

GRADUATE RESEARCH SUPERVISION AGREEMENT

The purpose of this agreement is to initiate discussion between the supervisory team and graduate research candidate at the beginning of the research degree. It is designed to highlight areas where graduate research candidate and their supervisors may have questions and to assist them in gaining a mutual understanding of their roles. While not all of the issues listed here are appropriate in every situation, they should be seen as triggers for discussion to be customised for each situation. Both supervisors and graduate research candidates are responsible for the quality of the graduate research candidate's work and for meeting the timelines and academic hurdles required by the Graduate Research School (GRS), to meet the University's Policies relating to graduate research Supervision and Candidature.

It is recommended that the research candidate and supervisor/s discuss this agreement at their initial meeting.

The form must be completed and submitted:

- with the Confirmation of Candidature documentation when presenting for candidature or
- with an Application for change in supervision (post Confirmation of Candidature approval)

IMPORTANT: If a supervisor is not VU registered (including those external to VU), refer them to the following link to complete the [online Supervisor Registration form](#). Unregistered supervisors cannot be added to a HDR candidate record.

1. Candidate Details

Name:	Student ID:
Thesis Title/Topic:	
Research Institute:	

2. Supervisor Details

Name	Supervisory Status	Contribution to supervision (%)	Nature of Contribution to Supervision

3. Supervision Meeting Arrangements

To be discussed between supervisor/s and research candidate with arrangements documented below.

Items for Discussion (General):	Agreed Arrangements:
What will be the frequency of formal supervision meetings? Usual meeting time/dates? Duration of meetings (N.B.: minimum fortnightly for f/t candidates and monthly for p/t candidates)?	
How will formal meetings take place i.e.: face to face, telephone, Skype?	
Who is responsible for initiating meetings, including rescheduling?	
Who will prepare and decide on the meeting agenda and what will be discussed at the meeting?	
What are the expectations of the meeting? What role will each supervisor play?	
Are there any anticipated absences of candidate, supervisor/s over the enrolment period?	
What is the deadline for submission of draft material for review prior to the meeting?	
How will records of meetings be made and shared?	
What will be the availability of the Supervisors outside scheduled meeting times?	
What other kinds of support/knowledge/training are required for the proposed research e.g. research process, academic writing, literature review, data storage and retrieval, statistics, etc?	

4. Contact, Engagement and Feedback: Expectations and Protocols	
Meetings and Communication Strategies:	Agreed Arrangements:
Are there any seminars, group or team meetings that the candidate is required to attend regularly and contribute to?	
Review of Drafts and Feedback:	
What is the agreed timeframe for supervisor feedback on drafts?	
How will feedback be provided?	
Will the Principal Supervisor provide feedback or will the responsibilities for feedback be shared across the team?	
How can the candidate raise questions about the quantity, quality or timeliness of the feedback?	

5. Supervision Process	
Advice and Support:	Agreed Arrangements:
What support will be offered in developing the candidature proposal?	
What support will be offered in developing the conceptual content of the research project: e.g. resources, contacts? How much support, and of what kind, can each supervisor bring, given their respective expertise and knowledge of the topic area?	
What other kinds of support/knowledge are required for the proposed research e.g. research process, academic writing, literature review, data storage and retrieval, statistics, etc?	
What resources do the supervisors know of and how much help can they provide?	

6. Any Other Issues

Please document below any other arrangements discussed between supervisor/s and research candidate

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7. Declaration

We agree to abide by the arrangements outlined in this agreement other than where there is mutual agreement to amend. We understand also that the graduate researcher and supervisors are expected to review the agreement at least annually (normally as part of the main annual progress review). However, any of us have the right to request a review and amendments at any time.

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Graduate Researcher's Name

Signature

Date

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Principal Supervisor's Name

Signature

Date

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Associate Supervisor's Name

Signature

Date

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Associate Supervisor's Name

Signature

Date

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Associate Supervisor's Name

Signature

Date

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Associate Supervisor's Name

Signature

Date

PRIVACY STATEMENT Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the Department of Education and Training and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy. You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the Privacy page on our website, our frequently asked questions at ASKVU or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

PRIVACY INFORMATION: We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy.

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