Imperial College
London

**Framework for the support and development of Imperial College
London Assistant Supervisors**

Principles of the Framework

1. Continuing professional development is an important part of employment at Imperial College London. All postdoc staff have an allowance of 10 days per year dedicated to professional development which they should discuss with their line manager (and mentor), taking account of their workload and time.

2. In order to receive the formal title of Assistant Supervisor, there is a requirement for postdocs to complete a mandatory training course "Introduction to being an Assistant Supervisor." This course is available as either an online or a face-to-face workshop. Additionally, there will be optional good practice drop-in sessions to discuss supervisory practice and Assistant Supervisors are reminded that a range of development courses are available via the Postdoc and Fellows Development Centre.

3. Assistant Supervisors should agree with the supervisory team their roles and responsibilities with regards supervision arrangements. A review of progress, development and commitments of the Assistant Supervisor should be built into the supervisory team's discussions. The document, *Defining the Roles and Responsibilities of Research Degree Supervisory Teams*, although focusing on PhD supervisory teams, contains principles which can be applied to a broader range of supervisory teams, such a project teams.

4. The framework for the support and development of assistant supervisors is:

   a) **Assistant Supervisors are required** to:

   - Complete "Introduction to being an Assistant Supervisor."
     Details on how to self-enrol onto the online version of the course are available here:
     https://www.imperial.ac.uk/media/imperial-college/study/graduate-school/Introduction-to-being-an-assistant-supervisors-Self-Enrolment-Guidance.pdf
     Details on how to enrol for the face-to-face version of the course are available here:
     https://www.imperial.ac.uk/staff/educational-development/workshops/introduction-to/being-an-assistant-supervisor/

b) **Assistant Supervisors are also strongly recommended** to:

- Complete the Graduate School's online course, "Supporting the Mental Health and Wellbeing of Imperial College Doctoral Students."
  Details on how to self-enrol are here:
  https://www.imperial.ac.uk/media/imperial-college/study/graduate-school/Supporting-the-Mental-Health-and-Wellbeing-of-Imperial's-Doctoral-Students_Self-Enrolment-Guidance.pdf
  [Note: although the focus on this course is doctoral students, many of the principles can be applied to other cohorts of students]

c) **Assistant Supervisors are also encouraged**:

- To take part in the following training courses provided by the Postdoc and Fellows Development Centre to enable them to be an effective Assistant Supervisor as well as gain information to impart to students to help with their development:

  o 'How to work with students'
  o 'Time management for postdocs'
  o 'Writing tools for Research Publication Success'
  o 'How to Peer Review Research Papers'
  o 'Providing feedback'
  o 'Assertiveness'
  o 'Science Communication'
  o 'The Researcher Survival Kit'.

  Further information is available here: http://www.imperial.ac.uk/postdoc-fellows-development-centre/

d) **Assistant Supervisors should be familiar with and make use of** the Graduate School's online *Supervisors' Guidebook* and *Cornerstone website* for further information and support.

Document version 1.1 – 29.08.18
Document version 1.2 – 10.06.19
Document version 1.3 – 21.11.22