HDR SUPERVISORY
EXPECTATIONS

This document is used to set agreed expectations between HDR candidates and their supervisory team. Candidates are required to complete this document in consultation with their supervisors within the first six months of candidature.

This is not a binding agreement to which either supervisors or candidates will be held accountable, but rather a framework for ensuring clear communication over expectations to facilitate successful completion of the HDR. It, and any accompanying documents, are to be submitted by the Principal Supervisor to the School for review and record-keeping.

It is expected that research projects and supervision practices will develop over the duration of candidature.The candidate and supervisors should refer to this at least annually and update as appropriate. The form does not have to be resubmitted each time it is reviewed but any major amendments should be documented by the candidate and supervisor and shared with the School to update their records.

This document supplements the minimum responsibilities upon HDR candidates and supervisors, which are set out in the Code of Practice for Higher Degree by Research Candidature Policy. Candidates and supervisors are particularly advised to consider their collective obligations regarding conflicts of interest, respectful relationships and management of grievances and complaints, as outlined in Section 6 of the Code.

CANDIDATE DETAILS

Family Name:		Given Name:	
Student Number:		Date commenced:	
Scholarships held: (if applicable)		School:	

Degree type: ☐ PhD   ☐ MPhil

Enrolment status: ☐ Full-time   ☐ Part-time   ☐ On-Campus   ☐ Off-Campus

Research topic / thesis working title:

SUPERVISORY TEAM

The Code of Practice requires the appointment of at least one supervisor other than the Principal Supervisor. The Principal Supervisor must be an academic staff member at the university (or a conjoint) and have the highest (or equal highest) percentage contribution.

Please list below the members of the candidate's supervisory team and summarise the intended contribution of each supervisor – for example contribution to research design, methods, analysis, and feedback on drafts – and their agreed percentage contribution. This should include details regarding the expertise of the supervisor, involvement in supervisory meetings and provision of feedback to the candidate.

	Name	Supervisory Contributions	% Contribution
Principal Supervisor			
Co-Supervisor			
Co-Supervisor			
Co-Supervisor			
Community Supervisor (if applicable)			
Community supervisor organisation and contact details:			

SUPERVISORY EXPECTATIONS

The candidate and supervisors should discuss the items below and fill in the agreed details. Schools may have additional documentation that needs to be completed by candidates and supervisors.

Supervisory Contact

It is expected that there will be frequent contact (ordinarily at least fortnightly) between supervisors and candidates. In addition, it is expected that supervisory meetings will take place at least monthly for full-time candidates; but may increase in frequency depending upon the nature and stage of the research project.

Candidates are expected to be responsible for recording the contents and actions from supervisory meetings. A meeting log template has been prepared for such a purpose. Completed Meeting Logs should be kept by the candidate and supervisors.

A schedule for supervisory meetings has been discussed and agreed: ☐ Yes ☐ No

The format of the meetings has been discussed: (e.g. who is responsible or setting the agenda) ☐ Yes ☐ No

Informal Supervisory Contact: It is expected that supervisors will be available to candidates at times other than formal meetings.

The best means of informal contact has been discussed: (e.g., email/drop-in) ☐ Yes ☐ No

Timelines and Milestones

The PhD should be completed within 3.5 years (FTE), and the MPhil at 1.8 years (FTE).

Full-time students should aim to spend on average 40 hours per week on their research studies. If a candidate cannot make the required time commitment thought should be given to changing status (e.g., switching from full-time to part-time, applying for Leave of Absence (LOA), or withdrawing from the program until the candidate is able to commit the required time). It is important to take time out from studies; HDR candidates are entitled to 4 weeks annual leave. It is important for candidates and supervisors to discuss planned leave with each other to minimise any work disruption.

The timeline should include milestones to be completed at regular intervals during candidature. The candidate and supervisors should each retain a copy of this timeline and amend as required through candidature, noting the need to achieve the final completion deadline.

A major milestone in the first year is confirmation. The timeline should plan for this to be undertaken at around nine months (or 18 months for part-time candidates). Mandatory training modules are to have been undertaken by the time a candidate completes their confirmation.

The initial project scope has been discussed and an initial timeline with milestones is in place: ☐ Yes ☐ No

Expectations regarding working hours and location have been discussed: ☐ Yes ☐ No

Research Funding

Each eligible HDR candidate is allocated an annual allowance, administered through their School, to assist with ancillary costs of their research. In conjunction with discussions on timelines and milestones, the candidate and supervisors should consider how these funds may be best utilised at different stages of candidature. The candidate and supervisors should also consider the potential for additional sources of funding, including from external sources such as research end-users.

The utilisation of the annual allowance and other funding sources has been discussed: ☐ Yes ☐ No

Feedback

It is expected that candidates will receive feedback on any submitted work within a reasonable timeframe (ordinarily within one month). The nature of the feedback to be provided (e.g., written/oral) and from whom (e.g., all supervisors or principal supervisor only) should be discussed to consider both candidate and supervisor needs.

The nature of the feedback received on written work has been discussed: ☐ Yes ☐ No

Cultural Awareness and Integrity in Research

It is essential that all research conducted by researchers is conducted in a culturally ethical framework based on reciprocity and integrity and respect for the culture and beliefs of the Australian Indigenous peoples and custodians of our land. Where research is being carried out amongst Indigenous communities or regarding Indigenous history, culture and practices, advice should be sought to ensure that research is conducted in a culturally safe and appropriate manner.

The Wollotuka Institute has published Cultural Standards to inform DJUWAL NGARRALGU (Academic and Research) practice. Meaningful and respectful relationships with community are imperative to the design and application of academic and research protocols. The utilisation of cultural values and principles which reflect unique Aboriginal and Torres Strait Islander knowledges will contribute to the creation of a culturally safe research environment. It is important that:

- Research is conducted in a culturally ethical framework based on reciprocity and integrity;
- Knowledge is acquired through a culturally responsive and embedded process to maintain the highest levels of research standard;
- Aboriginal and Torres Strait Islander knowledge is applied to privilege and celebrate Aboriginal and Torres Strait Islander wisdom; and Staff and students utilise culturally appropriate and safe methods of practice within the research environment.

The Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) has also created the [Guidelines for Ethical Research in Australian Indigenous Studies](#) (GERAIS) to ensure that research with and about Aboriginal and Torres Strait Islander peoples follows a process of meaningful engagement and reciprocity.

Issues of Cultural Awareness have been discussed: ☐ Yes ☐ No

Health & Safety and Ethics Requirements

Supervisors are responsible for ensuring that each candidate is adequately trained in safe working practices relevant to the particular field of research.

If the candidate's research will involve the use of dangerous or hazardous materials or equipment, or will, at least in part, be conducted in a dangerous or hazardous environment (e.g. field work in isolated terrains), the candidate must be fully informed of the risks, provided with appropriate training, and informed about any necessary safety procedures, equipment, etc.

Appropriate Health and Safety training has been satisfactorily completed: ☐ Yes ☐ No

The mandatory [Health and Safety Induction Module](#) must also be completed by all commencing HDR candidates.

The online Health and Safety Module has been satisfactorily completed: ☐ Yes ☐ No

All HDR candidates who use animals in their research must undertake [online training](#). This includes completion of CARE Modules 1 + 2, [Laboratory Safety Training](#) and the Office of the Gene Technology Regulator (OGTR) training & certified facility authorised person [form](#).

It is the responsibility of the supervisory team to ensure that the candidate is advised on appropriate ethical practices and where required, supervise, guide and submit a quality application that meets the requirements of the University and any other appropriate ethics committee, ensuring that approval is obtained before the research commences, and that the research is conducted in accordance with the terms of the approval of the ethics committee(s). In most circumstances, the Principal Supervisor will be the Chief Investigator for research student project and will take carriage of oversight and submission of the application.

In circumstances where the supervisory team does not possess the specialist knowledge or expertise, responsibility for providing oversight of research protocols may be delegated to another staff member, subject to their explicit agreement and approval of the Head of School.

Name of staff member responsible for overseeing and submitting the appropriate conducting of research protocols (if applicable):

Required ethics approvals have been discussed and included in the timelines: ☐ Yes ☐ No ☐ NA

Skills Training

Additional training needs for the candidate should be considered, noting the university's program of [research training](#) and first year success program. Such needs may be directly related to the research being conducted but also include generic skills training relevant to broader career development.

Additional Skills Training needs have been discussed: ☐ Yes ☐ No

HDR Student Festival

Candidates must be supported to participate in the annual HDR Student Festival in such a way that develops their communication skills and ability to explain and critique theoretical propositions, methodologies and conclusions. Supervisors are expected to attend the HDR Student Festival to support their candidate and also to contribute to a supportive research environment for all students.

Participation in the annual HDR Student Festival has been discussed: ☐ Yes ☐ No

Data Access, Storage and Data Sharing

Data refers to any information gained from research participants or through other research activity associated with the thesis. The candidate and Principal Supervisor should reach agreement about access to data, especially if the candidate's research is part of a wider research project. The candidate must ensure that all raw and processed data is stored appropriately, and in accord with any specifications from relevant ethics committees and with regard to the requirements of journal publishers or other professional bodies concerning the retention of data. In some cases there may be a requirement from funders for research data to be made available to other researchers.

Consideration may be given to broader data sharing. Many granting agencies (e.g., National Health and Medical Research Council - NHMRC) encourage, or indeed require, data sharing and providing access to data and other research outputs (metadata, analysis code, study protocols, study materials) arising from supported research unless prevented by ethical, privacy or confidentiality matters. Refer to the NHMRC Open Access Policy for more information.

Instructions for completion: Please provide the names of people who, in addition to the candidate, will have access to the data, subject to meeting ethics and confidentiality requirements.

Name and Role	Data type	Duration of Access
	Select one	Select one
	Select one	Select one
	Select one	Select one
	Select one	Select one
	Select one	Select one

Issues of data access during and after the HDR have been agreed between candidate and supervisors: ☐ Yes ☐ No

Data storage arrangements during and after the HDR have been agreed between candidate and supervisors: ☐ Yes ☐ No

Any requirements for the provision of data or reports to external bodies have been discussed: ☐ Yes ☐ No

Intellectual Property

Intellectual property (IP) is a legal term that refers to "creations of the mind". Examples of IP include music, literature, and other artistic works; discoveries and inventions; and words, phrases, symbols, and designs. The IP that is generated by research candidates is an important outcome of thesis research. The University seeks to maximise the transfer of IP to the benefit of the wider community and recognises the advantages of protecting and commercialising certain types of IP. In doing so it wishes to sensibly and fairly share the associated benefits. It is important that candidates and supervisors familiarise themselves with the University's IP Policy and Procedures.

| **Issues of Intellectual Property have been discussed:** | ☐ Yes | ☐ No | |

| **Agreements are needed with external agencies and have been discussed with Research Services:** | ☐ Yes | ☐ No | |

Authorship

All theses submitted are required to be deposited in the University's Research Repository (NOVA) and made available for public access, unless the Dean of Graduate Research approves an embargo. Dissemination of candidates' research findings is also encouraged through other means – as academic or professional journal articles, in book chapters, in performances or exhibitions, in conference or workshop presentations, in press releases and other forms of media, to community groups and in teaching. Where research is disseminated, consideration needs to be given to issues of authorship.

The candidate and his/her supervisors should reach agreement about authorship of any published results of the research work. All contributors to a piece of work should be appropriately recognised – either as authors or in acknowledgements – and consulted about any planned dissemination. The issue of who should be included as an author and the order of authors is a complex issue and it is acknowledged that there are disciplinary differences. The university's Research Authorship Procedure details the criteria and protocols for acknowledging research authorship.

It is strongly recommended that candidates and supervisors discuss issues of authorship in advance of drafting any publications. It is recommended that candidate and supervisor agree on a timeframe post-submission of the thesis to discuss a potential hand-over of dissemination responsibility as necessary.

| **Issues of authorship have been discussed between candidate and supervisors:** | ☐ Yes | ☐ No | |

| **It is agreed that names and order of authors will be discussed for each publication arising from the HDR:** | ☐ Yes | ☐ No | |

| **Any conditions restricting the open publication of the research results have been accepted by the candidate:** | ☐ Yes | ☐ No | ☐ NA |

Copyright

Copyright is a form of Intellectual Property (see above). Copyright exists only once a work is recorded (in writing or otherwise) and protects the recorded expression of that work. Copyright law gives the creator/author of a work the exclusive rights to do certain things in relation to that work – to copy it, to perform, show or play the work in public, to broadcast or communicate the work, or to make an adaptation of it. Others can, however, make use of copyrighted work after first getting permission from the copyright owner.

HDR candidates are both users and creators of copyright work. Candidates own the copyright to their thesis (once written). In writing a thesis it is essential that a candidate adheres to copyright laws. This means that permission of the owners of copyrighted material to be included in the thesis (e.g., including a map or photograph drawn or taken by somebody else) may need to be sought. Often an author signs over copyright to a publisher, so it may be that a candidate has to seek permission (e.g., from a journal) to include material from his/her own publications in the thesis document.

Refer to the Copyright for Candidates guidelines and Guide to Depositing your Thesis for further information on copyright issues for HDR.

| **Candidate and supervisors have discussed issues regarding copyright:** | ☐ Yes | ☐ No | |

| **The candidate agrees to seek any necessary copyright approvals prior to submitting the thesis for examination:** | ☐ Yes | ☐ No | |

DECLARATIONS

Candidate

I understand and accept the arrangements specified above.

Candidate Name:

Candidate Signature: | **Date:**

Supervisors

We accept the arrangements as specified above.

Principal Supervisor Name:

Principal Supervisor Signature: | **Date:**

Co-Supervisor 1 Name:

Co-Supervisor 1 Signature: | **Date:**

Co-Supervisor 2 Name:

Co-Supervisor 2 Signature: | **Date:**

Co-Supervisor 3 Name:

Co-Supervisor 3 Signature: | **Date:**

It is the responsibility of the Principal Supervisor to ensure that a copy is provided to the candidate, members of the supervisory team and to the School Office within 6 months of the commencement of the HDR program.