



**Trinity College Dublin**  
Coláiste na Tríonóide, Baile Átha Cliath  
The University of Dublin



# Managing the Supervisory Relationship

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# Managing the Postgraduate Research Process



# TCD Postgraduate Renewal Programme

<https://www.tcd.ie/graduatestudies/postgraduate-renewal/>

Check out this website for resources including the Supervisor-Research Student Agreement

# TCD Supervisor-Research Student Agreement

[https://tcdud-my.sharepoint.com/:w:/g/personal/gena\\_dgso\\_tcd\\_ie/ERSeFwKZYQNMjSalbAXVd2ABBjIYhU8sN0IHnkMHNQjjrg?e=np6ObD](https://tcdud-my.sharepoint.com/:w:/g/personal/gena_dgso_tcd_ie/ERSeFwKZYQNMjSalbAXVd2ABBjIYhU8sN0IHnkMHNQjjrg?e=np6ObD)



# Sample of research student's responsibilities

- **Student**

- Attend college-level orientation and review all relevant PG orientation materials available on the Student Life webpages.
- Actively seek guidance and feedback on progress.
- Identify relevant academic supports which may be useful from the outset and across the lifecycle of the programme of research including the relevant Subject Librarian and Student Learning Development.
- Take responsibility for annual registration and progress.
- Take responsibility for writing thesis.
- Seek out/follow the regulations (internal and/or external) applying to the research programme and seek clarification when necessary.

# Sample of research student's responsibilities

- Work according to an agreed timetable and display initiative, commitment and work ethic.
- Review working environment (access to space/computer/etc.) and communicate any problems to supervisor.
- Raise any academic problems /difficulties, so that guidance can be offered.
- Work towards suitable standard of written and spoken English, for all stages of the research programme.
- Attend safety/technical/research training as required to progress research.
- Read key literature in field.

# Sample of research student's responsibilities

- Keep accurate records and notes of research and progress, including development of data management plan where appropriate.
- Develop critical thinking skills.
- Undertake training in academic writing and presentation skills.
- Comply with College Academic regulations and policies (see [Relevant College Policies](#) below).
- Ensure adherence to Trinity's IP regulations ([Policy, Practice and Regulations on Intellectual Property](#)).
- Complete the mandatory module CA7000 Research Integrity and Impact in an Open Scholarship Era before your confirmation interview.
- Where applicable, draft research ethics application forms and manage the submission through REAMS.

# Sample of supervisor(s) responsibilities

## **Supervisor**

- Facilitate attendance at orientation and encourage students to review all relevant PG orientation materials available on the [Student Life webpages](#).
- Facilitate attendance at relevant workshops or programmes.
- Provide regular, timely and constructive feedback on research progress, oral presentations, written work and thesis writing.
- Be generally aware of academic services in Trinity and encourage help-seeking where necessary.
- Regularly review the student's progress.
- Advise on timing of submission of thesis and discuss nomination of potential examiners with student.
- Provide information on regulations (internal and/or external) applying to the research programme.

# Sample of supervisor(s) responsibilities

- Provide guidance on standards expected for key milestones during research process.
- Advocate for adequate space and resources.
- Support development of realistic/appropriate research programme with clear aims and objectives.
- Support development of written and spoken English for all stages of the research programme.
- Point to relevant English language support services to facilitate development of academic writing skills.
- Facilitate and support appropriate training in safety, research and technical skills (including health and safety).
- Provide guidance on how to access and critically review literature.

# Sample of supervisor(s) responsibilities

- Provide guidance on record-keeping, data management, etc.
- Support development of the student's critical thinking skills.
- Support development of academic writing and presentation skills.
- Discuss College guidelines on policies and procedures (see [Relevant College Policies](#) below).
- Ensure awareness of Trinity's IP regulations ([Policy, Practice and Regulations on Intellectual Property](#)) and promote compliance as relevant.
- Draw attention to any ethical issues and the requirements for ethical approval.
- Where applicable, review and approve student's research ethics application forms before submission

# PhD Process – key milestones and outputs

1. Induction/Orientation
2. ECT Credits & Research modules
3. Mid-stage Confirmation Interview
4. Continued research activities/thesis writing
5. Viva interview
6. Thesis submission



# Actions

- Find out what is required at each stage of the process and set goals, actions and timelines to help you to make progress and complete the qualification



and.....final stage.. **GRADUATION!!!**

<https://www.tcd.ie/academicregistry/graduation/preparing-for-your-ceremony/>



**This is You!!!**

Insert a  
photo of  
your face in  
the image  
for  
maximum  
Visualisation  
!

# PhD Process: TCD Graduate Studies Office

- Postgraduate Research Regulations, resources, handbooks and guidelines on the PG and PhD process (e.g. viva survival guide).

<https://www.tcd.ie/graduatestudies/current-students/postgraduate-research-students/>

For policies and regulations on the postgraduate research process/supervisory relationship check out the College Calendar Part III on the Graduate Studies Office website

# Managing the project, people and process



# Project management – supervisory relationship

- Communicate with your supervisor on a regular basis via email and arrange regular meetings (face-to-face and online) to update them on your progress; to address any issues with your research and to discuss next steps.
- Email your supervisor after meetings with them to identify actions, responsibilities and next steps and agreed deadlines.
- Seek support from others in addition to your supervisors such as peers, research networks, colleagues, family, friends.
- Identify opportunities to develop your employability and research skills e.g. seminars, conferences and informal

# Notes to share with supervisor after meetings

- Date, time and summary of what was discussed:
- What was agreed?
- What actions have come from the meetings for the supervisor?
- What actions have come from the meeting for the supervisee?
- When will they be completed by?
- Any other issues or business (e.g. sharing information on forthcoming conferences, events etc).
- **Managing your research project and supervisory relationship provides you with the opportunity to develop your employability and self management skills.**

# Final words

- Your PhD experience is as individual as a finger print in the context of:
- The institutional and programme context
- Your research project
- The supervisory relationship
- Your circumstances (employment and caring roles)
- Personal agency and help-seeking behaviour
- Your personal and research support networks (e.g. peers, online doctoral forums, friends, family, academic, administrative and support staff). (O'Regan, 2022).



# What do you need to do next to make progress with your research process and thesis?

- The institutional and programme context
- Your research project
- The supervisory relationship
- Your circumstances (employment and caring roles)
- Personal agency and help-seeking behaviour
- Your personal and research support networks (e.g. peers, online doctoral forums, friends, family, academic, administrative and support staff).

# Further sources of support

- **Postgraduate Advisory Service – for pastoral, academic and practical support** <https://www.tcd.ie/seniortutor/postgraduate-students/>
- **Email: Postgrad.support@tcd.ie**
- TCD Student Learning Development - <https://www.tcd.ie/sld/> Email: Student.Learning@tcd.ie
- TCD Student Counselling Service - <https://www.tcd.ie/studentcounselling/>
- Postgraduate Students' Union TCD  
<https://www.tcdsu.org/services/postgraduate-services>
- S2S Peer Support  
<https://www.tcd.ie/student2student/get-support/peer-support/>
- TCD Library and subject librarians  
<https://www.tcd.ie/library/support/subjects/>

Please complete the feedback form



[PGSS - Workshop Feedback Survey](#)

Thank you for your time and best of luck

