University of Strathclyde

Physics Learning Agreement

This Learning Agreement is to be read in conjunction with the PGR Handbook and does not replace it.

1. ***Students should expect their Supervisors to:***
* **Treat them with dignity and respect**

Keeping in line with the [University’s policy of equality, diversity and inclusion](http://www.strath.ac.uk/media/ps/humanresources/policies/DignityandRespectPolicy.pdf).

* **Respond to email in a reasonable time**

Normally this should be within 2 working days. Supervisors should put an out of office on their email when they are away from university and inform their Students beforehand.

* **Assess their work regularly and provide timely feedback to their Students**

This will support the student and help prepare them for their annual progress reviews. It will also help students to stay on track to complete their thesis on schedule (3, 3.5 or 4 years).

* **Have regular meetings (individual and in group if any) with their Students** Supervisors should maintain regular and frequent contact with their Student. Students should be made aware of the expected frequency of meetings as early as possible.
* **Set clear expectations of Students from the start of their studies :**
	+ Research direction : initial plan and milestones
	+ Time management
1. ***Supervisors should expect Students to:***
* **Treat them,as well as all other members of the research group and Department, with dignity and respect**

As described in the “Equality and diversity” section of the PGR Handbook and the [University’s policy of equality, diversity and inclusion](http://www.strath.ac.uk/media/ps/humanresources/policies/DignityandRespectPolicy.pdf)

* **Read and follow the** [**University’s Policy and Code of Practice for postgraduate research programmes**](https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Policy_and_Code_of_Practice_for_Postgraduate_Research_Study.pdf)
* **Follow University and Department safety regulations when working**
* **Check the** [**Physics PhD student MyPlace page**](https://classes.myplace.strath.ac.uk/course/view.php?id=25725) **regularly for information**
* **Complete quarterly progress reports on schedule using** [**SPIDER**](https://spider.science.strath.ac.uk)
* **Complete annual progress reviews (and associated activity e.g. 1st year talk etc.) on schedule.**

Reminders of annual review submission deadlines will be sent to Students and Supervisors by the PGR administrator.

The department is formally required by the University to report on each student’s progress annually before allowing progress to subsequent years. These progress reviews. Unsatisfactory progress may result in transfer from PhD to MPhil or complete withdrawal.

* **Respond to email in a reasonable time**

This should normally be within 2 working days

* **Attend meetings (individual and group) organised by Supervisors**

The Student should maintain regular and frequent contact with their Supervisor.

* **Act on feedback from supervisors**
* **Inform supervisors and/or the Department regarding any difficulties affecting studies as early as possible**
* **Inform supervisors and/or the Department of any changes of circumstances or leave of absence as early as possible.**
* **Follow the expectations discussed with their Supervisor from the start of their studies**
* **Attend research group seminars and Physics departmental colloquia**

Seminars play a major role in the development of research skills and critical analysis, and are very important for anybody who is research-active.

* **Be pro-active in attaining credits for the PG Cert in Researcher Professional Development**

60 credits (PhD) and 20 credits (MPhil) are required. Insufficient credits will delay or even prevent award of the PhD/MPhil and subsequent graduation.

* **Engage with their own development and be responsible for their research**

Students should be effective in carrying out research and related activities e.g. literature search and report writing. Students should attend formal training sessions as required.

PhD Students are PhD Candidates : there is no guarantee that every Student will graduate with a PhD at the end of their studies. The Student is ultimately responsible for their research. The content of the thesis is the responsibility of the Student, but should be completed in consultation with the Supervisor(s).

1. ***Students and Supervisors should expect the PGR Director/Tutor to:***
* **Ensure effective and appropriate communication within the Department on postgraduate affairs**
* **Oversee monitoring of Student progress within Physics**
* **Meet regularly with Students (via the Department’s PGR committee) and Supervisors (via the Department’s Research Committee and Departmental Committee) to keep them informed of PGR student issues (usually every 6 months).**
* **Advise Students and Supervisors on any areas of dispute in a fair and neutral manner**

Student name: …………………………………………………………………………………….

Student Signature: …………………………………...………… Date: ………………

First Supervisor Signature: ….……………………................... Date: ……………...