US
UNIVERSITY OF SUSSEX

Framework for Initial PGR Supervision Meetings

While many of the topics outlined here will be revisited throughout a PGR's registration, this checklist is intended to summarise the key points of discussion which should be covered in initial supervision meetings to ensure a shared understanding of what to expect from the supervisory relationship. The checklist has been intentionally split between topics to be covered in the first supervision meeting, and others to be addressed in the second and/or third meeting, with the distribution to be determined by the supervisor.

First supervision meeting

Roles and Responsibilities

With reference to section 5 of the [Procedures on Research Degrees](#), and the [University of Adelaide's Expectations in Supervision checklist](#), review and discuss:

- ☐ Respective and shared responsibilities.
- ☐ The level and type of guidance expected by the PGR and provided by the supervisor.
- ☐ Supervisor to introduce PGR to Faculty/School key contacts and peers.

Communication and Meetings

- ☐ Discuss preferred communication methods (e.g. office hours, email).
- ☐ Discuss boundaries around availability (e.g. working hours, leave periods, out-of-office protocols).
- ☐ Discuss how academic and/or personal issues should be raised.
- ☐ With reference to the [Attendance, Engagement and Absence Policy](#), agree on the frequency and format of supervisory meetings.
- ☐ Confirm how supervisory meeting records should be recorded using the University's central system.

PGR's individual circumstances

Provide an opportunity to discuss any individual circumstances which the supervisory team needs to be aware of, including but not limited to:

- ☐ Visa monitoring requirements and any associated restrictions.
- ☐ Funder terms and conditions and any onward impact these may have on the research or administration of the degree (e.g. timelines required for completion or availability of the thesis).
- ☐ Any restrictions on availability/working hours (e.g. caring responsibilities).
- ☐ Any additional support needs (where relevant, PGRs should be directed to [Disability Support](#)).

Second-third supervision meetings

Research Planning

- ☐ Note the timeline for preparation of the research plan and local requirements for submission.
- ☐ Have an initial discussion regarding the need for ethical approval, confirming joint responsibility for seeking approval where necessary, and agree when this will be discussed in more detail at a future meeting (noting that, where required, approval must be secured before research commences).

Progress Monitoring

- ☐ Set expectations around the submission of written work (format, frequency, etc).
- ☐ Agree on expectations for feedback (e.g., timeframes, format, emphasis on constructive dialogue).
- ☐ Discuss how progress will be monitored and communicated, including introducing the PGR to the Formal Progression Review process.

Training and Development

- ☐ Have an initial discussion about training, identifying any immediate needs, and otherwise note the need to complete a Training Needs Analysis (TNA) within the first three months of registration.
- ☐ Introduce the PGR to the [Researcher Development Framework (RDF)](#) and Sussex's [Researcher Development Programme](#).

Key Documents

Introduce the PGR to key documents, including:

- ☐ The [University's PGR Handbook](#)
- ☐ The Faculty/School PGR Handbook
- ☐ [Procedures on Research Degrees](#)
- ☐ [Attendance, Engagement & Absence Policy](#)
- ☐ [Code of Practice for Research](#)
- ☐ [Open Access and copyright policies](#)