**PGR Student-Supervisor Agreement FAQs**

**Do we have to use the agreement?**

Some schools and faculties already require the completion of a PGR-Supervisor agreement. For others this agreement is a new development and they can consider if they want to make it a requirement or not. Use of the agreement is highly recommended by the University PGR Committee as good practice and there is no barrier for individuals setting up an agreement even if there isn’t a requirement from your school.

In the future we will be reviewing if this should be a requirement across the University but have left some flexibility at this stage as everyone becomes familiar with setting these up.

**What if we already have an agreed PGR-Supervisor agreement?**

That’s great. There is no need to change your agreement if its working for you. You may still find it useful to have a look at the guidance and see if there are areas you haven’t covered that might be useful to add.

**My school has a different local agreement, which should we use?**

If your agreement is in place already there is no need to update to this new template. If you are setting up a new agreement we ask that you use the new agreement form. This is so that, over time, there is a common version in use which can be easily updated as needed.

**I don’t know how to fill in all the boxes – what should I do?**

Don’t worry! The form is designed to be iterative as a PhD journey changes over time. Complete the sections that are the most useful at this point in time and come back to the other sections in the future. There is a suggestion in the guidance about how you might approach the form.

**I’m not sure all the prompts apply?**

That’s fine – they are just prompts for discussion. Just focus on the ones that are most relevant and add others if there are things that aren’t covered. Every PGR project, PGR and supervisory team is different.

**I/my student is nearing the end of their studies - do we need to complete this?**

This is partly dependent on your school/faculty but it is unlikely this will be required for students in the later stages of their degree unless you think it will be useful. In particular you might want to consider this if there has been a recent change in the supervisory team or a study support plan has been put in place.

**Who completes the agreement?**

Either the PGR student or the supervisor can lead on drafting the agreement. It is expected that a discussion happens first so you are all clear about what has been agreed and you agree on who is doing what in terms of developing a final version. It is expected that a draft would be circulated to all involved before agreeing a final version no matter who leads it.

**Who leads on the sign off?**

This can be either the PGR or a member of the supervisory team. Your school will communicate if the agreement needs to be saved somewhere specific, otherwise just agree where is best to do this locally.

**What if my supervisor/s doesn’t want to set up an agreement?**

If your school doesn’t currently require an agreement, we suggest you still review the guidance and use the prompts to raise topics you may want to discuss with your supervisors. Offering to take a lead on drafting may help getting your supervisor/s to consider an agreement as they are often juggling competing activities.

**What if my student doesn’t want to set up an agreement?**

If your school doesn’t currently require an agreement, we suggest that you emphasise that this is considered best practice and that setting clear expectations from the start really helps create good supervisory relationships and team working. If you have asked your PGR to draft the agreement consider if there may be a barrier to them engaging. If they are new to research they may feel less confident on some of the sections but may not wish to say.

**Can I give feedback on the agreement or how it is being implemented?**

Yes, we welcome all feedback - including if you haven’t found it useful. Please complete [the feedback form](https://forms.office.com/pages/responsepage.aspx?id=MH_ksn3NTkql2rGM8aQVG7AxpJX3GsFEilUjPIb9qnFURTdRT05HMjdCVzUwUlM1NkpVNk1QVU04TSQlQCN0PWcu&route=shorturl) to tell us what you think.