

## Framework for the support and development of Imperial College London PhD main and co-Supervisors<sup>1</sup>

### Principles of the Framework

- The College will continue to provide mandatory training for all new main and co-supervisors. Heads of Department (HoDs) will ensure that all new supervisors undergo this training.
- Supervisors with limited prior experience of supervising PhD students will be required to undertake the mandatory full day *“Introduction to PhD Supervision at Imperial College”* workshop, delivered by the Educational Development Unit (EDU).
- Upon appointment of a new supervisor who has experience of supervising PhD students at other institution(s), the HoD and Director of Director of Postgraduate Studies (DPS) will discuss with the new supervisor their experience and the role of PhD supervisor at Imperial and decide on a strategy for support; either attending the full day workshop or the online version of the training. Upon appointment of a new HoD, who was not recruited internally, the Faculty Dean will discuss with the new HoD on a strategy for support; either attending the full day workshop or the online version of the training.
- The online version of *“Introduction to PhD Supervision at Imperial College”* will be available to all supervisors as a refresher course at any time. The Graduate School can provide a report of all supervisors who have completed the online course or the face-to-face workshop.
- Experienced supervisors who complete the online version may be called upon to share their knowledge, expertise and best practice by contributing to the *“Focus on Best Practice in Supervision”* workshop.

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<sup>1</sup>This document applies to all Phd, EngD, MPhil and MD[Res] main and co-supervisors. It does not apply to assistant supervisors who are normally postdocs.

- A new optional online course in “Supporting the Mental Health and Wellbeing of Imperial’s Doctoral Students” will also be available to supervisors at any time. The Graduate School can provide a report of all supervisors who have completed this online course.
- Continuing professional development is an important part of employment at Imperial College London, and supervisors are encouraged to take a range of development courses. All supervisors are required to undergo CPD specifically related to supervision which, in addition to the training courses for new supervisors described above, involves contributing to a departmental “*Focus on Best Practice in Supervision*” workshop, at least once every six years.
- The departmental “*Focus on Best Practice in Supervision*” workshop is led by the department with support from the Graduate School. The workshop will draw input from the following: HoD, DPS, Senior Tutor (PGR) and PGR Administrator; outcomes from Graduate School-led departmental student focus group held prior to the workshop; actions relating specifically to supervision as a result of periodic and precept review; departmental PRES results and the Student Experience Survey; departmental student feedback mechanisms. The Senior Tutor (PGR) may also wish to lead a discussion around the wellbeing of doctoral students and there may be input from the Centre for Academic English (if appropriate). The “*Focus on Best Practice in Supervision*” will be co-delivered by the Graduate School and DPS and/or Senior Tutor (PGR).
- The College requires that all supervisors within a department attend a workshop at least once every six years but the cycle of participants and frequency of the “*Focus on Best Practice in Supervision*” workshop will be decided upon by the HoD and DPS. Attendance at these workshops will be recorded by the department and used to assist with record keeping and evaluation of the workshop.
- The number of participants in each departmental “*Focus on Best Practice in Supervision*” will usually be between 20 and 30 participants but the Department will make the final decision, depending on the nature of the workshop and topic(s) of focus.
- The College Research Degree Precepts make provision for the CPD of supervisors and a summary of departmental “*Focus on Best Practice in Supervision*” workshops will be required at Periodic Review. As part of Periodic Review, Departments will be expected to demonstrate that their supervisors undergo CPD and that there are Departmental systems in place in order to check this.

[Note: Supervisors employed by the Crick but who supervise Imperial PhD students are required to complete the online course, “Introduction to PhD Supervision at Imperial College – for Crick supervisors.” Like all other Departments, the Crick is responsible for ensuring these supervisors complete this course.]

Graduate School

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