

University of New England

**Research Degree Supervision Agreement
Between
Postgraduate Research Student and Supervisors**

Student's Name: _____ Student No. _____

Principal Supervisor's Name: _____

Co-Supervisor's Name: _____

Names of any additional Co-Supervisors: _____

Preamble – The Research Committee requires all postgraduate research students and their supervisors to discuss a range of relevant matters relating to the candidature of a postgraduate research student. The agreement is designed to cover matters to provide clarity and consistency of understanding between all those who are directly involved in the student's research project. The agreement's ultimate purpose is to set a strong and stable platform on which to construct a quality partnership and facilitate a successful outcome.

This agreement should be explored and the outcomes agreed upon having regard to the University's Postgraduate Handbook and the relevant Faculty / School / Centre documents and information.

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 the Research Services Office for inclusion on the Student's file.

The agreement is to be completed within 6 weeks of the student commencing candidature.

1. 0 Induction

- 1.1 The facilities available under the Policy on Minimum Facilities for Postgraduate Research Students and the way these are accessed have been discussed.
- 1.2 Any additional facilities available in the School / Centre above the minimum standard and the means to access these have been discussed.
- 1.3 Internal students:
 - 1.3.1 The student has been shown the location of their office and other facilities in the School / Centre;
 - 1.3.2 The student has been introduced to the relevant School Administrative Officer.
- 1.4 Arrangements have been made for the student to attend any required OH&S training course, or the process for nominating for that training has been discussed.
- 1.5 Arrangements have been made for the student access to the web. In addition, the University Policy on web usage and download limits have been discussed.
- 1.6 Arrangements have been made for the student to access the library and library support / training, e.g. Endnote, electronic journals, inter-library loans, have been discussed.
- 1.7 Contact information has been exchanged between the student and supervisors (e.g. telephone numbers, e-mail).

1.8 Other Comments:

2.0 Meetings / Contact

2.1 Names of supervisory contact if not the Principal Supervisor (primary contact is usually between the student and Principal Supervisor):

2.2 Means of primary contact agreed upon, e.g. telephone, face-to-face meetings, e-mail:

2.3 Frequency of Primary Contact, e.g. daily, weekly, fortnightly, monthly:

2.4 Location of meetings and time (if required):

2.5 What happens if either person is unavailable for the arranged meeting?

2.6 What happens if either person does not regularly keep to the agreed contact arrangements?

2.8 What is the agreed process for recording the meeting and outcomes?

2.7 Other comments:

3.0 Roles / responsibilities of the Student and Supervisors

Note: The discussion in this section could include a discussion on supervision style and expectations, e.g. supportive, directive. Details regarding supervisor / student responsibilities and changes in supervision are contained in the Postgraduate Handbook. The discussion in this section enables these provisions and related issues to be explored.

3.1 Role and responsibilities of the Principal Supervisor.

3.2 Role any responsibilities of any Co-supervisor.

3.3 Role and responsibilities of the student.

3.4 Other comments:

4.0 Project Planning and Milestone Setting

Note: Details of what to do in the event that the student wishes to change research topic or thesis title are contained in the Postgraduate Handbook.

4.1 What is a project plan and research timetable?

4.2 When is the initial project plan and research timetable to be submitted and how often are progress reports expected to be submitted to the supervisors?

4.3 How are changes on the project plan and research milestones to be agreed upon? (E.g. Student to submit written report to Principal supervisor monthly for discussion at next scheduled meeting, written comments to be provided within 7 days of receipt by Principal Supervisor).

4.4 What measures are to be taken if the expectations in the timetable are not met?

Student: _____

Supervisors: _____

4.5 When is the research proposal to be finalised?

4.6 Other comments:

5.0 Publications and Intellectual Property

Note: There are sections in the Postgraduate Handbook regarding Publications and Intellectual property. The discussions in this section should be made in the context of that information.

5.1 Can I publish during my research project?

5.2 What is the process for determining sole authorship, ordering of authors in any paper published?

5.3 What are some of the sources of information on writing a paper and what is the role of the supervisors?

5.4 Intellectual property should be identified as soon as possible in the project and registered with the University's Intellectual Property Officer (currently the Pro Vice-Chancellor (Research & Development)). The form for registering Intellectual Property can be obtained from the Research Services Office (telephone 02 6773 2398).

5.5 What is intellectual Property and why is it important?

5.6 Use and acknowledgement of the work of others so as to avoid plagiarism. What is plagiarism and what happens if it is detected?

5.7 UNE has a policy on Intellectual Property and Attribution Practice (Research). What is this about?

5.8 Other comments:

6.0 Ethics Approval

6.1 Is the student's research project likely to require approval of the University's Ethics Committee? If "yes" when should the student be seeking the approval?

6.2 Are there any other approvals, permits or permissions that may be required? If "yes" when should these be pursued and how should the student go about obtaining them?

6.3 Other comments:

7.0 Seminar and Other Presentation Opportunities

7.1 When will the seminar presentation in the School / Centre be required?

7.2 What other opportunities exist for presentation, e.g. conferences?

7.3. Are there sources of funding available for attendance at conferences or other travel? (Information on scholarships for travel and short-term attachment should be directed to the Postgraduate Scholarships Officer in the Research Services Office – telephone 02 6773 3571).

7.4 Other comments:

8.0 Agreement

Student's signature: _____ Date: _____

Principal Supervisor's signature: _____ Date: _____

Co-supervisor's signature: _____ Date: _____