

GUIDE TO SUPERVISION

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ULPGC Monitoring Guide

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GENERAL PRINCIPLES OF SUPERVISION

General principles and integration of the investigator

Supervisors must:

1. Have extensive experience in the research area in which the research is to be carried out.
2. Be familiar with the regulations and guidelines that operate within your Department and Faculty. In particular it is important to know:
 - [Regulations of the Doctoral School.](#)
 - [Regulations for final degree and master's degree projects.](#)
3. Raise student awareness of research ethics codes, such as the European Code of Conduct for Integrity in Research.
4. Check and insist that the supervised researcher receives the safety training required for his/her research discipline.
5. Facilitate access to research equipment, resources, facilities and/or fieldwork.
6. Ensure equal treatment of researchers with special needs by offering them equal opportunities in research.
7. Ensure that the research environment is safe, equitable and free from harassment and discrimination.
8. Describe to international students the peculiarities of the culture of the country or region to avoid misunderstandings that may lead to cross-cultural conflicts. Effective supervision of international students, particularly students from different cultures, requires attentive and pragmatic mentoring: for example, helping your student to establish a social network, fostering an inclusive environment in your lab/programme and bridging cultural differences in communication and interaction between supervisor and student.
9. Encourage students to identify and work on areas that may be a barrier to academic success (e.g. issues related to English as an additional language, academic writing, key skills needed for the research programme, etc.).

GENERAL PRINCIPLES OF SUPERVISION

Research support

Supervisors must:

1. Facilitate access for your supervisees to the background and results necessary for your research activities.
2. Encourage the researcher to acquire academic, technical and transversal skills.
3. Evaluate the student's progress throughout the postgraduate programme.
4. Actively support the researcher in defining a current and prospective work plan in line with future professional and research ambitions.
5. Agree with the supervisee on the basic structure of the research project, an appropriate research method, a realistic work plan and any necessary additional study, including skills development training.
6. Establish a realistic timetable for the completion of the different phases of the project.
7. Meet regularly with the supervisee to discuss all matters related to the research project. Comment constructively and in a timely manner on their written and oral work. Ensure that written evidence of the meeting is kept.
8. Monitor progress against agreed milestones (and revise according to problems encountered).
9. Complete annual progress reports in conjunction with the supervisee to monitor their progress and highlight any unexpected issues that have been addressed.
10. Encourage the supervisee to present their research, attend conferences, meetings and workshops.
11. Be honest and fair with the student when you perceive that academic performance is not meeting expectations.

GENERAL PRINCIPLES OF SUPERVISION

Career development

Supervisors must:

1. Draw up, periodically review and promote with the supervisee, the monitoring of a professional development plan throughout the project.
2. To provide the conditions for the supervisee to achieve autonomy and gain experience in the management of a research project.
3. To assist and encourage the professional development of the supervisee through participation in seminars and colloquia, attendance and presentation of papers at local, national or international conferences; publication of papers in appropriate places; taking advantage of the offers made by the University for professional development.
4. Assist the supervisee in the search for further career opportunities after the research project. For example: providing advice on career options, including those outside academia, informing on the state of the labour market, advising on CV preparation, conveying strategies for launching an academic or other career, introducing professional colleagues, helping to establish a network of contacts, being willing to write reference letters and communicate with relevant contacts, etc.
5. Support networking opportunities, within and outside academia, enhancing researcher's access to global knowledge, expertise and key scientists in the field or other relevant actors.

GENERAL PRINCIPLES OF SUPERVISION

Mentoring and researcher welfare

Supervisors must:

1. To serve as a role model for the researcher by conducting research with integrity and high ethical standards.
2. Support the researcher in overcoming possible obstacles and suggest alternative solutions to problems.
3. Direct the researcher to institutional/social support instruments when necessary.
4. Raise awareness of the need to safeguard the well-being of the supervisee, explaining the potential problems that may arise during the different stages of the research career and informing the researcher about the support systems available, including mental health support.
5. Encourage the researcher to devote time to personal wellbeing and to maintain a healthy work-life balance.

GENERAL PRINCIPLES OF SUPERVISION

Communication and conflict resolution

Supervisors must:

1. Agree on publication issues (including authorship) with their supervisees at an early stage of their programme and have a written agreement to protect their own and the student's interests.
2. Agree with the researcher, from the outset, on a common approach in case of disagreements or conflicts between them and inform the researcher about institutional conflict resolution mechanisms.
3. Agree on communication arrangements with supervisees when they leave for an extended work stay outside the laboratory or are on a prolonged absence.
4. Ensure a coherent and complementary approach in cases of joint supervision.
5. Openly discuss problems with the supervisee in case of conflict, acting in accordance with the basic principles of fairness, academic integrity and professionalism by managing conflict situations that may arise in the relationship with the supervisee.
6. Referring the supervisee to the relevant communication channels in case of persistent problems or complaints that cannot be addressed or resolved through the discussed conflict resolution procedures.

PRINCIPLES TO BE FOLLOWED BY THE SUPERVISEE

Purpose of monitoring

The purpose of supervision of less experienced researchers during their participation in a research project is ultimately to demonstrate:

- A systematic understanding of a field of study and mastery of the research skills and methods associated with that field.
- Who have the ability to conceive, design, implement and adapt a research process with integrity, rigour and academic discrimination.
- Acquire and develop new skills, techniques, tools or materials.
- They are capable of critical analysis, evaluation and synthesis of new and complex ideas.
- Contribute significantly to original research that expands the frontiers of knowledge by developing a body of work.
- That they can communicate with their peers, the academic community and society at large about their areas of specialisation in a sustained and accurate manner.
- Promote scientific, technological, social or cultural progress. with due respect for ethical considerations and within an academic context.

PRINCIPLES TO BE FOLLOWED BY THE SUPERVISEE

General principles

The supervisees have to:

1. Follow the principles of the European Charter for Researchers (Charter).
2. Conduct research with integrity and high ethical standards in accordance with the European Code of Conduct for Research Integrity.
3. Play an active role in the relationship with the supervisor.
4. Be familiar with the regulations and guidelines relating to research degrees operating within your Department and within the Faculty. In particular it is important to know:
 - [Regulations of the Doctoral School.](#)
 - [Regulations for final degree and master's degree projects.](#)
5. Work within the guidelines of occupational safety regulations.
6. Inform the supervisor of your contact details if you are going to be unavoidably absent (e.g. due to illness or family obligations), and inform the supervisor of anything important that may affect your academic progress.

PRINCIPLES TO BE FOLLOWED BY THE SUPERVISEE

Research

- Manage and maintain progress in accordance with the agreed research plan and the monitoring of their professional development plan.
- Agree with the supervisor on the basic structure of the research project, an appropriate research method, a realistic work plan and any necessary further study, including skills development training.
- Establish a practice of regular meetings with the supervisor in which all matters related to the research project can be discussed. Hand in written and oral work in due time and form.
- Report progress against agreed milestones to the supervisor (and revise them in the light of problems encountered during the investigation).
- Become familiar with the supervisor's approach to analysing the submitted work.
- In consultation with the supervisor, ensure that ethical approval has been obtained for the research project in accordance with university procedures.
- Complete the annual progress report in conjunction with the supervisor to monitor progress and highlight the occurrence and resolution of problems encountered.
- Present work in progress, as appropriate, and attend relevant conferences, meetings and workshops.
- To be in contact with the supervisor during the preparation of the thesis and the doctoral presentation.
- Maintain records of their investigations in a form that can be consulted and understood by anyone.
- Submit drafts of publication materials to supervisors before submitting them for publication.

PRINCIPLES TO BE FOLLOWED BY THE SUPERVISEE

Welfare

The supervisees have to:

1. Raise any concerns, uncertainties or problems, whether research-related or personal, with the supervisor as early as possible.
2. Commit to preserving a healthy work-life balance and personal well-being.

PRINCIPLES TO BE FOLLOWED BY THE SUPERVISEE

Communication

The supervisees have to:

1. Prepare a research plan and timeline together with supervisors, outlining important milestones and deadlines, e.g. completing a literature review; achieving intermediate research objectives; attending conferences; doing seasonal fieldwork; publishing papers; completing research; analysing data; and completing drafts of the thesis. Supervisees can revisit this plan after meetings with the supervisor on a dynamic basis.
2. Ensure clear and open communication with the supervisor, providing clarity and consistency in terms of mutual expectations (e.g. frequency of meetings). Students should bring to the attention of their supervisors any difficulties or problems that may interfere with their work.
3. Keep the supervisor informed about the progress of the investigation, providing relevant information and data related to the investigation.

PRINCIPLES TO BE FOLLOWED BY THE SUPERVISEE

Complaints

The supervisees must:

1. Maintain clarity in the relationship: it is essential that both the learner and supervisor reach a clear and agreed understanding of the nature of any problems that may affect progress and the steps needed to resolve them.
2. Solve problems when they arise. Supervisors and supervisees should not simply wait and allow the problem to persist or worsen in the hope that it will resolve itself.
3. Use relevant communication channels in case of persistent problems or complaints that cannot be addressed or resolved through internal conflict resolution procedures.
4. Avoiding misunderstandings: it can be beneficial for the supervisor and trainee to exchange written summaries of their respective views on the outcomes of their discussions about any difficulties, so that they are clear about where they both stand.
5. Understand constructive criticism: such criticism is part of a supervisor's duties and is a key feature of research. They also have the potential to create conflict between the student and the supervisor.
6. Keep a record of supervisory meetings for reference. When a supervisee feels that the other party is not responding to requests for a meeting, they should keep a record of their attempts to conduct such a meeting. If this is not resolved, the authorities defined by the department should be approached to unblock the situation. If after this mediation the supervisee considers that progress has been consistently unsatisfactory, the other party should be notified in writing of the reasons for this view and given the opportunity to respond.
7. The ULPGC has implemented a procedure for complaints, suggestions and congratulations through its electronic office and, alternatively, by means of a written form that can be deposited in the registry. To access this procedure click [here](#).

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