Research Student / Supervisor Learning Agreement

This agreement should be completed within one month of the student’s initial registration and forwarded by the supervisor to: Research Student Support Team (RSST), King’s Gate or rssteam@ncl.ac.uk

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 the University of Newcastle, represented by the Supervisor/s listed below and the student listed below:

<table>
<thead>
<tr>
<th>Supervisor/s Name and School (Please list all known)</th>
<th>Student No.</th>
<th>Programme</th>
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<tbody>
<tr>
<td>Name of Student</td>
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<tr>
<td>School/Institute</td>
<td>Sponsor (if applicable)</td>
<td></td>
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<tr>
<td>Date of Initial Registration</td>
<td>Thesis Submission Deadline</td>
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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/s will draw the student’s attention to Data Protection guidelines and the University’s ‘Use of Personal Information Notice’: http://www.ncl.ac.uk/data.protection/students/notice.htm
   1.3 The supervisor/s 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 away from an approved campus, a pro-rata number of formal meeting will be agreed. It should be noted that additional meetings may be initiated if necessary.
   1.4 The University requires that research students maintain a record of formal contact meetings in the ePortfolio https://portfolio.ncl.ac.uk/ and that the outcomes and action points from the formal contact meetings are confirmed with their supervisor/s. The supervisor/s is required to confirm that these formal contact meetings took place (in person or at a distance) or did not take place.
   1.5 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 three months for full-time students (within six months for part-time students) and to maintaining the progress of his/her work in accordance with the stages agreed in the project plan.
   2.3 Any circumstances which might require the mode of study to be modified or for University registration to be interrupted, extended or withdrawn should be brought to the attention of the supervisor/s by the student. (An interruption is a temporary but complete break from studies during which time a student must not work on research and have limited contact with academic staff. An extension provides students with additional time in which to submit their thesis.)
   2.4 The supervisor/s and student will follow the appropriate method for obtaining any health and safety, ethical or outside study clearances required by the research project.
3. Intellectual Property
3.1 The student’s attention has been drawn to the University’s policy “Policy Statement on Confidentiality and Intellectual Property (including Inventions) and Results for Research Students: Policy on ownership and use”: [https://www.ncl.ac.uk/media/wwwnclacuk/research/files/Confidentiality%20and%20IP.pdf](https://www.ncl.ac.uk/media/wwwnclacuk/research/files/Confidentiality%20and%20IP.pdf)
3.2 The supervisor/s will ensure that the student understands the above Policy and how it applies to them.
3.3 In accordance with that policy a copy of the appropriate University Confidentiality Agreement is attached as Annex A for signature by the student where the supervisor(s) identify this to be required.

4. Training and Personal Development
4.1 It is agreed that a Training Needs Analysis is undertaken to identify the student’s specific training needs, both personal and project related, and that this will be reviewed annually.
4.2 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.
4.3 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.
4.4 It is the responsibility of the student to keep a record of their skills development via ePortfolio [https://portfolio.ncl.ac.uk/](https://portfolio.ncl.ac.uk/), over the period of the programme.

5. Progression and Monitoring
5.1 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.
5.2 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. See guidance at [http://www.ncl.ac.uk/right-cite/](http://www.ncl.ac.uk/right-cite/)
5.3 An Annual Progress Review is required for all research students (until submission of the thesis) 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.
5.4 The supervisor/s and student will agree any deadlines for submission of written work and the times involved for supervisor feedback.
5.5 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.

6. Submission and Completion
6.1 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.
6.2 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. [http://www.ncl.ac.uk/students/progress/student-resources/PGR/keyactivities/Examination.htm](http://www.ncl.ac.uk/students/progress/student-resources/PGR/keyactivities/Examination.htm)

7. Collaborating and Sponsoring Organisations
7.1 Both the student and supervisory team agree to fulfil their responsibility to any collaborating or sponsoring organisation, including compliance with any necessary confidentiality agreements.

Declaration
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. (Please append any additional agreements between supervisor and student to this form.)

Student Signature_______________________ Date____________________

Supervisor/s Signature____________________ Date:____________________
During the course of your research project at the University, it is possible that you may contribute to the generation of intellectual property (in the form of, for example, patentable ideas, design rights, copyright, including copyright in computer code, know-how etc.) or receive information in confidence. The agreement below is to be signed where you need to keep such information confidential as set down in the University’s Policy Statement on Confidentiality and Intellectual Property (including Inventions) and Results for Research Students: Policy on Ownership and Use which may be found on the University’s web page: https://www.ncl.ac.uk/media/wwwnclacuk/research/files/Confidentiality%20and%20IP.pdf.

Does the Research Project require the Research Student to sign the Confidentiality Agreement below?
(Please note that the Faculty of Medical Sciences requires all research students to sign the Confidentiality Agreement.)

Yes ☐ No ☐ Signature of Supervisor ________________________________

(If yes, the student read the text below and then sign where indicated below.)

Accordingly, I hereby agree to:

Keep secret any information which is given to me, and which is identified (either verbally, or by appropriate mark), as confidential to either the University, or to a research sponsor. (Should an external research sponsor ask me to personally sign a confidentiality agreement I shall first present the document for scrutiny by my Supervisor, or other officer of the University. If in doubt, I shall contact the University’s Research and Enterprise Services, Intellectual Property and Legal Services Team).

Seek comment from my Supervisor prior to making any publication relating to my Student Project and accept the decision of my Supervisor should I be requested to remove any of the content which may either breach an obligation of confidentiality to a third party or compromise the ability of the University to subsequently seek patent protection.

In the event of a disagreement between my Supervisor and myself over confidentiality as applies to a proposed publication, I agree to refer the matter to the Post Graduate Dean of my Faculty for resolution.

Student Signature ________________________________ Date

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Confidentiality Agreement (Annex A)

Name of Student

Student Number

Programme:

School/Institute

Name of Supervisor/s

(Please list all known)

Topic of Research: