

**Research student evaluation of supervisory arrangements**

The University’s policy states that all doctoral researchers (research students) should complete an annual evaluation of their supervisory arrangements. This used to be carried out as part of the annual monitoring of progress procedures within each School. However, from Spring 2015, the evaluation of supervisory arrangements will be carried out centrally, by the Graduate School.

**Why do we ask students to evaluate their supervisory arrangements?**

Although the vast majority of our research students are entirely happy with the supervision that they receive, we know that in a small number of instances this is not the case. We need a confidential and non-threatening process by which students can raise any concerns they have.

**Why are we centralising the process?**

We know that with the current procedure, not all students are being asked to submit an evaluation of their supervisory arrangements, or are choosing not to do so. We also know that some students do complete an evaluation but refrain from making any negative comments because they are not sufficiently confident about confidentiality and what will happen to the information that they disclose.

**What will happen to my completed form?**

You will email your completed form to the Graduate School, as directed. Any students who do not submit their form by the deadline will be sent a reminder by the Graduate School staff.

The Dean of PGR Studies will read all of the submitted forms. Where students raise concerns, she will decide what further action, if any, is needed. For example, it may be that several students in a particular School or grouping raise a similar concern. If this is the case, the Dean would most likely speak with the School / Department Director of PGR Studies to discuss the issue and how it might be addressed, without disclosing which particular students raised the issue. If an issue that is felt to warrant further action is raised by an individual student, then the Dean will contact the student for more information and, where appropriate, permission to speak with the School / Department Director of PGR Studies, or to the Supervisors.

**The Dean will not discuss information disclosed on this form with School / Department Directors or to Supervisors, without the agreement of the student concerned.**

Research student evaluation of supervisory arrangements

|  |  |
| --- | --- |
| **Name** |  |
| **Student number** |  |
| **School / Department** |  |
| **Research topic** |  |
| **Supervisor/s, including affiliations for those outside of home School / Dept.** |  |
| **Mode of study (Full time / Part time)** |  |
| **Year of study (1,2,etc.)** |  |

**1) Frequency of supervisory contact**

|  |  |
| --- | --- |
| **On average, how often have you had research supervision meetings to discuss your research? (tick ONE option)** | |
| **Once a week (or more frequently)** |  |
| **Once a fortnight (but less than once a week)** |  |
| **Once a month (but less than once a fortnight)** |  |
| **Less than once a month** |  |
| **Not at all** |  |

|  |  |
| --- | --- |
| **On average, how often have you had supervisory input via email/telephone? (tick ONE option)** | |
| **Once a week (or more frequently)** |  |
| **Once a fortnight (but less than once a week)** |  |
| **Once a month (but less than once a fortnight)** |  |
| **Less than once a month** |  |
| **Not at all** |  |

**2) Supervisory input**

|  |  |
| --- | --- |
| **Overall, how satisfied are you with your supervisory arrangements? (Concerns might include amount of supervision, guidance given, feedback received, pastoral support etc.)** | |
| **Very satisfied** |  |
| **Satisfied** |  |
| **Not very satisfied (*please expand on this response below*)** |  |
|  | |
| **(If you have answered ‘Not very satisfied’ above)**  **Have you raised your concerns with anyone in your School and, if so, who did you speak with?** | |
|  | |

|  |  |
| --- | --- |
| **Signature** |  |
| **Date** |  |

**This form should be returned to the Graduate School (**[**dro@reading.ac.uk**](mailto:dro@reading.ac.uk)**)**