Guidance for Doctoral College Fellow and Associate Doctoral College Fellow Applications

This document outlines the criteria and process for application and approval as a Doctoral College Fellow/Associate Fellow or Honorary Fellow. The University requires that we maintain and update a list of Approved PGR Supervisors. From 2024/25 the Doctoral College Fellow List will replace the current Approved Supervisor Lists.

1. **Composition of PGR Supervisory Teams**

1.1 The University requires supervision by a team of at least two members of Newcastle staff with the appropriate research skills and knowledge, who should be registered on the Doctoral College Fellows list.
   - The minimum supervision percentage for a member of the supervisory team is 10%.
   - At least one member of the supervisory team should be a full Doctoral College Fellow.

1.2 **Academic Supervisor in a Supervisory Team:**
   - The supervisory team will include an Academic Supervisor who should normally be a full Doctoral College Fellow.
   - An Associate Doctoral College Fellow may function as the Academic Supervisor if another member of the Supervisory Team is a full Doctoral College Fellow who is demonstrably research active. An Honorary Doctoral College Fellow may not act in the capacity of the Academic Supervisor but may function as the Lead Supervisor.

2. **Doctoral College Fellow** applicants are requested to complete the DC Fellow application form and provide evidence they fulfil the relevant criteria for each category of fellow. **A fellow can be appointed to one of the following categories.**

3. **Criteria for Doctoral College Fellow Status:**
   - Must be a member of academic staff of the University (e.g., Lecturer, Senior Lecturer, Reader, Professor or equivalent).
   - Must have gained a doctoral degree or have equivalent experience of research.
   - Should normally have previous experience of one successful supervision as the Academic Supervisor OR co-supervisor through to award of a doctoral degree.
   - Must be demonstrably research active (e.g., have published within the current or last two calendar years) or provide equivalent evidence of current research activity).
   - Should normally have previous experience of examining.
   - From 24/25 onwards, must have engaged with mandatory elements of the PGR Supervisor Development Programme within a 5-year period.

3.1 **Existing PGR Supervisors who are on the current Approved Supervisor Lists** will be transferred to the equivalent status on the Doctoral College Fellow/Associate Fellow/Honorary Fellow List. All PGR Supervisors will be asked to regularly engage with the PGR Supervisor Development Programme and complete required workshops over a 5-year period, to retain full Doctoral College Fellow status.

4. **Criteria for Associate Doctoral College Status**
   - Must hold an academic university appointment: Research Associate [including Senior or Principal], Research Fellow, Lecturer, Senior Lecturer, Reader, Professor or equivalent, with university as the main employer.
   - Must have gained a doctoral degree or have equivalent experience of research.

- o Must be demonstrably research active, e.g., have published within the current or last two calendar years (as evidenced by a standard PubMed search) or provide equivalent evidence of current research activity.
- o Associate Doctoral College Fellows will be expected to engage with the PGR Supervisor Development Programme and take mandatory workshops, which are currently:
  - o Introduction to Research Degree Supervision
  - o The Principles and Practices of a Good PGR Supervisor
  - o Wellbeing for PGR Supervisors
  - o Understanding Race, Ethnicity and Culture in PGR Supervision
  - o Assessing Research Degrees (when timely to do so)

4.1 **'New PGR Supervisors'** This is for colleagues (typically Early Career Researchers) who have not supervised/co-supervised a PGR student previously. The PGR Supervisor Development Programme allows new PGR Supervisors up to 18 months to complete their programme requirements (from the date they are added to the Doctoral College Fellows list). This provides sufficient time for other development training to be completed. Once an Associate Doctoral College Fellow has experience of one successful supervision as the Academic Supervisor OR co-supervisor through to award of a doctoral degree, they would then be considered for Doctoral College Fellow status.

5. **'PGR Supervisors new to Newcastle'**
   Where a supervisor is new to Newcastle and has not successfully supervised a PhD student to completion elsewhere, they would initially be given Associate Doctoral College Fellow status. As with 'New PGR Supervisors' they would then have 18 months to complete the development programme requirements.
   Where a supervisor is new to Newcastle and has successfully supervised a PhD student to completion elsewhere, they would initially be given Doctoral College Fellow status contingent upon completion of the Development Programme requirements within the 18-month period
   Important Note: If the PGR Supervisor Development Programme has not been completed within the required period, which is 18 months for New Supervisors and Supervisors New to Newcastle, and 5 years for Existing Supervisors, then the appropriate fellow status may be revoked, and the supervisor may be unable to supervise PGR students until their development is completed.

6. **Associate Doctoral College Fellow – Professional Services**
   Where Professional Service colleagues have completed workshops on the PGR Supervisor Development Programme, they can be considered for Associate Doctoral College Fellow status in recognition of their workshop attendance and PGR expertise but would not be eligible for appointment as a PGR Supervisor.

7. **Honorary Doctoral College Fellow**
   Honorary University appointments may be designated as Honorary Doctoral College Fellows/Associate Doctoral College Fellows, if in all other aspects they meet the criteria described for Doctoral College Fellows/Associate Doctoral College Fellows, respectively.

8. **Application and Review Process**
   Upon completion and submission of the online Doctoral College Fellow Application Form

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submitted applications will be reviewed by the relevant Dean of PG Research/Graduate School, who will determine the relevant category of fellowship status.

8.1 Where an application for fellow status is approved, the Graduate School/Doctoral College will add details to the Doctoral College Fellow list, along with any workshop requirements/participation.

8.2 Where a fellow has attended a PGR Supervisor Development workshop, the details will be added to the Doctoral College Fellow list and fellow category reviewed/updated, where appropriate.

8.3 When a colleague leaves the University, they will be removed from the Doctoral College Fellow list and the Graduate School will consult with the relevant Academic Unit to review supervisory arrangements. It would be helpful if Doctoral College Fellows could advise the Doctoral College so that the relevant Graduate School can ensure consistency of supervision for the student.

8.4 Emeritus academic members of staff can act as an external advisor but not as an internal supervisor, these should be in addition to academic unit's core supervisory team. Code of Practice 2024/25 refers: [Forms and Policies | Student Progress | Newcastle University (ncl.ac.uk)](https://ncl.ac.uk)

8.5 Approved Fellows will be expected to engage with the PGR Supervisor Development Programme. Lack of engagement may result in removal from the Doctoral College Fellow List

8.6 The Doctoral College will expect all approved Fellows to engage with us in the delivery of the PGR Supervisor Development Programme, and to share best practice with your academic unit.

8.7 Approved Fellows will be expected to carry out Independent Chair duties if requested. If a fellow cannot act as an Independent Chair, they should contact the Doctoral College directly.

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