

**Approved guidance for Director of Studies, Research Awards Supervisor roles and Advisor**

**Director of Studies/Supervisor**

The University Research Degrees Sub-Committee (URDSC) *normally* considers the following criteria when approving a Director of Studies / Supervisor:

Criteria:

* A Doctoral qualification.
* Completion of the ‘*Becoming a Research Awards Supervisor’* workshop (and a recommendation to undertake the Epigeum ‘*Supervising Doctoral Studies’* online units or the ‘*Supervision for Experienced Supervisors’* workshop and other appropriate refresher activities).
* Evidence of current research productivity considered appropriate for the discipline and career stage, with specific outputs highlighted for the previous three years.
* Successful delivery of research projects.

*Normally, a Director of Studies / Supervisor should have no more than seven research students; professors may have no more than ten\*.*

**Advisor**The RDSC normally considers the following points when approving an Advisor:

* Relevant subject-specific knowledge fundamental to the research qualification of the proposed research student; this knowledge may have been acquired through professional rather than academic experience.
* Ideally advisors should also attend the training sessions indicated above as appropriate.
* Staff members who are currently nearing completion of their own Doctoral qualification.
* Staff who leave the University (including Emeritus staff) should normally only remain on supervision teams as an advisor.
* Normally part-time hourly paid staff members or those on a fixed term contract should only be engaged as an Advisor. It is not appropriate nor advisable to allocate a part-time hourly paid staff member, or staff member on a fixed term contract, to a supervisory team when the duration of a research degree can be anywhere between two and six years.
* Schools are encouraged to ensure that external advisors are paid for their work. The amount is at the discretion of the School but should be **no less than** £250 per year.
* Schools should decide on whether staff who are leaving the University remain on supervision teams as External Advisor. Any changes will then need to be reapproved as normal at URDSC. It is recommended that Schools consider the following when making these decisions.
	+ The point at which the student is in their journey, e.g. students in the early stages may benefit more from a new team and no advisor.

*It is not always possible to provide exact criteria for any of these roles as qualifications and expertise differ widely across areas.*

**Please note:**

\*A staff member should not normally be on the team of more than seven research students, either as a Director of Studies or supervisor.

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