

HDR Candidate – Principal Supervisor Agreement

The Higher Degree Research Committee requires all Higher Degree Research students and their Supervisors to complete the Candidate / Supervisor Agreement form by the end of the first four weeks

Candidates and Supervisors should discuss the matters outlined in the agreement, in order to have clarity and consistency of understanding regarding the conduct of the HDR candidate's research project.

This agreement should be explored and the outcomes agreed upon with regard to the University's policies and guidelines relating to HDR candidature and relevant Faculty documents and information.

The Expectations in Supervision section (Part B) should be completed by both the supervisor and candidate prior to meeting.

A copy of the completed and signed document is to be provided to each of the supervisors and to the student, with the original being forwarded to Research Services for inclusion on the student's file

Candidate name:

Principal Supervisor name:

Introduction to the University

University Induction for HDR Candidates

Date Completed: _____

Local Induction Checklist

Date Completed: _____

OHS Induction

Date Completed: _____

The OHS and Local Induction Checklists can be found on the FedUni website at:
http://policy.federation.edu.au/human_resources/recruitment/induction/ch02.php

Required reading:

Candidates and supervisors **must** read the below listed documents prior to meeting.

- [Ethical Conduct of Research Policy RS1921](#)
- [Applying for Human Research Ethics Procedure RS1922](#)
- [Applying for Animal Research Ethics Procedure RS1923](#)
- [HDR Candidature Management Policy RS1935](#)
- [HDR Candidature Management Procedure RS1937](#)
- [Responsibilities for Supervision of HDR Candidates Procedure RS1956](#)

Candidates should discuss any questions regarding the listed policies and procedures with their Supervisor.

Candidate resources

Physical and ICT resources

Office Space / Desk location	Location:		
Lockable filing cabinet/locker	Provided	Yes	No
Computer / Laptop	Provided	Yes	No

Financial

Field work / lab equipment / studio equipment	Provided	Yes	No	Value:
Thesis / folio (inc. editorial)	Provided	Yes	No	Value:
Conference / Travel	Provided	Yes	No	Value:
Other	Provided	Yes	No	Value:

Attendance

Please indicate your main campus / place of study

Mt Helen

Churchill

SMB

Horsham

Other: _____

Supervision Arrangements

Please list the supervisors involved with this candidature including their contribution to supervision:

Supervisor	Name	Load	Discipline Knowledge	Research Design	Rules & Deadlines	Mentoring
Principal						
Associate						

How often will Supervisor / Candidate meetings take place?

Who will attend these meetings?

Who is responsible for organising meetings?

How will the meetings take place (e.g., online, in person etc.)?

Have the roles of each supervisor been communicated to the candidate?

Comment:

Working arrangements

Submission of work

Please outline arrangements for the submission of written or practical work (e.g. submission in accordance with the stages/timelines established in the research plan)

Provision of feedback on submitted work

Please outline arrangements for the provision of feedback on submitted work (e.g. nature of and turnaround times)

Ethics approval

Please outline arrangements (e.g. responsibilities and timelines) for gaining Ethics approval as appropriate.

Confirmation of candidature

Please outline timelines, expectations and responsibilities for the Confirmation of Candidature process.

Authorship

Please outline arrangements for the submission of publications (e.g. corresponding authors, lead author etc)

Integration in to the discipline

Please outline your plan for integration in to the academic life of the discipline of study

Other:

Research, professional and career skills development

Please use this table as a template and guide to identify training and professional development that is required. You and your Supervisors should be aware that the GCP, Faculties, Library Services, Career Services and other centres offer a broad range of training that is freely available during the academic year.

* 1 = need to develop, 2 = some familiarity, 3 feeling confident, 4 = well developed

How are you at?	Score*	How will you improve these skills?	When will the training occur?
Research & Professional Skills			
Literature Review Skills			
Appropriate Research Methods – Qualitative – Quantitative – Mixed Methods – Practice-Led/Based – etc			
Publishing Skills			
Writing skills, reading skills, verbal skills			
Project planning, managing time, setting agendas and completing tasks			
Critical thinking, problem solving, analytical skills			
Library skills, bibliography, referencing, EndNote, etc			
Presentation and communication skills			
Using IT research software applications for data analysis, referencing, formatting, publishing, etc			
English as an Additional Language (where needed)			
Other Professional skills?			
Other?			

Career Development			
Networking & Self Marketing			
Action plans for Goal Setting			
CV & ePortfolio development			
Interview skills			
Job searching skills			
Writing selection criteria			
Other?			

Other skills development

I have read and understand my rights and responsibilities as articulated in University policy and procedure.

Candidate:

Supervisor:

Associate Dean, Research:

Expectations in supervision – Part B

To be completed by Candidate and Supervisor prior to meeting

1. It is the supervisors' responsibility to select a research topic.	1 2 3 4 5	The student is responsible for selecting her/his own topic.
2. It is the Supervisor/s who decide which theoretical framework and/or methodology is most appropriate.	1 2 3 4 5	Students should decide theoretical framework and/or methodology they wish to use.
3. The Supervisor/s should develop an appropriate program and timetable of research and study for the student.	1 2 3 4 5	The Supervisor/s should leave the development of the program and timetable of research and study to the student.
4. The Supervisor/s are responsible for ensuring that the student has access to the appropriate services and facilities of the element and the University.	1 2 3 4 5	It is the student's responsibility to ensure that she/he has located and accessed all relevant services and facilities for the research.
5. It is the supervisors' responsibility to advise the student of the relevant policies, procedures and requirements relating to their candidature.	1 2 3 4 5	The student is responsible for being familiar with the relevant policies, procedures and requirements relating to their candidature.
6. Student-supervisor relationships are purely professional and personal relationships should not develop.	1 2 3 4 5	Close personal relationships are essential for successful supervision.
7. The Supervisor/s should insist on regular meetings with the student.	1 2 3 4 5	The student should decide when she/he wants to meet with the Supervisor/s.
8. The principal supervisor is responsible for coordinating all communication between the supervisors and the student.	1 2 3 4 5	The student should coordinate all communication between the members of the supervisory team.
9. The Supervisor/s should check regularly that the student is working consistently and on task.	1 2 3 4 5	The student should work independently and not have to account for how and where time is spent.

10. The supervisor/s should ensure that the thesis is finished by the maximum submission date.	1 2 3 4 5	As long as a student works steadily she/he can take as long as she/he needs to finish the work.
11. Supervisor/s should insist on seeing all drafts of work to ensure that the student is on the right track.	1 2 3 4 5	Students should submit drafts of work only when they want constructive criticism from the Supervisor/s.
12. Supervisor/s should assist in the writing of the thesis if necessary and should ensure that the presentation is flawless.	1 2 3 4 5	The writing of the thesis should only ever be the student's own work and the student must take full responsibility for presentation of the thesis.
13. Supervisor/s are responsible for decisions regarding the standard of the thesis.	1 2 3 4 5	The student is responsible for decisions concerning the standard of the thesis.
14. Supervisor/s are responsible for deciding on the recognition received for the student's and supervisor/s contributions to publications that arise during and after candidature.	1 2 3 4 5	The student should decide on the recognition received for joint contribution to publications that arise during and after candidature.

Based on an adaptations by: Kiley & Cadman, 1997, Advisory Centre for University Education, The University of Adelaide; Ryan and Whittle, 1995; and Conrad, 2001, Griffith Institute for Higher Education. The adaptations are based on work by I. Moses, 1985, Centre for Learning & Teaching, University of Technology Sydney. Adapted from Griffith University 2016.