Print Form

SUPERVISOR STUDENT AGREEMENT:
Higher Degree Research
Guidelines and Form

Guidelines

1. Purpose

The Supervisor Student Agreement documentation has been developed to ensure sound communication stratgies are established and maintained between the Supervisor/s and HDR Candidate, from commencement of candidature until final submission of the thesis.

The signed Supervisor Student Agreement Form enables the expectations and timeframes agreed by the Supervisor/s and HDR Candidate to be used as a guide to maintaining a productive supervisory relationship between all parties. By formalising the early stage discussions between all parties at commencement of HDR candidature and by readching an agreed plan, this Supervisor Student Agreement Form will aid in achieving stated goals and deliverables.

2. Establishing regular communication

2.1 Format

Regular communication and open discussion between the Supervisor/s and the HDR Candidate is important especially at the early stage of candidature because scheduled communications will assist the candidate to achieve stated deadlines and will ensure that his/her progress will be effectively monitored.

The Supervisor/s and the HDR Candidate should initially discuss:

* The frequency, schedule and mode of communication
* General research topics or project aspects involved at the early stage of the project
* The format for jointly recording outcomes of the regular communications

As an example, the Supervisor/s and HDR Candidate agree to meet fortnightly and that the HDR Candidate will bring agreed relevant written material, questions or other draft material for discussion while the Supervisor/s will bring feedback on any material handed over at/or subsequent to the previous meeting. Outcomes of each meeting will be jointly noted and items listed for further discussion at the subsequent meeting.

2.2 Keeping Joint Records

It is important that all parties keep clear records of supervisory meetings to ensure all parties have mutually agreed on the matters discussed; on key suggestions to follow, on the expected outcomes and on the state of progress to date. Records of meetings between the Supervisor/s and HDR Candidate will assist in monitoring progress, in developing clear strategies for achieving expected outcomes and in indentifying issues which require clarification at the time.

2.3 Meeting Schedule

The frequency of meetings between the Supervisor and the HDR Candidate should be scheduled with sufficient flexibility to meet the needs and demands of the stage of candidature. Normally the Supervisor/s and HDR Candidate will meet more often during the early stages when design, data collection, fieldwork or achirval work factors may present some important challenges which may impact on the candidate's ability to progress or to meet expected timeframes. It is very important that the Supervisor/s and the HDR Candidate meet more often to discuss and resolve these issues.

If research problems occur it is important that discussions and strategies be fully discussed by all parties to reach an agreed outcome. At times personal disagreements may arise between the Supervisor/s and the HDR Candidate and it it important to resolve these matters through open discussion so that progress will not be impeded. If an outcome cannot be agreed by the Supervisor/s and the HDR Candidate, further guidance should be sought from the Associate Dean of Research/Director of Research.

2.4 Other Means of Communication

Supervisor/s may agree on the use of other means of communication, which include email, video via internet and telephone communication technologies particularly where face-to-face meetings cannot be arranged. In such cases it is essential that prior arrangements be made regarding the time and medium of communication to ensure that the agreed interaction provides the same important opportunities as face-to-face meetings for both the Supervisor and the HDR Candidate.

2.5 Off Campus Study Candidates

Off Campus Study HDR Candidates will not normally communicate regularly on a face-to-face basis. However, regular contact must be agreed and maintained by the Supervisor/s and the HDR Candidate and the same requirements will apply for setting timeframes, monitoring progress, achieving agreed goals and keeping records of each communication. It is expected that Supervisor/s and Off Campus Study HDR Candidates will maintain the same degree of involvement and interaction as it expected for face-to-face supervisory meetings.

3. Early Supervision Stage

3.1 Identifying research project aims

The initial meeting between the Supervisor/s and the HDR student need to focus on the demands of the proposed research topic to ensure that the approach and identified areas of proposed study are feasible. Often early identification of potential areas of concern can prevent major problems at a later stage.

The early stage meetings should consider the following:

* Development of the research question
* Scope and approach of the literature review
* Identifying specific research skills, methodological approaches, techniques to be developed
* Procedures for obtaining ethics approval
* Establishing a broad timeline with general milestones and key deliverables

3.2 Roles and Responsibilities

During the early stage meetings of candidature the Supervisor/s provide general guidance and mentoring across a range of important research training policies, procedures and othe related matters. These include matters of appropriate standards in research scholarship, good practice in the conduct of research, guidelines on academic authorship and data retention, ethics protocols for research involving human or animal subjects (where required) and access to required resources. The Supervisor/s will provide advice on research methodologies and techniques needed to undertake the research program and any other relevant research training expertise or skills needed by the HDR Candidate.

The early stage meetings assist in developing an understanding of the Supervisor/s role and approaches to research training and the HDR Candidate's understanding and expectations of the supervisory process. It is beneficial to identify the Supervisor/s and HDR Candidate's specific requirements or needs and to develop appropriate strategies for dealing with these at the early stage of candidature.

The HDR Candidate will work towards meeting the scheduled timelines to produce the agreed material for the Supevisor/s and to ensure that the work has been provided in sufficient time for the Supervisor/s to return and discuss detailed feedback at the subsequent meeting. The HDR Candidate will ensure that he/she undertakes any additional research skills training and skills available in the Faculty or the University. The HDR Candidate will ensure that he/she has read the research and research training policies and understands the procedures and processes relating to his/her candidature at the University.

Developing a sound basis for communication during the early stages of candidature will assist both the Supervisor/s and the HDR Candidate manage difficulties that may arise during the course of the research program. HDR Candidates are encouraged to discuss matters relating to time management and other on-going time commitments outside their research prgoram, such as family commitments or paid employment, to ensure that the supervisory team understands these.

4. Candidature Milestones

From the commencement of candidature it is important that the Supervisor/s provide advice to the HDR Candidate or ensure he/she has gained access to information concerning the Faculty and University processes for candidature milestones including Confirmation of Candidature, Mid Candidature Review, Final Review Prior to Submission, Progress Reports and Annual Reports.

At the same time the HDR Candidate should ensure that he/she has accessed and read the relevant research and research training policies and procedures as advised by the Supervisor/s and understands the key candidature milestones and processes.

5. Finalisation and Submission of the Thesis or Examinable Material

The Final Review Prior to Submission represent's the last major milestone for the HDR candidate. Completion and signature of the Notification to Submit for Examination of Thesis or Examinable Material Form, the Supervisor/s and Chair of the Faculty Research Committee confirm that the thesis is of appropriate academic standard for the degree for which it is to be submitted and examined and that is has met the presentation requirements of the University.

This form is to be completed within SIX WEEKS of commencement of candidature and the Supervisor/s, HDR Candidate, Associate Dean of Research/Director of Research, Higher Degrees Research Officer (BUGSR) must retain copies.

HDR Student Name:	
HDR Student ID:	
Faculty	
School / Centre	
Candidature (Please select):	
Candidature Commencement Date:	Expected Thesis Submission Date:
Thesis Title:	
Name of Scholarship if applicable:	
Duration of Scholarship:	
Expected end date of Scholarship:	

BOND UNIVERSITY
GRADUATE SCHOOL OF RESEARCH

SUPERVISOR STUDENT AGREEMENT:
Higher Degree Research Guidelines and Form

Principal Supervisor's Name:

Email

Bond Extension Number: Mobile:

Position Title:

Associate Supervisor's Name:

Email

Bond Extension Number: Mobile:

Position Title:

Associate Dean of Research/Director of Research Name:

Email

Bond Extension Number: Mobile:

Position Title:

1. Supervisor/s Induction of HDR Candidate		Yes	No
1.1	The facilities available under the Policy for Minimum Resources for Higher Degree Research Students has been discussed	☐	☐
1.2	The Candidate has been allocated a designated study area in the Faculty	☐	☐
1.3	The Candidate is aware of processes and procedures for OH&S training	☐	☐
1.4	The Candidate has obtained access to email and understands the University's policies and guidelines on web usage	☐	☐
1.5	The Candidate has been advised about accessing the Library and has sought information on Library support and services for electronic journals, interlibrary loans etc.	☐	☐
1.6	The Supervisor/s and the HDR Candidate have exchanged contact details	☐	☐

2.	**Frequency of Meetings**	Yes	No
2.1	The Supervisor/s and HDR Candidate understand the role of the Supervisory team and Principal Supervisor and Associate Supervisor	☐	☐
2.2	The main means of contact will be in face-to-face meetings	☐	☐

If other than face-to-face meetings will be the main means of contact, please provide sufficient details and justification:

2.3 Regular supervisory meetings will be held:

2.4	The Supervisor/s and HDR Candidate have discussed the location and time of meetings	☐	☐
2.5	The Supervisor/s and HDR Candidate have agreed on protocols for re-scheduling a meeting	☐	☐
2.6	The Supervisor/s and HDR Candidate have agreed to discuss problems of frequent cancellation of meetings intitally with the Head of School	☐	☐
2.7	The Supervisor/s and HDR Candidate have agreed on the process for managing records of each supervisory meeting	☐	☐

Other Information:

3.	**Role of Supervisory Team** The discussion and agreement reached in this section could include a discussion on supervisory style in the contact of the Candidate's proposed research project and the expectations and needs of the Supervisory Team and the Candidate	Yes	No
3.1	The Supervisor/s and the HDR Candidate have fully discussed the roles and responsbilities as outlined in the University's Code of Good Practice for Supervision of Postgraduate Research Students	☐	☐
3.2	Agreement has been reached by the Supervisor/s and the HDR Candidate regarding the needs and expectations of the Supervisor/s and those of the HDR Candidate and the appropriate supervisory style	☐	☐

4.	**Project Planning and Milestone Setting**	Yes	No
4.1	In discussing the broad research approaches to be used in the research program the Supervisor/s and HDR Candidate have agreed on a general research plan	☐	☐
4.2	The Supervisor/s have agreed to provide feedback on the project plan at the subsequent supervisory meeting, prior to Confirmation of Candidature.	☐	☐
4.3	Agreement has been reached between the Supervisor/s and HDR Candidate on key research milestones and the expected dates of attainment.	☐	☐
4.4	Milestones and Deadlines The Supervisory team and the HDR Candidate have agreed on measures to be taken if research difficulties are encountered while developing and attaining the milestone deadlines.	☐	☐

Provide further details for 4.4

4.5 The HDR Candidate has agreed to submit a project plan outline and other research details specified prior to Confirmation of Candidature on:

	Milestone	Date
1.		
Supervisor's feedback		
2.		
Supervisor's feedback		
3.		
Supervisor's feedback		
4.		
Supervisor's feedback		
5.		
Supervisor's feedback		

5.	Publications	Yes	No
5.1	The Supervisory team has discussed the University's Authorship and Rentention of Research Data Policy, and Auhtorship Guidelines with the HDR Candidate and agreed on protocols for joint authorship as required under this Policy	☐	☐
6.	Intellectual Property	☐	☐
6.1	The Supervisory team has provided the HDR Candidate with information regarding the University's Intellectual Property Policy, guidelines and processes	☐	☐
7.	Ethics Approval	☐	☐
7.1	The Supervisory team has discussed the activities expected to be undertaken by the HDR Candidate in the research project and have advised that application must be made for Ethics Committee approval prior to commencement of any research project activity	☐	☐

8. Agreement

The undersigned Supervisory team and the HDR Candidate have reached agreement in the discussions undertaken in the early stage of candidature as confirmed by the signatures below:

Candidate's Name:

Signature Date

Principal Supervisor's Name:

Signature Date

Associate Supervisor's Name:

Signature Date