

Your Supervisory Team

Project Supervisor(s).

You should already know who your primary project supervisor is and you will also have one or more co-supervisor(s). It is essential at the start of your studies to establish who will take on the prime responsibility for guiding your scientific direction, making available the necessary resources for your experimental work and providing regular feedback on your data and written work. If you have more than one supervisor, you are strongly advised to have regular joint meetings with all supervisors present so that everyone involved is kept informed of your progress and plans. On a daily basis you may be working alongside a postdoc or other senior researcher in your group but you must also have regular meetings with your supervisor. Although you may be seeing your supervisor regularly to talk about things informally, e.g. in the lab, dropping into their office, in the corridor, you should arrange to hold regular formal supervisory meetings. You are advised to take responsibility for arranging these meetings and to keep minutes/notes on them which you circulate to and agree with your supervisor(s). That way everyone involved in your project is kept up to date with progress and what has been decided with regard to your training, future experiments, data analysis and presentations or manuscript preparation. The majority of studies involve more than one researcher so it is highly advisable to discuss with your supervisor at the earliest possible stage of any study who will be the named authors on any conference abstracts or manuscripts for publication.

Reviewers/Assessors

You will have two reviewers who are not directly involved in the day to day aspects of your project. These people will assess your annual progress but they can also play an important role throughout the year if you need advice or feedback. Reviewer 1 will have some knowledge of the field of your research project and so can act as a useful sounding board for ideas or when reviewing data or experimental plans. If you feel you need to discuss issues that can't be resolved with your primary supervisor or wish someone else with which to discuss issues outside your studies you can consult Reviewer 1 at any time. Reviewer 2 may have no knowledge of the area you are working in but will be an experienced researcher and can act as a source of advice, both scientific and otherwise. It's always good to get a fresh perspective from outside your own research group so you are encouraged to make use of your reviewers' expertise and experience. If you are not sure who your reviewers are contact the Postgraduate Convener or Administrator. Please check your Institute or School website for local Convener and Administrator contacts.

Postgraduate Convener

Postgraduate Conveners are members of the Graduate School and sit on the various committees within it. Postgraduate Conveners are responsible for reviewing each student's annual progress review and making final recommendation for progression and registration at the start of the new academic year in September. However, you can also contact your Postgraduate Convener if you feel there are matters you cannot resolve through discussion with your supervisors or reviewers. If you have concerns about your progress at any point during the year alert your Postgraduate Convener as soon as possible. This is especially important if there are serious issues, e.g. health or changes in circumstances which are having a major impact your ability to progress in your studies.