HDR Candidate - Supervisor Agreement

A. HDR Candidate Details

Name: | UID:

| Yes | No | **Full-Time**? |

| Yes | No | **External?** |

| Yes | No | **Family or Caring Responsibilities?** |

| Yes | No | **Education Access Plan?** |

Program Start Date:

Primary Supervisor:

HDR Convener:

A HDR candidate supervisor agreement assists in establishing expectations and allows the candidate and supervisor to have a clearer understanding of responsibilities.

The HDR candidate and primary supervisor independently complete the Supervisor and HDR Expectations rating scale (appendix A) and then discuss different expectations before completing this agreement. The candidate should draft the agreement in discussion with the supervisor, the responses should outline what has been agreed and who is responsible for any actions required. The discussion and agreement should take into account answers to the questions on part-time or full-time candidature, external candidature, family responsibilities, caring commitments and whether an Education Access Plan is in place.

The following topics are helpful to clarify at the beginning of candidature. Answers to the bolded questions in each section must be completed for every candidate. Other questions will only be relevant to some HDR projects/programs and can be deleted where not relevant.

The form must be completed and uploaded to the e-form for the first annual plan. The agreement should be revisited at subsequent panel meetings, changes should be added to the final section, and the amended form uploaded to the e-form for each annual report.

B. Supervision

Note the differences in expectations and the outcome after discussion

Outline the agreement on regular meetings, who will organise and determine the agenda?

How will the remaining supervisory panel members be determined? Is there an external supervisor?

What might be the roles and contributions of other panel members?

Provide an outline of the expectations around feedback. Who will provide feedback on progress reports, thesis chapters and papers? What are the proposed time-frames?

Consider each of the following

Note the differences in expectations and the outcome after discussion

Outline the agreement on regular meetings, who will organise and determine the agenda?

C. Research Project

Consider each of the following.

Are there implications for safety training orientations or inductions?

How will research ethics approvals be organised?

What resources and infrastructure are available for the research?

Is external certification required [police check, immunisation, working with vulnerable people certification, first-aid certificate]? Is there a requirement for an IP agreement? Will there be fieldwork, off-campus or industry-based research? What is the expectation for attendance at the University [working hours, out of hours requirements of the research]? What are the arrangements for access to shared equipment? Will the thesis be "standard format" or is a thesis by compilation or creative works planned? What are the opportunities for dissemination of the research [publication, conference attendance]?

When are milestones due? What is expected at the next milestone?

D. Research Training and Career Development

Consider each of the following.

What new skills will the candidate need to develop? Who will provide the training?

What are the career aspirations of the candidate?

What career development opportunities are available?

Are there opportunities for tutoring/ demonstrating? How is it organised?

Will there be opportunities to attend conferences

E. Engagement in the academic community

Consider each of the following.

What are the expectations and opportunities in terms of participation in the academic community [attendance at seminars, meetings, representation on committees]?

Are there social events that candidates are encouraged to attend?

Consider each of the following.

What are the expectations and opportunities in terms of participation in the academic community [attendance at seminars, meetings, representation on committees]?

F. Amendments to original agreement
Note any amendments to original agreement (add date for each amendment).

Amendment	Date

G. Signatures

HDR Candidate	
Primary Supervisor:	