



The Daphne Jackson Trust

GUIDELINES FOR SUPERVISORS

We should like to thank you for your willingness to act as a Supervisor for a potential Daphne Jackson Fellow. The aim of the Fellowship is to bring the Fellow to the point of employability within their field.

We would draw your attention to our guidelines for Host Organisations in which the understanding of the arrangements between the Trust and the Host are laid down. More information about the Trust can be found on our website www.daphnejackson.org. Any further queries may be addressed to the Trust Office.

To act as a Fellowship Supervisor the Trust requires -

- **That you are a research supervisor in the Host Organisation.**
- **That you have experience in guiding students at PhD level.**

The Candidate will require your assistance in producing their Fellowship proposal.

The research project will be subject to an independent peer review prior to award.

The Candidate will require your assistance to prepare a retraining programme.

The research project will need to accommodate the Candidate's growing skills base throughout the Fellowship period and especially at the outset.

If successful, the Candidate will become an employee of the Host Organisation. It is expected that the Candidate will visit your facility on various occasions to be able to meet your team and become familiar with day to day working practices and requirements.

Please consider what alternative arrangements will be in place to cover supervision should you be away from the facility.

The Trust will need to be made aware if there are any pressing timescales associated with the research eg. seasonality of data collection.

It is expected that the application process for the Fellowship will take on average six to nine months to the point of approval of the award. The Trust will strive to obtain sponsorship throughout the application process, but funding may not always be in place at the time of approval of the award. A Daphne Jackson Fellowship may not begin until funding has been secured.

Once the Fellowship is in place at the Host Organisation, the Supervisor will be required to report on the Fellow's progress after the first six months and will be asked to endorse the Fellow's Final report.

The Fellow

- The Fellow must have taken a break from a science, engineering or technology (SET) related career. A break of at least 2 years is required.
- The Fellow must have attained at least a first degree.
- The Fellow must be resident in the UK.
- The Fellow must send a progress report to the Daphne Jackson Trust after one year. On completion, a more detailed report will be required.
- The Fellow must be prepared to actively seek (part or full-time) employment appropriate to her/his education, experience and retraining on completion of the Fellowship.

The Fellowship

- The Fellowship must be held in a science, engineering or technology (SET) discipline.
- The duration of the Fellowship will be determined in consultation with the Trust Administration, however it is normally for a period of two years, half-time.
- Hours will be flexible by mutual agreement between Fellow and Supervisor. The conditions of employment will normally be those applying to research staff employed by the Host Organisation.
- The Trust will not be responsible for any costs associated with the termination of a Fellowship employment contract. Termination of a Fellowship must be in accordance with the Host Organisations Terms and Conditions of Employment.
- The Fellowship must include retraining suitable to the needs of the individual Fellow. This should include approximately 100 hours per year of instruction in new technologies (including information technology). This instruction usually includes advanced lectures or short courses together with appropriate seminars, research meetings, conferences, etc. The remaining time is spent on a specific project under the guidance of a Supervisor.
- The Fellowship Programme must be scientifically sound, and should be chosen with regard to the Fellow's likely future employment prospects.