. The optional questions are indicated and there is a section at the end for any other questions or areas that either party consider important to discuss.

The agreement is to be completed within the first month of study in year one, reviewed as part of the First formal progress report and Transfer, and then as part of the annual progress review in following years. It should also be reviewed following any changes to the supervisory team.

## PGR

**Name:**

**Preferred name (if different):**

**Pronouns:**

## Project

**Project title:**

**Start date and end date:**

**How is the project funded and what does it cover (travel, research costs etc)?**

**What is the duration of the funding?**

**How do we access the project funding?**

**Do we need to apply for additional funding (eg research costs, travel funds), and if so, how?**

## Supervisory team

**Main supervisor:**

**Co-supervisor/s:**

**FTE (Full Time Equivalents) split:**

**Areas of expertise (ie why are they on the team, background, methods specialities)?**

**Other key people for the project?**

**To discuss:**

**How will the team work; will everyone be at each meeting etc?**

**Does the supervisor have preferred method of contact? Office hours?**

**OPTIONAL: If there is an external supervisor/advisor (eg CASE, split site, other collaborative arrangements):**

* Will the external supervisor/advisor take part in supervision meetings, and if so, how often?
* What is their area of expertise/role in the project?
* What are the expectations around contact?
* Is there a contract in place, and does everyone have a copy?
* What will happen if the external supervisor/advisor is not able to continue with the project?

**Any notes on the discussion:**

## Working arrangements

**Will the PGR work on campus or from home (or combination, or other location)?**

**What are the expected hours of work/working pattern?**

**Will there be times when extra work or work outside of usual hours is required, and how will this be agreed whilst maintaining the PGR’s safety and wellbeing?**

The [Code of Practice](https://ses.leeds.ac.uk/info/22215/research_degree-related_policies/674/research_degree_candidatures_code_of_practice): PGRs are expected to work on their research project for periods of time that are comparable to a full-time academic post (the equivalent of an average of at least 37 hours a week or 20 hours per week for part-time). This does not include paid work. When approaching a specific deadline, additional hours of work will be necessary. There will also be other professional activity, eg conferences, fieldwork and other research activities outside of the University.

You may wish to agree on what your “core hours” will be, in line with Athena Swan principles and ensure you are both aware of the [Lone work policy](https://wsh.leeds.ac.uk/general-safety/doc/lone-working).

**Are there any other factors that should be considered (eg caring responsibilities, religious commitments, travel arrangements)?**

**PGRs are entitled to annual leave, how should annual leave be requested/agreed?**

26 days for full time PGRs; 15.5 days pro-rata for part time PGRs, plus the university close days. Leave is booked via GRAD but may be discussed offline first.

**Does the PGR require additional support or adjustments to conduct their research eg** [**disability support**](https://students.leeds.ac.uk/support-disabled-students)**?**

**Communication boundaries eg are certain times blocked out, is it ok to text, weekends etc?**

**Are there any disability/accessibility considerations about communications?**

[Advice on inclusive PGR supervision practices](https://inclusiveteaching.leeds.ac.uk/resources/teaching-inclusively/supervising-postgraduate-researchers/)

## Supervision meetings

**How often will meetings take place?**

The Code of Practice: a full-time PGR will have a minimum of 10 supervision meetings a year and part-time PGRs is 6 a year. It is expected that meetings will be held regularly throughout the standard period of study with gaps between meetings of no more than 8 weeks for full-time PGRs (or 12 weeks for part-time PGRs).

**Where will the meetings take place?**

Supervision meetings should not be online or via email, read more on our [Supervision meetings page](https://students.leeds.ac.uk/postgraduate-research-starting-research/doc/supervision-meetings)

**Who will normally attend?**

**What preparation is expected?**

**How long after the meeting will the PGR or supervisor enter the notes into GRAD?**

**How long after submitting the notes in GRAD will the supervisor review and confirm the notes or raise any correction?**

## Training and professional development

**To discuss: future career aspirations and what is needed to progress in this area (or what will help the PGR to work out possible careers; what have previous PGRs gone on to do?)**

**Any notes on the discussion:**

**OPTIONAL: If work from the thesis/research is likely to be published or presented, how and when will we discuss accreditation of authorship; how has this worked with previous PGRs/publications?**

**Any notes on the discussion:**

Please remember to update your training plan with any agreed objectives.

## Positive working relationship

**Where can the PGR access further help or support?**

**Are discussions between the PGR and supervisor/s confidential, and if so, what circumstances would permit the breaking of this confidence?**

**OPTIONAL: Are you aware of your own learning style or management preferences and have you discussed this?**

## Any other points to note, including local arrangements:

## Changes made to previous agreement:

Signed by (can be electronic signature or typed name)

PGR:

Supervisors:

Date: