Co-Supervisor Responsibility Matrix

**Instructions:** Complete this matrix with your supervisory team to clarify roles and avoid confusion. Adapt it to suit your needs and PhD type — delete anything you don’t need; add columns or rows for anything that’s missing.

**Key:** **L** = Leads (primary responsibility) | **S** = Supports (secondary input) | **C** = Consulted (informed and asked for input) | **I** = Informed (kept updated but not actively involved)

### Research Design & Methodology

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Supervisor A** | **Supervisor B** | **Supervisor C** |
| Literature review guidance |  |  |  |
| Research question refinement |  |  |  |
| Methods selection |  |  |  |
| Ethics applications |  |  |  |

### Writing & Communication

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Supervisor A** | **Supervisor B** | **Supervisor C** |
| Chapter structure feedback |  |  |  |
| Writing style guidance |  |  |  |
| Academic voice development |  |  |  |
| Conference presentation prep |  |  |  |
| Publication strategy |  |  |  |

### Technical/Specialist Knowledge

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Supervisor A** | **Supervisor B** | **Supervisor C** |
| Statistical analysis |  |  |  |
| Software/tools training |  |  |  |
| Equipment/health and safety |  |  |  |
| Data management and storage |  |  |  |
| Laboratory techniques |  |  |  |
| Industry-specific knowledge |  |  |  |
| International perspectives |  |  |  |

### Professional Development

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Supervisor A** | **Supervisor B** | **Supervisor C** |
| Career planning |  |  |  |
| Network introductions |  |  |  |
| Reference letters |  |  |  |
| Job market preparation |  |  |  |
| Skills development priorities |  |  |  |
| Funding and resources |  |  |  |
| Industry partnerships/collaborations |  |  |  |

### Administrative & Progress

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Supervisor A** | **Supervisor B** | **Supervisor C** |
| Meeting scheduling |  |  |  |
| Progress monitoring |  |  |  |
| Milestone deadlines |  |  |  |
| Annual reviews |  |  |  |
| Thesis examination process |  |  |  |

### Problem Resolution

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Supervisor A** | **Supervisor B** | **Supervisor C** |
| Academic difficulties |  |  |  |
| Personal circumstances |  |  |  |
| Supervisor conflicts |  |  |  |
| Research roadblocks |  |  |  |
| Other |  |  |  |