

ATTACHMENT 1

RESPONSIBILITIES OF THE PRINCIPAL SUPERVISOR

The Principal supervisor is required to:

1. Advise candidates of their procedural and substantive rights and responsibilities, contained in this policy
2. Ensure knowledge of and compliance with all University policies relevant to their research, including Occupational Health and Safety, Bio-safety, Human Research Ethics and Animal Ethics
3. Maintain regular contact with the candidate and negotiate and maintain a reasonable timetable of meetings, milestones and submitted work, which is reviewed regularly during the course of candidature. See Attachment 4 First Interview Checklist.
4. Identify any shortcomings in a candidate's background and suggest appropriate training
5. Ensure that the proposed Honours research project is appropriate for the Bachelor Honours Degree
6. Ensure appropriate methods of research data management are identified and undertaken in compliance with University policy
7. Monitor the performance of the Honours candidate relative to the work agreement and the standard required, and ensure that the candidate is made aware of whatever the supervisor may regard as inadequate progress or work below the standard generally expected
8. Provide appropriate, helpful, and explanatory feedback to the candidate on any submissions, return such feedback in reasonable time, and assist candidates to develop solutions as problems are identified
9. Provide opportunities for candidates to develop the skills necessary for academic writing appropriate to reporting research in the discipline or area of study and to develop their presentation skills
10. Support and mentor candidates to further develop Graduate Attributes and provide career advice
11. Advise the Associate Dean (Research), and/or the Honours Coordinator of the names and credentials of suitable reviewers and examiners