

- 4.11** Probationary students for registration without the normal qualifications outlined in Regulation 2.5 and 2.6 will be considered by the Research Degrees Committee Faculty Review Panel on their merits in relation to the nature of the proposed research programme. Professional experience or publications, written reports or other appropriate evidence of accomplishment will be taken into consideration. As a condition of registration, the Research Degrees Committee Faculty Review Panel may require such a probationary student to pass a specified examination or test and/or complete a probationary period of set studies involving formal assessment.

5. Nomination and Appointment of Supervisors

- 5.1** When a student is admitted for a research degree and enters the probationary period, the Faculty Head of Research Students (or nominee) shall approve the nomination of two supervisors. Once supervisory arrangements have been approved by the Research Degrees Committee Faculty Review Panel at registration, any future proposed changes to supervisory arrangements shall be submitted by the First Supervisor (or nominee) for approval by the Faculty Head of Research Students (or nominee).
- 5.2** The University will require a supervisory team to have a combined experience of supervising at least one research degree student to successful completion. In the case of a PhD, one of the supervisors must normally have successfully supervised at PhD level.
- 5.3** All decisions of the Research Degrees Committee Faculty Review Panel are sent to student and the First Supervisor.
- 5.4** A person who is registered for a research degree is normally ineligible to act as a First Supervisor for another research degree student, but can act as a second supervisor or advisor. This restriction does not apply to staff registered for PhD by Published Works.
- 5.5** Only persons who are members of academic staff of the University are eligible for appointment as first supervisors.
- 5.6** In addition to the supervisors, an adviser or advisers may be proposed, in order to, for example, contribute some specialised knowledge or provide a link with an external organisation.
- 5.7** A member of academic staff should normally be supervisor to no more than 7 FTEs and 12 students for a research degree at any one time. In exceptional circumstances a supervisor may submit a request to supervise up to 10 FTEs and 15 students. The application can be made with the approval of the Dean of Faculty for an individual to take on an additional supervisory load for a specified period.

The calculation for FTEs is based on student mode of study and supervisory role as follows: FT First Supervision = 1 FTE, PT First Supervision = 0.5 FTE, FT Second Supervision = 0.5 FTE, PT Second Supervision = 0.25 FTE.

- 5.8** All nominated supervisors must have attended the Certificate in Research Supervision (CRS) course. A CRS Update course will be available for all supervisors who have not attended the full CRS recently. Supervisors will be expected to attend this course every three years. Any supervisor who exceeds four years since last attending the CRS Update course will not be entitled to accept any new research students for supervision.
- 5.9** The University prohibits direct teaching, examining or supervising of one family member by another. Whilst there is an expectation that the member of staff will ensure the University is aware of any such cases, students also have a responsibility to inform their Faculty Head of Research Students or Faculty Head of Research if this situation arises.

If a student is aware that any member of their family is, or becomes, a member of Professional Services (i.e. non-academic) staff they must inform the Director of Student and Academic Services who will ensure appropriate measures are in place to protect confidentiality and integrity of data.

6. Responsibilities of Supervisors and of Students

6.1 The principal responsibilities of the Supervisors are:

- a) to read and comply with the current versions of the *Research Degree Regulations and the Research Degree Procedures of De Montfort University* and such University documents as are relevant to the work including those dealing with ethics, intellectual property rights and health and safety. They must ensure that the student is aware of regulations which affect his/her conduct and/or work;
- b) to ensure that a student on initial enrolment, i.e. during his/her probationary period is introduced to staff and the local environment; local facilities, both technical and social; other University facilities such as the library, the Student's Union, the Health Centre and refectories and is made aware of safety procedures and fire evacuation routes;
- c) to give assistance to students in defining and planning the research topic and the associated timetable. Be part of the probationary supervisory team which undertakes the Training Needs Analysis with the student within three months of enrolment for full-time probationary students and six months for a part-time probationary student. This will help determine the content of the individual student's training programme;

Supervisors are also expected to reinforce advice and guidance on the nature of