

Research Student Learning Plan

University College Cork

This Research Student Learning Plan is based on UCC's Code of Practice for Supervision of Research Students* and reflects and records the intention of the supervisor(s) and the research student. It is not a legally binding agreement,† 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(s) in supporting the student in the process, as well as any additional elements required as part of the structured PhD. Students on thematic programmes or practitioner doctorates are not required to fill out part two of the form.

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(s) 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:

Academic Unit:

Supervisor 1:

Supervisor 2:

Advisor:‡

Approved Start Date:

Date(s) of initial meeting(s):

Student Contact Details:

Student email address:

Supervisor(s) Contact Details:

Supervisor(s) email address:

* 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).

† Nothing in this plan should be construed as an intention to create legal relations

‡ All research students in UCC must have at least 2 supervisors or 1 supervisor and an Advisor.

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?

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

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

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?)

Formal Progress Reviews

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

6. When approximately will the student's first formal review take place and what are the local requirements for the review?

Leave

7. How will any absence longer than one month on the part of either supervisor(s) or research student be managed?

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Duties and Expectations

8. Please specify any other expectations requiring clarification with regard to teaching hours, demonstrating etc.

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9. Please consider and record any other issues relating to supervisor/research student interactions that require discussion or comment.

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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](#). While undertaking a major research project will in itself help to develop some of the skills listed below, [Modules](#) and [workshops](#) are also available. In addition, credits may be obtained for modules and courses taken outside UCC.

Skills	Skills Gap Identified Yes/No	Plan for acquiring skills (e.g. through completion of PG modules)	Priority for completion
Research Skills and Awareness			
Ethics and social understanding			
Communication skills			
Personal effectiveness and development			
Career management			
Team-working and leadership			
Entrepreneurship and innovation			
Other			

** 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
4. Please summarise the agreed modules to be taken.
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.
6. How frequently will supervisor(s) and the research student review training needs? At minimum this should be considered as part of the Progress Review process.

Checklist for Supervisor(s):

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.

Checklist for Research Student:

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 Postgraduate Research Student Handbook of the academic unit (if appropriate).

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

Research Student

Date

Supervisor 1

Date

Supervisor 2

Date

Advisor (where appropriate)

Date

