**FACULTY OF MEDICAL SCIENCES**

**Proforma for initial meeting between supervisor and research student**

A number of key issues should be discussed between primary supervisor and new research students at the start of a research degree (please see additional sheet for further guidance).

Students should take this form to their first meeting with their supervisor and complete it with them. Completed forms should be sent to the relevant Thesis Committee (before the first meeting of this Committee) with a copy to: Divisional Research Degrees Administrator (dsis.pgr@ucl.ac.uk) and Dr Umber Cheema, Departmental Graduate Tutor (u.cheema@ucl.ac.uk).

Both the student and supervisor must read **the** [**Code of Practice for Research Students**](http://www.grad.ucl.ac.uk/codes/Graduate-Research-Degrees-Code-of-Practice-1718.pdf) before the initial meeting (to take place within the first 6 weeks after start of PhD).

# **Project and Supervision**

**1 - Supervisors**

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| Primary |
| Subsidiary |
| Insert further supervisors where necessary (not Thesis Committee members) |

Name and job title of person(s) the student can refer to in the laboratory on a day-to-day basis (if not the supervisors)

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**2 – Meetings**

Arrangements and details of how the student reports to the supervisor in addition to the Thesis Committee meetings

How many times a week/month will the student meet individually with primary supervisor?

\*There must be a minimum of one meeting per month between student and supervisors, in addition to any regular interaction in the laboratory.

\*\*If the student has not been given the opportunity to meet once per month with their supervisor, the student must inform Dr Umber Cheema, Department Graduate Tutor.

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**3 - Supervisor feedback** **on work by the student**

Discuss how and when supervisor feedback will be given on items of written work such as upgrade and thesis drafts, draft posters etc

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**4 – Confirmation of financial arrangements**

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| **Stipend payments (over length of degree)** |  |
| **Amount of research (consumable) budget available** |  |
| **System for ordering consumables** |  |

**5 - eLog**

Confirm that the importance of timely completion of the eLog has been discussed

# **Training Plans**

List the **essential** Research Skills training required: <https://doctoral-skills.ucl.ac.uk/>

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**Additional, tailored transferable skills training**. These may be drawn up initially for the individual student’s interests and career aspirations. Consider broader objectives such as effective communication, public engagement, resilience training, computational skill. A good idea is to look at the four sectors provided by Vitae in their [**Researcher Development Framework**](https://www.vitae.ac.uk/vitae-publications/rdf-related/researcher-development-framework-rdf-vitae.pdf/view) **and how this integrates with the Doctoral School programme**  <https://doctoral-skills.ucl.ac.uk/> .

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# **Research Culture, Integrity & Further Professional Development**

**Tick** to confirm that the following have been discussed:

Benefits and priorities of seminar series (both local and across UCL).󠄀

Expectations and opportunities to engage with fellow students in laboratory, and at departmental, faculty and student events.

Attendance at national and international conferences (Conference funding: <https://www.ucl.ac.uk/slms/aco/gc-etcf/gcf>).

Membership of Professional Societies related to the PhD.

Opportunities to teach as a PGTA.

Opportunities to gain experience in supporting undergraduate and taught masters students in their project work.

Careers Advice (<http://www.ucl.ac.uk/careers/about/eligibility/researchers>).

Ethical Approvals, honorary contracts, observerships, research passports, where appropriate.

Risk assessments for projects (e.g. from lab work to community-based research), where appropriate.

Nature of statistical training and support required.

Student Support and Wellbeing (<https://www.ucl.ac.uk/students/student-support-and-wellbeing>). A confidential service to discuss any issues affecting the ability to study.

# **SIGNATURES**

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| --- | --- |
| **Student** Name: | **Supervisor** Name: |
| Signature | Signature: |
| Date: | Date: |