



## Training requirements

- All staff wishing to be appointed as research supervisors at UCL, including new members of staff with experience of research supervision at other institutions, must complete the mandatory online [Introduction to Research Supervision](#)
- Staff with no prior supervisory experience must also attend [Developing as a Doctoral Supervisor](#) after completing the online introductory course.
- All staff should also have read and be familiar with the following 1.0488 0 16vr0ETQ1 11.04 T1(s)34( )19

<b>Staff Category: Honorary appointments</b>			
<b>Grade</b>	<b>Description</b>	<b>Supervision category: Principal/Subsidiary/MRes</b>	<b>Additional criteria to meet</b>
n/a	Honorary Academic associations	All	
n/a	Honorary Research associations	In line with categories in Research track above as per grade	
n/a	Emeritus staff	All	*
n/a	Visiting / Affiliate staff	None	Not eligible (apply for honorary appointment to appoint formally)
N.B. When applying for honorary appointment, ensure you request an email/ISD account so that you /Portico).			
<b>Staff Category: Professional Services</b>			
Professional services staff are not normally eligible to be supervisors; however, we recognise the subject area expertise of many of our professional services staff (and also the possibility of ongoing research work, despite currently being in a Professional Services role). Where the line manager of the staff member approves the research duties, and where the Faculty Graduate Tutor agrees to the appointment, these staff members could exceptionally be appointed as subsidiary supervisors within an experienced and/or larger supervisory team.			
<b>Other</b>			
N.B. Current research students cannot supervise research students at their same programme level.			n/a

\* Individuals will need to make a case to their Faculty Graduate Tutor (FGT) with the support of their Department. The Department should indicate that they are willing to give the time and resources for the individual to supervise and that, where relevant, it is important for their career development. The FGT will also need individuals to demonstrate their research record and completion of appropriate training. Other specific assurances may be needed on a Faculty basis, such as having multiple supervisors and/or a Thesis Committee in place. Team supervision through one of these mechanisms would be strongly recommended in cases where non-academic staff are involved in supervisory team.

Contract/Funding end date of supervisor should normally be beyond the end date of the student. This is to ensure continuity of experience and support for the student. However, in cases where the staff -term funding arrangements (e.g. milestone grants, e sought that it is likely the staff member will be in place to the end date of the student and, if relevant, that an Honorary contract would likely be issued were the staff member to leave. End dates and approval notes can be captured in User Management when the Faculty approves the supervisor.

When appointing supervisory teams, also see the Guidance on Appointment of Supervisory Teams

**Agreed by UCL's Research Degree Committee  
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