

**HDR Candidate and Supervisor Panel Agreement**

A good working relationship with your supervisors is critical to a successful research project. Every candidate-supervisor relationship is unique, so it is important at the beginning of your research journey to have an open dialogue with your supervisors on the expectations of all parties, agreed roles and responsibilities, and preferred approaches to work. You also need to be clear on the formal expectations of your degree. When working through the agreement, bear in mind your enrolment load (full-time or part-time) as this will influence aspects of your agreement such as meeting frequency and project milestones.

The items in the agreement below are what the University believes is important in establishing an effective candidate-supervisor relationship, but there may be other things you discuss relevant to your particular project. The agreement should be reviewed each semester with your supervisors as part of your progress report process, and is required for Milestone 1: Induction.

1. **Objectives**

**What do we hope to achieve from this project/research?**

*e.g. candidate’s career aspirations and/or motivations for undertaking a research degree, possible research impact, collaborations.*

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**How might we achieve these goals?**

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1. **Scheduled Meetings**

**What will be the frequency of meetings (at least for the first 12 months)?**

*Examples of meetings include face-to-face, phone, online (SKYPE, Zoom or Teams) and email.*

\*Please place an X in one of the boxes below.

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| --- | --- |
|  | Weekly |
|  | Fortnightly |
|  | Other |

If 'other' please indicate the frequency of meetings:

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**What will be the general duration of meetings?**

*e.g. scheduled meetings generally run for approximately one hour.*

\*Please place an X in one of the boxes below.

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| --- | --- |
|  | Less than one hour |
|  | One hour |
|  | More than one hour |

**What will be the usual location of meetings?**

*e.g. can include SKYPE, Zoom or Teams meetings.*

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**If applicable, how long before meetings should your work be submitted for review?**

*e.g. consider large pieces of writing such as chapters, compared to smaller abstracts of writing.*

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**In what form should the work be submitted?**

*e.g. electronic or hard copy*

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**What is the planned structure of meetings?**

*e.g. will there be an agenda? Will someone assign tasks and which supervisors will usually be in attendance?*

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**What plans will you put in place if either yourself or your supervisor/s are unavailable for more than 4 weeks?**

*e.g. long service leave, family reasons, holidays.*

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1. **Feedback**

**What will be a reasonable amount of time for your supervisor/s to provide feedback on written work?**

*e.g. this can vary according to the quantity and complexity of work submitted.*

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**In what form will feedback be provided?**

\*Please place an X in all that apply.

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| --- | --- |
|  | Oral |
|  | Written |
|  | Electronic |
|  | Other |
|  | All of the Above |

If 'other' please indicate the which form of feedback will be provided:

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**What process would you use to ensure you have clearly understood feedback and actions to be taken?**

*e.g. to-do list, minutes from meetings.*

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1. **Supervisory Panel Structure**

**What will be the key role of your supervisor/s?**

*e.g. topic expert, research design, mentoring, rules and guidelines.*

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| Name | Type (e.g. Principal) | Load (e.g. 50%) | Role |
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1. **Resources, Support Services and Research Centres**

**Have you been advised of access to equipment, study space, printing, computer, software, and funding available from your School and/or Research Centre?**

\*Please place an X in one of the boxes below.

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|  | Yes |
|  | No – but will investigate |

**Are there any anticipated resource or funding issues that could affect progress of your research?**

\*Please place an X in one of the boxes below.

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|  | Yes |
|  | No – but will investigate |

**Are you aware of the Research Centre most closely affiliated with your research and any services and seminars that are available and will be relevant?**

\*Please place an X in one of the boxes below.

|  |  |
| --- | --- |
|  | Yes |
|  | No – but will investigate |

1. **Planning, Tracking and Assessment**

**Have you discussed with your supervisor/s the specific requirements for each stage of candidature?**

*e.g. confirmation of candidature, progress reports.*

\*Please place an X in one of the boxes below.

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|  | Yes |
|  | No – to be discussed |

**Have you developed a project plan with key milestones?**

*e.g. consider the duration of candidature*

\*Please place an X in one of the boxes below.

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| --- | --- |
|  | Yes |
|  | No – to be discussed |

**Have you discussed the requirements for maintaining satisfactory progress?**

*e.g. the ECU grading scheme for thesis units is SP (satisfactory progress) and MP (marginal progress).*

\*Please place an X in one of the boxes below.

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|  | Yes |
|  | No – to be discussed |

**Have you discussed** [**Intellectual Property**](http://policysearch.ecu.edu.au/WebDrawer.PolicySearch/Record/599/file/document) **considerations relating to your project?**

**(For more information please see the** [**IP FAQ document**](https://intranet.ecu.edu.au/__data/assets/pdf_file/0005/759137/IP-Policy-FAQ-Sept-2023.pdf) **)**

\*Please place an X in one of the boxes below.

|  |  |
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|  | Yes |
|  | No – to be discussed |

**Have you discussed** [**authorship, publishing and peer review**](https://intranet.ecu.edu.au/__data/assets/pdf_file/0010/961138/Authorship-Publication-and-Peer-Review-Guideline.pdf) **considerations relating to your project?**

\*Please place an X in one of the boxes below.

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| --- | --- |
|  | Yes |
|  | No – to be discussed |

**Have you discussed** [**research data management**](https://intranet.ecu.edu.au/research/for-research-students/research-journey/designing-and-undertaking-your-research/data-management) **considerations relating to your project?**

\*Please place an X in one of the boxes below.

|  |  |
| --- | --- |
|  | Yes |
|  | No – to be discussed |

**Additional Comments (Candidate)**

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**Additional Comments (Supervisor/s)**

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**Important Note:**

**Completion of the Candidate-Supervisor Panel Agreement is a requirement for Milestone 1. Ensure your supervisor/s sign the agreement below.**

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| CANDIDATE SIGNATURE | A white square with a blue border  AI-generated content may be incorrect. | DATE: | Click to select a date. |

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| SUPERVISOR SIGNATURE | A white square with a blue border  AI-generated content may be incorrect. | DATE: | Click to select a date. |

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| SUPERVISOR SIGNATURE | A white square with a blue border  AI-generated content may be incorrect. | DATE: | Click to select a date. |

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| SUPERVISOR SIGNATURE | A white square with a blue border  AI-generated content may be incorrect. | DATE: | Click to select a date. |