**Appendix 1**

**School of Microbiology Research Student Learning Plan**

This Research Student Learning Plan is based on UCC’s Code of Practice for Supervision of Research Students[[1]](#footnote-1) and the School of Microbiology Graduate Studies Committee Handbook. It reflects and records the intention of the supervisor and the research student. It is not a legally binding agreement[[2]](#footnote-2) 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. 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:**

Click here to enter text.

**Supervisor 1:**

Click here to enter text.

**Supervisor 2:**

Click here to enter text.

**Advisor[[3]](#footnote-3):**

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.

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| **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 Progress Reviews** |
| 5. All students carrying out their research in School of Microbiology are required to carry out progress reviews at 12 months, 18 months, 24 months, 36 months (as detailed in the Graduate Studies handbook).  When approximately will the student’s first formal review take place and what are the School of Microbiology requirements for the review? |
| Click here to enter text. |
| **Leave** |
| 6. 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** |
| 7. Please specify any other expectations requiring clarification with regard to teaching hours, demonstrating etc. Refer to the School of Microbiology Graduate Studies Handbook. |
| Click here to enter text. |
| 8. Please consider and record any other issues relating to supervisor/research student interactions that require discussion or comment |
| Click here to enter text. |

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| **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*](https://www.iua.ie/publication/view/iua-graduate-skills-statement-brochure-2015/). While undertaking a major research project will in itself help to develop some of the skills listed below, [modules](https://www.ucc.ie/admin/registrar/calendar/postgraduate/Doctor/page008.html) and [workshops](https://www.ucc.ie/en/study/postgrad/currentresearchstudents/studentevents/) 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 |  | Click here to enter text.  sdfsdd | | Ethics and social understanding |  | Click here to enter text. | | Communication skills |  | Click here to enter text. | | Personal effectiveness and development |  | Click here to enter text. | | Career management |  | Click here to enter text. | | Team-work and leadership |  | Click here to enter text. | | Entrepreneurship and innovation |  | Click here to enter text. | | Other |  | Click here to enter text. | | *\* This section is not required for students on thematic programmes or other postgraduate network programmes e.g. MSCA ITNs. Such students should refer to module requirements for their programme/network.* | | | |
| **Part 2b: Modules and Training** |
| 4. Please summarise the agreed modules to be taken (at least 15 credits worth of modules to be taken over 3-4 years). |
| Click here to enter text. |
| 5. 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. |
| 6. Have the student and supervisor(s) discussed the specific requirements of this programme? Specify mandatory modules and potential chosen elective modules. |
| Click here to enter text. |
| 7. How frequently will supervisor(s) and the research student review training needs? At minimum this should be considered as part of the Annual Review process. |
| Click here to enter text. |

**Checklist for Supervisor(s):**

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| The supervisor(s) has/have read the UCC Code of Practice for Supervision of Research Students and has set the expectation for the research student to engage actively with his/her research. |  |
| 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. |  |
| 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. |  |
| The student and supervisor have familiarised themselves with the School of Microbiology Research Student Progress Review Procedure. |  |

**Checklist for Research Student:**

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| --- | --- |
| The research student has read and understood the UCC Code of Practice for Supervision of Research Students and is aware of the need to engage actively with his/her research. |  |
| The student is familiar with the University’s procedures for informal and formal resolution of problems. |  |
| The student has received and read the School of Microbiology Graduate Studies Committee Handbook. |  |
| 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. |  |

**Signed**

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Research Student Date

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Supervisor 1 Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor 2 Date

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Advisor (where appropriate) Date

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). [↑](#footnote-ref-1)
2. Nothing in this plan should be construed as an intention to create legal relations. [↑](#footnote-ref-2)
3. If a research student does not have co-supervisor(s), they must have an Advisor. [↑](#footnote-ref-3)