

RESEARCH SUPERVISION **RECOGNITION PROGRAMME**

Annotated Reflective Account Form

Helping You Complete Your Reflective Account

Authored by Dr Karen **Clegg** and the Research Supervision Recognition Programme Pilot participants at the University of York, this Annotated Reflective Account Form shares examples of evidence that could be included for each of the 10 criteria when undertaking your reflection.

Introduction

Numbers of PhD students supervised, where, mode (remote or same institution), P/T or F/T home or EU/International.

Number of PhD examinations conducted.

A little about you— What was your PhD supervision like? What type candidates do you take and reject? What are the values that underpin your supervision practice?

Recruitment and Selection

How do you promote yourself and make known to potential students what you can/will supervise— web, conference, social media, other channels?

Which networks do you use to promote your work?

What principles guide your selection beyond respecting equity and diversity— what are you looking for? Have you rejected anyone if so why?

Do you have more interest than you can accommodate— If so, how do you handle that?

2 Supervisory Relationships with Candidates

How do you build rapport with students?

Do you set out or negotiate ground rules from the start to set expectations?

How do your supervisees communicate with you— How often do you read work and what is the turnaround?

What do you expect from candidates and do you invite feedback on your supervisory practice?

Are you still in touch with supervisees? If so, what are they doing now? Are you a referee and sponsor for them during and beyond the life of the doctoral project?

Add in any quotes from supervisee alumni.

3 Supervisory Relationships with Co-Supervisors

How do you ensure equity and consistent feedback is given?

How do you handle a difference of opinion in the supervision team?

How do you communicate this to the student?

Do you have any student quotes you can use to demonstrate how you handle this relationship?

4 Supporting Candidates' Research Projects

What do you do to support your candidate? Do they write, publish, get involved with outreach and public engagement?

How do they learn to be a professional researcher?

Do you give them opportunities to do book reviews, shadow you, go to conference on your behalf?

5 Encouraging Candidates to Write and Giving Appropriate Feedback

Methods and approaches to keep students motivated and to get them and keep them writing.

Do you set a suggested output of words per week? Expectations around publishing and giving conference papers, writing blogs, web material, using social media to get their message out.

Do they undertake any training to support their written and verbal communication of research?

6 Keeping the research on track and monitoring progress

How do you use the formal milestones or progression monitoring software to support the student's progress?

What do you do to keep them motivated and mitigate against 2nd year dip in enthusiasm? How do you ensure that you are aware of personal and health issues?

7 Supporting Candidates' Personal, Professional and Career Development

Do you signpost them to Dept training and support - if so what?

Signpost and encourage engagement with the University central support (RETT) and training and careers guidance?

Are you signed up to the Graduate School Newsletter so that you can keep up to date with information, opportunities and funding?

Add your own institutional links.

Do you sponsor them at conferences by making introductions?

Do you model good practice in terms of public engagement and impact? Do you encourage them to teach/demonstrate and give feedback on this?

Do you encourage them to think early on about their career options and to develop a Personal Development Plan?

8 Supporting Candidates Through Completion and Final Examination

What do you do to get them through the final hurdles— set deadlines, mock viva, social time?

Do you encourage students to suggest who their examiner might be?

How do you celebrate success?

9 Supporting Candidates to Disseminate their Research

Conferences (everyone will say this).

Dept and Faculty activities.

Professional Body/funder events.

Collaborators/Industry/Charity— Who gets to hear about what they are doing and to what end?

Community engagement— Pint of science, festival of ideas.

University Public Engagement Events— 3MT, PhD Spotlight, Falling Walls.

Add in your own institutional links.

10 Reflecting Upon and Enhancing Practice

How do you keep your own professional development as supervisors? Do you get feedback from line managers/Head of Departments about your performance?

HE Academy Fellowship

National Teaching Fellowships

Professional Body Training/RS recognition