

Guidance notes: Awards for Excellence in Doctoral Researcher Supervision

Guidance Notes

The Awards for Excellence in Doctoral Researcher Supervision recognise outstanding achievement among PhD supervisors

Who can make nominations?

Current PhD researchers and academic members of staff.

Who is eligible to be nominated?

Any current Birmingham academic member of staff who supervises candidates on PhD programmes. They must have supervised at least two students to completion.

How do I make a nomination?

Before submitting a nomination, please ensure that the person you are nominating has given permission for you to do so. Forms where the supervisor has not given permission will not be accepted.

Nominations must be made on the standard nomination form which can be downloaded from the University Graduate School website, www.graduateschool.bham.ac.uk. Please fill out all sections of the form and remember to include the supporting statements, including a statement of support from the Head of School. The statements should demonstrate how the nominated person meets or exceeds the judging criteria below.

Please submit your completed form to the University Graduate School graduateschool@contacts.bham.ac.uk no later than **23 March 2014** for shortlisting.

Judging Criteria

The University expects all of its supervisors to support their doctoral researchers to achieve the following:

- initiate and plan a research project, where appropriate;
- understand the societal, political and economic context in which the research is conducted;
- acquire the skills and knowledge to undertake research and gain adequate access to resources;
- submit a high quality thesis on time;
- be successful in examination;
- disseminate the results appropriately and to develop the communication skills to do so;
- develop self-motivation, self-reliance and independence;
- lay the basis for their future career.

It would expect that an excellent supervisor would be outstanding in most or all of the following areas:

- an interest in, and enthusiasm for, supervising and supporting doctoral researchers;
- the ability to recruit and select good candidates and establish effective working relationships with them and, where appropriate, with co-supervisors;
- the ability to offer appropriate support to doctoral researchers' projects, including encouraging and supporting them to write up their work, giving useful and prompt feedback on submitted work, advising on keeping the project on track, and monitoring progress;
- a concern to support the personal, professional, and career development of doctoral researchers;
- an ability to support doctoral researchers through the processes of completion of their thesis and final examination;
- an ability to critically evaluate their practice as supervisors and, where appropriate, disseminate it.

When filling out your nomination, please ensure you have shown evidence for how the supervisor fulfils these criteria.

What Happens Next?

The shortlisted forms will be judged by College panels before being forwarded to the University Graduate School, where a University level judging panel will select one winner and one runner-up from each College. The winners will be announced at the University Graduate School Awards Event in June.

If you have any questions about the process, please email graduateschool@contacts.bham.ac.uk.