**SUPERVISION AGREEMENT**

In accordance with the HDR Supervision Policy, this form is used to maximise transparency and ensure a shared understanding of expectations between candidates and all supervisors. This form and the details of the supervision contact and meeting must be negotiated no later than eight (8) weeks after degree commencement. The completed form must be sent to <https://hdr.custhelp.com/>. More information about this form is available in the HDR Supervisor Policy and Procedure.

# **Section 1: Candidate Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate Name** |  | **Student Number** |  |
| **School/Unit** |  |
| **Degree** |  |
| **Principal Supervisor Name** |  |
| **Co-Supervisor Name** |  |
| **Additional Co-Supervisor(s)** – provide names below: |
| **Additional Adjunct/End User Supervisor(s)** – provide names below: |

# **Section 2: General Induction**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **N/A** |
| 2.1 | The candidate has been informed of any additional facilities available in the School above the minimum standards and how these can be accessed. |  |  |  |
| 2.2 | The candidate has been shown the location of their office space and other facilities in the School (On campus students only) |  |  |  |
| 2.3 | The candidate has been advised of the arrangements for the student to attend any required training and Workplace Health & Safety courses, or the process for nominating for that training. |  |  |  |
| 2.4 | The candidate is aware of their Faculties Orientation/Induction program and understands how to access it. |  |  |  |
| 2.5 | The candidate has been advised of the Student Accessibility and Wellness team and the support provided by Study Access Plans (SAP) |  |  |  |
| **Comments:** |

# **Section 3: Meetings and Contact**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **N/A** |
| 3.1 | Contact details of all supervisors have been provided to the candidate. |  |  |  |
| 3.2 | The location, time, frequency and communication method for meetings (i.e. email, Zoom, face-to-face, telephone, email) have been agreed. |  |  |  |
| 3.3 | Records of meetings and items for further action have been discussed and agreed to. |  |  |  |
| **Comments:** |

# **Section 4: Roles and Responsibilities**

In accordance with the Roles and Responsibilities within the HDR Supervision Policy, these must be discussed between the candidate and all supervisors, any comments from the discussion must be listed below.

|  |
| --- |
| 4.1 Role and responsibilities of the Principal Supervisor |
|  |

|  |
| --- |
| 4.2 Role and responsibilities of any Co-Supervisor(s) |
|  |

|  |
| --- |
| 4.3 Role and responsibilities of any Adjunct/End User Supervisor(s) |
|  |

|  |
| --- |
| 4.4 Role and responsibilities of the Candidate |
|  |

# **Section 5: Project Planning and Milestone Setting**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **N/A** |
| 5.1 | The supervisors and the candidate have discussed and have agreed on the project aims. |  |  |  |
| 5.2 | The supervisors and the candidate have discussed and have agreed on the proposed project plan. |  |  |  |
| 5.3 | The supervisors and the candidate have discussed and have agreed to a proposed timetable of work to be completed. |  |  |  |
| 5.4 | The supervisors and the candidate have discussed and have agreed on a method of timely communication if and when changes to the project aims, plan and/or timetable arise. |  |  |  |
| 5.5 | The supervisors and the candidate have discussed the required milestones as listed in the XX Policy and have included these in the proposed timetable. |  |  |  |
| **Comments:** |

# **Section 6: Publications, Intellectual Property and Plagiarism**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **N/A** |
| 6.1 | A process has been set in place for determining authorship, ordering of authors in published papers. |  |  |  |
| 6.2 | The candidate is aware of the [Intellectual Property Policy](https://policies.une.edu.au/view.current.php?id=00117). |  |  |  |
| 6.3 | If applicable, intellectual property has been identified in the project and registered with the University’s Intellectual Property Officer (Deputy Vice Chancellor, Research). |  |  |  |
| **Comments:** |

# **Section 7: Ethics Approval**

[ ]  This entire section does not apply.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **N/A** |
| 7.1 | The research project will require ethics approval and the Principal Supervisor (as the Chief Investigator) will advise the candidate on the preparation of the required application. |  |  |  |
| 7.2 | A plan has been discussed and agreed to while awaiting any approvals, permits or permissions as required by any ethics committee before commencement of fieldwork or data collection. |  |  |  |
| 7.3 | The supervisors have shown the candidate the relevant ethics web page ([UNE Ethics and Integrity](https://www.une.edu.au/research/research-ethics-integrity), [NHMRC](https://hrea.gov.au/), etc.) for information on ethics application processes. |  |  |  |
| **Comments:** |

# **Section 8: Seminar and Other Presentation Opportunities**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **N/A** |
| 8.1 | The candidate has been informed of when seminars in the discipline take place and the opportunity to present. |  |  |  |
| **Comments:** |

# **Section 9: Annual Review**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **N/A** |
| 9.1 | The candidate and supervisors have reviewed the form and any amendments are listed below. |  |  |  |
| **Note any amendments to original agreement below and add the date for each amendment.**  |

# **Section 9: Candidate and Supervisors Signatures**

|  |
| --- |
| **Candidate and Supervisors Certification** - By signing below you certify that the following items are true: |
| **1.** | Confirm the candidate and all supervisors are familiar with the HDR Supervision Policy. |
| **2.** | Confirm the candidate and all supervisors will regularly revisit roles, expectations and requirements of the degree to ensure the candidate is on track to a timely completion.  |
| **3.**  | If applicable – the candidate and supervisors will disclose any conflicts of interest that may impact the ability to behave in an impartial and transparent manner.  |

Candidate Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Supervisor Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Supervisor Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Supervisor Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adjunct/End User Supervisor Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adjunct/End User Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Section 10: School Endorsement**

|  |
| --- |
| **Head of School or delegate (for example, HDR Coordinator) Certification** - By signing below you certify that the following items are true: |
| **1.** | Confirm satisfaction that the candidate and the supervision team have met and discussed all the above items. |

HDR Coordinator Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HDR Coordinator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_