ASTON UNIVERSITY GRADUATE SCHOOL

**LEARNING AGREEMENT**

**1. Introduction**

This document forms an Agreement between a student and their Supervisor, setting out agreed responsibilities of each party. This document is intended to be personal to the relationship between a student and Supervisor and, as such, should be amended to the satisfaction of both. This should be done within one month of the student’s start date at a meeting involving the Supervisor, the student and the Associate Supervisor(s). Once completed, the original should be submitted to the School Research Office and each party should retain a copy.

**2. Student and Supervisor Details**

***(include name, email address, phone number and office location of staff members named)***

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| --- | --- |
| Student’s Name: | Jomar Alcantara |
| Research Group: | *Computer Science Research Group (CSRG)* |
| Research Start Date: | *1 April* Year: 2018 |
| Type of Registration: | *Full-time* |
| Location: | *On campus (Agreed off campus until move to Birmingham complete)* |
| Degree aimed for: | *PhD* |
| Supervisor: | Professor Peter Sawyer |
| External Contact (if appropriate): |  |
| \*Associate Supervisor(s): | Dr Yulan He |
| \*\*Associate Director of Research for Research Area: |  |
| ~Postgraduate Tutor: | Dr Sotos Generalis |
| Skills Training hours: | *90* |

\* Clarify details of the role of the Associate Supervisor(s) in the supervision of the student in Section 8.

\*\* The Associate Director of Research may be approached for academic advice and support in the absence or unavailability of the Supervisor.

~ The Postgraduate Tutor is a source of independent advice if the student/Supervisor relationship is not working well.

~\* For information on full or partial exemption, please refer to School specific information on Skills Training Hours.

*! Details of where and for what periods should be set out in a separate document attached to this Agreement. Where the research environment, supervision or facilities are being provided by another organisation, and where this is not already set out in a 3-way agreement between Aston University, the research student and the provider (in which case , please attach the agreement), a Research Placement Agreement (available from the School Research Office) should be completed.*

1. **Research Aims and Objectives**
2. Synopsis of research project and overall aims

b. Objectives of research project for first year (full-time students) or first two years (part-time students), including: literature review; experiments; laboratory practices; laboratory books.

**4. Ownership**

Discussion of the ownership of any work which the student undertakes.

***Note:***

“Intellectual Property” is the term given to outputs of intellectual and creative endeavour that we can protect with patents, copyright, design rights, trademarks, database rights, plant variety rights etc. The University has an IP Policy dealing with Intellectual Property created while you are a student at the University

If you are involved in any new discovery or invention you should notify your Aston Supervisor. *You must not publicise the discovery to anyone else, under any circumstances, in any way, until any required legal protection is in place.* Potential patent rights can be severely damaged if you disclose a discovery or invention before filing a patent application.

Research Students: Intellectual property created as part of your research as a research student will, in most cases, be owned by the University. Other Students: In most cases, you will own any Intellectual Property created during your time at Aston. Exceptions apply if your intellectual property was created jointly with either 1) a member of staff, 2) a research student, or 3) other external persons, such as emeritus professors, visiting academics, and contractors.

In cases where the University claims ownership of Intellectual Property, where possible the University seeks to exploit Intellectual Property and will share any net income with staff and students in accordance with a scheme approved by the University Council.

**5. Extract from the University’s Code of Practice for Research Degrees (REG/13/491), with further clarification/information (in italics) specific to the School (if appropriate))**

**5.1 Responsibilities of supervisors**

The responsibilities of Supervisors include:

1. introducing the research student to the research environment, its facilities and procedures, and to other research students and relevant staff;
2. providing satisfactory and accurate guidance and advice, and giving consideration to the appointment of additional Associate Supervisor(s) where this may be beneficial as the student’s research progresses
3. being responsible for monitoring the student’s progress, mindful of the timing of the student’s progression points and thesis submission date
4. establishing and maintaining regular contact, at a frequency agreed with the student (normally at least every two weeks), and to include structured interactions at least every 3 months to discuss and agree progress, and to report it formally (Regulation 8.1)
5. ensuring his/her reasonable accessibility to the student at other appropriate times when the student needs advice
6. having input into the assessment of a student’s development needs and regularly reviewing and amending those needs and advising students on their personal development planning
7. providing timely, constructive and effective feedback on the student’s work including his/her overall progress
8. ensuring that the student is made aware of lack of satisfactory progress on the research programme and the implications of this for the student
9. ensuring that the student is aware of the need to conduct his/her research according to ethical principles, respecting any issues of confidentiality, and of the implications of research misconduct (which are set out in detail in the University’s Code of Practice for Dealing with Allegations of Research Misconduct, REG/04/77), including plagiarism
10. providing guidance on the maintenance of research records applicable to the nature of the research
11. providing effective pastoral support and/or referring the student to other sources of such support, including careers guidance
12. helping the student to interact with others working in the field of research, for example, by encouraging the student to attend relevant conferences, supporting him/her in seeking funding for such events; and where appropriate to submit conference papers and articles to refereed journals
13. maintaining the necessary supervisory expertise, including the appropriate skills, to perform the role of Supervisor satisfactorily, supported by relevant continuing professional development opportunities.

**5.2 Responsibilities of research students**

Students are responsible for the content, completion and submission for examination of their theses within the periods of study as prescribed in Regulations for their particular degrees.

Students are also responsible for:

1. taking responsibility for their own personal and professional development and attending induction programmes as advised by their Supervisor or School Research Office
2. ensuring that they are familiar with and comply with University regulations and School guidelines and procedures relating to their degree, relevant Codes of Practice and other University and School requirements, health and safety advice, the monitoring of progress and terms of any sponsorship
3. setting and keeping to timetables and deadlines, including planning and submitting work as and when required and generally maintaining satisfactory progress with the programme of research
4. ensuring that in every year of enrolment they meet all of the University’s requirements regarding administrative arrangements; for example, completing enrolment, re-enrolment and annual reports on progress
5. discussing with their Supervisor the type of guidance and feedback they find most helpful, and agreeing a schedule of meetings for which they adequately prepare
6. maintaining regular contact, normally at least every two weeks, initiating supervisory meetings where necessary
7. in conjunction with their Supervisor and informed by the Vitae Researcher Development Statement (provided as an Appendix to the Student Handbook), identifying their training needs and attending research training on research methods and other relevant topics, including personal and skills development opportunities
8. maintaining research records in such a way that they can be accessed and understood by anyone with a legitimate need to see them
9. deciding when to submit their thesis (after the minimum period of study and before the end of the maximum period of study specified in the Regulations), taking account of the Supervisor’s opinion
10. ensuring that they understand the nature of their Supervisor’s responsibilities (see section 5.1 above)
11. advising their Supervisors of any illness, holidays or any other occasions when they will be absent from the University or from their study, or of any other circumstances likely to affect their work
12. where possible, recognising when they need help and seeking it in a timely manner.
    * 1. Documentation and Other Useful Information

Discussion of relevant documentation and other useful information, as detailed below, and confirmation that the student has, or knows how to access, further details:

* Code of Practice for Research Degrees, including Research Code of Conduct appendix *(available on MAP homepage and the intranet at* [*http://www1.aston.ac.uk/registry/for-staff/regsandpolicies/researchregulationsandprocedures/*](http://www1.aston.ac.uk/registry/for-staff/regsandpolicies/researchregulationsandprocedures/)*)*
* General Regulations for Degrees by Research and Thesis *(available on MAP homepage and the intranet at* [*http://www1.aston.ac.uk/registry/for-staff/regsandpolicies/researchregulationsandprocedures/*](http://www1.aston.ac.uk/registry/for-staff/regsandpolicies/researchregulationsandprocedures/)*)*
* Record of Supervisory Meeting Form *(in Student Handbook)*
* Guide to Requirements for the Qualifying Report *(in Student Handbook)*
* Presentation Feedback Form *(In Student Handbook)*
* Written Paper Feedback Form *(In Student Handbook)*
* Policy on Teaching Hours *(In Student Handbook)*
* School Health and Safety Policy Document
* Health and Safety information specific to student’s research environment (if relevant)
* Academic Appeals Procedure *(available on MAP homepage and the intranet at* [*http://www1.aston.ac.uk/registry/for-staff/regsandpolicies/researchregulationsandprocedures/*](http://www1.aston.ac.uk/registry/for-staff/regsandpolicies/researchregulationsandprocedures/)*)*
* Student Complaints Procedure *(available on MAP homepage and the intranet at* [*http://www1.aston.ac.uk/registry/for-staff/regsandpolicies/researchregulationsandprocedures/*](http://www1.aston.ac.uk/registry/for-staff/regsandpolicies/researchregulationsandprocedures/)*)*
* Postgraduate Mentoring Scheme *(in Student Handbook)*

**7. Skills Training**

All students on campus must normally attend:

- a health and safety course as soon as possible after enrolment;

- a teaching skills course prior to undertaking any teaching or demonstrating in the School (sessions on teaching and assessment are offered via the School’s postgraduate training programme or the Centre for Staff & Graduate Development).

The student and Supervisor should discuss other courses/seminars/conference sessions that will meet the professional and personal development needs of the student and contribute towards the regulatory requirement to undertake appropriate skills training during the research programme (60 hours for MPhil/90 hours for PhD).

The choice of the remaining training to be undertaken should be agreed between the Supervisor and the student, noting that not all of the hours need to be agreed at the initial meeting and that the student’s development needs should be reviewed at least annually. A Training Needs Analysis form is appended to this Agreement to aid the discussion and to record decisions. The training and development activities that can count towards the skills training hours are:

* Internal courses and workshops offered by Departments represented in the Graduate Development Team. This includes Module IS4001: Research Skills and Professional Development which, if completed, counts for 20 hours, plus 20 hours if the associated assessment is undertaken;
* Internal courses and seminars offered by the School;
* Poster presentations at conferences, seminars or poster competitions (10 hours per event if activity is external to the University; 5 hours for University events);
* Oral presentations at conferences/seminars (15 hours per event if activity is external to the University; 8 hours for University events);
* External workshop requiring active participation: 5 hours.

The student should keep a record of the skills training undertaken on the Training Needs Analysis form and this will be reviewed by the Supervisor and student at the time of the Annual Progress Report. A revised version of the Training Needs Analysis form, reflecting any changes made as a result of the annual review, will then be submitted with the Annual Progress Report.

A full list of the 90/60 research skills training hours will need to be submitted with the thesis for forwarding to the Examiners.

**8. Role of Associate Supervisor(s)**

Detail the role of the Associate Supervisor(s) in the supervision of the student:

**9. Declaration by the Student**

I have read and agree with the University’s Code of Practice for Research Degrees and the General Regulations for Degrees by Research and Thesis. I have discussed the recommended skills training with my Supervisor(s) and completed a Training Needs Analysis form which will be subject to annual review. I have read the School Health and Safety Policy Document and have been advised of any particular hazards and precautions associated with my research area. I understand that I must not undertake any teaching without the prior agreement of my Supervisor. I am satisfied with both my responsibilities and those of my Supervisor as outlined above.

……………………………………… …………………………..

Signature of Student Date

**10. Declaration by the Supervisor and Associate Supervisor(s)**

We have met with the above named student, discussed with him/her the roles of the Supervisor and Associate Supervisor(s)/External Contact and made recommendations for skills training which are recorded on the appended Training Needs Analysis form and will be subject to annual review. The student is familiar with the requirements of the School Health and Safety Policy and of any particular health and safety issues associated with the research area. We are satisfied with our responsibilities and those of the student as outlined above.

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Signature of Internal Supervisor Date

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Signature of Associate Supervisor Date

**W*hen completed, the Supervisor, Associate Supervisor(s) and student should each have a copy of this form and the Supervisor should then pass the original to the Research Office within two months of the student’s enrolment.***

RSP/Grad School/AJB/September 2013