



PGR Supervisor Training (at a glance)

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Category	PGR Supervision Training
Training or workshop title (Institutional reference code if any)	1. Training for New PGR Supervisors
Training Status	Essential
Owner in OSDS/Provost Office (role and name)	Dr Jacqueline Rose (Associate Provost Education) Dr Lauren Christie (Academic Staff Developer)
Presenter/facilitator (OSDS/other internal/external)	Associate Provost Education, Academic Staff Developer, internal colleagues
Audience (RS, Academic Teaching, Prof Services, all staff ,PGR, PDR, other)	All academic and research staff before they supervise a PGR student at St Andrews. Regardless of how long colleagues have been supervising PGRs, they need to have attended the training for new PGR supervisors if they have not done so before.
Audience size and delivery method (e-learning, online, in-person)	New Supervisor training workshops alternate between online instances and in-person instances to accommodate alternative working patterns. Workshops can accommodate large audience numbers. The Moodle course should be undertaken asynchronously. Supervisors who sign up for the live training workshop will be given the link to self-enrol on the Moodle as necessary preparation for attending.
Frequency P.A.	Training for new PGR supervisors will take place 4 times per academic year.
Notes (where did this come from?)	Supervisor training (whether for new supervisors or current supervisors) is an institutional requirement, emphasised in the University's institutional review (ELIR) and a funding body requirement.
Notes	Completion of the new supervisor training consists of: a) Completion of an online Moodle course comprising a series of short videos and a quiz; this should be completed before : b) Attendance at the centrally-run synchronous workshop lasting c.2 hours.
Training Dates	Training for new PGR supervisors Semester 1 September 26th 2024, 2-4pm In person November 5th 2024, 10-12, Online Semester 2 January 31st 2025, 10-12 In person March 19th 2025, 2-4pm Online

Training or workshop title (Institutional reference code if any)	2. Refresher training for current PGR supervisors
Training Status	Essential
Owner in OSDS/Provost Office (role and name)	Dr Jacqueline Rose (Associate Provost Education) Dr Lauren Christie (Academic Staff Developer)
Presenter/facilitator (OSDS/other internal/external)	Refresher training for current supervisors consists of completion of a Moodle course and attending at least one live event which can be any of the centrally-run ones listed below or a locally organised school based session (see i-vi below).
Audience (RS, Academic Teaching, Prof Services, all staff ,PGR, PDR, other)	All current supervisors are required by funding bodies and the institution to complete refresher training at least every 5 years (or more frequently if so specified by a funding body).
Audience size and delivery method (e-learning, online, in-person)	Refresher training for current supervisors consists of an online Moodle course, where supervisors watch a series of short videos and answer a quiz. Supervisors must request access to the Moodle course by emailing asd-osds@st-andrews.ac.uk . After completing the Moodle course supervisors must also attend at least one of the below live sessions or a locally organised school based update session.
Frequency P.A.	As required. All current supervisors are required by funding bodies and the institution to complete refresher training at least every 5 years (or more frequently if independent funding bodies require).
Notes (where did this come from?)	Supervisor training (whether for new supervisors or current supervisors) is an institutional requirement, the importance of which was emphasised in the University's institutional review (ELIR), and a funding body requirement.
Notes	Completion of the refresher training consists of: a) Completion of an online Moodle course comprising a series of short videos and a quiz; b) Attendance at one of the centrally-run synchronous workshops listed below or a locally organised school based update session (see i-vi below). Workshops are typically 1.5-2 hours in duration.
Training Dates	Moodle course can be completed on an asynchronous basis. See individual workshop details below for dates.
	It is an essential part of refresher training for supervisors to attend at least one of the live sessions listed below (items i-vi). Supervisors can choose which of the following to attend in order to fulfil this requirement. At minimum they must attend one, but they may attend more than one if they wish. Centrally run sessions on additional areas may be added in future.

Training or workshop title (Institutional reference code if any)	i) PGR Supervisor Training - School Refresher Session (Locally run school-based sessions- organised and delivered by individual schools.)
Training Status	Essential (choose one of the six training products to complete to fulfil requirement)
Owner in OSDS/Provost Office (role and name)	N/A. Responsibility for organising and running these sessions lie with the school. OSDS will update attendance records through PDMS after schools have submitted list of attendees and session details to asd-osds@st-andrews.ac.uk .
Presenter/facilitator (OSDS/other internal/external)	School staff or invited colleagues from support units or the Provost's office if Schools deem desirable.
Audience (RS, Academic Teaching, Prof Services, all staff ,PGR, PDR, other)	All current supervisors within a particular School who are using this to fulfil the requirement to attend a live session in addition to the refresher Moodle course or who wish to attend to enhance their supervisory practice.
Audience size and delivery method (e-learning, online, in-person)	Audience size and delivery method is decided by individual schools.
Frequency P.A.	Decided by the School organising the session.
Notes (where did this come from?)	Locally run school-based sessions can provide current supervisors with advice on an area of particular importance to their discipline and/or funding body. Schools may also run a session focused on a particular aspect of supervision that they know is of concern, with support from the Provost's office or central units as appropriate
Notes	Directly after a session has been delivered, schools must submit the details of the session to OSDS asd-osds@st-andrews.ac.uk (name of school, date of session and who attended) using the excel spreadsheet that was previously circulated. OSDS will then upload the attendance data to the centrally held training records. Schools should remind participants to complete the Moodle refresher training at the same time, and liaise with OSDS about enrolment of colleagues.
Training Dates	Can be delivered whenever the school deems necessary.

Training or workshop title (Institutional reference code if any)	ii) Supervising Interdisciplinary PGRs
Training Status	Essential (choose one of the six training products to complete to fulfil requirement)
Owner in OSDS/Provost Office (role and name)	Dr Jacqueline Rose (Associate Provost Education) Dr Lauren Christie (Academic Staff Developer)
Presenter/facilitator (OSDS/other internal/external)	Director of the Graduate School (Dr Morven Shearer)
Audience (RS, Academic Teaching, Prof Services, all staff ,PGR, PDR, other)	All current supervisors who are using this to fulfil the requirement to attend a live session in addition to the refresher Moodle course, or who wish to attend to develop their supervisory practice.
Audience size and delivery method (e-learning, online, in-person)	A 2-hour in person session
Frequency P.A.	Once per academic year (with potential for additional workshops to be added)
Notes (where did this come from?)	New workshop first delivered in 2023 to further support new and current PGR supervisors
Notes	This workshop was developed in light of the growth of interdisciplinary PhDs and both those currently supervising such projects or who might do so in the future are welcome.
Training Dates	March 20th 2025, 10-12noon, In person.

Training or workshop title (Institutional reference code if any)	iii) Supervising part-time PGRs
Training Status	Essential (choose one of the six training products to complete to fulfil requirement)
Owner in OSDS/Provost Office (role and name)	Dr Jacqueline Rose (Associate Provost Education) Dr Lauren Christie (Academic Staff Developer)
Presenter/facilitator (OSDS/other internal/external)	Dr Jacqueline Rose (Associate Provost Education) Dr Lauren Christie (Academic Staff Developer) Dr Stephen Broad (Royal Conservatoire Scotland)
Audience (RS, Academic Teaching, Prof Services, all staff ,PGR, PDR, other)	All current supervisors who are using this to fulfil the requirement to attend a live session in addition to the refresher Moodle course, or who wish to attend to develop their supervisory practice.
Audience size and delivery method (e-learning, online, in-person)	A 2-hour online session.
Frequency P.A.	Once or twice per academic year
Notes (where did this come from?)	New workshop first delivered in 2023 to further support new and current PGR supervisors
Notes	This workshop brings together students and staff to discuss approaches to part-time study and was developed as a result of requests from DoPGRs. Both those who currently supervise part-time students or those interested in learning more about this are welcome to attend.
Training Dates	Date TBC

Training or workshop title (Institutional reference code if any)	iv) Best Practice for Vivas workshop
Training Status	Essential (choose one of the six training products to complete to fulfil requirement)
Owner in OSDS/Provost Office (role and name)	Dr Jacqueline Rose (Associate Provost Education) Dr Lauren Christie (Academic Staff Developer)
Presenter/facilitator (OSDS/other internal/external)	Dr Charles Warren (Associate Provost Students) External Consultant
Audience (RS, Academic Teaching, Prof Services, all staff ,PGR, PDR, other)	All current supervisors who are using this to fulfil the requirement to attend a live session in addition to the refresher Moodle course, or who wish to attend to develop their awareness of the examination process.
Audience size and delivery method (e-learning, online, in-person)	A 2.5-hour online session.
Frequency P.A.	Twice per academic year.
Notes (where did this come from?)	Longstanding workshop focused on PhD examination processes and best practice.
Notes	Best Practice for Vivas workshop is particularly recommended for those who have not examined before.
Training Dates	Semester 1 November 21st 2024, 9.30-12.00, Online Semester 2 March 13th 2025, 1.30-4.00, In person

Training or workshop title (Institutional reference code if any)	v) Preparing for Challenging Conversations with PGRs
Training Status	Essential (choose one of the six training products to complete to fulfil requirement)
Owner in OSDS/Provost Office (role and name)	Dr Jacqueline Rose (Associate Provost Education) Dr Lauren Christie (Academic Staff Developer)
Presenter/facilitator (OSDS/other internal/external)	Rebecca Swarbrick (wellbeing and mediation)
Audience (RS, Academic Teaching, Prof Services, all staff ,PGR, PDR, other)	All current supervisors who are using this to fulfil the requirement to attend a live session in addition to the refresher Moodle course, or who wish to attend to develop their awareness of challenging conversations with PGRs.
Audience size and delivery method (e-learning, online, in-person)	A 1 hour in person session.
Frequency P.A.	Once per academic year.
Notes (where did this come from?)	New workshop designed to assist supervisors conduct challenging conversation with PGRs.
Notes	This workshop is recommended to all supervisors. Please note, supervisors are required to attend the workshop with a challenging conversation scenario or current issue that they can share with the group.
Training Dates	November 7th 2024, 10.00-11.00, In person

Training or workshop title (Institutional reference code if any)	vi) Introduction to neurodiversity for PGR supervisors
Training Status	Essential (choose one of the six training products to complete to fulfil requirement)
Owner in OSDS/Provost Office	Dr Jacqueline Rose (Associate Provost Education) Dr Lauren Christie (Academic Staff Developer)
Presenter/facilitator	Kate Leavy and Stephanie Beaumont (Disability Advisors)
Audience (RS, Academic Teaching, Prof Services, all staff ,PGR, PDR, other)	All current supervisors who are using this to fulfil the requirement to attend a live session in addition to the refresher Moodle course, or who wish to attend to develop their understanding of neurodiversity, mental health and wellbeing when working alongside PGRs.
Audience size and delivery method	A 2-hour in person session.
Frequency P.A.	Once per academic year with potential for more to be added.
Notes (where did this come from?)	New workshop designed to assist supervisors develop their understanding of neurodiversity when working alongside PGRs.
Notes	This workshop is recommended to all supervisors.
Training Dates	May 30th 2024, 10-12.00, In person 2024/25 Date TBC
	Training Classifications
Mandatory	Legally-required training that must be undertaken by all, or a specific cohort of, University employees within a specific period of time, and be repeated within a specific timeframe, that is designed to mitigate and manage an identified institutional risk for the University. Examples of such training include 'Data Protection (GDPR)', 'Information Security', Diversity in the workplace', 'Unconscious bias', and 'Safeguarding and the Prevent Duty'.
Essential	Institutionally-required training that employees, based on the nature of their role, are expected to undertake, and repeat where necessary, before undertaking certain aspects of their work based on the requirements of University policy and requirements from external bodies.
Core	Training that employees undertake based on the core competencies of an employee's role within the University.
Developmental	Training that employees undertake to expand and enhance their skills, building upon their core competencies, that support the enhancement of their professional development, personal skills and knowledge, and support progression in their careers.