

**Research Degrees**

**Supervisor Training Guidelines**

**Supervisors will have the following obligations**:

1. To undertake supervisor training within the first 6-12 months of beginning the role within the university, or within the ARC, and then renew this training every 4 years as a minimum. Experienced supervisors who are new to the university, as well as newly qualified supervisors are expected to undertake initial supervisor training.
2. Certify that they have read, understood, and agree to abide by the [Research Degree Regulations](https://help.open.ac.uk/documents/policies/research-degree-regulations) and the [Research Degrees Handbook](https://help.open.ac.uk/documents/policies/research-degrees-handbook) or the [Research Degrees in Affiliated Research Centres Handbook](https://help.open.ac.uk/documents/policies/research-degrees-handbook).
3. Supervisors of international students on a visa must attend mandatory ‘Student Route’ visa training and renew that training every two years. This ensures that supervisors are aware of any changes in UKVI policy. Training is provided within the university to support supervisors in the development of their role
4. Attend events that reinforce/support their professional development, such as supervisor events coordinated by Research Career Development (RDC), conferences, etc. (supervisors should discuss supervisor training needs as part of the CDSA process).
5. Attend supervisor fora organised by the School/Department or Faculty.
6. Understand the duty of care to the student, including regular communication with the student, and reporting promptly to the Faculty and the Research Degrees Team any concerns pertinent to the student’s progress (e.g., concerns about student wellbeing; periods of absence; setbacks; managing the absence of a supervisor; and so on).
7. Become familiar with relevant structures and procedures:

* Appendix 1 of [Research Degree Regulations](https://help.open.ac.uk/documents/policies/research-degree-regulations)
* progress reporting and upgrade assessment;
* OU support systems, including counselling, welfare, and contingency funding;
* reporting requirements for students on Student route visas;
* health and safety requirements and training, as appropriate;
* ethical standards, and ethics approval at the OU;
* IP arrangements agreed for their student;
* Procedures for addressing failure to make satisfactory progress; Appendix 3 of the [Research Degree Regulations](https://help.open.ac.uk/documents/policies/research-degree-regulations)
* [Procedure for Dealing with Allegations of Research Malpractice or Misconduct](http://www.open.ac.uk/research/governance/policies);
* [Plagiarism and Research Misconduct Policy (for Postgraduate Research Students)](https://www.open.ac.uk/students/research/system/files/documents/pgr-plagiarism-and-research-misconduct-policy-v1.1.pdf)
* [Student Complaints and Appeals Procedure](https://help.open.ac.uk/documents/policies/complaints-and-appeals-procedure);
* [Research Data Management](http://www.open.ac.uk/library-research-support/research-data-management/what-are-research-data);
* [Thesis submission guidelines](https://www.open.ac.uk/students/research/system/files/documents/Thesis-Submission-Guidelines_V1.3_2022%20final.pdf);
* [Prevent (Counter-Terrorism) Duty](https://help.open.ac.uk/documents/policies/prevent-principles)

documents

Documents relevant to these guidelines:

1. [Research Degree Regulations](https://help.open.ac.uk/documents/policies/research-degree-regulations), including:
2. Expectations of Research Graduates - Appendix 1 of [Research Degree Regulations](https://help.open.ac.uk/documents/policies/research-degree-regulations)
3. Code of Practice for Supervisors and Research Students (Appendix 2 of [Research Degree Regulations](https://help.open.ac.uk/documents/policies/research-degree-regulations))
4. Procedures for addressing failure to make satisfactory progress (Appendix 3 of [Research Degree Regulations](https://help.open.ac.uk/documents/policies/research-degree-regulations))
5. [Code of Practice for Research](https://www.open.ac.uk/research/sites/www.open.ac.uk.research/files/files/Documents/research-code-of-practice.pdf)
6. [Health and Safety Policy: Travel, Fieldwork and Work Away from The Open University Workplace](https://openuniv.sharepoint.com/sites/intranet-health-and-safety/AZ%20By%20Subject/Health%20and%20Safety%20Policy/Health%20and%20Safety%20Policy%20(HSP%201).pdf)
7. [Thesis Submission Guidelines](https://www.open.ac.uk/students/research/system/files/documents/Thesis-Submission-Guidelines_V1.3_2022%20final.pdf)
8. [Postgraduate Researcher’s Guide to using ORDO](http://www.open.ac.uk/library-research-support/sites/www.open.ac.uk.library-research-support/files/files/PGR%20guide%20to%20using%20ORDO.pdf)
9. [Open Access Policy](http://www.open.ac.uk/library-research-support/open-access-publishing)
10. [Procedure for Dealing with Allegations of Research Malpractice or Misconduct](https://www.open.ac.uk/research/sites/www.open.ac.uk.research/files/files/Documents/procedure-for-research-malpractice.pdf)
11. [Plagiarism and Research Misconduct Policy (for Postgraduate Research Students)](https://www.open.ac.uk/students/research/system/files/documents/pgr-plagiarism-and-research-misconduct-policy-v1.1.pdf)
12. [Code of Practice for Student Discipline](https://help.open.ac.uk/documents/policies/code-of-practice-student-discipline)
13. [Dignity and Respect Policy](https://help.open.ac.uk/documents/policies/dignity-and-respect)
14. [Student Complaints and Appeals Procedure](https://help.open.ac.uk/documents/policies/complaints-and-appeals-procedure)