All training sessions for supervisors are managed through Staff Development and can be booked through their website.

Click here to view the Regulations for awards (research degrees): Section A.

SUPERVISION FUNDAMENTALS FOR NEW SUPERVISORS OF RESEARCH DEGREES

All staff who wish to become Main Supervisors and have not acted in this capacity before, either at Huddersfield or elsewhere, must attend this course.

(Those who are new to Huddersfield but have experience as a Main Supervisor (at least one year) should complete the Supervision at Huddersfield course. Those who have experience of acting as a Main Supervisor at Huddersfield should complete the Supervision Update course once every three years).

The course is structured as two half-day central sessions, plus a School based session of up to half a day.

The first two workshops are run centrally by the Graduate School; the remaining session is designed and run by the individual Schools (within a framework set by the Graduate School) to reflect the particular contexts of PGRs in their disciplinary areas. All sessions include opportunities for discussion amongst participants and for questions to the programme team. Staff are expected to attend all sessions to receive confirmation of their eligibility to supervise.

Content of course 2019-2020

Session 1: Overview of regulations, processes and procedures

- Admissions
- Establishing a supervision team
- Expectations regarding supervision meetings
- Recording supervision (using SkillsForge)
- Progression
- Suspensions and extensions, submission pending
- Examination arrangements and outcomes
- Working with International Students
- Academic English requirements and support

Session 2: Managing supervision and supporting PGRs

- What happens in supervision meetings
- Dealing with problems: academic and relationship-based
- Communications outside of supervision meetings
- Research integrity – general principles and expectations
- Writing with Postgraduate Researchers
- Diversity issues
- Wellbeing and pastoral support

Sessions 3 and 4 (School-based)

The precise content is negotiated with Schools, but is normally be expected to include:

- Discipline-specific expectations regarding supervision practices

1 https://staff.hud.ac.uk/hr/staffdevelopment/coursesearch/
- Access to specialist equipment and/or software
- Involvement in Research Institutes and Centres
- Funding sources for PGRs
- Discipline-specific expectations regarding research integrity and authorship, including School processes (e.g. for ethics approval)
- Academic skills development
- Career development and advice
- School arrangements for pastoral support

Maps to RDF Planner: Domain B: Personal Effectiveness (B3: Professional and Career Development) Domain D: Engagement, influence and impact (D1: Working with Others)

SUPERVISION AT HUDDESFIELD FOR EXPERIENCED SUPERVISORS OF RESEARCH DEGREES

Staff who arrive at Huddersfield with Main Supervisor experience (i.e. at least one year in the Main Supervisor role) are required to complete the Supervision at Huddersfield course. Once completed, staff are required to undertake the three-yearly Supervision Update in the same manner as experienced Huddersfield supervisors.

(Those who are new to supervision should complete the Supervision Fundamentals course. Experienced supervisors should complete the Supervision Update once every three years).

The course is structured as a single half-day central session, run centrally. It will cover all the main aspects of the roles of Main and Second Supervisors and associated procedures and regulations, including: the constitution of supervision teams, expectations of supervision meetings, recording progress, progression monitoring, final examination, personal and academic development of PGRs, careers for PGRs.

This session will help participants to gain an understanding of processes, regulations and expectations regarding PGR Supervision at the University of Huddersfield.

Maps to RDF Planner: Domain B: Personal Effectiveness (B3: Professional and Career Development) Domain D: Engagement, influence and impact (D1: Working with Others)

SUPERVISION UPDATE FOR EXPERIENCED SUPERVISORS OF RESEARCH DEGREES

We require staff who have experience of acting as a Main Supervisor at Huddersfield to complete the Supervision Update course, once every three years. It will focus on the recent changes to regulations and expectations, as well as areas that have emerged as being of current concern through our monitoring of PGR processes. It will also signpost key changes to support for PGRs and supervisors, including: online resources, researcher development programme, Academic English, VLE, Portal, and PGR management systems and processes, developments in the sector.

(Those who are new to PGR Supervision should undertake the Supervision Fundamentals course. Those who have experience of supervision at other institutions (i.e. at least one year as an active member of a supervision team) but not at Huddersfield should undertake the Supervision at Huddersfield course).

Supervision Update is new for 2019-20.

This session will help participants to ...

- Have an overview of The University of Huddersfield’s procedures and expectations in relation to PGR supervision
- Understand the roles in the supervisory team and the progression system
- Understand how to prepare students for their final examination
• Learn strategies for responding to common PGR student problems and sources of unhappiness with their academic experience
• Be equipped to help guide students in their careers beyond graduation

Maps to RDF Planner: Domain B: Personal Effectiveness (B3: Professional and Career Development) Domain C Research Governance and Organisation (C1: Professional Conduct)

_________________________________________________________________________

INTERNAL EXAMINER TRAINING FOR RESEARCH DEGREES

Target Audience: ACADEMIC STAFF from all disciplines.

Aims:

This training course is **compulsory** for any member of staff who might be nominated to act as an internal examiner for a research degree candidate at the University of Huddersfield.

Objective(s):

• Learn the duties and responsibilities of the internal examiner in the PhD examination
• Consider how to handle irregularities or difficult situations should they arise.

Successful completion of this course is a **requirement** for internal examiners prior to appointment. When considering nominations for internal examiners, contact Registry who maintain a list of those eligible to be internal examiners based on records generated by Staff Development of attendees.

ONLINE TRAINING THROUGH EPIGEUM

There is an online module available which contains a unit on Supervising projects and dissertations (including at doctoral level). This is offered through Epigeum as part of an online self-study module on University and College Teaching (available through Unilearn under the Research Tab>Researcher training and development>Online Training>University and College Teaching). No booking or monitoring required.

• Preparing for supervision
• Getting students started
• Keeping students going
• The final stages of supervision