

**Supervisor Crib sheet**

Please refer below for advice and guidance on some of the questions you might be unsure of. In most cases the postgraduate research handbook is the place to look for information and/or guide students towards as well as in the PGR Code of Practice (<https://www.gla.ac.uk/research/ourresearchenvironment/prs/pgrcodeofpractice/>)

**Changing supervisors**:

Q: How long into the supervision process would you like to review our working relationship? Could you signpost me through the **process to change supervisor** if necessary?

* Information on this process can be found in the PGR code of practice (<https://www.gla.ac.uk/research/ourresearchenvironment/prs/pgrcodeofpractice> ) under Changes to the supervisory team
* You can highlight that, while supervisory teams usually remain the same, there are a number of circumstances where changing supervisors might be a good option. You could consider how these might apply in your specific context.

**Disability service:**

Q: How do I access disability services? If I need to disclose (e.g. neurodiversity, dyslexia, physical or mental health conditions), how would you prefer to run the discussion?​

* Signpost to the disability service website: <https://www.gla.ac.uk/myglasgow/disability/>
* Students should register with the disability service by emailing then directly. You can stress that, even if they do not have evidence (e.g. medical certificates), they can speak to a disability advisor to discuss support nevertheless and get help on obtaining evidence they might need.

**Financial support:**

Q: Where can I find information on financial support from the University?​

* Financial aid information can be found here: <https://www.gla.ac.uk/myglasgow/registry/finance/funds/>
* You might want to discuss various options available including hardship fund, discretionary & childcare fund as well as other relevant schemes like the laptop loan scheme or the rent guarantor scheme.

**Key PhD policies:**

Q: What key policies should I be aware of? (e.g. 10 development days a year)​

Q: What policies does the University have to support me?​

You might want ask if there are specific policies the student would like to know more about, these are covered in the PGR Code of Practice (<https://www.gla.ac.uk/research/ourresearchenvironment/prs/pgrcodeofpractice/>):

* **Annual progress/ annual progress review**: You can highlight that all research students are required to attend an annual progress review, which usually takes place in May/ June. Further information can be found on the Graduate School pages (<https://www.gla.ac.uk/colleges/scienceengineering/graduateschool/postgraduateresearchstudy/progression/> ) and the PGR Code of Practice.
* **Complaints:** The university has a complaints procedure, which can be found here <https://www.gla.ac.uk/connect/complaints/>. You can emphasise what a complaint constitutes, how it is handled and what happens next.
* You can encourage the student to familiarise themselves with **Intellectual Property** policies, if this is relevant (refer to the University’s Policy for Intellectual Property and Commercialisation)
* You can highlight **Key Contacts** beyond primary supervisor, which include: secondary supervisor, Dean of Graduate Studies, Graduate School Team or PGR Convenor.
* **Leave policy:** refer to Leave policy section
* **Publications:** Rights and responsibilities vary across the different Graduate Schools. You can suggest that the students engages with the Universities publication policies, including the Publications Policy, the Code of Good Practice in Research and Dealing with Allegations of Misconduct in Research. It might be appropriate to discuss your approach to publishing.
* **Suspension of study:** refer to Suspension of study section
* **Submission and final examination:** Again, guidance can be found in the PGR Code of Practice as well as on Graduate School pages. You might want to highlight Thesis Submission Guidelines that are available online (<https://www.gla.ac.uk/media/Media_866576_smxx.pdf>)
* **Training:** The Graduate School will advise on what training is required, but it is recommended that students undertake a period equivalent to two weeks per year should be dedicated to undertaking training and development.

**Mental health support:**

Q: How can I access mental health support? Have you directed people to these services before?​

* Signpost to the Glasgow University Counselling pages: <https://www.gla.ac.uk/myglasgow/counselling/>
* You can highlight different resources that are available, including (but not limited to):
  + Masterclasses covering a variety of topics (e.g. anxiety, low mood, sleep and stress)
  + 1:1 appointments with the Counselling Team
  + Peer wellbeing support: students trained to assist students who are experiencing mild mental health issues
* You can also discuss other services that can provide support including Complaints team, Disability Services, Interfaith Chaplaincy or the Equality and Diversity Unit

**Leave policies:**

Q: What time off am I entitled to? (e.g. annual leave, sickness, parental leave)​

* Postgraduate Research Students are entitled to take a maximum of eight weeks annual leave, including public holidays. Please see local School or College guidance to confirm annual leave procedures and the PGR Code of Practice for further information (<https://www.gla.ac.uk/research/ourresearchenvironment/prs/pgrcodeofpractice/>)

**Suspension of study:**

Q: It is possible to pause the PhD. How would I go about requesting a suspension of study?

* **Link to the relevant policy document:** <https://www.gla.ac.uk/research/ourresearchenvironment/prs/pgrcodeofpractice/suspensionsandextensions/>
* You might want to discuss what a suspension of study is, what usual circumstances can lead to it and what the application process might look like.