Please forward completed form to the Graduate Research School: research.degrees@federation.edu.au.

It is a condition of candidature that all Higher Degree Research candidates and their Principal Supervisors must complete the Candidate -- Supervisor Agreement form by the end of the first four weeks of candidature or within four weeks of a change of supervisor.

Candidates and supervisors should discuss the matters outlined in the agreement to ensure joint 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 School documents and information.

The *Expectations in Supervision* section should be completed independently by both the Principal Supervisor and candidate prior to meeting.

Copies of the completed and signed agreement are to be provided to the Principal Supervisor and the candidate with the original to be forwarded to the Graduate Research School.

Existing candidates are not required to complete sections two, three, nine and ten, unless relevant.

|  |
| --- |
| 1. Introduction to the University
 |
| Candidate Name |  |
| Principal Supervisor |  |
| Campus / Location |  |

|  |
| --- |
| 1. Graduate Research School Orientation
 |
| [Skills Development Program Orientation/Induction](https://federation.edu.au/research/support-for-students-and-staff/graduate-centre-program)  | Date completed: |
| School Induction |
| [Local Induction Checklist](http://policy.federation.edu.au/forms.php?book_id=178) | Date completed: |
| [OHS Induction](http://policy.federation.edu.au/forms.php?book_id=178) | Date completed: |

Required reading

Candidates and supervisors must read the listed documents before meeting:

[*Ethical Conduct of Research Policy RS1921*](http://policy.federation.edu.au/research/research_integrity_and_compliance/research_ethics/ch01.php)

[*Applying for Human Research Ethics Procedure RS1922*](http://policy.federation.edu.au/research/research_integrity_and_compliance/research_ethics/ch02.php)

[*Applying for Animal Research Ethics Procedure RS1923*](http://policy.federation.edu.au/research/research_integrity_and_compliance/research_ethics/ch03.php)

[*HDR Candidature Management Policy RS1935*](http://policy.federation.edu.au/research/higher_degrees_by_research/hdr_candidature_management/hdr_candidature_management/ch01.php)

[*HDR Candidature Management Procedure RS1937*](http://policy.federation.edu.au/research/higher_degrees_by_research/hdr_candidature_management/hdr_candidature_management/ch03.php)

[*Responsibilities for Supervision of HDR Candidates Procedure RS1956*](http://policy.federation.edu.au/research/higher_degrees_by_research/hdr_supervision/hdr_supervision/ch03.php)

|  |
| --- |
| 1. Facilities and resources for candidate
 |
| Office space and desk location |  |
| Lockable filing cabinet or locker provided? | [ ]  Yes [ ]  No  |
| Computer/laptop provided? | [ ]  Yes [ ]  No  |

|  |
| --- |
| 1. Financial support and resources for the candidate’s project
 |
| Field work / lab equipment / studio equipment | [ ]  Yes [ ]  No  | Value $ |
| Conference / travel | [ ]  Yes [ ]  No  | Value $ |
| Other Click or tap here to enter text. | [ ]  Yes [ ]  No  | Value $ |

Supervisory arrangements

|  |  |
| --- | --- |
| 1. Supervisors
 | Role |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| 1. Supervisor candidate meetings
 |
| How often will meetings take place? |  |
| Who is responsible for organising meetings? |  |
| How will the meetings take place, in person / online / other? |  |
| Have the roles of each supervisor been communicated to the candidate? | [ ]  Yes [ ]  No  |
| Comment |

Working arrangements

|  |
| --- |
| 1. Submission of work
 |
| Please outline arrangements for the submission of written or practical work within timeline established in the research plan |
| Comment |

|  |
| --- |
| 1. Provision of feedback on submitted work
 |
| Please outline arrangements for the provision of feedback on submitted work (e.g. nature of feedback and turnaround times) |
| Comment |

|  |
| --- |
| 1. Ethics approval
 |
| Please outline responsibilities and timelines for gaining ethics approval (if applicable) |
| Comment |

|  |
| --- |
| 1. Confirmation of candidature
 |
| Please outline timeline, expectations and responsibilities for the Confirmation of Candidature process |
| Comment |

|  |
| --- |
| 1. Authorship
 |
| Please outline arrangements for the submission of publications (e.g. co-authors, lead author etc.) |
| Comment |

|  |
| --- |
| 1. Integration into the discipline
 |
| Please outline your plan for integration into the academic life of the discipline of study |
| Comment |

|  |
| --- |
| 1. Other comments re working arrangements
 |
| Comment |

Research skills and resources required for the project

The principal supervisor and the candidate should discuss whether the candidate has the skills and resources needed to complete the research project in a timely manner (refer to Skills Development Program session *Transferrable Skills*).

Please comment on identified gaps or needs in the candidate’s skills or resources and how and when they will be addressed. Note any budget considerations.

* assistance with any computer applications such as NVivo, Excel, SPSS
* assistance with tools or equipment
* specific licences to undertake the project
* analytical support
* professional editing of thesis
* English language support
* transcription service
* travel assistance
* external approvals
* access to facilities
* purchase of resources

|  |
| --- |
| 1. Resources and skills required
 |
| Comment |

Candidate declaration

I have read and understand my rights and responsibilities as articulated in University policy and procedure for higher degrees by research candidature.

X

Signature HDR candidate

X X

Principal Supervisor Associate Dean Research / HDR Coordinator

Date: Date:

Expectations in Supervision (to be completed prior to candidate and supervisor meeting)

A score of 1 indicates that the supervisor(s) have the main responsibility for the task described; a score of 5 indicates that the candidate has the main responsibility for the task described. A score of 3 indicates that the task is shared equally between the candidate and the supervisory team. Indicate score with an “x”.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Supervisors’ responsibilities | 1 | 2 | 3 | 4 | 5 | Candidate’s responsibilities |
| 1 | It is the supervisor’s responsibility to select a research topic |  |  |  |  |  | The candidate is responsible for selecting their own topic. |
| 2 | It is the supervisors who decide which theoretical framework and/or methodology is most appropriate. |  |  |  |  |  | Candidates should decide the theoretical framework and/or methodology they wish to use. |
| 3 | The supervisors should develop an appropriate program and timetable of research and study for the candidate. |  |  |  |  |  | The supervisors should leave the development of the program and timetable of research and study to the candidate. |
| 4 | The supervisors are responsible for ensuring that the candidate has access to the appropriate services and facilities for the research. |  |  |  |  |  | It is the candidate's responsibility to ensure that they have located and accessed all relevant services and facilities for the research. |
| 5 | It is the supervisors' responsibility to advise the candidate of the relevant policies, procedures and requirements relating to their candidature. |  |  |  |  |  | The candidate is responsible for being familiar with the relevant policies, procedures and requirements relating to their candidature. |
| 6 | Candidate-supervisor relationships are purely professional and personal relationships should not develop. |  |  |  |  |  | Close personal relationships are essential for successful supervision. |
| 7 | The supervisors should insist on regular meetings with the candidate. |  |  |  |  |  | The candidate should decide when they want to meet with the supervisors. |
| 8 | The principal supervisor is responsible for coordinating all communication between the supervisors and the candidate. |  |  |  |  |  | The candidate should coordinate all communication between the members of the supervisory team. |
| 9 | The supervisors should check regularly that the candidate is working consistently and on task. |  |  |  |  |  | The candidate should work independently and not have to account for how and where time is spent. |
| 10 | The supervisors should ensure that the thesis is finished by the maximum submission date. |  |  |  |  |  | As long as a candidate works steadily, they can take as long as they need to finish the work. |
| 11 | Supervisors should insist on seeing all drafts of work to ensure that the candidate is on the right track. |  |  |  |  |  | Candidates should submit drafts of work only when they want constructive criticism from the supervisors. |
| 12 | Supervisors should assist in the writing of the thesis if necessary and should ensure that the presentation is flawless. |  |  |  |  |  | The writing of the thesis should only ever be the candidate's own work and the candidate must take full responsibility for presentation of the thesis. |
| 13 | Supervisors are responsible for decisions regarding the standard of the thesis. |  |  |  |  |  | The candidate is responsible for decisions concerning the standard of the thesis. |
| 14 | Supervisors are responsible for deciding on the recognition received for the candidate's and supervisors’ contributions to publications that arise during and after candidature. |  |  |  |  |  | The candidate 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 on work by I. Moses, 1985, Centre for Learning & Teaching, University of Technology Sydney. Adapted from Griffith University 2016.*