

Guidelines for Postdoctoral Staff supervision of Undergraduate and Masters Research Projects.

To facilitate an open method of empirical project supervision for postdocs (PD) the following is proposed:

- 1) Supervision needs to first be agreed with the line manager (postdoc supervisor), with the final decision being made by the Head of School.
- 2) The tier of support provided by the PI will be decided in consultation between the research staff member, the PI and the empirical project convenor, based on previous experience.
- 3) Postdoctoral staff can be responsible for a maximum of 2 students.
- 4) Supervisors and/or the empirical project module coordinator will support postdocs to familiarize themselves with administrative procedures for project supervision at Sussex. When postdocs have not supervised project students at Sussex previously, they will be encouraged to access training resources during their time here.
- 5) Once agreed, Tier 1 and Tier 2 postdocs can take on supervision of undergraduate students already allocated to their supervisor. They may be advertised in the project options booklet associated with their PI. Tier 3 postdocs will be advertised independently.
- 6) To stop students from loading their choices on the project form to a single laboratory they cannot pick both the postdoc and the supervisor on their project choices

Tier One: New Supervisor (Secondary Supervision)

The PI will remain the primary supervisor and the PD will act as second supervisor, each named as such on Sussex Direct. The PI in consultation with the PD will develop the project topic. The PI will have joint meetings with the PD and student at the opening and close of the project. Ethics submissions must be approved by the PI. The PI will be responsible for marking the project in consultation with the PD. Ultimate responsibility for the project remains with the PI.

Suggested experience: PD with very limited or no experience of research project supervision at undergraduate level.

Tier Two: Moderately Experienced Supervisor (Primary Supervision)

PD will be named as primary supervisor and the PI will act as second supervisor, each named as such on Sussex Direct. The PI will act as an advisor to the PD. The PD will initially liaise loosely about topics and study

ideas with the PI. The PI will offer to review the ethics application. The PD will be responsible for all supervision of the students including reading proofs. The PD will be responsible for marking the project in consultation with the PI. Ultimate responsibility for the project remains with the PI.

Suggested experience: PD with some, but not extensive, experience of research project supervision at undergraduate level from design and ethics, through to completion and/or marking. As a minimum, PDs must have previously co-supervised 2 undergraduate projects.

Tier Three: Highly Experienced Supervisor (Independent Supervision)

PD will be named as primary supervisor and will work independently. Ultimate responsibility for the project is with the PD.

Suggested experience: Typically, experienced supervisors will have held lectureships previously or have extensive experience of being the primary supervisor for research projects at undergraduate level through to completion and marking.