

Research Student Learning Plan

University College Cork

(UCC Version revised by SOMS GSC on 10 October 2021)

This Research Student Learning Plan is based on the UCC Policy on the Supervision of Research Students¹ and reflects and records the intention of the supervisor and the research student. It is not a legally binding agreement² but rather can be used as a basis for discussion and consensus at the initial meeting between the supervisor(s) and the research student, to clarify roles and expectations of both parties for the period of research.

The responsibility for the research project and completing the thesis is ultimately the student's, and the student must fully engage in the research and completion of the thesis. This Plan is intended to help by clarifying the roles and expectations of the student in this regard, and the supervisor in supporting the student in the process, as well as any additional elements required as part of the structured PhD.

The Research Student Learning Plan should be completed and signed by the supervisor(s) and research student (and Advisor where appropriate) within the first three months of the commencement of the research degree programme. The original document will be retained by the supervisor and a copy will be given to the student. A softcopy should be emailed to somsgs-reports@ucc.ie. If there is more than one supervisor, the document will be filled in by all parties at an initial meeting where all are present and should be completed within three months of registration. The Research Student Learning Plan is intended to serve as an indicative plan of action, which can be revisited and updated throughout the course of the student's programme of study, as necessary.

Name of Student:

[Click here to enter text.](#)

Academic Unit:

School of Mathematical Sciences

Lead Supervisor:

[Click here to enter text.](#)

Co-Supervisor:

[Click here to enter text.](#)

Advisor³:

[Click here to enter text.](#)

Monitor⁴

[Click here to enter text.](#)

Approved Start Date:

[Click here to enter text.](#)

Date(s) of initial meeting(s):

[Click here to enter text.](#)

Student Contact Details:

[Click here to enter text.](#)

Student email address:

[Click here to enter text.](#)

Supervisor(s) Contact Details:

[Click here to enter text.](#)

Supervisor(s) email address:

[Click here to enter text.](#)

¹ Some sections have been adapted in part from Barbara Grant and Adele Graham, 'Postgraduate Research Supervision: Getting Started on Supervision', University of Auckland, School of Graduate Studies (2006).

² *Nothing in this plan should be construed as an intention to create legal relations.*

³ if a research student does not have a co-supervisor, they must have a PhD student Advisor

⁴ Appointed by SOMS GSC

Part 1: Meetings

1. How frequently will formal meetings take place (bearing in mind that this may change at different stages of the programme)? Will an agreed schedule of meetings be identified in advance and, if so, what will this be?

In the case of there being more than one supervisor, how will meetings and communication between all involved be organised?

[Click here to enter text.](#)

2. How should the student and supervisor(s) maintain contact outside scheduled meeting times?

[Click here to enter text.](#)

3. How will supervisor(s) and the student record agreed actions and changes to these?

[Click here to enter text.](#)

Production of Written Material and Feedback

4. How often will written work be given to the supervisor(s) and how will feedback be given (e.g. have you agreed a schedule for submission of drafts and a timescale for feedback? What is the plan for drafting and redrafting of work? If there is more than one supervisor, how will this be managed?)

[Click here to enter text.](#)

Formal Research Student Progress Review

5. Which Graduate Studies Committee will be responsible for the research progress review of the student?

[Click here to enter text.](#)

School of Mathematical Sciences GSC

6. When will the student's first research progress review take place according to the SOMS Research Student Progress Review? Specify a tentative date for the 3-6 month review.

[Click here to enter text.](#)

Leave
7. How will any absence longer than one month on the part of either supervisor or research student be managed?
Click here to enter text.
Duties and Expectations
8. Please specify any other expectations requiring clarification with regard to teaching hours, demonstrating etc.
Click here to enter text.
9. Please consider and record any other issues relating to supervisor/research student interactions that require discussion or comment
Click here to enter text.

Part 2a: Training Needs Analysis* The following table should be filled out to identify existing skills gaps as outlined in the [Irish Universities PhD Skills Statement](#). While undertaking a major research project will in itself help to develop some of the skills listed below, [modules](#) for postgraduate training are also available. In addition, credits may be obtained for modules and courses taken outside UCC.

Skills	Skills Gap Identified tick for yes	Plan for acquiring skills (e.g. through completion of PG modules)
Research Skills and Awareness	<input type="checkbox"/>	Click here to enter text.
Ethics and social understanding	<input type="checkbox"/>	Click here to enter text.
Communication skills	<input type="checkbox"/>	Click here to enter text.
Personal effectiveness and development	<input type="checkbox"/>	Click here to enter text.
Career management	<input type="checkbox"/>	Click here to enter text.
Team-working and	<input type="checkbox"/>	Click here to enter text.
Entrepreneurship and innovation	<input type="checkbox"/>	Click here to enter text.
Other	<input type="checkbox"/>	Click here to enter text.

** This section is not required for students on thematic programmes or practitioner doctorates. Such students should refer to module requirements for their programme as outlined on the College calendar at <http://www.ucc.ie/calendar/postgraduate/>*

Part 2b: Modules and Training

10. Please summarise the agreed modules to be taken.

Click here to enter text.

11. What is the timetable for completion of these modules? It is important for the student and the supervisors to map out the most appropriate times to take particular modules and other training.

Click here to enter text.

12. How frequently will supervisor(s) and the research student review training needs? At minimum this should be considered as part of the Research Progress Review process

Click here to enter text.

Checklist for Supervisor(s):

The supervisor(s) has/have read the UCC Policy on the Supervision of Research Students and has set the expectation for the research student to engage actively with his/her research.	<input type="checkbox"/>
The supervisor(s) has/have made the student aware of all relevant regulations and policies, including health and safety policies and procedures and obligations arising from them.	<input type="checkbox"/>
The supervisor(s) has/have read and is/are familiar with the University's regulations, policies and the administrative requirements relevant to the research degree.	<input type="checkbox"/>
A copy of this document has been emailed to somsgs-reports@ucc.ie .	<input type="checkbox"/>

Checklist for Research Student:

The research student has read and understood the UCC Policy on the Supervision of Research Students and is aware of the need to engage actively with his/her research.	<input type="checkbox"/>
The student is familiar with the University's procedures for informal and formal resolution of problems.	<input type="checkbox"/>
The student has received and read the Postgraduate Research Student Handbook of the academic unit (if appropriate).	<input type="checkbox"/>
The student has read and is familiar with the University's regulations and the administrative requirements relevant to the research degree, and relevant policies, including that concerning plagiarism.	<input type="checkbox"/>

Signed

 Research Student

 Date

 Lead Supervisor

 Date

 Co-Supervisor(s) (where appropriate)

 Date

 Advisor (where appropriate)

 Date