

Guidance for Supervisors

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Bench fee payments AKA Research Training Support Grants (RTSG)

For students currently in their MRes year completing three 12-week rotations (1+3) the supervisor receives £1,500 per rotation. Supervisors will receive this allocation in two installments: one at the beginning of the rotation and one at the end of the rotation once we have received the supervisor's report. Once a student has begun their rotation the programme will contact the supervisor to collect an account code to transfer the bench fees into.

Approximate dates when rotation transfers are made:

Rotation	Transfer 1 - £750	Transfer 2 - £750
1	w/c 30th October	w/c 22nd January
2	w/c 22nd January	w/c 16th April
3	w/c 16th April	w/c 23rd July

If there are strong reasons why a supervisor needs more allocated at the beginning of a rotation, please contact the [MRC DTP Manager](#).

PhD studentships are allocated a £5,000 bench fee per annum for the duration of the funding period. This will be transferred into the supervisor account in November.

This sum is always allocated to the supervisor of the lab the student is studying within; to confirm, bench fees are not allocated directly to the student but allocated to the supervisor. The supervisor will use the allocation to support the project as is appropriate/relevant e.g. consumables, training, conferences costs etc. Any residual stays with the supervisor.

Under no circumstances should a student pay for any research costs out of personal funds.

Education database

The Education Database is an important tool that KCL uses primarily to collect information on education contributions. The information recorded in the database is used to produce the reports that support PDRs. It also drives the distribution of teaching income between faculties and divisions, and informs decisions regarding future curricular initiatives.

We ask all King's employed staff—academic, research (from Research through to Senior Research Fellows)—and PhD students to record their contributions to the MRC DTP in the [Education Database](#).

Supervisors should use the relevant code:

Rotation 1 - 7MRD0001

Rotation 2 - 7MRD0002

Rotation 3 - 7MRD0003

PhD Proposal - 7MRD0004

Note that the database has been enhanced to display all tariffs as you enter your contributions.

Should you have additional questions, you can contact educationdb@kcl.ac.uk. You can also visit the [intranet](#) for more information.

Project selection

PhD studentships – students on the straight PhD pathway will select their PhD project in February shortly after acceptance of offer. PhD projects should be confirmed by 31st March. The MRC DTP Manager will then contact project supervisors with Project Approval Forms for completion by early July.

MRes + PhD (1+3) studentships – Once students have accepted their formal offers, the programme will send them details of the project selection process along with catalogues of projects available for that academic year. MRes students complete three 12-week rotations from projects available in the catalogues. These students will contact potential supervisors to discuss the project and availability for rotation. MRes students have the flexibility to choose rotation projects as they go through the year. Rotation projects are not confirmed before the student arrives. The students have meetings with their Academic Mentors in September, December and March to discuss rotation choices. They then have another meeting in July to discuss PhD project proposal. Supervisors are advised to expect MRC DTP students to contact them throughout the academic year regarding their project. Please inform the [MRC DTP](#) if your project is no longer available for any reason. Suggested start dates for rotation students are as follows:

Rotation	Suggested start date
1	Monday 25 th September
2	Tuesday 2 nd January
3	Monday 9 th April

Rotation assessment and MRes credit structure

The credit structure of the MRes is as follows:

Module	Number of credits
Rotation 1	40
Rotation 2	40
Rotation 3	40
PhD Proposal	40
Experimental Skills	20
Total: 180	

At the end of each rotation the student must produce a report (70%) and a presentation (20%). A lab performance report (10%) is completed by the rotation supervisors.

Number of workshops selected by students

All MRC DTP students are expected to attend, complete and pass the assessment for all workshops.

All MRC DTP students will join our compulsory workshops:

- Experimental design and statistical methods
- Critical thinking skills - delivered by each Theme
- Research ethics and integrity

1+3 students then choose an additional five workshops from our training catalogue in their MRes year, and are encouraged to take additional workshops in the PhD years

0+4 students choose an additional two workshops in year 1, and are encouraged to take more workshops in subsequent years.

For details of the workshops we offer please see our 'Training' pages on the website.

Student progress, PGT & PGR handbooks

Supervisors should consult the College (and where appropriate their Faculty/School) Handbook for Supervisors for guidance on policy, regulation and good practice relating to the supervision of research students.

[Postgraduate Research Handbook for students and supervisors in IoPPN](#)

[Postgraduate Taught Information and documents for FoLSM](#)

[Postgraduate Research Information and documents for FoLSM](#)

[FoLSM Postgraduate Coordinators List of Contacts](#)

[Core Code of Practice for Postgraduate Research Degrees](#)

Framework for the effective management and implementation of good practice in all matters relating to research students at King's College London. This document has regulatory status and applies to all postgraduate research students.

[Regulations for Research Degrees \(Academic and Related Regulations\)](#)

Regulations for research degrees (DClinPsy, DHC, DThM, DrPS, EdD, MD(Res), MPhil, MPhilStud and PhD). Includes provisions relating to registration; collaboration with external organisations; attendance and programmes of study; examinations; theses.

[Intellectual Property for Postgraduate Research Students](#)

King's College London's IP policy exists to make sure that IP of public interest or commercial value can be appropriately disseminated, protected and exploited by the university on behalf of its creator.

Outcomes, news, success stories

Any student outcomes, news items, and successes should be communicated with the [MRC DTP](#). This information may be used for reporting purposes and for the [MRC DTP website](#). If any information should not be published on the website, please make this clear when sending details to the programme.

Project eligibility

The MRC DTP operates a co-supervision model. Both supervisors must be eligible to act as a first supervisor and are expected to make an equal contribution to supervision of the project.

Both supervisors must be primarily appointed at KCL/KHP (50% or higher) to be eligible to be a co-supervisor on the MRC DTP.

The co-supervisors must be able to demonstrate they have the resources to undertake the project. For lab-based work, this typically means that one co-supervisor must be a primary grant holder, and the grant must be specified on the application.

Only one DTP project submission allowed per co-supervisor per project call year. Students following the 0+4 pathway will select their PhD project once they have accepted a position in the programme.

For the intake years 2017 to 2020, and to encourage breadth within the DTP, a maximum of two students can undertake their PhD thesis project with any single supervisor.

Supervisor training

Both supervisors must have undergone [supervisory training](#) or be enrolled to receive such training. This will be verified when the project submission is reviewed.

Project/supervisor changes

Any changes to projects, or supervision of projects, included in the MRC DTP Project Catalogues must be approved by the MRC DTP Executive. If PIs wish to make a change to a project or its supervisors, please contact the [MRC DTP](#) Team as soon as possible with the requested amendments; if approval is obtained from the DTP Executive supervisors will be asked to update the original project approval form so that amendments are documented.