SOUTH WEST BIOSCIENCES
DOCTORAL TRAINING PARTNERSHIP

SUPERVISOR HANDBOOK 2019 / 2020
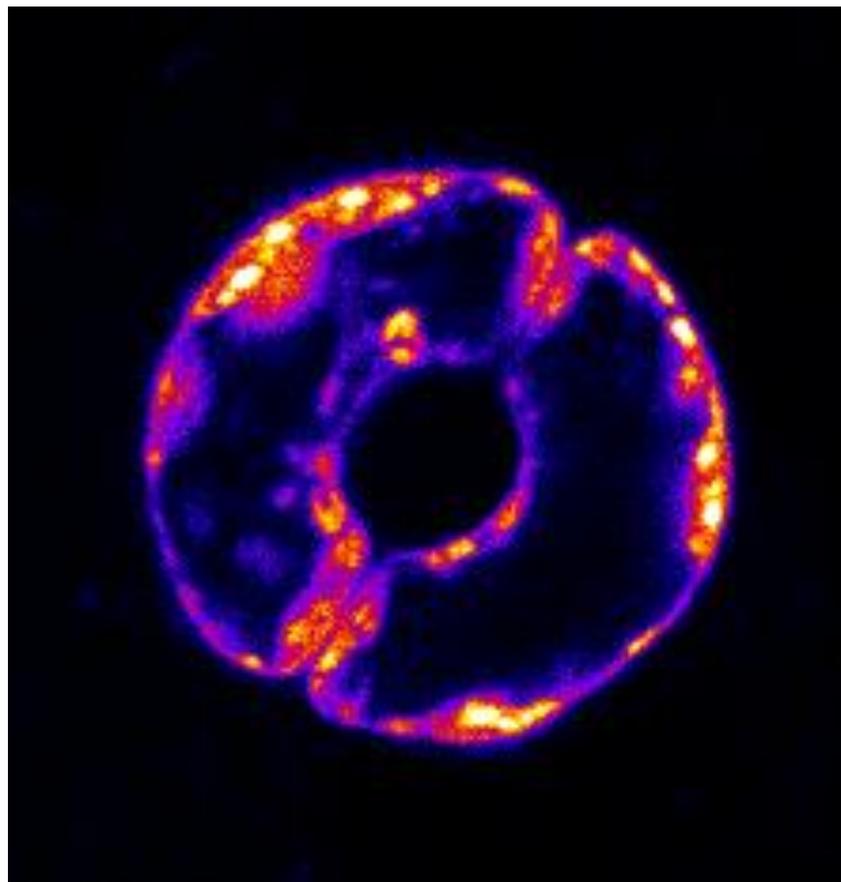

Photo credit: Ashley Pridgeon (and Brogan Harris), SWBio DTP student

CONTENTS

Every attempt has been made to ensure the accuracy of the Information contained in this handbook was correct at the time of release, however, it may be amended during the programme to reflect any changes. The current version will be available on the SWBio DTP website and supersedes all previous versions.

Supervisor terminology

Rothamsted-led projects

- Rothamsted supervisor: Lead supervisor at Rothamsted who is responsible for supervision whilst student is based at Rothamsted. Must be eligible to act as a supervisor by the collaborating university.
- Academic supervisor: Based at the collaborating university and responsible for academic progress monitoring of the student. Must be eligible to act as a main supervisor within their university.

Projects with a CASE partner

- Non-academic supervisor: Lead supervisor at the CASE partner who is responsible for supervision whilst student is on their placement. They must be eligible to act as a supervisor by the collaborating university.

This handbook should be read in association with the student's registered university's Code of Practice or equivalent (relevant policies and procedures) for Postgraduate Research Programmes:

- University of Bath
- University of Bristol
- Cardiff University
- University of Exeter

BBSRC/UKRI documentation

As you are in receipt of a BBSRC-funded DTP studentship, please ensure you familiarise yourself with and abide by the following BBSRC/RCUK documents:

- UKRI Terms and Conditions of Training Grants and Training Grant Guide
- BBSRC Statement on Safeguarding Good Scientific Practice

Disabled Students Allowance (DSA)

Please be aware that BBSRC will also provide a disabled students allowance. If you think your student may be eligible, please contact your local postgraduate team or disability support team.

*UK Research and Innovation (UKRI) came into existence in April 2018 and includes the seven Research Councils (BBSRC included), Innovate UK and Research England. UKRI, funded by the Department for Business, Energy and Industrial Strategy (BEIS), is an independent organisation, created to provide a stronger voice for both research and innovation.

Acknowledgement

Please ensure that your student acknowledges BBSRC and SWBio DTP support on all publications, presentations, exhibitions, press announcements and other similar events. The BBSRC logo can be downloaded from the BBSRC website and the SWBio DTP logo can be downloaded from the SWBio DTP website for use on posters and in talks.

When acknowledging the BBSRC and the SWBio DTP in publications, please use the following format:

Acknowledgement of a single grant: 'This work was supported by the Biotechnology and Biological Sciences Research Council-funded South West Biosciences Doctoral Training Partnership [training grant reference xxxx].'

The funder should be written out in full, followed by the training Grant reference in square brackets.

Acknowledgement of multiple grants: 'This work was supported by the Biotechnology and Biological Sciences Research Council-funded South West Biosciences Doctoral Training Partnership [training grant reference xxxx]; the Natural Environment Research Council [grant number zzzz]; and the Engineering and Physical Sciences Research Council [grant number aaaa].'

Multiple grants should be separated by comma and space. Where the research was supported by more than one agency, the different agencies should be separated by a semicolon, with "and" before the final funder.

BBSRC DTP2 Training Grant Reference Number: BB/M009122/1 *

Note: Some students may have an additional training grant reference number due to how the studentship is funded. The DTP Administrative Hub will be in contact with you if your student has an additional BBSRC Training Grant Reference number to acknowledge. This will have no further impact on the studentship.

*If you had former SWBio DTP students who were part of our 2012-2014 intakes, a different BBSRC Training Grant Reference is to be used: BB/J014400/1.

Publication of results of your student's research should be in accordance with normal academic practice and the UKRI Policy on Open Access.

Contacts

The SWBio DTP is governed by a DTP Hub (based at Bristol), in collaboration with a number of groups across the partnership. The central DTP Hub includes the: Director, Deputy Director, Hub Manager and Administrator. The SWBio DTP Hub can be contacted via swbio-dtp@bristol.ac.uk.

In addition, within your institution, you will have local named DTP representatives whom you can contact with any problems or queries in relation to the DTP programme.

Governance structure of the SWBio DTP >>

Expectations of the DTP

This is to remind you that upon accepting a SWBio DTP student, you agreed to abide by the 'South West Biosciences Doctoral Training Partnership's Expectations of Supervisors' (please refer to Appendix 1).

Please remember that it is important and expected that the student's thesis is submitted within **four** years of starting the programme. Failure to abide by this condition affects the future award of studentships to the programme and will reduce the likelihood of studentships being awarded to students in laboratories with poor track records.

It is imperative that you inform and discuss with your local named DTP representatives if the following occurs or is likely/planned to occur:

- Change in main/second supervisor (or Rothamsted/academic supervisor respectively)
- Significant change in project direction
- Student progression issues
- Suspensions/parental leave/change in mode of study/withdrawals
- Introduction/loss of a CASE partner

Note: changes to the main/second supervisor, addition of a CASE partner or a significant change in the direction of the project will need to be approved by the SWBio DTP's Management Group. This is to ensure that the SWBio DTP continues to fund projects that meet the requirements of the DTP and BBSRC. It is expected that you liaise with your local DTP Management Group representative as soon as you are aware of any potential changes for advice and guidance. Please note that the SWBio DTP ethos is that students should have supervisory teams, and not a single individual supervisor (although we acknowledge there will be a main supervisor).

Further information and the relevant forms to complete for the approval of changes can be found on the 'Information for supervisors' webpage of the SWBio DTP website. Please complete the relevant form and return to swbio-dtp@bristol.ac.uk, copying in your institutional DTP Management Group representative.

Continuation of SWBio DTP studentship funding is conditional upon ongoing compliance with our programme conditions. These may be additional to any study regulations/codes of practice implemented within our partner institutions.

Importantly, studentships are awarded on the basis of a programme of study agreed by our funders and based within the SWBio DTP institutions. It is an expectation of the BBSRC that students are primarily based at the respective SWBio DTP partner institution for the duration of their PhD. It is therefore unlikely that SWBio will agree the transfer of a studentship away from our partnership institutions in the event that a supervisor moves away from our network.

Research placements

Research placements elsewhere are acceptable where these benefit the programme of research and have a clearly measurable potential outcome, but would normally be expected to be of short duration. Our view is that placements must be compatible with effective and continued engagement with our programme. For any further guidance, please contact the DTP Hub (swbio-dtp@bristol.ac.uk).

We are supportive of exposing our students to the very best research environments and opportunities but ask that you discuss any significant periods of planned absences with us beforehand. We reserve the right to refuse such plans where we feel they will undermine the coherency of the programme experience. This does not affect absences for planned fieldwork although this should also avoid disruption to the taught component and cohort activities. We consider placements during the last six months of a studentship likely to be disruptive to the writing up process and should be avoided.

Throughout any placement period students must continue to fully engage with the SWBio DTP programme activities and requirements.

New Intake

Supervisor induction and Welcome week*

Ahead of the new intake starting, supervisory teams for these students will be invited to an institutional supervisor induction. The aim of this induction is to make supervisors aware of the requirements of the programme and to manage expectations.

During or in close proximity to your university's/collaborating university's welcome week, your student will be invited to a local SWBio DTP student welcome session.

*May also be referred to as enrolment or induction week.

Students mainly based at a university

These students will be registered for a higher degree at the home university of the main supervisor and so will be subject to the local procedures for performance monitoring, progression between years and thesis examination. The home school/department will be responsible for their annual progress monitoring. Please do ensure that at the start of their studies the student clearly understands the different roles and responsibilities of their supervisory team/collaborators.

Students mainly based at Rothamsted Research

If the student will be mainly based with Rothamsted Research (North Wyke or Harpenden site), the student will be registered for a higher degree at the university where the academic supervisor is based. The student will be required to register at the university during their welcome week and attend their respective registration/welcome events.

As a registered student at the university, they will be expected to follow university postgraduate rules and procedures as set out in the university's Code of Practice. However, their daily activities will most likely take place within Rothamsted Research and during this time will be following Rothamsted's rules and procedures*.

The Rothamsted supervisor will be responsible for supervising the student on a daily basis and the academic supervisor will be responsible for monitoring academic progress. Please ensure that at the start of their studies the student clearly understands the roles and responsibilities of their Rothamsted and academic supervisors (plus others within the supervisory team/collaborators) and how you will support them throughout their studies.

Link accessible only via Rothamsted's VPN using a Rothamsted laptop/computer. Alternatively e-mail donna.fellowes@rothamsted.ac.uk

Students with a non-academic (CASE) partner

CASE students are required to undertake a placement of 3-18 months with the CASE partner. A rotation project could constitute towards the placement requirement but it is expected that all costs associated with the rotation project (consumables, travel, accommodation) are met by the CASE partner. There is also a BBSRC mandatory financial academic contribution of £1400/annum for organisations of >51 employees.

It is the main/academic supervisor's responsibility to ensure a CASE studentship agreement is put in place with the CASE partner at the start of the studentship. **There is a specific SWBio DTP CASE agreement to be used so please highlight that the agreement is for a SWBio DTP CASE studentship when liaising with your institutional contracts team.**

As part of the funder's requirements, all CASE students are expected to submit a post-placement report on completion of their placement. Students should contact CASE@bbsrc.ac.uk to obtain the report to complete.

BBSRC information about CASE partners >> (please refer to 'Downloads' section in the right navigation)

Training needs analysis

As a main/academic supervisor is it expected that you will complete a training needs analysis with your student as part of your institutional requirements. For the DTP we request that this is completed within the **first two weeks** following the students' welcome week, to ensure that students are signed up in a timely manner to the prescribed number of training courses required for the Core Skills for Life Scientists taught unit.

For institutions where a training needs analysis is partly implemented, there is a SWBio DTP training needs analysis document that can be used, which is downloadable by your student from the DTP Blackboard site. This focuses on the Vitae Researcher Development Framework (RDF) and students will be provided with guidance on how to complete this.

Following your training needs analysis meeting, your student will then need to upload the DTP/institutional training needs analysis to the relevant submission point on the DTP Blackboard site. This may be used for discussion at the meeting that takes place at the end of the first year (refer to 'project refinement' section).

Mandatory taught first year

As part of the programme, the student will be required to undertake a taught first year. Further information about this can be found in the SWBio DTP Taught Handbook.

To help you keep up to date with when co-localised teaching is taking place and assessment deadlines, we have a calendar overlay that you can add to your Outlook calendar.

To do this you go to your calendar > **add calendar** > **from the internet** and put in the below link:

https://outlook.office365.com/owa/calendar/0a74e44c617f4ac185553aff4000b74d@bristol.ac.uk/9d25788983b3412ebeed787d5ad72dff8211289816627360172/calendar.ics

The taught component is an accredited taught year at Masters level. Your student will need to pass the taught component to allow them to progress to their second year of studies (180 credit points; 50% pass mark for each unit). If your student fails, they will not be able to continue their studies as part of the programme.

We understand that your student may be in contact to ask for advice and feedback about their work. However, for work that is to be submitted and assessed, you should not be providing your student with detailed feedback. Specifically, for the Rotation Project Reports, rotation project supervisors can

expect a draft of the report from the student at least a week in advance of the submission deadline. Please do comment on this draft and give general feedback, but please do not suggest detailed edits of the text. It is expected that you will read a draft once only, and please do not accept drafts after the one week deadline. The students have been told that the earlier they give you a draft of their report, the longer they will have to act on the feedback that you give them. The student should not ask for feedback from other academic supervisors within their supervisory team.

Marking expectations

Rotation Projects

The listed main and second supervisor (academic and second academic supervisor respectively for Rothamsted-based students) with a DTP student will be expected to mark their student's Rotation Project report. Please ensure this is done promptly and by the deadline of which you will be informed.

Rotation project supervisors will be required to provide a continuous assessment mark for the student. For projects where the rotation project supervisor is the Rothamsted/CASE supervisor, the academic supervisor is expected to provide the mark in consultation with the Rothamsted/CASE supervisor.

Grant Application

The listed main/academic supervisor will be expected to mark their student's grant application assessment for the Core Skills for Life Scientists taught unit.

Note: Members of the supervisory team may also be requested to be part of the local selection panel for SWBio DTP interview days and to assist in teaching.

Deadlines associated with marking will be included in your calendar at the start of the year by our Taught Year Course Administrator (based at Bristol).   You will also receive communications from this Administrator and/or Unit Directors throughout the year in relation to marking.

You must complete any marking by the designated deadline as otherwise it will cause significant difficulties and impact on your students training. If for unforeseen circumstances you are unable to, please contact your local Implementation Group Representative as soon as possible to discuss further.

Supervisors who do not meet these marking deadlines are unlikely to be considered appropriate supervisors for future SWBio DTP studentships.

Rotation projects

The two rotation project outlines will need to be finalised by **July** (two months before the students start). It is encouraged that these are designed with the student's input following the 'SWBio DTP's Expectations of Rotation Projects' document. An example rotation project form can be found in Appendix 2. This information will be completed online and your local DTP Implementation Group representative will review.

It is expected that the rotation projects will be with the main and second supervisors (or Rothamsted/academic supervisor). For studentships with a non-academic (CASE) partner, it is encouraged that one of the Rotation Projects is with the listed non-academic supervisor.

The listed rotation project supervisors must ensure that the research associated with the Rotation Projects does not interfere with the student completing their taught units. Note that students will be required to travel for some of the taught units but these will be in pre-defined short, intensive teaching blocks. Please refer to the SWBio DTP Taught Handbook for details of the timetable.

If the rotation projects are based at different institutions, it is the main/Rothamsted supervisor's responsibility to discuss this with the student in a timely manner so that they can consider accommodation options.

Project refinement

Upon the completion of the taught first year (early August), there will be the opportunity for you, with your student, to reflect on the experience gained from the two rotation projects and to refine the PhD project. Where feasible, you are encouraged to respond positively to preferences expressed by the student in view of their rotation project experiences.

If the project is refined, you will be required to submit an online short project refinement form (an example form can be found in Appendix 3) by mid-August. A meeting will then be arranged within the following month between your student and your local DTP Implementation Group representative (local assessors may attend also) to talk through the project, discuss their training needs and for the opportunity to feedback on their first year.

Professional Internships for PhD Students (PIPS)

It is a requirement of BBSRC that each student completes a 3-month (or part-time equivalent) placement outside of an academic research environment*. The aim of the PIPS is for your student to understand the context of their research and to expose them to the range of opportunities in which they can apply their skills and training after they graduate. Further information about this placement scheme can be found on the SWBio DTP website. Students have found supervisors to be a good source for identifying placements through their own contacts.

The placement should take place during the **second or third year** of their studies. Your student should discuss the placement with you before approving via the DTP and signing their PIPS contract. If there are any disagreements, please discuss with your local PIPS Management Team representative. Once your student signs their contract, it is expected that they will fulfil the requirements of their PIPS during the specified duration.

As a main/Rothamsted supervisor it is your duty to maintain contact with the student throughout their placement, even though they may not be actively undertaking research. **It is also expected that your student will arrange a visit or Skype/telephone conversation with you and their PIPS host supervisor**

to discuss the progress of their placement. You will also be required to complete a visitor report which will need to be returned to pips@bath.ac.uk within **one month** of the visit.

Further information for supervisors about PIPS placements >>

*Note: if the project has a CASE partner, undertaking a PIPS in addition to their placement is optional for your student.

Cohort activities

As part of this programme, there will be a number of DTP cohort activities that your student is expected to attend. These activities bring all students together from across the partnership together and provide excellent opportunities for networking, peer-to-peer learning and sharing of knowledge. These cohort activities include:

- Annual Student Conference
- Annual PIPS Conference
- Student-led Away Days
- Theme-specific activities e.g. site visits, workshops
- Thesis Boot Camp

Further information about each cohort activity >>

Further cohort activities may become available during their studies.

Please refer to our DTP cohort events calendar on the SWBio DTP website for dates of the cohort activities and attendance expectations. We also have a cohort activities calendar overlay which you can add to your Outlook calendar.

To add go to your calendar > **add calendar** > **from the internet** and put in the below link:

https://outlook.office365.com/owa/calendar/0a74e44c617f4ac185553aff4000b74d@bristol.ac.uk/3b8eee4557254a2b97438390e20a753c1815893121222959471/calendar.ics

It is expected that you will ensure that your student's research/fieldwork/other training does not interfere with their attendance at these cohort activities. It is also important that you encourage and support their compulsory attendance at these activities. **Supervisors who actively discourage students from engaging with the programme are unlikely to be considered appropriate supervisors for future SWBio DTP studentships.**

SYSMIC

SYSMIC is a course previously BBSRC-funded that provides training in maths and computing based around biological examples, using programmes such as MATLAB and R. SYSMIC is optional for SWBio DTP students but where applicable, we do encourage students to take this course to help support their research. **The cost for SYSMIC will be £800 and this will need to be met by the student's Research Training and Support Grant (RTSG; refer to 'finance' section).** This includes both module 1 and 2 of the online course.

There are two start dates for SYSMIC (normally June and November). Your student will be contacted by the DTP in advance of these dates for registration.

Due to the time investment (approximately 5 hours per week with 6 months to complete), we strongly recommend that students undertaking this course do so in the second or third year of studies. However, if they are undertaking a project that has heavy computational modelling aspects and therefore it would beneficial for them to undertake this course in their first year, please contact swbio-dtp@bristol.ac.uk to discuss further. If undertaken in the first year, we would recommend a June rather than a November start due to the workload associated with the taught units and assessments.

Researchfish

Researchfish has recently been implemented as a system by the BBSRC to gather information from BBSRC-funded researchers and students about the outcomes, outputs and impact of their work.

Your student will be invited to enter and submit data to Researchfish. Your student will receive log-in details early September as they are just about to start their third year of studies.   They will be required to submit data annually throughout their studies and they are also encouraged to complete Researchfish for up to three years following completion of their studentship. Please ensure you speak with your student and/or encourage them undertake available training at their institution or online before completing Researchfish for the first time. If you are connecting any of your students to your Researchfish outcomes, please make it very clear that the outcome is directly linked to yourself. We have encountered issues where it is not clear that it is a supervisor rather than a student outcome when collating data.

Main/academic supervisors will have been given access to the student's Researchfish account as a team member, to offer guidance. For Rothamsted supervisors, your student will need to manually add you to their account. Additional supervisors can be added as 'team members'.

Do not add any confidential, sensitive or personal information to Researchfish as outcomes submitted may be made public (e.g. through Gateway to Research).

Further information:
- Researchfish support desk: support@researchfish.com.
- UKRI guidance on Researchfish

Finance

As part of the studentship, there is a Research and Training Support Grant (RTSG) available. The RTSG is to support research (such as consumables, fieldwork) and training needs (e.g. workshops, conferences, travel to DTP cohort activities). The RTSG budget is as follows:
- Year one: **£1,000/rotation project**
- Year two-four: **£14,000 in total (***cost for laptop met by this budget***)**

Note: if the RTSG budget is underspent in the first year, this can be carried over into the following years of the project.

In addition to the RTSG, there is also have a fieldwork budget of **£1920**. This is as follows:

- **£1,000** for the PIPS placement – this covers costs associated with accommodation and travel
- **£920** for fieldwork – this can cover costs associated with fieldwork/conferences

There is flexibility within the fieldwork budget, so if the student underspends their PIPS budget, they will have extra money to spend on fieldwork/conferences and vice versa. If they exceed their fieldwork budget, they can use the RTSG to cover these costs, but this is at the discretion of you as the supervisors.

Note: it is expected that the fieldwork budget will not be accessed until year 2 of your student's studies.

As a supervisor, you are expected to monitor your budgets in liaison with your student. If the student is a Rothamsted-based student, it is the responsibility of the Rothamsted and academic supervisor to liaise with your local finance teams to discuss how the RTSG is to be managed.

Laptop
Each new student will be provided with a standard specification laptop at the beginning of their programme. This will be funded via their £14,000 RTSG. If you require your student to have an upgrade or a Mac, these additional costs will also need to be met via the RTSG. Justifications will be needed for any upgrades.

Sharing of data
As you are aware, the doctoral training programme your student is undertaking will include collaboration between the University of Bristol, other universities, research organisations and other partners (including the BBSRC). As a result we may need to share information about the project, the supervisors and the student (which may include student personal data) with those partners.

Personal data is processed in accordance with the Data Protection Act 1998. The University of Bristol will remain a data controller for the personal data it holds, other universities, research organisations and/or partners may also become data controllers for the relevant personal data they receive a result of their participation with the collaborative programme of doctoral training. The processing and storage of personal data may occur outside of the EEA.

Further information about how BBSRC retain and share the data can be found in the UKRI Data Protection Policy and the BBSRC Data Sharing Policy.

Additional information
- SWBio DTP LinkedIn Group
- Twitter: @SWBio_DTP
- Information for supervisors can be found on the SWBio DTP website (for example the Supervisor Handbook, forms for when requesting changes to projects)

13

Appendix 1:

South West Biosciences Doctoral Training Partnership's Expectations of Supervisors

The BBSRC-funded South West Biosciences Doctoral Training Partnership (SWBio DTP) student you are supervising is part of a programme that trains postgraduate students in world-class bioscience across the universities of Bath, Bristol, Cardiff and Exeter, alongside Rothamsted Research.

You (as the main/Rothamsted supervisor) and your supervisory team agree to:
- follow the programme requirements as described in the SWBio DTP Supervisor Handbook.
- abide by the terms and conditions of the funder:
    o UKRI Terms and Conditions of training grants and training grant guide
- support your student in undertaking an placement as part of the Professional Internships for PhD Students (PIPS) scheme. This will require you to:
    o ensure the placement takes place in the second or third year of their studies.
    o allow your student to complete their placement within the designated dates as outlined in the job description.
    o maintain contact with your student throughout their placement.
    o visit/skype your student whilst on their placement and complete the relevant visitor form.
    o Ensure they have completed their BBSRC PIPS report within 3 months of completing their PIPS (your student needs to contact PIPS@bbsrc.ac.uk to obtain their report).
    Note: The PIPS placement is optional if the project has an affiliated CASE partner.
- ensure that the rotation projects do not interfere with attendance at the taught units or assessments during your student's taught year.
- mark rotation project reports (and any other assessments as requested* from time to time) from across the partnership as part of the taught first year.
- assist in teaching (if requested*).
- Allow and encourage your student to attend DTP cohort activities and ensure that research and other training/fieldwork activities do not interfere with these.
- ensure your student submits their thesis within four years.
- ensure that the PhD project remains within BBSRC remit.
- alert and discuss with your local Management/Implementation Group representative if any of the following occur:
    o significant change in project direction
    o intended change in main/second supervisor (or Rothamsted/academic supervisor respectively)
    o change in mode of study of your student
    o introduction/loss of a CASE partner
    o progression issues

Note: Change in supervisors/project direction and introduction of a CASE partner will need to be approved by the Management Group. Further information can be found on the SWBio DTP website including the relevant forms to complete.

Importantly, studentship funding cannot be transferred out of SWBio DTP partner institutions and therefore the student is expected to be mainly based at the respective partner institution for the duration of their PhD. Research placements are acceptable where these benefit the programme of

research and have a clearly measurable potential outcome, but would normally expected to be of short duration. Students must still fully engage with the programme during this period.

- For PhD projects that have an affiliated CASE partner:
  - ensure that the student undertakes their placement with the CASE partner (3 months minimum – 18 months maximum).
  - Ensure that a SWBio DTP CASE studentship agreement is set up between the relevant parties.
  - Ensure your student has completed their BBSRC CASE report following their CASE placement (your student needs to contact CASE@bbsrc.ac.uk to obtain their report).

  *Requests made will be reasonable

It is the responsibility of the main/Rothamsted supervisor to cascade this document and other relevant SWBio DTP communications to the rest of the supervisory team.

This 'SWBio DTP Expectations of Supervisors' document is available online. This is the current version and supersedes all other versions. This document will be reviewed annually in January.

Appendix 2:

Example: Rotation Project Form

Students in the SWBio DTP programme undertake two Rotation Projects during their taught first year.

- Rotation Project 1 will be part-time (September-March)
- Rotation Project 2 will be full-time (March-July)

These Rotation Projects will be assessed by:

- **continuous assessment**. To be completed by the Rotation Project supervisor (or the main academic supervisor for projects not based within one of the universities)
- **a written Rotation Project report** (5000 words maximum). It is expected that Rotation Project reports will be marked by the main and second supervisor (or the academic and second local academic supervisor for Rothamsted-based students).

You will have previously provided details of potential Rotation Projects as part of your original project pro-forma. This was to ensure some level of planning was undertaken in advance. However, **we do value the students' input into these Rotation Projects** and therefore we ask for you to discuss these potential rotation projects with your student further and to provide the final Rotation Project details below.

Please read the 'SWBio DTP Expectations of Rotation Projects' document before completing the form

As outlined in the 'SWBio DTP Expectations of Supervisors' document (which you have agreed to abide to by accepting a studentship), please take into account the taught units and other DTP cohort activities when planning your rotation projects.

Note: where possible, students may be able to use their experiences with the Rotation Projects to refine their PhD projects on which they will concentrate from August of their first year.

Student:

Main/Rothamsted supervisor:

PhD project description: Please copy and paste description from your original project pro-forma.

Please confirm that you have discussed with the student their Rotation Projects: Please ensure this includes, for example, any time spent away from their host institution, accommodation requirements.

Note: it is expected that any accommodation/travel arrangements needed for a Rotation Project away from the host institution are arranged by the student in liaison with their Rotation Project supervisor or main/Rothamsted supervisor.

16

Rotation project 1 (Part-time, Sept-Mar)

Project title:
Supervisor (*including affiliation and role in supervisory team*): Only one supervisor to be listed.

Only complete if the student is not based at the host institution for the rotation project.

Location:
Approximate accommodation and travel costs:
Please x to confirm that you have identified additional support to cover accommodation/travel costs if the £1k budget is exceeded.

Main objective of the Rotation Project:

Brief description (approximately 200 words):

Experimental techniques/training that this Rotation Project will offer (just brief bullet points).

Rotation project 2 (Full-time, Apr-Jul)

Project title:
Supervisor (*including affiliation and role in supervisory team*): Only one supervisor to be listed.

Only complete if the student is not based at the host institution for the rotation project.

Location:
Approximate accommodation and travel costs:
Please x to confirm that you have identified additional support to cover accommodation/travel costs if the £1k budget is exceeded.

Main objective of the Rotation Project:

Brief description (approximately 200 words):

Experimental techniques/training that this Rotation Project will offer (just brief bullet points).

Appendix 3:

Example: Project Refinement Form

At the end of the taught first year (end of July), there is the opportunity for you with your student to reflect on the experience gained from the two rotation projects and to refine the proposed PhD project.

Where feasible, you are encouraged to respond positively to preferences expressed by the student in view of their rotation project experiences.

Your local DTP Implementation Group representative will meet with your student individually in late August/ September (whether or not the project is being refined) and this form will be discussed during the meeting.

1. Student name:	
2. Project title: **Please list the new project title if this has now changed**	
3. **Supervisor's name who has completed this form** (expected to be the main/Rothamsted supervisor):	

4. Research theme
Please x the box for the research theme(s) that the project now sits under. Please choose only one main theme but you can list more than one sub-theme.

Research theme	Main theme (choose only 1)	Secondary theme
Agriculture and the Environment		
Animal Behaviour and *In Vivo* Studies		
Biophysical and Biomolecular Studies		

5. Project description (maximum of 400 words):

6. Training needs:

In response to the refinement of the project, please consider any new training that may now be required.

Please x this box to confirm that you have you discussed a work plan with your student for the next 3 years of their studies?

☐

7. Requested changes:

Please confirm in response to the project refinement whether there will be a request for:

- a significant change in direction of the project?

  Yes / No (*please delete as appropriate*)
  If yes, please list the changes:

- a change in the main or second (or Rothamsted/academic) supervisor?

  Yes / No (*please delete as appropriate*)
  If yes, please list the changes:

Note: If the answer is yes to one or both of these questions, a '<u>change to project direction/main supervisory team</u>' form will need to be completed. The requested changes will then need to be approved by the SWBio DTP Management Group.

* Significant change
(i) If there has been a change in the subject of the project as classified by Je-S:
Animal Systems, Health and Wellbeing / Plants, Microbes, Food and Sustainability / Technologies and Methodological Development / Molecules, Cells and Industrial Biotechnology
(ii) If there is a risk of the changed project being outside of BBSRC remit
(iii) If the strategic priority area of the project changes i.e. Agriculture and Food Security to World-class Underpinning Biosciences.