



TUS

**Technological University of the Shannon:
Midlands Midwest**

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

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TUS Postgraduate Research Student/Supervisor Learner Agreement



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TUS Learner Agreement

Student Name:	
Award Sought:	
Faculty:	
Department:	
Thesis Title:	
TUS Start Date:	
Funding Source (if any):	
Funding Expiry Date:	
Principal Supervisor Name:	
Co-supervisor Name:	
Mentor Supervisor Name:	

The fully signed and completed form should be emailed to:

- gsr@tus.ie for Midlands students
- graduatestudies@tus.ie for Midwest students

1. Introduction

The TUS Learner Agreement provides clarity on the roles and responsibilities of the postgraduate researcher (PGR) and their supervisor(s) for the duration of the research degree programme (RDP) up to and including graduation. In particular, the Learner Agreement operationalises Section 4.4 (p.22) and Section 5.3 (p.26) of the [TUS Postgraduate Research Regulations 2023-2026](#)

This agreement operates as a supportive tool to both supervisors and students, outlining the principal responsibilities of both parties to optimise the PGRs' learning and development. In making explicit the various responsibilities of both parties, it is a starting point for how they will work together, inciting reflection and conversation about expectations and assumptions, whilst maximising transparency and accountability through shared understanding and mutuality. Furthermore, this document complements the Individual Development Plan (IDP) as referenced in section 5.2, p. 25 of the [TUS Postgraduate Research Regulations 2023-2026](#).

It is suggested that a formal meeting between the PGR and supervisory team takes place at the beginning of the RDP to clarify the nature of the supervisors' and PGRs roles and complete the TUS Learner Agreement. The fully signed and completed form should be emailed by the student within 3 months of commencement of the RDP to:

- gsr@tus.ie for Midlands students
- graduatestudies@tus.ie for Midwest students.

As the learner-supervisor agreement is a living document, it can be referred to by both the PGRs and supervisor(s) throughout the research process.

2. Research Student Responsibilities

As per Section 5.3, p.26 of the [TUS Postgraduate Research Regulations 2023-2026](#) the PGR must:

- a) Remain in good financial standing with the Technological University of the Shannon (TUS);

- b) Attend and actively participate in the provided Research Postgraduate Induction, annual examination and assessment procedures training, Research Progression Review and other relevant training sessions identified by the student with their supervisory panel;
- c) Undertake mandatory and elective modules as agreed with their supervisor;
- d) Be conversant with and adhere to TUS rules and regulations governing research and awards by research and not undertake any research without prior appropriate approval being granted by TUS's Faculty Research Ethics sub-committee
- e) Agree in advance with the supervisor(s) the programme of work, aims, objectives and timeframe for the proposed programme, including the nature and extent of the guidance expected;
- f) Conduct their programme of work in a professional and ethical manner in accordance with the [TUS Research Integrity Policy 2025-2028](#) and TUS Ethics Policy and comply with all relevant legislation including, but not limited to GDPR and TUS health and safety policy;
- g) Maintain an Individual Development Planner and a Generic Thesis Planner
- h) Remain aware of the need to identify valuable Intellectual Property arising from all work carried out on their RDP and to protect it by appropriate recording in TUS laboratory/practice based notebook(s)
- i) Disseminate research findings in a manner consistent with best practice adhering to TUS's Research Publication Policy
- j) Regularly attend and present at research seminars (local and/or external) at the direction of their principal supervisor.
- k) Agree a schedule of meetings with the supervisor(s) and arrangements for the evaluation of progress
- l) Inform the supervisor(s) of any significant problems and difficulties encountered as early as possible

- m) Participate as deemed appropriate in seminars or colloquia organised by Faculty
- n) Submit a thesis/exegesis in accordance with the schedule of examinations of TUS
- o) Ensure that the thesis/exegesis presentation format is in accordance with the [TUS Submission Specifications for PhD and Masters Theses 2024 2026](#)
- p) Not initiate contact with External and/or Internal Examiner(s)
- q) Sign the TUS student-supervisor Learner Agreement.

Students failing in this regard will have their registration reviewed under the following sections of the [TUS Postgraduate Research Regulations 2023-2026](#) (as appropriate):

- “Sanction” (Section 6.4, p. 30)
- “Termination” (Section 6.6, p.31).

3. Supervisor Responsibilities

As per Section 4.4 of the [TUS Postgraduate Research Regulations 2023-2026](#) (p.22), the principal supervisor is responsible for the academic supervision of the research student. Specifically, principal supervisors should:

- a) Make adequate time available to maintain contact with their research student, as timetabled
- b) Be accessible to their research student for consultation, advice and assistance and should meet them on a regular basis during the academic year, as timetabled
- c) Maintain a written record of all interaction with the student. TUS will provide a dedicated, centralised system which will log interactions and progress between supervisors and students which will form the basis of the staged review report to be submitted to the Research Progression Review Panel
- d) Ensure registered research students are attending and actively engaged in their RDPs

- e) Monitor the progress of the research student's work by setting appropriate academic standards and milestones
- f) Identify insufficient progress as early as possible in order to allow adequate time for re-orientation and address by the research student
- g) Notify the Graduate School Office and relevant Head of Department/Dean of Faculty of any breach of TUS Policies and Procedures by, or any breakdown in communication with, the research student
- h) Assess performance and provide constructive feedback
- i) Provide guidance to the research student on attendance at conferences and seminars
- j) Normally co-author a minimum of one peer reviewed publication/output (presentation/IDF/Patent application) per annum with each of their research students
- k) Formally adjudicate on the research student's progress by providing an annual report to the Research Progression Review Panel on the student's progress
- l) Provide their recommendation on changes to candidature and transfer between Registers, where appropriate
- m) Organise, attend and organise minute taking of the meeting with the research student, relevant Head of Department and Dean of Faculty to explain and discuss the Transfer/Progression Examination and/or Final Examination procedures
- n) Nominate Examiners for recommendation by the Research Committee and approval of Academic Council to assess the research student's final thesis/exegesis/exhibition work
- o) Review and provide guidance to the research student on drafts of the thesis/exegesis/exhibition work
- p) Attend at a *viva voce* where appropriate

- q) Liaise with the Research Committee on all aspects of the student's assessment and progression
- r) Propose changes in supervision arrangements where appropriate.

Supervisors are expected to:

- a) Adhere to TUS Policies and Procedures
- b) Actively publish, attend and present at conferences
- c) Collaborate with external organisations
- d) Apply for external research funding.

4. Signatures

I, the undersigned, have read and understand my roles and responsibilities as outlined in the [TUS Postgraduate Research Regulations 2023-2026](#):

Signature of PGR: _____ Date: _____

Signature of Principal supervisor: _____ Date: _____

Signature of Co-supervisor (1): _____ Date: _____

Signature of Mentor supervisor (2): _____ Date: _____

FOR OFFICIAL USE ONLY:

Date received by the Graduate School: