

## Effective Supervision

### Example of two-day part-time schedule

**Tutor: John Wakeford**

You will need to have at least 7 hours available distributed over the period of the course to take part.

Course materials

[Link provided here to institutional regulations and handbooks](#)

Pre-course

1. John will invite you to send him in confidence a **JotForm** for you to let him have some information on your research field, your experience of supervising, any special topics you would like covering and, if preferred, your Gmail address.
2. These topics will be used in tailoring the topics covered to meet your interests.
3. You will receive an invitation from John providing a link to join the programme on Google Docs first page and insert your name on it to confirm that you have joined the session. The document will remain available on-line for at least a week.

All contributions should be made on Docs, but will only be visible to members of the group and Doctoral School administrator

### Indicative schedule with approximate timings

**Please join at the start of each day if possible but then drop in and out at your convenience**

#### Day 1

09.00 John will invite you to introduce yourself to the group and share your experience of being a research student

10.00 Supervision: John will send a link to some short extracts from a video on supervision of a doctorate.

All participants will join with John in discussing on Docs:

1. Supervisory strategies
2. What to do if a student is not progressing
3. Any other issues that arise



11.00 Student diary: John will email you a narrative written by a PhD student (with name changed)

Please read the narrative and put your comments on Docs and the lessons it contains for

1. PhD students
2. Supervisors, and
3. Institutions

Discussion will continue until 12.00

12.00 Video extract: supervisory relationships  
Discussion

13.00 John's lunch break

14.00 True or false? Key issues for supervisors at your institution

15.15 What is a PhD? How to identify benchmarks and learning outcomes in different disciplines. How to ensure a student's work is good enough to pass

Exercise and discussion

17.15 Mid-course review: best parts so far and suggestions for the second half of the course

Evening

No new material, but John will be on line from time to time until 22.00 to answer questions and make comments and send out the modified programme if necessary.

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## Day 2

**Provisional: to be modified in light of suggestions made at end of first day**

09.00 Supervisor diary: John will email you a narrative written by a PhD supervisor (chosen in the light of discussion on day 1)

Please read the narrative and put your comments on Docs and the lessons it contains for

1. PhD students
2. Supervisors, and
3. Institutions

Discussion

11.00 Video extract – award winning supervisor's strategy

Discussion

12.00 John's lunch break

13.00 Managing the PhD – helping students to meet deadlines and complete on time  
Presentation, exercises and discussion

15.30 Action planning: your plans and priorities

16.00 Suggestions to take back to your department

16.30 Suggestions for the Doctoral School

17.00 Evaluate this session and delivery

1. Would you recommend this session to your colleagues?  
(definitely, probably, not sure, probably not, or definitely not)
2. What were the best parts of it for you?
3. What should be changed for next time?

Evening

No new material, but John will be on line from time to time until 22.00 to answer further questions and make comments, and again at 09.00 in the following morning to check on any outstanding issues

The Google Docs pages will be left live for 7 days and then deleted.