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**Checklist for supervisors**

This checklist is based on the supervisor responsibilities set out in the [University Code of Practice for Supervisors and Research students](https://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf) and aims to be a guide for supervisors to check that they are ready to supervise. Much of the information is covered in the Code or in the links section. The checklist is designed for self-reference and it would be advisable to redo this annually.

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| **Responsibility**  | **Satisfied Y/N and date**  | **Notes**  |
| Understand the administrative processes involved i.e. Leave of absence requests, interruption of study and minimum contact requirements.  |  |  |
| Understand the process for approval of co-supervision arrangements  |  |  |
| Understand the University policy on intellectual property and how this applies to the supervisory relationship |  |  |
| Understand the processes and regulations for student monitoring, including the annual review process |  |  |
| Understand the key milestones of the research degree and be able to advise students about these  |  |  |
| Understand the processes surrounding research ethics and integrity including ethical approval processes and how these relate to the supervisory relationship  |  |  |
| **Responsibility**  | **Satisfied Y/N and date** | **Notes** |
| Have current knowledge of University student support services in order to effectively signpost these to students  |  |  |
| Have current knowledge of opportunities for student professional development and transferable skills training and be able to discuss needs and signpost these to students  |  |  |
| Have current knowledge of the facilities required for the research and how to access these, in order to advise students on these  |  |  |
| Understand the current health and safety policies and procedures and be able to advise students on these  |  |  |
| Understand the processes for thesis preparation, submission and examination and be able to advise students on these  |  |  |
| Understand the University policies on equality and diversity and how these relate to the supervisory relationship  |  |  |
| Have read the relevant College/School programme handbook and know the key local level PGR contacts  |  |  |