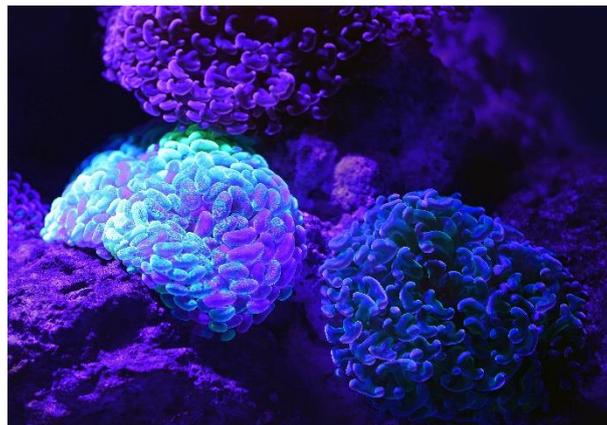




**GW4 BioMed MRC Doctoral Training Partnership**

# Supervisor Handbook

2020-21



## Contents

Welcome!.....	4
Important Documentation .....	5
MRC Documentation.....	5
GW4 BioMed MRC DTP Contacts .....	6
Administrative Leads .....	6
Academic Leads .....	7
Theme Leads.....	7
General Information .....	8
Expectations of the GW4 BioMed MRC DTP .....	8
Supervision.....	8
Supervisor Update Session.....	8
Supervisor Training .....	8
Progress Monitoring.....	9
At Institutional Level .....	9
How Will Progress Monitoring Work?.....	9
Training and Cohort Activities.....	10
DTP Training Events.....	10
Compulsory Training Events .....	10
Core Training .....	11
Access to Training Across the GW4 .....	12
Advanced Training Elements (ATEs) .....	12
Visiting Student Status .....	12
Training in Transferable Skills .....	12
Additional Training Opportunities.....	13
Broadening Horizons.....	13
Finance.....	14
RTSG .....	14
Flexible Funding Supplement.....	15
Submission.....	16
Student Representation .....	16
Disability .....	16
Sharing of Data .....	17
Acknowledgements.....	17
Photographs .....	17
Appendices.....	18

**Appendix 1: UKRI Statement of Expectations ..... 18**  
**Appendix 2: GW4 BioMed MRC DTP Statement of Expectations..... 18**

## Welcome!



### A Message from Professor Sir Mike Owen

*GW4 BioMed MRC DTP Chief Advisor and Chair of the Management Board*

Welcome to the GW4 BioMed MRC Doctoral Training Partnership, a unique alliance of biomedical research expertise within the four research-intensive universities located in the southwest of the UK (Bath, Bristol, Cardiff and Exeter). This GW4 alliance offers you unrivalled opportunities for development and access to our combined research strengths, training expertise and resources. You will also have extensive possibilities to engage in interdisciplinarity, collaboration and ‘team science’—which are becoming ever more critical for scientific discovery and translational research.

---



### A Message from Professor Colin Dayan

*GW4 BioMed MRC DTP Director*

Doctoral Training Partnerships (DTPs) are a relatively new phenomenon established with the aim of fostering the development of new and enriched PhD programmes and collaboration between Higher Education Institutions (HEIs) and between HEIs and wider research, industrial, cultural and civic partners. The Medical Research Council embraces this philosophy by funding 15 DTPs across the UK, and we are delighted that the GW4 BioMed Doctoral Training Partnership was in the vanguard of this new initiative—set up to exploit the unique training potential of the four research-intensive universities located in the southwest of the UK (Bath, Bristol, Cardiff and Exeter). Our first cohort started in October 2016, and we now welcome our fifth intake, starting October 2020.

Complementarity between our institutions makes us a powerhouse in our three key strategic themes: Neuroscience and Mental Health (NMH); Infection, Immunity and Repair (IIR); and Population Health (PH). The GW4 adds value through increased interdisciplinarity, shared resources and more opportunities for the highest quality training. There is a strong emphasis on embedding the MRC's cross-cutting priority skills throughout the programme.

Our goal is to see further evolution of high quality, innovative research training, with strong emphasis on the opportunities for individuals to make an impact outside of academia, alongside academic career tracks. We envisage over 70% of our students will gain advanced training in quantitative skills, 40% in interdisciplinary skills and 25% in *in vivo* skills and that students will seek a broader perspective of their subject area than the narrow confines of their research topic.

We hope that you embrace the opportunities, shared resources and expertise that this collaboration between our HEIs brings you. Please take the time to read through this handbook, which offers a brief guide to the management and structures of the GW4 BioMed MRC DTP, explains regulations and processes, and outlines our expectations of you in this exciting and illuminating journey.

## Important Documentation

This handbook contains useful administrative information about the GW4 BioMed MRC DTP, its structure, access to training and development opportunities and useful contacts. Please read it carefully and keep it for future reference. The handbook will be reviewed annually and the most up-to-date copy will be available on [the DTP website](#).

It is the responsibility of your student to understand the rules and regulations that govern their PhD. They should, therefore, be encouraged to read the regulations and codes of practice for their home institution:

University of Bath: <http://www.bath.ac.uk/quality/cop/statements.html>

University of Bristol: <http://www.bristol.ac.uk/academic-quality/pg/cop-research-degrees.html>

Cardiff University: <https://www.cardiff.ac.uk/public-information/quality-and-standards/quality-assurance-code-of-practice> and <https://www.cardiff.ac.uk/public-information/policies-and-procedures/academic-regulations>

University of Exeter: <http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/>

---

## MRC Documentation

As a supervisor of an MRC-funded DTP student, please ensure you familiarise yourself with and abide by the following MRC documents and policies:

- MRC policy on 'Good research practice: Principles and guidelines': <https://www.mrc.ac.uk/research/policies-and-guidance-for-researchers/good-research-practice/>
- UKRI 'Conditions of research council training grants': <https://www.ukri.org/files/funding/ukri-training-grant-terms-and-conditions-jun19-pdf/>

In addition, you should note the following policies:

- MRC Information Security Policy: <http://www.mrc.ac.uk/documents/pdf/mrc-information-security-policy/>
- MRC Records Management Policy: <http://www.mrc.ac.uk/documents/pdf/records-management-policy/>
- Information Standards including freedom of information, information security, data protection, document marking policy and equality & diversity: <http://www.mrc.ac.uk/about/information-standards/>
- Regulation and Policy on working with animals: <http://www.mrc.ac.uk/research/policies-and-resources-for-mrc-researchers/research-involving-animals/regulation-and-policy/>

## Contacts

### GW4 BioMed MRC DTP Contacts

Your first point of contact for any administrative aspects of the delivery of the GW4 BioMed DTP training programme across the partnership are the DTP Manager or Administrative Assistant:

**GW4 BioMed DTP Hub Manager:**

*Erica Lewis*

+44 (0)29 20870250

Email: [GW4BioMed@cardiff.ac.uk](mailto:GW4BioMed@cardiff.ac.uk)

Office Hours: 9:00 to 16:00 on  
Tuesdays, Wednesdays, Thursdays  
and Fridays (subject to review).

**GW4 BioMed Administrative Assistant:**

*Madeline McLeod*

+44 (0)29 20688250

---

### Administrative Leads

The DTP is separate from your local university administration and you should direct questions regarding your student's annual progress monitoring, holiday, stipend and any issues relating to the supervisory team and/or project to the relevant departments/schools within the home institution of the project. In the first instance, contact the Postgraduate Research Administrator within your school.

Within your institution, you will also have local named DTP representatives who you can contact with any problems or queries in relation to the DTP programme:

Bath DTP Representative:	Jon Brice ( <a href="mailto:j.r.brice@bath.ac.uk">j.r.brice@bath.ac.uk</a> ) Simon Gane ( <a href="mailto:sg205@bath.ac.uk">sg205@bath.ac.uk</a> )
Bristol DTP Representative:	Sarah Wilde ( <a href="mailto:sarah.wilde@bristol.ac.uk">sarah.wilde@bristol.ac.uk</a> )
Cardiff DTP Representative:	PGR Quality & Operations ( <a href="mailto:PGR@cardiff.ac.uk">PGR@cardiff.ac.uk</a> )
Exeter DTP Representative:	Helen Pisarka ( <a href="mailto:stemm-pgr-manager@exeter.ac.uk">stemm-pgr-manager@exeter.ac.uk</a> )

---

## Academic Leads

For matters regarding academic aspects of the delivery of the programme across the partnership or within each institution, the contacts are:



**Bath Academic Lead:**

Dr Tom Freeman

[T.P.Freeman@bath.ac.uk](mailto:T.P.Freeman@bath.ac.uk)



**Bristol Academic Leads:**

Prof Paul Martin

[Paul.Martin@bristol.ac.uk](mailto:Paul.Martin@bristol.ac.uk)



Prof David Sheppard

[D.N.Sheppard@bristol.ac.uk](mailto:D.N.Sheppard@bristol.ac.uk)



**Cardiff Academic Lead:**

Dr Emma Kidd

[KiddEJ@cardiff.ac.uk](mailto:KiddEJ@cardiff.ac.uk)



**Interim Exeter Academic Leads:**

Dr Kate Ellacott

[K.Ellacott@exeter.ac.uk](mailto:K.Ellacott@exeter.ac.uk)



Emma Pitchforth

[E.Pitchforth@exeter.ac.uk](mailto:E.Pitchforth@exeter.ac.uk)



**Pastoral Support Lead:**

Dr Emma Lane

[LaneEL@cardiff.ac.uk](mailto:LaneEL@cardiff.ac.uk)

## Theme Leads

As part of the DTP, there are three research themes which encompass the MRC biomedical research areas. These are:

- Neuroscience and Mental Health (NMH).
- Infection, Immunity and Repair (IIR).
- Population Health (PH).

For each theme, there is a Theme Lead who will organise theme-specific activities. These activities promote networking opportunities between those undertaking research in similar areas and to expose your student to current methods and challenges within these areas.



**NMH Lead:**



**IIR Lead:**



**Interim PH Leads:**



Prof Anthony Isles  
[IslesAR1@cardiff.ac.uk](mailto:IslesAR1@cardiff.ac.uk)

Prof Phil Taylor  
[TaylorPR@cardiff.ac.uk](mailto:TaylorPR@cardiff.ac.uk)

Dr Rhian Daniel  
[DanielR8@cardiff.ac.uk](mailto:DanielR8@cardiff.ac.uk)

Dr Abigail Fraser  
[Abigail.Fraser@bristol.ac.uk](mailto:Abigail.Fraser@bristol.ac.uk)

## General Information

### Expectations of the GW4 BioMed MRC DTP

The GW4 BioMed MRC DTP aims to attract students who are curious, critical, confident and collaborative from across a range of different disciplines. Our aim is to produce doctoral graduates who are competitive for high-level personal fellowships.

To help us achieve these aims, the DTP has a list of expectations for [supervisors](#) and [students](#), which you will be expected to follow during your time with the programme.

It is also important that you inform and discussion with your institution **and** the GW4 BioMed MRC DTP if the following occur:

- Changes in supervisory team (including change in lead supervisor).
- Significant change in project direction.
- Student progression issues.
- Suspensions/interruptions of study/parental leave/change in mode of study/withdrawals.
- Introduction/loss of a CASE partner.
- Thesis submission.

---

## Supervision

Regulations concerning the frequency of supervisory meetings with your student will be determined by the institution of the lead supervisor. You will need to comply with your own school's supervisory arrangements.

Please note, if students are spending time at one of the other GW4 institutions that is not their home institution, they will be expected to follow local rules and procedures.

### Supervisor Update Session

All supervisors and co-supervisors within the GW4 BioMed MRC DTP are expected to attend at least one Supervisor Update Session per year during their time as part of the programme.

Update sessions will take place biannually:

- During Orientation in October in Cardiff.
- During Congress in May in Bath/Exeter.

### Supervisor Training

Supervisors and co-supervisors will also be expected to attend the yearly supervisor training, which will typically take place during the summer in Bristol.

These training events provide you with the opportunity to meet with the DTP team and other supervisors across the programme whilst continuing to develop your supervisory skills through a day-long workshop.

Previous sessions have included:

- Developing Your Doctoral Training Entity.
- Achieving Excellent Remote Co-Supervision Effectively.
- UKRI CASE Industrial Studentship and CASE Conversions – What You Need to Know.

---

## Progress Monitoring

Students will be expected to undergo progress monitoring at an institutional **and** at DTP level:

- **At Institutional Level:** Students will be subject to the local procedures for performance monitoring, progression and thesis examination at their home institution. Their home school will be responsible for their annual progress monitoring.
- **At DTP level:** The DTP also require oversight of your student's progress in order to feedback to the MRC. Progress information may also be requested from your student's Academic Lead. Your student will have already given permission for this information to be shared as part of the recruitment process.

## How Will Progress Monitoring Work?

### *For Your Student*

Your student's Academic Lead will aim to meet with them on a termly basis in order to discuss their progress and provide any necessary support. This information will be shared with the GW4 BioMed MRC DTP's Student Progression Subcommittee, which meets at the end of each academic term. This subcommittee consists of the academic leads across all four GW4 institutions, the DTP director and the administrative team. It aims to monitor student progress across the programme.

In addition to the progress monitoring arrangements of their home institution, your student will be expected to complete the online Researcher Development Framework (RDF) Planner. This tool will enable the student to plan for the coming year and to identify any training needs. You may also find these reports useful in assessing your student's skills audit and training and development plans.

Your student will be asked to submit an RDF Planner report at regular intervals throughout the year. Your student will be provided with additional detail as to how to populate the RDF Planner. Should you require more information about this tool, you can find a copy of [the RDF Planner Guidance on our website](#).

Report	Deadline
My Actions	1 <sup>st</sup> February
Completed Actions with Evidence	1 <sup>st</sup> July
Action Plan	31 <sup>st</sup> October

### ***For the Supervisory Team***

Your Institutional Academic Lead will also aim to meet with you and your supervisory team once a year to review your student's progress and to identify any support that the DTP can provide to your team and your student.

On a termly basis, the GW4 BioMed MRC DTP will also require you to complete a brief Supervisor Report. These termly reports are intended to be a light-touch review that will need to be completed by all members of the supervisory team to provide a comprehensive picture of your student's progress.

This survey will only take a short time to complete and will provide you with the opportunity to feedback to the DTP about any issues and/or successes.

---

## **Training and Cohort Activities**

As its name suggests, the GW4 BioMed MRC DTP has a strong emphasis on developing the skills of its students in [the strategic priorities of the MRC](#), notably Resilience, Repair and Replacement and Living a Long and Healthy Life. Our training will, therefore, be centred around the themes of Neuroscience and Mental Health; Infection, Immunity and Repair and Population Health.

The training programme will have three strands:

1. Research skills.
2. Professional and career development skills.
3. Opportunities to broaden horizons.

### **DTP Training Events**

The DTP runs several training events throughout the course of your student's PhD to meet the MRC's strategic skills priorities. Your student will also be invited to an induction event at their home institution and will receive further information about this event from their home institution.

### **Compulsory Training Events**

As part of your student's training programme, they will take part in several cohort activities. These activities bring together all students from across the partnership and provide excellent opportunities for networking, peer-to-peer learning and the sharing of knowledge. These events will include:

1. Orientation
2. Institutional event
3. Theme-specific training
4. Congress

Please note that attendance at these four events is compulsory unless valid reasons are given in advance to the DTP team. Your student is expected to ensure that their research, fieldwork, training courses or supervisory meetings do not interfere with attendance at these cohort events.

Compulsory Training Events		
Date	Training Event	Details
Autumn (October)	Orientation	<p>Orientation will run for two days in the 2<sup>nd</sup> or 3<sup>rd</sup> week of October in Cardiff. It is your student's opportunity to meet with other students in the DTP for the first time.</p> <p>A number of team-building activities, training workshops and presentations will take place in an informal setting. This training event will also be your student's opportunity to ask questions and to develop their early stage researcher networks.</p> <p><b>Note:</b> During their first year, your student will be expected to attend both days of Orientation. In subsequent years, attendance is only expected for the second day.</p>
Winter (November)	Institutional Meet-Up	Towards the end of the winter term, your student will be invited to attend an Institutional Meet-Up at their home institution. This event will give them the opportunity to meet with their Institutional Lead and other DTP students at their home institution to ensure that strong networks are maintained across the programme.
Spring (Varied)	Theme-Specific Training	During the spring term, your student will be invited to participate in Theme-Specific Training across one of the four GW4 institutions. These events are their opportunity to keep up to date with the current research and developments in their area as well as providing them with the opportunity to meet students who are working in similar fields to their own.
Summer (May/June)	Congress	<p>Congress will take place across two days in May or June in either Bath or Exeter. This event is your student's opportunity to see research from right across the DTP, broadening their research training through plenaries, workshops and specific training sessions for their cohort.</p> <p>At this conference, they will be expected to present their own research in the form of either a poster or an oral presentation. Second- and third-year students will also be invited to share their skills by delivering short workshops.</p>

### Core Training

During the first year of your student's PhD, they will be expected to complete three modules on the DTP's Core Training platform. These Core Training modules are available via an online platform accessed via Learning Central and cover topics such as statistics, data handling, research methods and ethics.

Each week, they will be given reading material, such as journal articles, or YouTube videos on a given topic. They will then be expected to take part in a group chat in an online forum with a small group from their cohort. These groups will be moderated by the module tutor, the DTP director and an online learning consultant.

If you believe that your student has already reached the level required in that week's topic or have already met that training need via a different method of training, they should contact the DTP Team in advance of that module running to gain exception from that week's training. Additionally, if your student is unable to participate in the upcoming week's training, they will need to notify the DTP team with an explanation as soon as possible.

While formal assessment grades will not be given, your student will be assessed on their level of engagement with the discussion. Those deemed unsatisfactory or who miss three or more weeks will be required to take any missed weeks next time they are run.

---

## Access to Training Across the GW4

### Advanced Training Elements (ATEs)

A menu of specific training opportunities will be available, drawn from an array of established provision across the four universities and highlighting three priority skills:

- Quantitative Skills.
- Interdisciplinary Skills.
- In Vivo Skills.

ATEs will typically be two-to-three days long and will take place intermittently throughout the year. Your student is expected to attend at least one of these modules.

### Visiting Student Status

To ensure that your student can access the facilities, resources and training across all four GW4 institutions, the GW4 BioMed MRC DTP will arrange visiting student status for them at all non-home institutions.

Your student will need to re-register at all four institutions at the beginning of each academic year. However, this process will solely involve your student checking and approving their details and, therefore, should not be a time-consuming exercise.

### Training in Transferable Skills

Through their visiting student status, your student gains access careers workshops and training in transferable skills, like communication and project management, at any of the GW4 universities (subject to availability) both face-to-face and via webinars. As a GW4 DTP student, they have the same rights of access to workshops as a home student.

There is no charge to attend the courses, but your student will be responsible for their own travel costs from their £300 per annum travel allowance.

A full list of training for postgraduate researchers is available at each of the respective universities:

#### **University of Bath:**

<http://www.bath.ac.uk/learningandteaching/rdu/courses/pgskills/index.html>

**University of Bristol:**

<http://www.bristol.ac.uk/doctoral-college/ppd/whats-available/catalogue/>

**Cardiff University:**

<https://intranet.cardiff.ac.uk/students/study/postgraduate-research-support/doctoral-academy/training-and-development>

**University of Exeter:**

<http://as.exeter.ac.uk/rdp/postgraduateresearchers/>

Some schools or faculties also offer programmes of workshops for which there is a charge – your student will be able to access them but may be expected to pay the appropriate fee, for which you can use your student's RTSG.

---

### **Additional Training Opportunities**

Students in the DTP also are encouraged to undertake industrial placements, research visits, public engagement internships and placements, which expose them to clinical practice surrounding the area they are studying.

### **Broadening Horizons**

As part of the DTP programme, your student will be expected to undertake at least one opportunity for broader development in their second or third year, such as an industrial placement or exposure to clinical disciplines related to the area they will be researching, to engender a better feel for translation of their research.

Some short generic placements – called Broadening Horizons placements - may be made available through the DTP or via your institutional lead, but generally individual placements that relate to your student's research will be the responsibility of the student and supervisory team to arrange.

Previous Broadening Horizons placements include:

- A placement at the AttentionLab in Utrecht University, witnessing the clinical work undertaken with visual neglect patients.
- Work experience at the Bristol Centre for Reproductive Medicine, learning about the work of a clinical embryologist and shadowing administrators responsible for egg/sperm donation registers.
- A placement with Syneos Health in order to learn more about the commercialisation and education of medical products.

Your student may also be able to attend a week-long consultancy training course organised by the DTP, which will count as their Broadening Horizons placement.

Awards of £300 can be made to help cover the costs associated with the Broadening Horizons placements, such as travel and accommodation. Please note that these placements will be considered part of your student's normal PhD duration and extensions or interruption of studies

**will not** be awarded to cover this time. If there are extenuating circumstances that mean your student will need more funds than this, you will be able to apply for a top up.

## Finance

Your student’s funding has been awarded for a period of 3.5 years unless an exceptional extension has been granted by the Management Board in advance of the project starting. The studentship includes tuition fees, which are paid direct to your student’s home institution, a stipend in line with UKRI recommendations which is paid to them directly through their home institution, an annual travel and conference grant of £300, and an annual Research and Training Support Grant (RTSG). Additional awards to fund in vivo work of up to £6,000 in total may be made if this was outlined as a need in the initial project submission.

You can find more information regarding the DTP’s finance arrangements and how to release the above funding in [the GW4 BioMed MRC DTP Finance documentation on our website](#).

## RTSG

The RTSG may be spent on items to support research (e.g. the consumable costs of training) and training needs (e.g. workshops, short course attendance, conferences, internships, travel to DTP-specific or cohort activities). The RTSG differs from student to student in line with the expected needs of the project. As such, wet lab projects will usually attract a greater RTSG than dry lab projects.

The RTSG is not intended to relieve a research organisation of any part of its normal expenditure. The UKRI makes it clear that money cannot be reimbursed for items that would normally be expected to be provided by the institution or research lab.

Items which meet UKRI approved spending	Items which DO NOT meet UKRI approved spending
<ul style="list-style-type: none"> <li>• incidental costs incurred in the training of research students;</li> <li>• attendance at relevant training courses where these are relevant to the research being undertaken by the student;</li> <li>• provision of equipment not provided as standard or generally available through the department;</li> <li>• provision of journals and books where these are not provided as standard or available through the university library or through inter-library loans;</li> <li>• overseas conferences where the student is presenting a paper or poster.</li> </ul>	<ul style="list-style-type: none"> <li>• to provide resources for a student prior to the start date of their scholarship;</li> <li>• to provide resources in advance where the event occurs after the end date of a student’s scholarship;</li> <li>• to purchase capital equipment or facilities which the University would normally be expected to provide;</li> <li>• provision of equipment provided as standard or generally available through the department e.g. stationery;</li> <li>• for purchases of stationery for home-use, if these would normally be available to the student whilst on University premises;</li> <li>• purchases of books and journals where these would normally be provided through the University Library or through inter-library loans;</li> <li>• for expenses relating to supervisor visits (to or from the student) during fieldwork/off-site placement of less than nine months;</li> </ul>

	<ul style="list-style-type: none"><li>• for training that all departmental postgraduate students are required to attend (e.g. Health and Safety courses). RTSG cannot be used to fund these courses, where non-RCUK students are not expected to pay.</li></ul>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## Flexible Funding Supplement

Bids for additional funds and/or an extension to cover exceptional placement costs can be made via the Flexible Funding Supplement. The Flexible Funding Supplement is a biannual competitive award. In March and October, we will enable students to apply for additional funds for exceptional or high cost training in the MRC priority areas or transitions into post-doc positions (where available).

Please note that the fund **cannot** be used to finance project costs. Neither can it be used to grant extensions to the length of the PhD unless this is to facilitate time-consuming training needs.

Although there is no upper limit on the amount of funding that can be requested, the supplement is a relatively small amount and the panel aim to maximise its impact by supporting as many eligible students as possible. Applicants are asked to check that the activities funding is requested for have been costed realistically.

The awarding panel will look for:

- I. A **clearly defined need** that will be addressed by the skills and/or partnership training activity or transition to first post-doc position.
- II. **Strong justification** for funding the activity, particularly the importance of the activity in the context of the research training and PhD project, and the benefits it will bring to the individual and their research; or, in the case of a transition to first post-doc position, strong justification that the funding will increase the competitiveness of outstanding candidates.
- III. The **quality of the student** who will benefit from the funding – evidenced by academic progress and achievements to date (journal or conference papers, prizes).
- IV. The **likely impact** of the award on the quality of the student’s research training and career, and any expected impact on the broader research training in the area of research.

You will be contacted by email with details of how to apply before each call.

---

## Other Information

### Submission

We have produced some guidelines for your student on submitting their thesis. The information includes details on when to submit, who to inform and the financial arrangements that relate to the end of your student's fee-paying period. These guidelines are available on [our website](#). Please discuss them with your student.

---

### Student Representation

As part of the DTP, there is the opportunity for your student to stand as a student representative. Each year group will have one student representative to represent the interests of the wider cohort. They will also be expected to develop a feeling of community and cohesion within the cohort both by organising physical events and establishing a digital network.

Student representatives will be invited to provide feedback to the Management Board about ideas, issues and concerns on behalf of their fellow students. They may also be invited to assist in running the recruitment process for future cohorts.

Selection of student representatives will be done by a vote if there are more candidates than places. Students can represent their cohort in two out of the three years.

---

### Disability

The lead supervisor should be your student first point of contact for any disability issues. Alternatively, information can be found on the relevant institutional websites:

**University of Bath:**

<http://www.bath.ac.uk/groups/disability-service/>

**University of Bristol:**

<http://www.bristol.ac.uk/disability-services/>

**Cardiff University:**

<http://www.cardiff.ac.uk/study/student-life/student-support/disability-and-dyslexia-service>

**University of Exeter:**

<http://www.exeter.ac.uk/wellbeing/accessibility/>

Please be aware that the MRC will also provide a disabled students allowance. If you think your student may be eligible, they will need to contact their local postgraduate team.

---

## Sharing of Data

Please note that the doctoral training programme your student is undertaking may include collaboration between the GW4 universities, research organisations and other partners (including the MRC). As a result, we may need to share information about them, which may include personal data, with those partners.

Their personal data is processed in accordance with the GDPR 2018. Cardiff University will remain a data controller for the personal data it holds and other universities, research organisations and/or partners may also become data controllers for the relevant personal data they receive a result of their participation with the collaborative programme of doctoral training. The processing and storage of your student's personal data may occur outside of the EEA.

Further information can be found on your student's registered University's data protection webpages. If they have any queries or concerns about the use of their personal data during their studentship, they will need to contact their local data protection team.

Further information about how MRC may share their data can be found in the UKRI (formerly RCUK) Terms and Conditions of Training Grant (<https://www.ukri.org/files/legacy/news/training-grants-january-2018-pdf/>).

---

## Acknowledgements

As you are in receipt of an MRC-funded studentship, please ensure that your supervisory team and your student acknowledge MRC and GW4 BioMed DTP support on all publications, presentations, exhibitions, press announcements and other similar events.

If you wish to use logos, the MRC logo can be downloaded from the MRC website (<https://mrc.ukri.org/about/information-standards/mrc-brand-guidelines/>) and the GW4 BioMed MRC DTP logo is available on the DTP website.

The wording to use when acknowledging the MRC and the DTP is as follows:

This work was supported in part by grant MR/N0137941/1 for the GW4 BIOMED DTP, awarded to the Universities of Bath, Bristol, Cardiff and Exeter from the Medical Research Council (MRC)/UKRI.

---

## Photographs

During cohort activities, photographs will be taken which may be used for publicity purposes for the DTP, such as on the GW4 BioMed DTP website, leaflets and posters. If you do not wish to give permission, please inform the photographer at the time.

---



**GW4 BioMed MRC Doctoral Training Partnership**

# Supervisor Handbook

2020-21

Appendices

Appendix 1: [UKRI Statement of Expectations](#)

Appendix 2: [GW4 BioMed MRC DTP Statement of Expectations](#)

## Appendix 1: UKRI Statement of Expectations

### UKRI – Statement of Expectations for Postgraduate Training (Extract)

Full text available at <https://www.ukri.org/files/legacy/skills/statementofexpectation-revisedseptember2016v2-pdf/>

The ambitions of the Research Councils and the other funders who endorse this ‘Statement of Expectations for Postgraduate Training’ are to continue to develop highly skilled researchers to achieve impact across the whole economy, as well as developing the next generation of researchers to maintain national capability. PhD training is supported through several mechanisms; however, the principles set out below apply to all students irrespective of mechanism.

#### Expectations of the Training Environment

- Research Organisations are expected to provide excellent standards of supervision, management and mentoring. Supervisors should receive the support and training that they individually need to provide the highest-quality supervisory support to their students and be aware of their responsibilities under the Equality Act (2010) to treat all students in a fair, open and non-discriminatory manner.
- Career advice should be provided (both prior to embarking on a PhD and ongoing) to enable students to choose the most appropriate type of PhD and have the confidence and skills to explore the impact they can have in a wide range of relevant sectors and so manage their careers.
- Students enter doctoral programmes with a diverse range of skills and experience. Research Organisations should have mechanisms in place to assess and monitor individual student needs and put in place appropriate development opportunities. The provision of training should be kept as flexible as possible allowing customisation to suit the individual needs of students (and the research area).
- Students should receive in-depth advanced training, as well as developing a broad understanding of their subject area. They should also develop an understanding of how their research fits into the broader “research and innovation system” and of practicable routes to maximising economic, social and/or health impact.
- Funders who endorse this Statement expect the provision of transferable skills to form a fundamental part of doctoral training.
- Students should receive training in the principles of good research conduct in their discipline, and understand how to comply with relevant ethical, legal and professional frameworks. Students should be provided with training to identify and challenge unintentional bias as appropriate to their studies.
- Students should receive training in experimental design and statistics appropriate to their disciplines and in the importance of ensuring research results are robust and reproducible.
- Students should, wherever possible, benefit from the advantages of being developed as part of a broader peer group (e.g. through cohort approaches and Graduate schools).
- Students should be encouraged to consider the wider context of their research area, particularly in reference to societal and ethical issues, and the importance of engaging the public with research. Learning and training opportunities should be provided to help develop their public engagement skills.

- Research organisations are expected to provide an environment where research students have the opportunity to widen their horizons as part of their training. Experiences outside the "home" Research Organisation, for example with other academic collaborators, in non-academic environments or overseas are encouraged where it fits with the individual and scope of the project. These should be well planned to ensure the student gains maximum benefit.
  - Supervisors should recognise doctoral study as a wider training opportunity and encourage and support students in developing their careers.
- 

### **Expectations of the Students**

- Students should be actively involved in managing and directing their research project and training, taking advice from their supervisor.
- Students will be expected to develop the higher-level capabilities as outlined in the Researcher Development Statement.
- Where students get the opportunity to work in a non-academic environment, they should maximise the opportunity by seeking to understand the role of research within the organisation and the wider context.
- Students are expected to participate in training and networking opportunities provided by the funding body.
- Students should complete all information/reporting requests from the funding provider and ensure contact details are maintained.

(Revised September 2016)

---

## Appendix 2: GW4 BioMed MRC DTP Statement of Expectations

### GW4 BioMed MRC Doctoral Training Partnership's Expectations of Students

The MRC-funded GW4 BioMed MRC Doctoral Training Partnership (DTP) studentship you have been offered is part of a programme that trains postgraduate students in world-class biomedical science across the universities of Bath, Bristol, Cardiff and Exeter.

By accepting your offer of a GW4 BioMed MRC DTP studentship, you have agreed to abide by:

- the programme requirements as described in this Handbook
- the terms and conditions of the funder (MRC)
- the UKRI Terms and Conditions of training grants and training grant guide
- by the regulations and code of practice of your home institution for the duration of your doctoral studies and accept the jurisdiction of the Senate

and to

- submit your thesis within 4 years of starting the programme
- attend DTP cohort activities when expected and to alert the DTP Administrative Hub ([GW4BioMed@cardiff.ac.uk](mailto:GW4BioMed@cardiff.ac.uk)) as soon as possible if you are unable to attend
- monitor your studentship budgets in liaison with your supervisor

Please note, research across the GW4BioMed MRC DTP is diverse and addresses biomedical issues at a wide range of levels. You are always expected to respect the differing research approaches and techniques used by colleagues and to behave in a considerate and professional manner in your dealings with one another. Healthy debate of research approaches and outcomes is a normal part of research and is welcomed. However, such discussions should always be conducted with respect for colleagues, acknowledging the validity of the diversity of views and approaches that can be expected in a broad programme of this type.

---

### GW4 BioMed MRC Doctoral Training Partnership's Expectations of Supervisors

In applying for a PhD studentship with the GW4 BioMed MRC DTP, you will be agreeing to the following arrangements:

1. All supervisors **and** co-supervisors will be expected to attend at least one DTP update session, which will take place in Cardiff in October during Orientation and in either Bath or Exeter in May during Congress.
2. Supervisors **and** co-supervisors will be expected to attend yearly supervisor training, which will provide you with a chance to meet with your supervisory team and build a supervisor cohort across the DTP.
3. Supervisors **and** co-supervisors consent to have their engagement with the DTP monitored.
4. Supervisors **and** co-supervisors will be expected to submit a progress report for each of their GW4 BioMed MRC DTP students once a term.

5. Supervisors **and** co-supervisors to take part in at least one additional role during their allocated studentship:
    - a. Participation in project/student shortlisting.
    - b. Participation in student interviews.
    - c. Delivering training either at Congress, Advanced Training Element sessions, Theme Events, or via the Online Core Training Platform.
    - d. Standing as deputy for theme or institutional lead.
- 

## DTP Expectations

In return, the GW4 BioMed MRC DTP will ensure to provide supervisors with:

1. Termly updates regarding the DTP programme, including key dates and upcoming funding opportunities.
  2. Support materials via the GW4 BioMed MRC DTP website, regarding accessing finances and programme arrangements within the DTP.
  3. A Supervisor Handbook at the beginning of each academic year, detailing any updates in arrangements within the DTP.
-