PGR meetings: Year 1

# Meetings

## First formal meeting (within 1 month): allow 2 hours.

* Before the meeting: Ask student to:
  + Register for their degree!
  + Complete the “managing expectations” questionnaire for discussion
  + Create notes during the meeting to go into a summary document, briefly detailing how the supervision will be conducted.
* Discuss expectations questionnaire.
  + It’s not that one side or the other is right/wrong, but worth highlighting discrepancies.
  + Also worth considering where the Uni has specific expectations/policies that we must adhere to.
* Discuss other items:
  + Respective roles of the primary and second supervisor
  + Supervision style (see notes below)
  + Future supervisory meetings (format, scope, location, length and frequency – see notes below)
  + How supervisor(s) wish to review work: regular updates, or finished drafts?
  + Student involvement with the School/ Department/Institute, e.g. departmental research activity, seminars and conferences
  + What to do if Primary Supervisor is away, e.g. at a conference or on research leave
  + Any ethical or intellectual property issues if you are working as part of a research team or researching humans
* Organise to introduce to other colleagues/students.
* Student to initiate after the meeting, to be discussed at the next meeting:
  + Summary of expectations on both sides, especially where there are discrepancies.
  + A rough plan and timescales for the research project
  + Development and training needs (Development Needs Analysis).

## Second formal meeting (within 2 months): allow 1 hour

* Discuss student’s rough draft of a project plan that defines the scope of the research project and outlines the objectives to be achieved in the first year.
* Discuss Development Needs Analysis (DNA).
* Both the above should be signed and dated by the Supervisors and the student.
* The documents should be submitted to the SDPR/IDPR no more than three months after initial registration.

## Formal meetings thereafter: allow 1 hour

* Record formal meetings monthly in the Record of Supervisory Meetings in Liverpool PGR toolbox in Liverpool Life:
  + Before each formal meeting, the student will need to:
    - Set an agenda.
    - Produce a brief progress report since the previous meeting, set against the targets set at the last meeting. Highlight problems or areas for specific advice.
    - Prepare any work that needs discussing, e.g.
      * Results of an experiment such as data analysis
      * Draft of paper or section/chapter of thesis
      * Draft presentation for a conference
    - Set targets for future research.
  + At the meeting: View and discuss (student takes minutes)
    - The agenda
    - Progress report and targets
    - Any work that needs discussing
    - Changes to these items as necessary (student creates minutes for the record)
    - Check student’s understanding of what was discussed; ask whether feedback is sufficient or needs more input (if so, arrange another informal meeting)
    - Summary of action points and dates for completion (for minutes)
  + After the meeting: The record is complete when the supervisor signs this off. Supervisor sign-off instructions: <https://www.liverpool.ac.uk/pgr-development/supervisors-and-staff/supervisor-records/>
* All records for a reporting year, 1st June to 31st May, should be entered into the PGR toolbox by the 31st May each year for input into the Annual Progress Reports.

# Expectation setting

Two recognised managerial approaches:

* Directive. Structured; defining responsibilities; planning and allocating work; setting goals; priorities and standards; monitoring performance
* Supportive: authorising reward; training and development; coaching and counselling; recognition and praise; listening and encouraging; affirmation

As supervision progresses, moves from Directive to Supportive.

# Reference

<https://pcwww.liverpool.ac.uk/ALLPGR/ResearchSupervisorOnline/index.htm>