# HDR06 - HIGHER DEGREES BY RESEARCH PANEL SUPERVISion AGREEMENT FORM

This form is to be used by Higher Degree by Research Candidate(s) and Supervision Panel member(s) to describe and document the nature and confines of their supervision relationship. It provides a platform for discussion and agreement between all parties, and should be completed following a joint discussion. Primary Supervisors, Supervisory Panel Members, the Graduate School Director and the Research Committee will be given access to this information.

## SECTION 1 – candidate details

|  |  |
| --- | --- |
| Candidate name |  |

|  |  |
| --- | --- |
| Student number |  |
| Phone number |  |

|  |  |
| --- | --- |
| Email |  |
| Research program |  |

|  |  |
| --- | --- |
| Commencement date (dd/mm/yyyy) |  |
| Expected thesis submission date (dd/mm/yyyy) |  |

|  |  |
| --- | --- |
| Thesis title |  |
| Name of scholarship if applicable |  |

|  |  |
| --- | --- |
| Duration of Scholarship |  |
| Expected end date of scholarship (dd/mm/yyyy) |  |

## SECTION 2 – Overview of supervision

|  |  |  | Expertise | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Supervisor Role | Name | Agreed Load | Discipline knowledge | Research design | Rules and deadlines | Mentoring | Cultural knowledge and protocols |
| Primary |  | % |  |  |  |  |  |
| Panel Member |  | % |  |  |  |  |  |
| Panel Member |  | % |  |  |  |  |  |
| Panel Member |  | % |  |  |  |  |  |

## SECTION 3 – Supervisor Responsibilities

* Primary supervisors and Panel members are required to attend 6 monthly progress reviews for all candidates under their guidance
* Primary supervisors are required to submit a progress report from the review to the Graduate School Director which identifies the satisfactory or unsatisfactory progress of candidates under their guidance
* It is recommended that Primary supervisors meet with their candidates on a 2 weekly basis at minimum
* It is recommended that Panel members meet with their candidate on a monthly basis where feasible

## SECTION 4 – Candidate Responsibilities

* A candidate must complete through collaboration with their Supervision Panel an ICRP in the first two months of candidature.
* When the candidate and Supervision Panel meet for the required 6 monthly progress reviews progress must be mapped against the ICRP and changes to the ICRP must be justified
* The candidate is also required to submit a signed progress report and a (revised) ICRP on a six monthly basis throughout candidature to the Graduate School Director

Please see the relevant program rules for general candidature responsibilities and conditions, at <http://www.batchelor.edu.au/research/support-training-resources/>

## SECTION 5 – Contact and Communication

Why do we want to have contact?

|  |  |
| --- | --- |
| Panel member comments |  |
| Candidate comments |  |

How do we want to communicate and how often?

|  |  |
| --- | --- |
| Phone |  |
| Skype/Lync |  |

|  |  |
| --- | --- |
| Email |  |

Describe the expected mode(s) of contact and frequency:

|  |
| --- |
|  |

## SECTION 6 – Further Comments on contact and communication arrangements:

Who will be responsible for arranging contact and meetings?

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What are the protocols around rescheduling?

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Who will be responsible for keeping a record of discussions, directions given and timelines made (especially during progress review meetings)?

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How will Panel members be kept abreast of informal discussions and decisions made between the Primary Supervisor (or individual Panel members) and the candidate?

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## SECTION 7 – Preparation and feedback

What kind of preparation is required by candidate in order to make contact/communication with the supervisor(s) beneficial for working towards candidature completion?

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What forms should feedback take and how or will other panel supervisors be included in this feedback?

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What is an acceptable timeframe for the Panel member to respond to a communication or provide feedback on work?

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## SECTION 8 – Publication and Intellectual Property

What publications are planned for preparation during candidature?

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| --- |
|  |

What conferences are planned during candidature and how will they be funded?

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How will authorship of publications be managed (i.e. will or when will a supervisor be included as author – will their name go first, or the candidate’s etc) ?

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What are the Intellectual property arrangements for the candidate’s work?

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What, if any, confidential or culturally restricted information is likely to be contained in the thesis?

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## SECTION 9 – Ethics and Integrity

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| --- | --- |
| Has Research integrity, plagiarism and the penalty for including plagiarised work in a thesis been discussed? | Yes  No |
| Are all parties aware that data collection must not commence until ethics approval has been obtained? | Yes  No |
| Are all parties aware of the ethics application process and timeframes? | Yes  No |

## SECTION 10 – Milestones

|  |  |
| --- | --- |
| Are all parties aware of the format and role of the Individual Candidate Research Plan and the need for it to be developed and updated every six months? | Yes  No |
| Do the candidate and Panel member agree that the six monthly progress reports must reflect progress against established milestones and that submitting these progress reports when they are due is a requirement for both the candidate and the primary supervisor? | Agree  Disagree |
| Are all parties aware of the Qualifying Unit requirements and expected completion dates? | Yes  No |
| Are all parties aware that if the candidate fails to satisfactorily complete the Qualifying unit their candidature will be terminated? | Yes  No |

What HDR workshops/seminars does the candidate plan to attend?

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Additional comments:

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## SECTION 11 – Confidentiality /Respect / Resolution

How will confidentiality and respect play a role in the supervisor/candidate relationship?

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| --- | --- |
|  | |
| Are the candidate and Panel member aware that if the relationship is not meeting expectations or there are concerns regarding the nature of the relationship, either party can and should contact the Higher Degrees by Research (HDR) Coordinator? These discussions will be in confidence. The Graduate School Director will be able to advise of processes for resolution such as supporting a change of supervisor agreement. | Yes  No |

## SECTION 12 – Examination Responsibilities

Are all parties aware of external examination processes?

* the requirement to nominate examiners 3 three months prior to submission
* the responsibility of supervisors to ensure that the candidate’s final submission has an excellent chance of approval
* the four possible outcomes of final submission (acceptance without change, acceptance with minor changes, acceptance with major changes, non-acceptance)

Acknowledged

I understand all of the above questions and statements and I agree with the responses.

|  |  |
| --- | --- |
| Candidate name |  |

Candidate signature Date

I have participated in these discussions and I agree to act as a Panel Member and to undertake any special duties as described in this agreement.

|  |  |
| --- | --- |
| Supervisor name |  |

Signature Date

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| --- | --- |
| Higher Degrees by Research Coordinator name |  |

Signature Date received

**Research Committee recommendation**

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| --- | --- | --- | --- | --- | --- | --- |
| Decision is: | | | | Approved  Not Approved | | |
| Decision forwarded to Candidate? | Yes  No | Method |  | | Date |  |
| Decision forwarded to Supervisor? | Yes  No | Method |  | | Date |  |

Comments or follow-up necessary:

|  |
| --- |
|  |

Signature of RC Chair Date

## SECTION 13 – Internal Use only

|  |  |
| --- | --- |
| Candidate record updated by |  |

Signature Date

Please return this form by email to the Graduate School Director at [hdr@batchelor.edu.au](mailto:hdr@batchelor.edu.au) or refer to the top of the form for alternative return address options.