

#### Name of Student:

#### Degree: MPhil Biological Science (Psychology)

Please find attached papers on a candidate who has nominated you as a prospective supervisor.

In considering this application, you should bear in mind the current University Code of Practice for research students and the level of support that you would be expected to give them for the duration of their studies. The main duties of a supervisor outlined in the Code of Practice are as follows:

1. Establish the suitability of the research topic in light of resources, timescales, student background and aptitude.
2. Inform students of conventions and requirements of the subject (scholarly writing, integrity in collecting and analysing data, literature, methodology, presentation of research, plagiarism).
3. Inform students about relevant health and safety issues, research ethics and university policies on working with children and vulnerable adults, animal welfare, and intellectual property rights.
4. Be familiar with the code of practice

<https://www.cambridgestudents.cam.ac.uk/files/cop_research_23_to_24.pdf>

1. Meet students regularly and provide formal feedback when requested.
2. Read and comment on draft thesis chapters, respond promptly to requests to meet and comment on students’ work, and agree a timetable for production of draft thesis chapters.
3. Monitor students’ progress against the agreed timetable, and take action if a student does not keep in contact or if progress is poor.
4. Submit formal reports each term via CamSIS.
5. Advise on personal and skills development.
6. Advise on publication of research.

The Postgraduate Admissions Committee requires that potential applicants are carefully interviewed by at least two academic members of the Department. The first interviewer should always be the prospective supervisor.The second interviewer should be a member of the Department from outside your own research group. A third interview will be required if one of the interviewers is also an academic referee for the applicant.

Please arrange the interview directly with the candidate. Interviews should ideally be in person or via Skype/Zoom etc. Telephone interviews are acceptable, but interviews should not be conducted via email.

Unfortunately, the Department is not able to offer travel expenses to candidates. If you offer travel expenses from your own funds, that is between you and the candidate.

Please let the Postgraduate Administrator know promptly the results of your assessment and interview on the form below. You will appreciate that if we hold applications for too long we may prevent the candidate receiving proper consideration by funding bodies and/or Colleges. Also, be aware that once students are accepted they have the right to take up their offers, regardless of whether they receive an offer of funding.

**Please note that the Postgraduate Admissions Committee use a strict and highly competitive scoring criteria, set by the University, to assess the suitability of each candidate. A positive assessment at interview does not guarantee admission.**

Yours sincerely

A close up of a device

Description automatically generated

Dr Rebecca Lawson

Postgraduate Admissions

*If you are willing to supervise this student, you must complete the following*

INFORMATION REQUIRED BY THE UNIVERSITY POSTGRADUATE ADMISSIONS OFFICE FOR ALL APPLICANTS

#### Name of Student:

#### Name of Supervisor:

# Intellectual Property

Will the applicant be working within a group where shared intellectual property arrangements will apply?

Please answer: Yes No

# Disclosure and Barring Service (DBS – formerly CRB) Checks

Will the applicant have regular and unsupervised personal contact with minors and/or vulnerable adults as part of his/her course/research. If yes, a condition of any offer made will be that the applicant successfully passes a DBS check; the Board will arrange this.

Please answer: Yes No

If yes, what level of check is required - Standard or Enhanced?

**Support for Funding of Students Living Costs**

Do you know of any sources of funding to support fees and living costs? Please state:

**Undertaking to provide financial support for postgraduate student’s research costs**

I confirm that I have the financial resources to support this student’s research costs **for the full one year of their MPhil degree**.

The student will be supported from the following research grants, etc (please specify):

1.

2.

3.

If the student is to be supported by the Department’s annual allocation for students without research funds then please state whether this is sufficient to meet all research costs.

Please answer: Yes No

If you have more than one candidate in this Application round (or other rounds) list them in order of preference:

1.

2.

3.

4.

I currently supervise (number) of PhD students who will not have completed by Michaelmas 2024, and I anticipate supervising \_\_\_ MPhil students in the 2024/25 academic year. I confirm that I am familiar with the contents of the current University of Cambridge code of practice for research students.

Signature:

Date: