

SHINING A LIGHT. RECOGNISING GOOD PRACTICE.

Supervisors play a critical role in influencing doctoral candidates' chances of completing on time, in determining the quality of their final outputs and, most crucially of all, in shaping their experiences as research students. The importance of good research supervision is, therefore, hard to overstate. But it often goes unrecognised.

To highlight the importance of research supervision, the UK Council for Graduate Education, in partnership and following extensive consultation with the postgraduate community, has developed the Research Supervision Recognition Programme.

The programme shines a light on an often underappreciated form of academic practice. It offers a framework within which institutions can develop good practice in supporting supervision. It provides a route to recognition for the many thousands of supervisors skilfully and diligently working at higher education institutions across the UK.

As well as allowing supervisors to demonstrate their ability to colleagues and candidates, we hope it will help to enhance practices by encouraging supervisors to both acknowledge their existing expertise and to develop their personal practice through reflection.

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How to Apply for Recognition

Gaining recognition requires you to submit a written account providing evidence that your personal practice is aligned to each of the criteria in the Good Supervisory Practice Framework.

Application Process

1. Reflect

Write a reflective account of your supervisory practice in relation to the Good Supervisory Practice Framework.

2. Apply

Once you have completed your reflection, you can choose to apply for recognition. This requires you to obtain personal references and for an application fee to be paid.

3. Review

A two-person panel will peer-review your application. Regardless of the outcome, you will receive comprehensive, constructive feedback.

Completing Your Reflection

Refer to the **Guide to Reflection**— provided along with this guide in the Reflection & Application Pack —for guidance on completing an evidence-based reflection on your supervisory practice.

Personal References and Authentication

To authenticate your reflective account, you are required to nominate two personal referees:

- One former doctoral candidate.
- One colleague who knows about their supervisory practice (for example, co-supervisor).

References should be no more than 500 words and confirm your account and, where appropriate, adding to it.

It is your responsibility to contact referees and ask them to authenticate your reflective account.

Once collected, please append to, and submit along with, your application.

Application Fee

There is a one-off application fee charged on a *per application* basis. **The application fee is £75.**

This must be paid when submitting an application via the Research Supervision Recognition Programme website and before the application is reviewed.

If the application is given an outcome of Not Met, the application fee is refunded.

Submitting Your Completed Reflective Account

Once completed, submit your Reflective Account Form and Personal References to:

supervision.ukcge.ac.uk/apply

How Your Application Will Be Reviewed

Your application will be peer-reviewed by a two-person review panel familiar with both research supervision and the Good Supervisory Practice Framework.

To undertake the review, each panel members will independently evaluate your application against the same guidance given to you. For each of the ten criteria, the reviewers consider whether your application provides appropriate evidence of each criterion in your supervisory practice.

Review Outcomes

The review has three potential outcomes:

Criteria Met

If both reviewers decide your application provides appropriate evidence, an outcome of **Criteria Met** is given, and you will become a UKCGE Recognised Research Supervisor.

Referred

If only one of the reviewers decides your application does not provide evidence, it will be sent to an Arbiter to make a final decision on the application.

Not Met

If both reviewers decide that your application does not provide appropriate evidence, an outcome of **Not Met** is given. In this instance, the application will be returned to you with feedback on the amendments/additions required to provide appropriate evidence.

Notification of Outcome

You'll receive notification of the outcome of your application for recognition within three months of the deadline for submitting applications.

Notification of outcome will be sent to the email address given when submitting your application.

Outcome Appeal Process

If your application has been given an outcome of Not Met by the original review panel, but not been sent to the Arbiter for a further review, you can appeal the outcome of your application.

In this instance, your application will be sent to the Arbiter for review. The Arbiter's decision will be final.

Resubmitting your Application

If your application has been given an outcome of Not Met, you can use the feedback from the review panel to **update then resubmit** your application.

If you choose to resubmit, no further application fee is needed to be paid.