**UNITEC Supervision Agreement**

**for Graduate Students and Research Supervisors**

*This agreement is intended as a basis for discussion and negotiation between supervisor(s) and graduate students. The aim is to reach a shared understanding about roles and responsibilities of each party. Variations should be noted in the boxes underneath each section. Please note that this template can be individuated to suit the needs of students and supervisors.*

This table documents your tasks and deadlines (e.g., draft deadlines, testing deadlines, etc.):

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| --- | --- | --- |
| **Task** | **Agreed Action and Date** | **Task Accomplished** |
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This table documents important events you should be aware of (e.g., workshops, conferences, etc.):

|  |  |  |
| --- | --- | --- |
| **Item** | **Details** | **Action** |
|  |  |  |
|  |  |  |
|  |  |  |

OVERALL ROLES & RESPONSIBILITIES

**Supervisors:**

**It is my responsibility to:**

* give guidance about the nature of the research project and the standard expected, about the planning of the research programme, about academic integrity, about literature and sources and about the required skills and techniques
* ensure that student’s project has an appropriate design and achievable goals
* ensure I am not over-committed and will remain fully conversant with the research project
* ensure all parties are clear about the respective responsibilities of principal and second supervisors
* meet regularly/weekly/monthly (specify which) with student to provide guidance, assess progress and assist student in the goal of completing the programme on time
* ensure that emails are responded to within 3 days or less
* inform the student of illness or other events which necessitate absence
* assist the student to develop a proposal for the Unitec Ethics Committee where appropriate
* ensure that the student is aware of relevant policies and procedures for the conduct of research
* ensure that the student is aware and understands the generic Masters and relevant degree regulations
* explain the peer review nature of the examination process and that the process is confidential
* Give critical and constructive feedback to the student
* Check if the student has applied for ethics
* Ensure that plagiarism is avoided, intended or unintended and that appropriate referencing processes are utilised
* Ensure that research is conducted in line with the following policies:
* Supervision of Student Research [H:\Postgraduate Centre\Registration of PG Supervisors\Supervision of Student Research Guidelines.pdf](file:///H%3A%5CPostgraduate%20Centre%5CRegistration%20of%20PG%20Supervisors%5CSupervision%20of%20Student%20Research%20Guidelines.pdf)
* Research Ethics <https://moodle.unitec.ac.nz/mod/folder/view.php?id=67710>
* Conduct of Research Guidelines-Research Proposal Approval [H:\Postgraduate Centre\Thesis\Conduct of Research Guidelines\_Proposal Approval\_2015.pdf](file:///H%3A%5CPostgraduate%20Centre%5CThesis%5CConduct%20of%20Research%20Guidelines_Proposal%20Approval_2015.pdf)
* Scholarly Communication Guidelines [H:\Research Office Admin\Policy and Guidelines\Current Policies\Scholarly Communication\Guidelines on Scholarly Communication\_v1\_8 April 2014 Final.pdf](file:///H%3A%5CResearch%20Office%20Admin%5CPolicy%20and%20Guidelines%5CCurrent%20Policies%5CScholarly%20Communication%5CGuidelines%20on%20Scholarly%20Communication_v1_8%20April%202014%20Final.pdf)
* Presentation and Publication of Student Research [H:\Postgraduate Centre\Thesis\Presentation and Publication of Student Research Guidelines (Revised)\_2015-07-06.pdf](file:///H%3A%5CPostgraduate%20Centre%5CThesis%5CPresentation%20and%20Publication%20of%20Student%20Research%20Guidelines%20%28Revised%29_2015-07-06.pdf)

**Candidates:**

**It is my responsibility to:**

* learn skills and approaches to undertaking research that are suitable for postgraduate study, on advice of my supervisors
* take the principal responsibility for the research project and its progress
* exhibit independent judgment, academic rigor, and intellectual honesty
* avoid plagiarism, intended or unintended and use appropriate referencing processes
* devote sufficient time to my research and make timely progress towards completion of degree
* participate in departmental meetings, seminars and training as determined with my supervisors
* ensure that emails are responded to within 3 days or less
* inform the supervisors of illness or other events which necessitate absence
* ensure I seek guidance and clarification when doubt or problems impede progress
* understand the generic Masters and relevant degree regulations
* Adhere to the Code for Supervision of postgraduate students undertaking research

Notes (for specific dates, priorities and details):

PROFESSIONAL RELATIONSHIPS AND CONDUCT

**Supervisors:**

**It is my responsibility to:**

* establish a professional working relationship with students and to guide and motivate students in their approach to research
* establish a collaborative research environment and encourage open communication
* ensure students are aware of processes for dealing with problems and resolving disputes related to the research and supervision
* be sensitive to cultural, political, ethnicity and gender issues relating to the student and the research

**Candidates:**

**It is my responsibility to:**

* interact with fellow students, both graduate and undergraduate, staff and faculty in a professional and mature manner
* Be pro-active in raising any potential issues which may be detrimental to satisfactory progress on the thesis.
* Discuss with the supervisors and establish agreed roles and clear processes to be maintained with the Supervisors.
* Adhere to Code for supervision of postgraduate students undertaking research

**CONFLICT RESOLUTION**

In the event of conflict or dispute or ineffective working relationship between Student and Supervisor, resolution/mediation must be sought in the first instance to identify the reason for the conflict and determine ways to address the problem. Normally, it would be the Programme Leader that the the student/supervisor would approach in the first instance to resolve the issue. If this proves ineffective the Head of Department or equivalent be approached and a suitably qualified replacement supervisor should be appointed. It is important that any conflicts that are deemed to have any effect on the research, are mitigated at the earliest possible opportunity.

COMMUNICATION, MEETINGS AND TIMELINES

Meetings can be called by the student or the supervisor, and usually by common agreement, with the frequency varying according to the stage of the programme and the tasks at hand.

**Supervisors:**

**It is my responsibility to:**

* monitor the student’s progress and ensure that student is made aware of any inadequacy in progress or standard of work
* ensure that the student is aware of stages, timelines and completion dates
* respond in timely manner and with high quality feedback, comments/revisions to submitted draft work
* communicate with students about the amount and timing of my holidays, and ensure that if I am absent for an extended time suitable arrangements are made for an interim or replacement supervisor
* communicate the details of application for graduation and also advise suitable thesis submission dates, to allow time for examination to occur.

**Candidates:**

**It is my responsibility to:**

* set up regular meetings with supervisor(s) to discuss progress in research and to meet deadlines
* keep a record of meetings
* plan appropriately to allow time for my supervisor(s) to review and comment on reports before meeting
* take the initiative in raising problems and difficulties
* notify my supervisors of absences and to make suitable arrangements for contact during absences
* allow adequate time for supervisory input before submitting the thesis
* understand that leaving submission late reduces the chance of meeting the graduation deadlines
* apply for graduation before the deadline

Notes:

PUBLICATIONS AND INTELLECTUAL PROPERTY

**Candidates & Supervisors**

**It is our joint responsibility to**

* discuss publication of the research and agree on timing and authorship of publications
* establish ownership of the intellectual property component of original research and related outputs

Notes:

PROFESSIONAL DEVELOPMENT

* work together to find opportunities for students to attend suitable conferences and present research findings
* encourage participation in non-academic programs for professional development, such as effective writing courses and workshops on research grants

Notes:

Principal Supervisor Date

Associate Supervisor Date

Graduate Candidate Date