

## Guidance on recording supervisor team splits

When a new postgraduate research student starts at Royal Holloway, their supervisory team is recorded on Banner.

- The Research Degree Code of Practice requires that each PhD student has a principal supervisor and at least one other member of the supervisory team e.g. a second supervisor or an advisor.
- The department that the student is registered with reflects the department that the principal supervisor belongs to
- Where there is more than one supervisor, a percentage weighting needs to be allocated to each supervisor.

### How should you decide on the appropriate percentage split?

The percentage split should reflect the relative amount of time and responsibility each supervisor is allocating to the student. HESA suggests that that a student should be split evenly between their supervisors or “according to the agreed division of responsibility”

### How is the supervisory split data used?

1. Student Load
  - This is an internal report used by Finance to share out tuition fee income between departments based on the amount of supervision they are doing (according to the supervisory splits recorded on Banner). The load drives the apportionment of student fees and is also used in the apportionment of non pay budgets.
  - On the rare occasions where the supervisory split does not adequately reflect how fees should be split across departments, you will be given the opportunity to indicate this on the Student Load spreadsheet sent to Schools in March.
  - External supervisors:
    - The split given to external supervisors is ignored for the purposes of the Student Load i.e. all FTE is allocated to the relevant Royal Holloway department(s)
    - The only exceptions to this is where a student is supervised by another University of London College and an agreement is in place for the tuition fee to be split proportionally with them.
2. HESA return
  - Data Management need to return information to HESA against each student the REF2021 Unit(s) of Assessment applicable to their supervisor(s).
  - The data derived from this will be used by the various statutory customers of HESA. For the University's purposes, the most important is the allocation of Research England Supervision Fund money. This is allocated at Unit of Assessment level (for our purposes, more or less at department level) i.e. where a student is supervised by members of staff from two departments, the split would be used to assign funding to the two departments.
  - External supervisors
    - In order for a collaboration to be recognised by HESA, an external needs to be recorded as an external supervisor, with a percentage weighting allocated to reflect the degree of supervision they are undertaking. If they are recorded with a zero percentage weighting, they will not be returned to HESA.
    - If the external is not actually supervising the student and/or the collaboration does not need to be recognised by HESA, it would be more appropriate for the academic to be recorded as an advisor.
    - For the HESA return, external supervision is reported but note the following:
      - All funding is assigned to Royal Holloway and we would only pass it on if there is a formal agreement with the external supervisor's institution that we do so

- Any FTE arising from supervision at a non-REF institution is instead assigned to us (since Research England funding is assigned using the outcomes of the last REF).