

## **ROLES AND RESPONSIBILITIES**

### **Assistant Supervisor**

This document outlines the typical duties expected of the post holder. The descriptions of the post cannot be exhaustive and the post-holder may be required to undertake other duties. Roles and responsibilities may also be subject to change.

#### **Preface**

The role of Assistant Supervisor will vary according to the research project but in many cases Assistant Supervisors will play a major role in the day-to-day support of all students at the College who are carrying out research<sup>1</sup>. Where students are being supervised by more than one member of staff, the roles and responsibilities of each member of the supervisory team must be clear to students and to staff involved. For staff supervising research students, it is the responsibility of the Main supervisor to lead those discussions and communicate the outcome to the student. In the case of project supervision, it is the responsibility of the Project Main Supervisor. It is suggested that the document, [\*Defining the Role and Responsibilities of Research Degree Supervisory Teams\*](#), although focussing on PhD supervisory teams, contains principles which can be applied to a broad range of supervisory teams.

#### **Summary of role**

##### **As an assistant supervisor, you should:**

- 1) be welcoming to new students.
- 2) provide regular support and advice to students. This may include guidance on welfare matters and health and safety.
- 3) provide guidance on how to use equipment or refer students to a technician, where appropriate.
- 4) provide students with informal feedback on their written work and/or presentations.
- 5) where applicable, report on the academic progress of students noting that the level of involvement with this will be agreed, in advance, with the supervisory team.
- 6) be familiar with policies and administrative procedures applicable to the students they are supervising.
- 7) help students to resolve difficulties they encounter and/or direct them to others who can assist either within the department or elsewhere within College.

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<sup>1</sup> Undergraduates, students attending the College as part of a placement, Occasional Students, UROP, Erasmus, Master's and research students.

- 8) encourage students to share their research widely within College and externally.
- 9) Encourage students to think about their career progression.
- 10) contribute to discussions in lab group meetings.
- 11) engage with regular CPD including that which is provided by the Postdoc and Fellows Development Centre, the Educational Development Unit and Organisational Development.  
[Download the framework for the training and support of assistant supervisors.](#)
- 12) be listed as an author on any publication for which they have contributed towards the research. If the contribution was minor, then assistant supervisors should be acknowledged in the acknowledgment section of the manuscript.
- 13) act in accordance with the [Imperial Expectations](#).

Useful References:

[Assistant Supervisors' Website](#)  
[Policy on Research Degree Supervision](#)  
[Supervisors' Guidebook](#)