HDR Supervisory Expectations

THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

The aim of this document is to establish expectations between supervisors and HDR candidates. Research has shown establishment of clear, agreed, and flexible expectations are central to successful HDR completion. The document is a statement of intent and should be referred to and reviewed by candidate and supervisors at least annually. The form does not have to be resubmitted each time it is reviewed but any major amendments should be documented by candidate and supervisor.

The document 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 is expected that research projects and supervision practices will develop over the duration of candidature. Completion of the form should take place 3-6 months after commencement. The form should be completed after reading the University of Newcastle Code of Practice for Research Higher Degree Candidature.

The paired question task may also be useful for supervisors and candidate to complete prior to completion of this form.

PART A: CANDIDATE DETAILS

FULL NAME:

STUDENT NUMBER:

DEGREE:	PhD	DBA	MPHIL

DATE OF COMMENCEMENT

SCHOOL

NAME OF ANY SCHOLARSHIPS HELD

ENROLMENT STATUS	Full-time	Part-time	On-Campus	Off-Campus

THESIS WORKING TITLE

PART B: 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 UON or a conjoint staff member at UON.

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 feed back on drafts – and their % contribution. This should include details regarding the expertise of the supervisor, involvement in supervisory meetings and provision of feedback to the candidate.

It is expected that the Principal Supervisor will have the highest % contribution load in the supervisory team
If a supervisor is external to UON, include e-mail, institution affiliation and phone number.

	Name	Supervisory Contributions	% Contribution
Principal Supervisor			
Co-Supervisors			

PART C: 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

Scheduled Supervisory Meetings: It is expected that there will be frequent contact between supervisors and candidates. In addition it is expected that scheduled supervision meetings between individual candidate and all members of the supervisory team will occur at intervals of between one and three months.

It is recommended that written summaries of these meetings be kept by candidate and supervisor. The Meeting Log is an example of how this might be simply achieved.

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 (e.g., email/drop-in) has been discussed.	YES	NO

Timeline and Milestones

The PhD has a maximum enrolment period of 4 years full-time equivalent, and the MPhil 2 years full-time equivalent.

The expected time to submission of the thesis for examination is 3-3.5 years for the PhD and within 2 years for the MPhil. Note that these timeframes are consistent with the duration of UON scholarships (3 years for PhD with possible 6 month extension; 2 years for MPhil, no extensions).

It is expected that full-time HDR candidates spend on average 30-40 hours per week on thesis related work and part-time students 15-20 hours per week. 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).

These timeframes are critical to consider in drawing up the thesis timeline. Timelines should include milestones to be completed at regular intervals during candidature. Candidate and supervisors should each retain a copy of this timeline and amend as required through the candidate's candidature, noting the need to maintain the final completion deadline.

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 discuss planned leave with each other to minimise any work disruption.

The initial project scope and timeline has been discussed.	YES	NO
Expectations regarding working hours and location have been discussed.	YES	NO

Feedback

It is expected that candidates will receive feedback on any submitted work within a reasonable timeframe (maximum of 4 weeks). 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 ensure it meets 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 UON 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 provided 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.
- Staff and students utilise culturally appropriate and safe methods of practice within the research environment.

Further explanation of the Wollotuka cultural standards are available at:

http://www.newcastle.edu.au/__data/assets/pdf_file/0010/103114/Wollotuka-Cultural- Standards.pdf (Page 15)

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.

These guidelines are available at:

http://aiatsis.gov.au/research/ethical-research/guidelines-ethical-research-australian-indigenous- studies
and will assist in completing ethical applications and conducting research.

Issues of Cultural Awareness have been discussed	YES	NO

Health and Safety and Ethics Requirements

All HDR candidates must have completed the online Health and Safety Induction within 6 weeks of commencing candidature.

The Health & Safety Induction Module has been satisfactorily completed.	YES	NO

If "no" please ensure that this module is completed prior to the submission of this form.

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.

Health and Safety issues have been discussed and appropriate training has been received or scheduled.	YES	NO	NA

If the research is dependent on the approval of one of the UON's Ethics Committees, or any other committee or organisation, that approval process should be undertaken as soon as possible after the development of the research proposal. Those aspects of the research that require approval from an Ethics Committee shall not proceed until the approval has been acquired.

Discussions have taken place regarding the need for ethical approvals and if necessary have been included in the thesis timelines and milestones.	YES	NO

Skills Training.

Additional training needs for the candidate should be considered. 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

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.

Further information is available at https://www.nhmrc.gov.au/grants- funding/policy/nhmrc-statement-data-sharing

If new data is to be generated during the thesis research please complete the table below.

Name	Role	Access to what data type?	Access permitted when?

Issues of data access during and subsequent to the HDR have been agreed between candidate and supervisors?	YES	NO
Issues of data storage during and subsequent to the HDR have been agreed between candidate and supervisors?	YES	NO
Any requirements for the provision of data or reports to external bodies (e.g., research sponsors, participants) 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
Additional agreements are needed with external agencies and have been discussed with Research Services	YES	NO

Authorship

All theses submitted to UON are required to be deposited in the UON Research Repository (NOVA) and made available for public access, unless the Dean of Graduate Studies 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 Vancouver Protocol has become a widely accepted guide to this issue – see http://www.icmje.org/ and http://www.boku.ac.at/fileadmin/data/H04000/H16900/CDR_Authorship_Guidelines_20100614.pdf.

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 has been agreed that names and order of authors will be discussed for each publication that arises from the thesis research supervisors?	YES	NO
Where there are conditions restricting the open publication of the research results, the candidate has signed an agreement confirming their acceptance of those conditions?	YES	NO

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.

To ensure that submitted theses comply with copyright law, a number of guidelines are available:
Copyright for candidates; Depositing your Thesis

Candidate and supervisors have discussed issues regarding copyright.	YES	NO
The candidate agrees to ensure that any necessary copyright approvals are sought prior to submission of the thesis for examination.	YES	NO

PART D: SIGNATURES

Candidate

I understand and accept the arrangements specified above

Name/Signature: Date:

Supervisors

We are happy with the arrangements as specified above

Principal Supervisor
Name/Signature: Date:

Co-/Associate- Supervisor
Name/Signature: Date:

Co-/Associate- Supervisor
Name/Signature: Date:

PLEASE NOW FORWARD THE FORM TO THE FACULTY ADRT.
Any issues of concern to either candidate or supervisors can be raised with the ADRT.

Faculty ADRT:

Comments

Faculty ADRT
Name/Signature: Date:

PLEASE SEND A COPY TO OFFICE OF GRADUATE STUDIES FOR RECORDING

SUBMIT