

This agreement should be completed on the [PGR Code of Practice System](#) within one month of your initial registration.

This Learning Agreement is not intended to be a legally binding agreement, but it ensures that you have received, understood, and accepted the expectations of your research programme. **The agreement is between you, your supervisor/s and Newcastle University.**

You and your supervisor/s sign the Learning Agreement in the [PGR Code of Practice System](#) to confirm you have reached agreement on your roles and responsibilities as supervisor/s and student and commit yourselves to strive 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 Your supervisor/s will explain the respective roles of the academic supervisor and the other member/s of your supervisory team
- 1.2 Your supervisor/s will draw your attention to [Data Protection](#) guidelines and the University's '[Use of Personal Information Notice](#)'
- 1.3 Your supervisor/s will discuss with you the mechanisms for arranging meetings or other formal contact and agree the format for these meetings, including the agenda, purpose, location and frequency, in line with the Code of Practice for Research Degree requirements below:  
*Full-time students - regular contact between you and your supervisor/s at least 10 times per year (approximately monthly) until submission of your thesis.*  
*Part-time students or those studying their programme away from an approved campus – regular contact between you and your supervisor/s with no more than a 10-week gap between meetings. Arrangements should be discussed and agreed at the start of your studies, as part of this Learning Agreement.*
- 1.4 Your supervisor/s will discuss working arrangements with you, including any expectations around working practices, working on campus, flexible working, etc.
- 1.5 The University requires you to maintain a record of formal meetings in [NU Reflect](#) and recommends that the outcomes and action points from these formal meetings are also recorded in NU Reflect.
- 1.6 Your supervisor/s is required to confirm that these formal meetings either took place (in person or at a distance) or did not take place. Only meeting records confirmed by your supervisor/s will be recognised as a confirmed meeting.
- 1.7 Your supervisor/s will ensure you are advised of appropriate Academic Unit/ Faculty/University health and safety policy and procedures and you agree to observe these requirements.
- 1.8 If you are working on a multi-disciplinary project (across different academic units and/or Faculties), your supervisor/s should discuss appropriate working arrangements with you at the start of your studies. Your supervisor/s should identify the lead and secondary sites and liaise with the secondary site to ensure that appropriate facilities are allocated to you, where needed.

## 2. Project Planning and Milestone Setting

- 2.1 Your supervisor/s will provide guidance about the nature of research and the academic standards expected, the planning of the research programme, literature and sources, requisite techniques, and the avoidance of plagiarism and academic misconduct.
- 2.2 You will accept responsibility for your own research activity and learning under the direction of your supervisor/s.
- 2.3 You will be responsible for submitting a project proposal within three months (full-time students) or within six months (part-time students) and for maintaining the progress of your research project in accordance with the stages agreed in the project plan.

- 2.4 If you are aware of any circumstances which might require your mode of study to be modified or for your University registration to be interrupted, extended or withdrawn, you should bring these to the attention of your supervisor/s. *Further information is available [here](#).*
- 2.5 Your supervisor/s and you will follow the appropriate method for obtaining any health and safety, ethical or outside study approval required for your research project.

### **3. Intellectual Property and Confidentiality**

- 3.1 Your supervisor/s will draw your attention to the University's '[Policy on Ownership, Protection and Exploitation of Intellectual Property for Students](#)' and will ensure that you understand the above Policy and how it applies to you.
- 3.2 *In accordance with the Policy, where your supervisor/s identifies that a Confidentiality Agreement is required, this should be signed by you and uploaded to the Learning Agreement on the PGR CoP System. (If the need for a Confidentiality Agreement is identified after completion of the Learning Agreement, the supervisor/s and you should complete the agreement and send it through to the relevant Graduate School.)*

### **4. Training and Personal Development**

- 4.1 You should undertake a Training Needs Analysis, supported by your supervisor/s, at the start of the research programme to identify your specific training and development needs, both personal and project related.
- 4.2 You should participate in identifying your personal training needs and attend training programmes provided by Academic Unit/ Faculty/ University.
- 4.3 The Training Needs Analysis should be reviewed annually as the research project progresses.
- 4.4 It is the responsibility of your supervisor/s to make you aware of the importance of continued research training and to identify opportunities for training in accordance with Faculty guidelines.
- 4.5 It is your responsibility to keep a record of their skills development via [NU Reflect](#), throughout your programme.

### **5. Progression and Monitoring**

- 5.1 If at any point during the programme, your supervisor/s have concerns about your progress or the quality of your work falls below the standards generally expected, they should inform you of these concerns in writing and arrange a meeting to discuss these concerns with you. Agreement should be reached on additional work required, arrangements for any supportive action necessary, as well as confirming a review date.
- 5.2 It is your duty to comply with good academic practice as outlined in University and Academic Unit guidance and the duty of your supervisor/s to highlight practices which are below the standard expected. Guidance is available from the [Academic Skills Kit](#).
- 5.3 An Annual Progress Review is required for all research students (until submission of the thesis) to determine continued progression on the programme. The supervisor/s will ensure you are aware of the progression requirements. You and your supervisor/s agree to participate and fulfil the requirements for progression.
- 5.4 Your supervisor/s and you will agree any deadlines for submission of written work and the timescale for your supervisor/s providing feedback.
- 5.5 Your supervisor/s will outline the support they will provide to you in the preparation of reports, presentations and the responsibility your supervisor/s have to report annually on your progress.

### **6. Submission and Completion**

- 6.1 You will be responsible for submitting your thesis for examination within the timescale agreed with your supervisor/s in your project plan and in accordance with the candidature of your programme.
- 6.2 Your supervisor/s will ensure that you are aware of both the procedures for submitting your thesis and the deadline for submission, in accordance with the regulations of your programme. Further information is available [here](#).

### **7. Collaborating and Sponsoring Organisations**

- 7.1 Both you and your supervisor/s agree to fulfil their responsibility to any collaborating or sponsoring organisation, including compliance with any necessary confidentiality agreements.