# Research Student-Supervisor Agreement (Mandatory Submission 3)

**ALL ITEMS MUST BE RESPONDED TO, FAILING WHICH THE AGREEMENT WILL BE RETURNED UNAUTHORISED**

**Following discussion and agreement, this form is to be completed by the student and emailed to their Director of Studies who should in turn email it to the Head of their academic department[[1]](#footnote-1), or their nominee, for final email submission to the University’s Research Degrees Administrator, within 1 month of enrolment (2 months if part-time). (Professional Doctorate Candidates should send the completed agreement to the designated local member of staff).**

**1. Name of Student**

**2. Academic Department**

**3. Mode of study (full- or part-time)**

4. **Names of supervisors and their current or most recent place of work or other affiliation:**

**(a) Director of Studies**

**(b) Second supervisor(s)**

**5. (a) Initial title of proposed research**

**(b) Degree Award (MPhil, or PhD via MPhil, or PhD direct, or PhD by Published Work or PhD by Practice)**

**6. Proposed time period (months) and expected completion date for the research**

**7. Expected month and year of transfer from MPhil to PhD (if appropriate)**

**8. State briefly below whether there are any existing or planned agreements with third parties (e.g. research sponsors) relating to ownership of intellectual property and commercial returns on its exploitation, or with third parties or between the research student and supervisor(s) relating to confidentiality, prior permission to publish, or the naming of authors of publications, conference papers or any other outputs which might arise from the research.**

**9. Planned frequency of contact with supervisor**

**10. Research facilities, working conditions and support facilities to be provided at local and/or University levels and/or by an external organisation if relevant (for example specialist equipment and laboratories, technician and clerical support, IT equipment, reprographics, accommodation). Refer to section 7 of the Code of Practice for research students and supervisors.**

**11. University Postgraduate Research Student Skills Development Programme - please specify the titles of any topics which your supervisor has agreed that it is NOT necessary for you to follow (please note that you are normally expected to follow the full programme by attendance at the on-campus sessions or a comparable off-campus programme and/or by enrolling on and engaging with the related Moodle course at:** <https://www.bolton.ac.uk/elearning/#gsc.tab=0>**)**

12. Specify any other research training or related studies to be provided or arranged locally

**13. State whether health and safety training (if appropriate) is required YES/NO and/or has been undertaken YES/NO**

**14. State whether a risk assessment (if appropriate) is required YES/NO**

**and/or has been undertaken.** **YES/NO**

**15. State whether ethical approval is required?** **YES/NO**

**(For all research involving human participants, data or material Form RE1 must be completed, approved, and submitted with Form R1 in due course[[2]](#footnote-2))**

**16. Teaching duties (if any) – title(s) of module(s) and average teaching hours per week over the academic year**

**17. If the research is supported by a University or external studentship, state whether the student has received a copy of the relevant terms and conditions** **YES/NO/N/A**

**18. Monitoring and review Requirements**

**(a) State whether student and supervisor have together discussed the Postgraduate Skills Record?** **YES/NO**

**(b) State whether the following have been completed and submitted to the University’s Research Degrees Administrator:**

* **Project Planning Form? YES/NO**
* **Postgraduate Induction Form?** **YES/NO**

**19. State here any particularly noteworthy requirements of external sponsoring or funding bodies (if appropriate)**

**20. State here any other, non-standard conditions for the research**

***All parties to this agreement confirm that they understand that it is a condition of enrolment with the University as a research student, or of their contract of employment with the University, that any intellectual property arising from a research student’s research or studies shall belong to the University unless expressly assigned back to the research student and/or supervisors in accordance with the University’s Intellectual Property Rights Policy available on the University’s website.***

**Following agreement with their Director of Studies, the student should email the completed form to their DoS who should authorise the form and ask the Head of School to countersign:**

**DoS Signature: Date:**

**Head of School: Date:**

**This form should then be submitted to the Research & Graduate School (**[**research-admin@bolton.ac.uk**](mailto:research-admin@bolton.ac.uk)**), within 1 month of enrolment (2 months if part-time).**

**(Professional Doctorate Candidates should send the completed agreement to the designated local member of staff who will arrange approval).**

**The agreement will be authorised on behalf of the Board of Studies for Research Degrees, confirmation of which will be passed to the student and their Director of Studies and retained on the student’s electronic file.**

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1. Insert the name of one of more of your host Faculty, Institute, School, Centre, Academic Department, Group, Field, Area or Division. [↑](#footnote-ref-1)
2. This does not apply to the PhD by Published Work and PhD by Practice by Route A – Retrospective, since the relevant Form R1 incorporates an alternative declaration [↑](#footnote-ref-2)