Tyndall Research Student Supervision Procedure Overview

Orla Slattery
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Supervision Procedure

- Research Student Learning Plan
- Progress Reviews
- Thesis Submission

Commencement of Research

6m, 12m, 24m, 36m, 48m – new
Updates 42m and 6monthly beyond 48m

Monitors Report
Roles and Responsibilities

Student
• Research Student Learning Plan
• Progress Review.
  o Email thesis committee project and personal development plan/research report prior to review.
  o Liaise with monitor to schedule monitor & student meeting to coincide with progress review.
  o After review meetings, submit all documentation – including progress report, presentation, project and personnel development plan and written report to pgreports@tyndall.ie

Supervisor
• Research Student Learning Plan
• Arrange Progress Review with thesis committee.
  o Liaise with monitor to schedule monitor & thesis committee meeting to coincide with progress review

Monitor
• Progress Reviews
  o Arrange monitor & student meeting to coincide with progress reviews
  o Arrange monitor & thesis committee meeting to coincide with progress reviews
  o Email monitor reports to pgreports@tyndall.ie
Research Student Learning Plan

Primary Objective:

- To provide clarity of roles and expectations for students and supervisors
- Document is a basis for discussion and consensus
- To be completed by student and supervisor/(s) at commencement of research
What are the Progress Reviews?

- Formal meeting of student and thesis committee at 3-6 months, 12, 24, 36 and 48 m after registration
- At 42 m, and subsequent 6 monthly intervals beyond 48 m review can be undertaken by emails between students and thesis committee
- Best practice in progress monitoring for all students

Objectives
1. To highlight and acknowledge good progress
2. To ensure everything is on track
3. To identify any concerns that need addressing
4. To put in place a mechanism for resolving any issues at earliest possible stage
Policy on Progress Reviews

https://www.ucc.ie/en/study/postgrad/currentresearchstudents/guidelines/

http://www.cit.ie/prospectivestudents.postgraduates
Thesis Committee

- **Supervisors/ Co-supervisors & (Advisor)**

- **Monitors**
  - Independent Overseer
  - Assess overall progress
  - Make recommendations
  - Ensure fairness
  - Help resolve any concerns
Appointment of Monitors

1. Graduate studies selects potential monitors
2. List distributed to GSC for comment and feedback
3. Potential monitors emailed to ask if available to act as monitor
4. Student and supervisor/s advised on monitor appointed
Monitor Reports

• **New since January 2019 Updates**

• Objective
  • To provide students and their thesis committees with a mechanism for confidential feedback to Tyndall’s Graduate Studies Committee

• Monitor to schedule individual meetings:
  • Student/Monitor Report
  • Committee/Monitor Report

• Role of monitor is to document and refer
  • Tyndall GSC will respond to any matters arising
Progress Review Process

1. Automatic email reminders sent to student and supervisor 1 month and 1 week before reviews due.

2. Primary supervisor arranges review meetings.

3. Advise pgreports@tyndall.ie when review will be held

4. Student emails project and personal development plan/written research report to thesis committee prior to review meeting

5. You don’t need to wait until everything is “perfect” or you have completed a particular paper/section of research etc before having the review!

The progress reviews are checkpoints at specific time periods designed to give you feedback on your progress as well as define clear guidelines for future work. However, you are given reasonable leeway on when your review is undertaken depending on circumstances such as conference travel etc
Progress Review Process

Please use the current version of the forms

https://www.tyndall.ie/research-student-supervision-procedures
What is required at each reporting period?

3-6 month Report

- Ensure student has adequate resources
- Check that project is defined and planned
- Formulate student’s Personal Development Plan. This should include, for example:
  - Details of the taught modules the student will be expected to attend including schedule, and assessments they will be expected to pass, and when;
  - An expectation for “transferable-skills” training the student will be expected to undertake;
  - Details of Health and Safety training undertaken by student;
  - Conferences the student might be expected to attend and when

Outputs:
Research Students Progress Report, Project & Personal Development Plan, Monitors Reports

12 month Report

- Research summary – background, lit review, progress
- Presentation of progress to date (20mins followed by Q&A)
- Committee discussion, review of development plan

Outputs:
Research Students Progress Report & Research Summary (discuss format with supervisor), Monitors Reports, Updated Plans
What is required at each reporting period?

24 month Report
- Check student on track to complete research programme within time allotted
- Presentation of progress to date
- Committee discussion, review of development plan

Outputs:
Research Students Progress Report & Research Summary, Updated Plans, Monitors Reports

In exceptional circumstances Thesis committee may recommend transfer from PhD to MSc/MEngSc subject to adherence to academic processes and procedures

36 & 48 month Reports
- Is everything on schedule?
- Presentation of progress, committee discussion and review

Outputs:
Research Students Progress Report & Research Summary, Updated project plans, monitors reports. Thesis submission plan (48months)

42months and 6monthly intervals beyond 48m
Student can email update to thesis committee. If all agree that everything is on target, no formal review required
What happens when Progress Reviews are submitted?

Submit pgreports@tyndall.ie

Completed review noted by GSC
Softcopy of reports maintained on PG database

Concerns
Thesis committee define measures to get research back on track
Graduate Studies may discuss with student and/or thesis committee

Re-review after 3 months

Concerns
Thesis committee define measures to get research back on track
Graduate Studies may discuss with student and/or thesis committee

Remaining concerns

All good

All good
Original research is the core component of all PhD programmes

What do today’s graduates need?
Provide PhD graduates with skills necessary to develop and manage their careers across a broad range of employment sectors, including academia

1. Technical Training
To provide students with the technical background to pursue their research topics quickly
• Focussed, relevant technical training

2. Transferable and Generic Skills Training
To provide training on skills necessary to communicate research work; e.g.
• Presentation and technical writing
• Identified as main area of concern from progress review reports

3. Innovation, Commercialisation and Entrepreneurship Skills Training
To provide an insight into business and commercialisation aspects of scientific research
• Essential skills for graduates whether pursuing a career in industry or academic
Module Registration PhD Eng Sc students

- www.Tyndall.ie/module-information
- All students registered on PG modules after completion
- PhD Eng Sc Exam Board in the Autumn
Module Registration Non PhD Eng Sc students

- www.Tyndall.ie/module-information
- All students registered on PG modules after completion
- Essential to return forms to Graduate Studies, UCC for registration
Extern Examiner Expenses – PhD Engineering Science Vivas


- Refer to UCC procedure for reasonable expenses guidelines

- Extern examiner expenses processed by the academic unit in which student is registered.

- Graduate Studies, UCC forward Extern Examiner fee and claim form to extern.

- PhD Eng Sc Externs to scan copy of receipts and email to Fatima Gunning & Orla Slattery

- Hardcopy of receipts to be sent by registered post to Fatima Gunning. Tracking number required

- The cost of postage can be included in the overall expenses.

- Once approved by Head of PhD Eng Sc, expenses claim processed by Tyndall Finance Office and returned to UCC

- **Expenses cannot be processed until hardcopy of original receipts received by Fatima.**
Where can I find the documents?