

THE UNIVERSITY OF EDINBURGH

GUIDANCE

	Appointment of Staff to Supervise Postgraduate Research Students (PhD and MPhil)
Contact Officer	Academic Policy Manager, Academic Services

Purpose	Advice on the process and eligibility for appointment of postgraduate research student supervisors. The information provided in guidance is not mandatory.
The Guidance	<p>The University regulations with regard to postgraduate research students specify the following:</p> <p>5.2 Supervision <i>Each candidate will work under the guidance of at least one University supervisor appointed by the College. The University supervisor must be either (a) a salaried member of the academic staff of the University or (b) a member of staff employed by the University, not being one of the academic staff, who has appropriate expertise in research or (c) an honorary member of staff. The nomination of individuals in categories (b) or (c) to act as University supervisor for a stated period must be specifically approved by the College. In appropriate cases one or more other supervisor(s), who need not be members of the staff of the University, may be appointed by the College.</i></p> <p>The Code of Practice for Supervisors and Research Students provides more detail in terms of University requirements. Further information on the roles and responsibilities of supervisors may also be found in the Code.</p> <p>The authority to appoint staff to supervise postgraduate research students lies with the relevant College Committee which in turn must apply the agreed rules with regard to eligibility to supervise. The normal expectation is that the same rules will be applied for staff from Associated Institutions who wish to supervise students at the University, unless they have received appropriate training at their own institution.</p> <p>These rules are as follows:</p> <ul style="list-style-type: none"> • Before a member of staff can act as Principal Supervisor they must act as a Second Supervisor for a specified period. • Before a member of staff can act as a Second Supervisor they should attend a Supervisor Briefing Session. • That all supervisory staff should attend a Supervisor Briefing Session at least once every five years. • That College committees have the right to refuse to allow a member of staff to supervise postgraduate students. <p>In following these rules College committees have the flexibility to</p>

	take into account experience and training gained elsewhere. For specific enquiries about eligibility to supervise please contact the Secretary to the relevant College committee.
Keywords	Supervisor, PhD supervisor, postgraduate research supervisor, MPhil supervisor

DOCUMENT CONTROL	
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Role responsible for guidance maintenance & review	Academic Policy Manager, Academic Services
Related policies, procedures guidelines & regulations	DRPS: http://www.drps.ed.ac.uk/ Code of Practice for Supervisors & research students: http://www.ed.ac.uk/schools-departments/academic-services/policies-regulations/codes
Guidance superseded by this guidance	n/a

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Academic Services, Academic Registry