



## Code of Practice

## ACKNOWLEDGEMENTS







1. P







4. HR EXCELLENT IN RESEARCH AWARD

## PART 2

# CODE OF PRACTICE FOR THE MANAGEMENT AND DEVELOPMENT OF RESEARCHERS

1.





## PART 3

# GUIDE TO THE MANAGEMENT A3

## 1. DEFINITIONS

### 1.1 Definitions of Research Staff

#### 1.1.1 Early-career research staff

#### 1.1.2 Long-term research staff

*The needs of these two groups are distinct and a detailed set of guidelines is provided for each on the following pages.*

*Additionally, overlapping with the above two groups there is a third group of researchers:*

#### 1.1.3 Independent researchers

*No separate guidelines are provided for such researchers - some of their needs will be covered by the tables that follow, while others will be more appropriately addressed in line with the management of other senior academic staff.*

### 1.2 Definitions of formal progress meetings for research staff

**researchers should have regular formal progress and review meetings**

**Two distinct meetings are recommended**

- **Project Review Meeting** **specific**  
**research project**
- **Development Review Meeting**  
**beyond the current project**

1.2.1 Project Review Meeting

**project progress**



## 2. EARLY

### 3. RESPONSIBILITIES FOR THE MANAGEMENT OF EARLY -CAREER RESEARCHERS

**adapted to meet local circumstances**

**questions**

“Start of Project”

“Mid Stage of Project”

“End of Project”

*The duration of these phases will vary given the diversity of research areas and typical lengths of projects across the College. A project may entail 2-5 years of research, but some may have a very short timescale (e.g. 3 months).*

### 3.1 START OF PROJECT

### 3.1 START OF PROJECT Cont'd

Departmental Responsibilities	PI (or mentor/advisor) Responsibilities	Research Staff Responsibilities	Pointers to Resources
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**communicating for  
communicating opportunities**

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### 3.2 MID-STAGE OF PROJECT (Cont'd)







#### 4. LONG-TERM RESEARCH STAFF

#### 4.1.1 Responsibilities for the Management of

#### LONG-TERM RESEARCH STAFF

College Responsibilities	PI(orMentor/Adviser) Responsibilities	Research Staff Responsibilities	Pointers to Resources
<ul style="list-style-type: none"> <li>• contribute to wider College life</li> </ul>	<ul style="list-style-type: none"> <li>• expanding</li> <li>• specific development needs</li> <li>• promotion</li> <li>• research funding</li> </ul>	<ul style="list-style-type: none"> <li>• personal record/log/portfolio</li> <li>• CV</li> <li>• networks</li> <li>• expanding my role</li> <li>• promotion</li> <li>• seeking my own research funding</li> <li>• mentor</li> </ul>	

