

Department of Zoology Supervision Guidelines Updated 25 November 2019

The Department of Zoology aims to provide an excellent research training experience for DPhil students. To this end, we have established the following guidelines for research student supervision, which will apply to all students admitted from MT19. Students already on course, and their supervisors, are also encouraged to adopt these guidelines.

Each DPhil student must have at least two academic supervisors; one is designated as primary supervisor and one (or more) acts as secondary (or associate) supervisor. From MT19, students beginning their DPhil will also be assigned a pastoral supervisor, from within the department.

Academic Supervisors

The primary supervisor is responsible for overall academic progress and pastoral needs, and for ensuring that the appropriate resources to support the work are in place, and therefore must be available for regular meetings.

Eligibility to be primary supervisor:

1. Member of staff in the Department on a permanent contract as associate professor, reader, professor or senior researcher (grade 8 or above or RSIV) OR
 - a. Departmental Lecturer at grade 8 or above and has at least three years' postdoctoral experience;
 - b. Member of staff who is also a researcher with an independent fellowship with at least three years postdoctoral experience.
2. **AND is currently the primary supervisor for fewer than 10 D.Phil. (and/or M.Sc.) students. Co-supervision counts as 0.5 of a student, even if there are more than two supervisors.**

Eligibility to be co-supervisor (in addition to those eligible to be primary supervisor):

1. A postdoctoral researcher or other member of research staff at grade 8 or above and with at least three years' postdoctoral research experience;
 - a. Note: a postdoctoral researcher with fewer than three years' research experience can contribute to the supervision of a D.Phil. student and will be recognised as an 'Associate Supervisor'.
2. OR An employee of an external organisation who has both a relevant doctorate and expertise in the subject of the student's D.Phil. and who has at least three years of experience of working in research and development.

New supervisors and those on a fixed term contract that expires before the duration of the student's degree, must have a second supervisor that meets the criteria of primary supervisor.

Eligibility to act as primary and secondary academic supervisors will be reviewed each year by the Graduate Administrator and confirmed by the Director of Graduate Studies and Head of Department. Supervisor eligibility must be confirmed by the DGS before offers of acceptance are made to D.Phil. or M.Sc. students.

Additional 'Associate Supervisors' can be appointed.

Pastoral Supervisor

The Pastoral Supervisor will be appointed upon acceptance of the student and must meet the eligibility requirements of a primary supervisor. To ensure independence of the

supervisory team, the pastoral supervisor must come from a different research grouping than the primary supervisor. **The DGS (Admissions) will aim to ensure that the pastoral advisor would not be someone who could be asked to act as a DPhil examiner or transfer/confirmation assessor; where potential conflicts of interest may arise, the DGS can assign a different pastoral supervisor.** The primary role of the pastoral supervisor is the welfare of the student, and to provide an independent route for the student to seek advice. They should meet with the student at least once per term and be recognised on the GSR form.

Supervisor Training

DPhil Supervision in Sciences 2019 – 2020 course

The new 2019 – 2020 version of the DPhil Supervision in Sciences online course is now available in Canvas. The course has been updated in response to participant feedback and user-testing. It is designed as a guide to DPhil supervision at Oxford and covers the following areas:

- Key information
- The DPhil lifecycle
- Key responsibilities of supervisors
- Co-supervision
- Establishing an effective working relationship
- Supporting academic writing and feedback provision
- Supporting research students with particular needs
- Students' career development
- Resources and support for supervisors

The course also includes case studies to reflect on different areas of supervision and a short end-of-course course quiz.

The course takes an estimated two to three hours to complete and it is recommended that participants take the course over more than one sitting.

Participants can enrol on the course via the Centre for Teaching and Learning website:

<https://wwwctl.ox.ac.uk/online-courses>

Every supervisor must complete this course (unless the department already holds a certificate from you for the previous course). For this new course there is no certificate, the department will be notified directly.