

ROLES AND RESPONSIBILITIES

Assistant Supervisor

This document outlines the typical duties expected of the post holder. The descriptions of the post cannot be exhaustive and the post-holder may be required to undertake other duties. Roles and responsibilities may also be subject to change.

For information on the College's policy on supervision, download the *Policy on Research Degree Supervision*. All supervisors are reminded of the [online Supervisors' Guidebook](#) which provides a one-stop-shop for further information and support.

Preface

The role of Assistant Supervisor will vary according to the research project but in many cases Assistant Supervisors will play a major role in the day-to-day support of research students¹. Prior to a student enrolling at College, the main supervisor leads discussions with the co-supervisor and any assistant supervisors appointed to a student to agree supervisory arrangements. It is suggested that the document, *Defining the Role and Responsibilities of Research Degree Supervisory Teams*, is used to facilitate this conversation. The main supervisor will communicate the outcome of these discussions to the student and will take overall responsibility for the health and safety and welfare of PhD students.

Summary of role

As an assistant supervisor, you should:

- 1) be welcoming to new research students.
- 2) provide regular support and advice to research students. This may include guidance on welfare matters and health and safety.
- 3) provide guidance on how to use equipment or refer students to a technician, where appropriate.
- 4) help students to resolve difficulties they encounter and/or direct them to others who can assist.
- 5) provide students with informal feedback on their written work and/or presentations.
- 6) where applicable, report on the academic progress of research students noting that the level of involvement with this will be agreed, in advance, with the main and co-supervisor(s) of the student concerned.

¹ The term research students means PhD, EngD, MPhil or MD[Res] students.

- 7) encourage students to share their research widely within College and externally.
- 8) contribute to discussions in lab group meetings.
- 9) engage with regular CPD including that which is provided by the Postdoc and Fellows Development Centre, the Educational Development Unit and Organisational Development.
[Download the framework for the training and support of assistant supervisors.](#)
- 10) be familiar with policies and administrative [procedures applicable to research degrees](#)
- 11) be listed as an author on any publication for which they have contributed towards the research. If the contribution was minor, then assistant supervisors should be acknowledged in the acknowledgment section of the manuscript.
- 12) act in accordance with the [Imperial Expectations](#).

