

**WHAT MASTER'S STUDENTS AND THEIR PROJECT SUPERVISORS
MIGHT MUTUALLY EXPECT FROM EACH OTHER (MSc, MEd, MPH, MRes and PG Dip)**

The document provides a suggested starter list of expectations that master's students and their project supervisors might expect from each other. It is designed to facilitate conversations to establish effective partnerships and it is recommended that the document is discussed at the first meeting between a main project supervisor and a new student. It should be noted that this is not exhaustive and that Departments may have variations in roles and responsibilities; supervisors should be aware of any such variations and will feed this into their discussions with students. Further, it is recognised that supervisors may not always be best placed to meet all the expectations laid out in the document, but should be aware of who, in their department, can.

Students and project supervisors are encouraged to discuss, tailor and personalise the document further to suit. It is also recommended that students and their project supervisors re-visit the document throughout the duration of the project.

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This suggested starter list and any list master's students and their project supervisors subsequently produce are designed to facilitate conversations to establish effective partnerships. They are not intended to be legally binding and not intended to form part of the student's contract with the College. **To maintain this clarity, it is recommended that this wording is copied over in all future and personalised iterations of the list, should they be made. It is also good practice to make a record of meetings between students and supervisors so as to provide evidence of these discussions taking place.**

Project Development

As your project supervisor, I will:

- Work with you to assist with the development of your project so that you have clear aims and objectives, as well as a plan of work.
- Ensure you have adequate space and resources in which to carry out your project.
- Direct you to what resources, facilities or equipment (as appropriate) are available for your project, noting that there may be others in the department who will be able to provide you more guidance on these.
- Highlight the skills you need for the project and where relevant, directing you to colleagues who can provide you with appropriate technical skills training.
- Provide you with guidance approaching original literature and how to critique, directing you to colleagues for further support and guidance, where necessary, including colleagues in the Library.
- Provide you with information about research data management and the importance of keeping and maintaining accurate research and/or lab records and notes.

As your student, I will:

- Display initiative and drive my project forward, actively organising and attending meetings, setting project deadlines and completing work by agreed deadlines.
- Attend any training required to progress my project and develop skills.
- Engage with literature critically and keep up to date with relevant literature in the field and take responsibility for my project.
- [Complete the mandatory training on plagiarism awareness.](#)
- Keep accurate records and notes of my research and progress.

- [Where relevant, ensure the project has received ethical approval.](#)
- Provide you with appropriate guidance about the nature of your project, the standard expected and how to plan your research to ensure that the project is submitted on time.
- Working within the guidelines set by the Department, [provide you with timely and regular constructive feedback](#) on your project, letting you know if the standard of work is below that which is expected by the College (in such a case, I will discuss these issues with your Master's Programme Organiser).
- Check that you have received the necessary local safety induction and, where relevant, that you have fulfilled the safety requirements for any travels
- Draw your attention to the College's [Guidelines for Proper Scientific Conduct](#) in Research and the [Policy and Procedures for Investigation of Allegations of Scientific Misconduct](#)
- Where relevant, fulfil my role with respect to ensuring the project has received ethical approval.
- Comply with the College's [Academic and Examination Regulations](#) and other College procedures. I will work at a pace which is sufficient for me to make good progress with my project. I understand that where I have been advised that my work is unsatisfactory, I will need to take steps to bring my work up to the required standard.
- Discuss and agree with you how and when I can expect to receive feedback on my oral presentations and written work. I will maintain the progress of my work in accordance with any deadlines we agree and ensure that any written material is presented as required, in sufficient time to allow for comments and discussion, before moving on to the next stage.
- Comply with the College's Health and Safety requirements, including any for travel.
- Act in accordance with the [Guidelines for Proper Scientific Conduct](#) in Research and the [Policy and Procedures for Investigation of Allegations of Scientific Misconduct](#)

Managing our Partnership

As your project supervisor, I will:

- Working within the guidelines set by the Department, be available to you. This may take the form of individual meetings (tutorials), group meetings or lab meetings, email or Skype.

As your student, I will:

- Be on time and be prepared for meetings (tutorials), seminars and any other arranged activities.

- Ensure you receive appropriate supervision for the duration of your project.
- Where you have more than one supervisors, introduce you to other group members who will be involved with your supervision, making it clear what their role is and what support you can expect from each person.
- Celebrate your achievements and encourage you to get involved with the wider College community, including the Graduate School, Graduate Students' Union and the Imperial College Union.
- Recognise that your primary role is to advise, guide and oversee the progress of my project.
- Work collaboratively with colleagues in my lab or office
- Where appropriate, take steps to share the findings of my project with the wider College community and develop my own networks.

Supporting Good Health and Wellbeing

As your project supervisor, I will:

- Encourage you to maintain good wellbeing.
- Appreciate that there may be times when you are unwell and during those times, I will be supportive of you taking appropriate action to get your needs met. I will make suitable reasonable adjustments according to your difficulties and will point you in the direction of further help and support to suit nature of your illness or personal circumstance.
- Be respectful and supportive to you both academically and personally in your role as a student.

As your student, I will:

- Do my best to look after my wellbeing.
- Approach sources of PG welfare support within my department or the college, when the need arises.
Student Space is a key source of information about College support services.
- Inform you if I am unable to attend College due to illness or other personal circumstance and will inform my Programme Organiser if I am away from College for more than three days. I understand that I will need to provide a medical certificate if the illness extends beyond seven days and complete a mitigating circumstances form where necessary.
- Understand that if I am concerned about our partnership, I can raise this with you, administrative staff, Programme Organiser or the Department's Senior Tutor (PGT), or the Director of Postgraduate Studies.

Professional Development

As your project supervisor, I will:

- Highlight any opportunities for you to talk about your project to other staff and students and to have practice in oral presentations.
- Encourage you to attend research seminars and journal clubs in order to consolidate/broaden your background knowledge.
- Support your professional development by encouraging your attendance at Graduate School courses and events.

As your student, I will:

- Take the opportunity to share the findings of my research with the wider College community.
- Attend any research seminars or journal clubs which may be of benefit to me.
- Discuss my professional development needs with you and attend any additional/Graduate School courses as identified.