



# Research Student /Supervisor Learning Agreement

This Learning Agreement is not intended to be a legally binding agreement but it ensures that students have received, understood, and accepted the expectations of their research programme. The agreement is between:

Name of Supervisor/s: .....

(Please list all known) .....

School/s: .....

and

Name of Student: .....

Student Number .....

Research Programme: .....

Date of Initial Registration : .....

End of period of Registration: .....

We commit ourselves to striving for a productive, trustful and honest working relationship, aiming for the achievement of a research degree award, which can be best achieved by adhering to the principles contained in this learning agreement.

## 1. Supervisory and Working Arrangements

1.1 The supervisor/s will explain the respective roles of the academic supervisor and the other member/s of the supervisory team

1.2 The supervisor and student will identify who is responsible for arranging meetings or other formal contact and agree the agenda for these structured interactions. For full-time students the formal contact between student and supervisor or supervisory team should be at least 10 structured interactions per year, normally monthly. For part-time students or those studying their programme by distance learning a pro-rata number of formal meeting will be agreed. It should be noted that additional meetings may be initiated if necessary.

1.3 It is the responsibility of the student to make a record of the formal contact with their supervisor/s in their Research Training Portfolio (RTP), along with a list of any agreed action points.

1.4 The supervisor/s will ensure that the student is advised of appropriate School/ Faculty/ University health and safety policy and procedures. The student agrees to observe these requirements.

## 2. Project Planning and Milestone Setting

2.1 The supervisor/s will give guidance about the nature of research and the standards expected, the planning of the research programme, literature and sources, requisite techniques, and the avoidance of plagiarism.

2.2 The student will accept responsibility for their own research activity and learning under the direction of their supervisor/s. The student will be responsible for submitting a project proposal within the timescale established by the Faculty and to maintaining the progress of his/her work in accordance with the stages agreed.

2.3 Any circumstances which might require the mode of study to be modified or for University registration to be extended, suspended or withdrawn should be brought to the attention of the supervisor by the student.

2.4 The supervisor/s and student will identify who is responsible for obtaining any ethical clearances required by the research project as well as who is responsible for any matters relating to Intellectual Property Rights (IPR).

**3. Training and Personal Development**

- 3.1 It is agreed that the student's specific training needs, both personal and project related, will be identified.
- 3.2 It is the responsibility of the student to participate in identifying their personal training needs and to attend training programmes provided by School/ Faculty/ University.
- 3.3 It is the responsibility of the supervisor/s to make the student aware of the importance of continued research training and to identify opportunities for training in accordance with Faculty guidelines.
- 3.4 It is the responsibility of the student to keep a record of their skills development in their Research Training Portfolio, via the ePortfolio on-line system, over the period of the programme.

**4. Progression and Monitoring**

- 4.1 The supervisor/s will ensure that the student is made aware of any inadequacy in his/ her progress or standards of work below that generally expected, confirming this in writing to the student and arranging any supportive action necessary.
- 4.2 *It is the duty of the student to comply with good academic practice as outlined in University and School guidance and the duty of the supervisor to point out practices which are below the standard expected.*
- 4.2 An Annual Progress review is required for all research students in order to continue on the programme. The supervisor/s will ensure that the student is aware of the requirements for progression including, where appropriate, the procedure for confirming candidature. The supervisor/s and student will agree to participate and fulfil the requirements for progression.
- 4.3 The supervisor/s and student will agree any deadlines for submission of written work and the times involved for supervisor feedback.
- 4.4 The supervisor/s will outline the extent of assistance that will be given for students to prepare reports, presentations and the responsibility they will have to report annually on the student's progress.

**5. Submission and Completion**

- 5.1 The student will be responsible for submitting their completed thesis within the timescale agreed with the supervisor/s in their project plan and in accordance with the terms of their individual programme candidature.
- 5.2 The supervisor/s will ensure that the student is aware of the procedures for submitting the completed thesis and the deadline for this in accordance with the regulations of the programme.

**6. Collaborating and Sponsoring Organisations**

- 6.1 Both the student and supervisory team agree to fulfil their responsibility to any collaborating or sponsoring organisation, including compliance with any necessary confidentiality agreements.

We confirm that, at our meeting on .....(date)

We reached agreement on our roles and responsibilities as supervisor/s and student in accordance with the above summary.

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Signed by the supervisor/s on behalf of the University of Newcastle upon Tyne

Signed by the postgraduate student

**Once signed this agreement should be forwarded by the supervisor to the relevant graduate school and a copy kept for reference within the school and in the student's Research Training Portfolio. This should be completed within the first 3 months of the student's candidature**