**Supervisory Meetings**

This Policy should be read in conjunction with the [Code of Practice](http://www.calendar.soton.ac.uk/sectionV/code-practice.html), Paragraphs 38-49.

It is recommended that a PGR student should have *at least* a one-hour formal meeting with their main supervisor once a month if they are full-time, and four times a year if they are a part-time candidate.

In practice, supervision will vary during the period of candidature. In a student’s first year and possibly leading up to their MPhil/PhD Upgrade or PhD Confirmation, meetings will likely be more frequent, i.e. once a fortnight (for full-time students) and once a month for those working part-time, to ensure that students are making progress and to deal with any problems that might arise at the start of enrolment. The student should work together with their supervisor(s) to agree on a mutually acceptable programme of supervision at the initial supervision session, involving the second supervisor as and when necessary.

The same Policy applies to supervisory meetings for students on a Distance Learning PhD. The difference is that the majority of meetings will not be face to face but via email, Skype or telephone. Distance Learner students should, however, have at least one face to face meeting per year of study (see University Framework for a PhD by Distance Learning).

A schedule of meetings must be agreed between the student and their supervisor(s) at the beginning of each year of study. It is the student’s responsibility to keep a record of all supervision sessions.

***If the student commenced their candidature prior to 1 August 2016****:* this should be done using the Research Supervision Record Form available on the Faculty of Arts and Humanities PGR Handbook on the Doctoral College website: <https://www.southampton.ac.uk/doctoral-college/researcher-resources/handbook/fah/progression.page>

The supervision records must be submitted along with an annual report each year as directed.

***If the student began their candidature after 1 August 2016*:** supervisions should be recorded on the Humanities PhD Activity Report (which can be downloaded from the Faculty of Arts & Humanities PGR Handbook on the Doctoral College website: <https://www.southampton.ac.uk/doctoral-college/researcher-resources/handbook/fah/progression.page>

This report must be completed by the student and supervisor every 3 months as detailed in the schedule on the form and then returned to the Graduate School Office.

Informal meetings with the supervisory team, unscheduled contact by telephone or e-mail, may be continued throughout the period of candidature. Lengthier exchanges and their outcomes by either of these methods should be logged and recorded on the Research Supervision Record form/Activity Report.

Students should be aware that academic staff have full workloads, so during term time supervisors may maintain Office Hours or may agree specific days/times when a student can drop in to seen them should they have any problems which require immediate attention.

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