



SUPERVISION OF STUDENT RESEARCH GUIDELINES

1. Preamble

These guidelines are not a substitute for reading, interpreting, and implementing the intent of the *Conduct of Student Research Policy*.

People using these guidelines should refer in the first instance to the policy itself, and in the case of conflict, the policy shall prevail.

Note: throughout these guidelines, “supervisor” is used to represent research supervisors and/or advisors.

2. DEVOLVED SUPERVISOR AND RESEARCH PROPOSAL APPROVAL

2.1 Introduction

The approval of Level 9 research proposals and the approval of supervisory arrangements for Level 9 research is devolved to committees operating at the level of programmes or clusters of programmes.

The Director, Tāupapa Rangahau, partnering research & enterprise is responsible for:

- overseeing the operation of devolved committees;
- appointments to the register of supervisors;
- the approval of research proposals at Level 10; and
- for other aspects of the administration of postgraduate research, such as thesis examination and scholarships.

The process for proposal approvals for research at Level 10 is provided in specific *Programme Regulations*.

2.2 Proposals Approval Committee (Level 9)

The committee must adopt the guidelines for the submission and approval of student research proposals as outlined below.

1. There must be at least four academics on the committee.
2. The committee will be a stand-alone committee and not a sub-committee of another committee.
3. Membership must collectively address the following criteria:
 - a. Members must be on Unitec’s *Register of Supervisors* (with at least one principal supervisor who must have a qualification equal to or greater than the level of the proposed study).

- b. Membership would ideally consist of a network of qualified people who co-operate and share good practice throughout the institution.
4. The committee must be in a position to ensure student proposals are processed in a timely fashion.
5. The committee must forward meeting-minutes in a timely fashion to the Postgraduate Academic Administrator for noting at Te Komiti Whakahaere a ngā Pia | Postgraduate Research & Scholarships Committee (PGRSC), including details of non-approvals.
6. The committee must maintain an accurate and efficient communication and filing system.
7. The committee must follow the requirements of the *Conduct of Student Research Policy* and, in particular, the *Code for Supervision of Postgraduate Student Research*.
8. The committee must ensure the appropriateness of the supervisory arrangements and be assured the supervisors have the appropriate credentials.
9. The committee is also responsible for approving any changes to the arrangements while the research is underway.

2.3 Proposal approval process and reporting

1. Committee decisions must be reported to the Postgraduate Academic Administrator to ensure co-ordination between Te Komiti Tikanga Matatika | Unitec Research Ethics Committee (UREC), the *Register of Supervisors*, and recording of student research completions through the REO.
2. The secretary of the Proposals Approval Committee receives the proposal with all required signatures for distribution to members.
3. The meeting is scheduled and conducted, during which, decisions regarding the proposal(s) are made. Decision categories include:
 - a. approval;
 - b. approval with suggestions;
 - c. amendments required (changes to be made to the satisfaction of various parties and to be verified by the Programme Co-ordinator); or
 - d. unable to approve (significant alternations required, followed by re-submission)
4. The outcome is reported to the student and to other relevant parties. The Postgraduate Academic Administrator is advised only when final approval is given.

3. GUIDELINES AND CRITERIA FOR APPOINTING SUPERVISORS

3.1 Appointing Supervisors

1. The REO oversees the appointment of supervisors at Level 10. For Level 9 programmes this responsibility is devolved to Te Komiti o ngā Hotaka | Programme Academic Quality Committees (PAQC).
2. Candidates undertaking research worth 61 credits or more shall have at least two supervisors.
3. Candidates undertaking research worth 60 credits or less may have one supervisor, provided that person is listed as a principle supervisor on the *Register of Supervisors*.
4. All supervisors will normally be listed on Unitec's *Register of Supervisors* and at least one supervisor will act as the Principal Supervisor.

5. The approval process will ascertain that the combination of strengths of the proposed supervisors provides appropriate support for the supervisee.
6. External (that is, non-Unitec) associate supervisors may be appointed where criteria cannot be met by a combination of Unitec staff.
7. If the absence or unavailability of a supervisor would likely disadvantage student progress, a substitute will be appointed.
8. Any change must be approved by the relevant PAQC.

3.2 Supervisor Registration

1. The REO approves applications for supervisor registration and maintain the register. The following criteria apply for registration as a supervisor.
2. A **Principal Supervisor** should have:
 - a. a degree higher, or equivalent to, the degree being supervised;
 - b. experience of supervising students to the successful completion of a postgraduate degree (with a thesis, dissertation or research project worth at least 90 credits);
 - c. undertaken professional development relevant to supervision;
 - d. a research record that includes two outputs in the last two years, one of which is quality-assured; and should
 - e. hold an academic appointment at Unitec.
3. An **Associate Supervisor** should:
 - a. have a degree higher or equivalent to the degree being supervised, or a relevant degree and significant professional experience, and;
 - b. have a research record that includes two outputs in the last two years, one of which is quality-assured.
4. An **Advanced Professional Practitioner Associate Supervisor** should:
 - a. be an advanced practitioner or leader in the field and be able to show evidence of contribution to practice;
 - b. undertake professional development for supervision or be able to demonstrate they have significant supervisory experience.
5. A **Postgraduate Advisor** is a person with discipline expertise relevant to the student's research. An advisor facilitates the expertise of the student in the development of a research project and has the following capabilities:
 - a. knowledge of work, its context, and associated working cultures;
 - b. learning consultancy skills – acknowledging the candidate's knowledge base, identification of learning opportunities, and construction of project within the work context;
 - c. an ability to identify and communicate knowledge that embraces a range of disciplines;
 - d. knowledge of flexible and collaborative methods of enquiry leading to research and development opportunities; and
 - e. an approach that incorporates both self- awareness and management with formalised assessment protocols and procedures.
6. Suitability for taking on the **Doctorate Advisor** role will be based on a peer-review and a formal endorsement process administered by the REO. An advisor will meet all other criteria set out for admission to the *Register of Supervisors* . They will be expected to demonstrate to peers they:
 - a. hold a Doctorate or PhD.

- b. have acted as an Associate or Primary Supervisor at Level 10.
- c. produce research of a collaborative/transdisciplinary nature;
- d. through publication, demonstrate an active interest in research that addresses problems/gaps in practice knowledge; and they
- e. articulate the concept of trans-disciplinarity and relate it to their own work and aspirations.

4. CODE FOR SUPERVISION OF POSTGRADUATE STUDENTS UNDERTAKING RESEARCH

4.1 Introduction

This code is for the use of supervisors and students, with the intent that all postgraduate supervision is to be of a high standard.

Adherence to the code is mandatory for students and supervisors undertaking research at Level 9 or 10.

The code is written in the belief there is a reciprocal relationship and mutual accountability in supervision, and with respect for individual autonomy and the pursuit of knowledge.

4.2 Supervisors

4.2.1 Selection

1. Identification of supervisors is a process of negotiation involving the student, potential supervisors, Programme Co-ordinators, and Academic Programme Leaders, with regard to the needs of the student, the requirements of the research, and the experience and work commitments of the potential supervisors.
2. Supervisors are on the *Register of Supervisors*, in accordance with the criteria listed above.
3. Supervisory arrangements for a particular piece of student research are approved when the relevant Proposals Approval Committee approves a student's research proposal.
 - a. In the case of advisors, a peer review process will be initiated by the Programme Co-ordinator to ascertain advisor suitability for any given student.
 - b. Level 9 research projects of 60 credits or less may only have one supervisor, provided that person is registered as a Principal Supervisor. The Programme Co-ordinator has responsibility for monitoring the progress of all supervisions within that programme.
 - c. Once the relative roles of supervisors have been established, it is desirable that agreement is reached between the supervisors and the student as to the expectations, roles, and responsibilities of the various parties. This should be documented for future reference.

4.2.2 Supervisors' role

1. The Principal supervisor is normally the person to whom the student will turn for regular guidance.
2. The student's Principal and Associate supervisor(s) must be able to provide the student with access to the range of expertise necessary for successful completion.

- a. This includes access to appropriate methodological, transdisciplinary, or relevant discipline expertise, and experience in supervising students to completion.
 - b. When this range of expertise cannot be met with a combination of Unitec staff, an external associate supervisor may be appointed.
3. The supervisor(s) will:
- a. Discuss with the student and establish agreed roles, processes, and responsibilities for supervisors and students throughout the course of the research. These matters should be agreed and documented at the outset of the project.
 - b. Provide guidance on relevant rules, policies, and regulations that govern research, in particular those related to proposal approval, submission, and examination.
 - c. Provide information and guidance on the form and structure of a research project, dissertation, or thesis, including format and style.
 - d. Provide guidance on the nature and standard of research appropriate to the level and credit value of the research project, dissertation, or thesis.
 - e. Provide guidance on research planning, community consultation, management, and writing of research projects, dissertations, or theses.
 - f. Provide guidance on literature and information sources, and on research methods and techniques appropriate to the topic area and to the level and credit value of the research project, dissertation, or thesis.
 - g. Assist with the construction of a written time schedule that outlines the expected completion dates of successive stages of the research project, dissertation, or thesis.
 - h. Advise the student to retain all written correspondence and written records of discussions between the supervisors and the student.
 - i. Maintain regular and frequent contact through formal scheduling (for example, on-site or distance tutorial or seminar meetings) and be accessible at reasonable times for providing the student with advice.
 - j. Expect written work as appropriate, and return that work with constructive feedback within an agreed-upon time-frame.
 - k. Where necessary, communicate, in writing, students' inadequacy of progress and/or any work that is below acceptable standards.
 - l. Enable the student to present work at postgraduate and/or staff seminars.
 - m. Discuss: the ownership of research conducted by the student; issues of co-authorship; and issues of copyright of published papers arising from the research project, dissertation or thesis.
 - n. Provide guidance on Kaupapa Māori and community consultation methodologies and best practice.
 - o. Provide guidance on any appropriate ethics approval processes and ensure application forms are appropriately completed and submitted
 - p. Ensure all research is conducted in accordance with the UREC's policies and procedures and any approvals that have been given.
 - q. Provide guidance with respect to commercial sensitivity in relevant instances, such as work-based research.
 - r. Be aware of any significant problems, either academic or personal, that might adversely affect a student's progress and advise students about support services available at Unitec.
 - s. Complete progress reports on the research project as required.
 - t. Provide particular guidance for students whose first language is not English, ensuring these students are aware they are responsible for achieving the high

standard of written English required in postgraduate research, and that detailed correction of and instruction in aspects of language and style are not the responsibility of the supervisor. Assistance needed may include referrals for language training and assistance in academic writing.

4.2.3 Supervisors' unavailability

1. If any supervisor is likely to be absent, the student should be advised as soon as possible of the expected absence.
2. Where possible, the supervisor has the obligation to inform the student prior to accepting the role of supervisor of any significant intended absence or to inform the student of distance supervision arrangements that may be in place.
3. If the absence or unavailability of a supervisor would likely disadvantage student progress, a substitute supervisor will be appointed.
4. Any change of supervisor will be approved by the relevant PAQC.

4.2.4 Supervisors' health and safety responsibilities

1. Unitec is a "Zero-Harm" organisation; undertaking research is subject to the requirements of New Zealand health and safety legislation as well as all Unitec policies and procedures.
2. While it is recognised that research involves varying degrees of risk, it is also recognised that supervisors are responsible for ensuring zero-harm from research activities.
3. Prior to commencement of the research project the following general requirements apply:
 - a. The supervisor must collect all relevant and significant hazard information using Unitec's risk register template and risk matrix to identify all hazards and evaluate the level of risk.
 - b. Using this information, the supervisor will take all steps to eliminate or minimise the hazards and record these controls in the risk register.
 - c. The supervisor must provide all students with relevant health and safety information for the research project.

Students will be required to acknowledge information has been received and understood by signing off the research project risk register.

- d. Supervisors and Programme Co-ordinators must notify the Academic Programme Manager, relevant students, and relevant support services. Academic Programme Managers must approve and ensure all supervisors are qualified and competent to control the safety risks associated with the research.
 - e. Supervisors will be required to identify and obtain any special safety equipment, personal protective equipment, and permits as necessary.
 - f. Supervisors will be required to keep a record of any students undertaking research with special medical conditions that may impact health and safety. This may require implementation of additional control considerations.
 - g. Supervisors will follow the *Off-campus Experience Procedure* if research is off-campus. This includes field trips, travel and vehicle requirements, accidents and incidents, emergencies, and first-aid arrangements.
4. During the research project the following general requirements apply:

- a. The supervisor must identify any new or significant hazard and update the risk register and repeat the steps above.
 - b. The supervisor will verify the safety equipment, personal protective equipment, and permits are used correctly by students.
 - c. The supervisor will report all adverse events including all incidents, injuries, near misses, and any new hazards/risks, and will implement corrective actions.
5. Upon completion of the research project the following general requirements apply:
 - a. The supervisor must review the safety performance of the project; identify any opportunities for improvement and feed that information back through to the Academic Programme Manager.

4.3 Students

4.3.1 Students' Responsibilities

6. Students are expected to:
 - a. Discuss with the supervisors and establish agreed roles and clear processes to be maintained amongst the supervisor(s) and the student.
 - b. Write a time-schedule that outlines the expected completion dates of successive stages of research.
 - c. Establish, in conjunction with the supervisors, a date for final submission of the research project, dissertation, or thesis.
 - d. Reflect on the advice and instruction provided by the supervisors. In consultation with the supervisors, the student will determine the applicability and suitability of that advice and instruction for the satisfactory progress of the research.
 - e. Maintain regular contact with the supervisor and keep the supervisor informed of relevant progress.
 - f. Be pro-active in raising matters that may be detrimental to satisfactory progress on the research project, dissertation, or thesis.
 - g. Maintain progress in accordance with the agreed stages and timing of the research.
 - h. Provide such evidence of work and documentation as may reasonably be requested and required by supervisors.
 - i. Familiarise themselves with all relevant degree regulations, and with requirements for the presentation of their research for examination.
 - j. Be adequately prepared for each supervisory meeting.
 - k. Retain all written correspondence and written records of discussions between the supervisors and the student.
 - l. Have and keep documented evidence, where necessary, that the research project, dissertation, or thesis is their own work, and that, in the process of having assistance with language and style, the substance of the written work is nonetheless unreservedly theirs.
 - i. Any contribution from outside sources must be acknowledged and must be in accordance with the *Guidelines on Proof Reading and Editing of Student Research*.

4.3.2 Students' health and safety responsibilities

1. Unitec is a 'Zero-Harm' organisation; undertaking research is subject to the requirements of New Zealand health and safety legislation as well as all Unitec policies and procedures.

2. While it is recognised that research involves varying degrees of risk, it is also expected that students take responsibility for ensuring zero-harm in their research.
3. Prior to commencement of the research project the following general requirements apply:
 - a. The student must participate with their supervisor in the collection of all relevant and significant hazard information to identify all hazards and evaluate the level of risk and the steps required to eliminate or minimise the risks.
 - b. The student will be required to acknowledge all relevant health and safety information has been received and understood by signing off the research project risk register.
 - c. Students are expected not to put themselves or anyone else at risk as a result of their research.
 - d. Students will be required to wear/use any special safety equipment, personal protective equipment, and permits as necessary.
 - e. Students will be required to advise their supervisor of any special medical conditions that may impact on health and safety.
 - f. Students are required to report all adverse events including all incidents, injuries, near misses, and any new hazards/risks.
4. During the research project, the student must notify their supervisor of any new or significant hazard.
5. Upon completion of the research project, the student will participate in the review of the safety performance of the project and identify any opportunities for improvement.

4.3.3 Mediation and Unsatisfactory Progress

1. If students consider their work is not proceeding satisfactorily for reasons outside their control, or if they consider the supervision arrangements/agreements are not being upheld, they should present their concerns in writing to their Programme Co-ordinator for resolution.
 - a. If the Programme Co-ordinator is unable to assist, the student should contact their Academic Programme Manager.
 - b. If the School is unable to assist, the student should contact their Head of School or the PGRSC.
2. At any stage, students may seek support via institutional support services.

5. CODE FOR SUPERVISION OF UNDERGRADUATE STUDENTS UNDERTAKING RESEARCH

5.1 Introduction

This code is for the use of supervisors and students, with the intent that all student supervision is to be of a high-standard.

Adherence to the code is mandatory for students and supervisors undertaking a substantial piece of student research (≥ 15 credits) at Level 7 or 8.

The code is written in the belief there is a reciprocal relationship and mutual accountability in supervision, and with respect for individual autonomy and the pursuit of knowledge.

5.2 Supervisors

5.2.1 Selection

1. The selection of supervisors may be conducted either;
 - a. at the discretion of the PAQC, or
 - b. by the student in consultation with the Course Co-ordinator.
2. In the case of 1(a), the Course Co-ordinator is responsible for informing the student of the outcome and ensuring supervision arrangements are established.
3. In the case of 1(b), when the broad area for the research project has been identified, the Course Co-ordinator provides students with a list of potential supervisors approved by the PAQC.
 - a. Individual negotiation may then be undertaken between the student and potential supervisors until there is a supervisor who is prepared and qualified to supervise the student for the proposed project.
 - b. The supervision arrangement is endorsed by the Programme Co-ordinator on the advice of the Course Co-ordinator before supervision is established.
4. The expertise of the supervisor will be in the:
 - a. general subject area of the project; and/or
 - b. area of research methodologies being used in the project.
5. The supervisor will:
 - a. have a qualification at the same level or higher than that for which the student is enrolled;
 - b. have in-depth knowledge of current developments in the expertise area;
 - c. guide students to complete a project that fulfils the programme aims and objectives;
 - d. have relevant professional and/or research experience in the area in which the student is enrolled; and
 - e. will have successfully carried out research to completion.

5.2.2 Supervisors' Responsibilities

1. The supervisor is the person to whom the student will turn for regular guidance. The Supervisor will:
 - a. Discuss with the student and establish agreed roles and clear processes to be maintained between the supervisor and the student.
 - b. Affirm/confirm the availability of required resources.
 - c. Provide the student with a copy of this code.
 - d. Provide information and guidance on the form and structure of the project, including format and style.
 - e. Provide guidance on the nature and standard of research appropriate to the level and credit value of the project.
 - f. Provide guidance for the student on research management, including:
 - i. developing research proposals;
 - ii. scoping a problem;
 - iii. research objectives;
 - iv. integrating the research across the project;
 - v. writing objectives for each section of the proposed project; and
 - vi. on requirements for ethical approval.

- g. Provide guidance on literature and information sources, and on research methods and techniques appropriate to the topic area and to the level and credit value of the project.
 - i. This may include notifying the student of required attendance at taught courses and at tutorials and seminars, and arranging, where necessary, for other relevant instruction.
- h. Assist with the construction of a written time schedule that outlines expected completion dates of successive stages of the project.
- i. Advise the student to retain all written correspondence and written records of discussions between the supervisor and the student.
- j. Maintain regular contact and be accessible at reasonable times for providing the student with advice and support.
- k. Request written work as appropriate, and return that work with constructive feedback within a time-frame negotiated with the student.
- l. Provide the student with written appraisal of progress at intervals agreed with the student at the outset of the research, or at other times as mutually agreed.
- m. Where necessary, communicate, in writing, students' inadequacy of progress and/or any work that is below acceptable standards.
- n. Assist the student with the opportunity to present or publish work if appropriate.
- o. Discuss: the ownership of research conducted by the student; issues of co-authorship; and issues of copyright of published papers, subject to institute policy.
- p. Where necessary, ensure all research is conducted with prior ethical approval.
- q. Provide particular guidance for students whose first language is not English, ensuring these students are aware they are responsible for achieving the high standard of written English required in postgraduate research, and that detailed correction of and instruction in aspects of language and style are not the responsibility of the supervisor. Assistance needed may include referrals for language training and assistance in academic writing.

5.2.3 Unavailability of Supervisors

- 1. For research projects the prospective supervisor should, as far as possible, ensure they will not be absent for extended periods before accepting the role.
- 2. If an unexpected absence occurs, an appropriately-qualified replacement supervisor shall be recommended by the Course Co-ordinator from the approved programme list.

5.2.4 Supervisors' health and safety responsibilities

- 3. Unitec is a "Zero-Harm" organisation; undertaking research is subject to the requirements of New Zealand health and safety legislation as well as all Unitec policies and procedures.
- 4. While it is recognised that research involves varying degrees of risk, it is also recognised that supervisors are responsible for ensuring zero-harm from research activities.
- 5. Prior to commencement of research project the following general requirements apply:
 - a. The supervisor must collect all relevant and significant hazard information using Unitec's risk register template and risk matrix to identify all hazards and evaluate the level of risk.
 - b. Using this information, the supervisor will take all steps to eliminate or minimise hazards and record these controls in the risk register.

- c. The supervisor must provide all students with relevant health and safety information for the research project.
 - i. Students will be required to acknowledge information has been received and understood by signing off the research project risk register.
 - d. Supervisors and Programme Co-ordinators must notify the Academic Programme Manager, relevant students, and relevant support services. Academic Programme Managers must approve and ensure all supervisors are qualified and competent to control the safety risks associated with the research.
 - e. Supervisors will be required to identify and obtain any special safety equipment, personal protective equipment, and permits as necessary.
 - f. Supervisors will be required to keep a record of any students undertaking research with special medical conditions that may impact health and safety. This may require implementation of additional control considerations.
 - g. Supervisors will follow the *Off-campus Experience Procedure* if research is off-campus. This includes field trips, travel and vehicle requirements, accidents and incidents, emergencies, and first-aid arrangements.
6. During the research project the following general requirements apply:
- a. The supervisor must identify any new or significant hazard and update the risk register and repeat the steps above.
 - b. The supervisor will verify the safety equipment, personal protective equipment, and permits are used correctly by students.
 - c. The supervisor will report all adverse events including all incidents, injuries, near misses, and any new hazards/risks, and will implement corrective actions.
7. Upon completion of the research project the supervisor must review the safety performance of the project; identify any opportunities for improvement; and feed that information back to the Academic Programme Manager.

5.3 Students

5.3.1 Students' Responsibilities

1. Students are expected to:
 - a. Discuss with the supervisor and establish agreed roles and clear processes to be maintained between the supervisor and the student.
 - b. Write a research project proposal and a time schedule that outlines the expected completion dates of successive stages of the project.
 - c. Establish, in conjunction with the supervisor, a date for final submission of the project.
 - d. Reflect on the advice and instruction provided by the supervisor. In consultation with the supervisor, the student will determine the applicability and suitability of that advice and instruction for the satisfactory progress of the project.
 - e. Be pro-active in raising matters that may be detrimental to satisfactory progress on the project.
 - f. Maintain progress in accordance with the agreed stages and timing of the research and project report.
 - g. Provide such evidence of work and documentation as may reasonably be requested and required by the supervisor.
 - h. Be familiar with the contents of the requisite materials supplied on the process of research and form required for the presentation of the project.

- i. Be adequately prepared for each supervisory meeting.
- j. Have, and keep, documented evidence, where necessary, the required aspects of the project are their own work, and that, in the process of having editorial assistance with language and style, the presentation of the project is nonetheless unreservedly theirs.
- i. Any contribution from outside sources must be acknowledged.

5.3.2 Students' health and safety responsibilities

- 2. Unitec is a 'Zero-Harm' organisation; undertaking research is subject to the requirements of New Zealand health and safety legislation as well as all Unitec policies and procedures.
- 3. While it is recognised that research involves varying degrees of risk, it is also expected that students take responsibility for ensuring zero-harm in their research.
- 4. Prior to commencement of research project the following general requirements apply:
 - a. The student must participate with their supervisor in the collection of all relevant and significant hazard information to identify all hazards and evaluate the level of risk and the steps required to eliminate or minimise the risks.
 - b. The student will be required to acknowledge all relevant health and safety information has been received and understood by signing off the research project risk register.
 - c. Students are expected not to put themselves or anyone else at risk as a result of their research.
 - d. Students will be required to wear/use any special safety equipment, personal protective equipment, and permits required as necessary.
 - e. Students will be required to advise their supervisor of any special medical conditions that may affect health and safety.
 - f. Students are required to report all adverse events including all incidents, injuries, near misses and any new hazards/risks.
- 5. During the research project the student must notify their supervisor of any new or significant hazards.
- 6. Upon completion of the research project the student will participate in the review of the safety performance of the project and identify any opportunities for improvement.

5.4 Mediation and Unsatisfactory Progress

- 7. If students consider their work is not proceeding satisfactorily for reasons outside their control, or if they consider the supervision arrangements/agreements are not being upheld, they should present their concerns in writing to their Programme Co-ordinator for resolution.
 - a. If the Programme Co-ordinator is unable to assist, the student should contact their Academic Programme Manager.
 - b. If the Practice Pathway is unable to assist, the student should contact their Head of School or the PGRSC.
- 8. At any stage, students may seek support via institutional support services.

6. Appendix: 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 modified to suit the needs of students and supervisors.

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

Task	Agreed Action and Date	Task Accomplished

This table documents important events you should be aware of (e.g., workshops, conferences, etc.):

Item	Details	Action

6.1 OVERALL ROLES & RESPONSIBILITIES

6.1.1 Supervisors:

It is my responsibility to:

- give guidance about:
 - the nature of the research project and the standard expected;
 - the planning of the research programme;
 - academic integrity;
 - literature and sources; and about
 - the required skills and techniques.
- ensure the 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 discussion has occurred about the respective responsibilities of principal and second supervisors;
- meet regularly/weekly/monthly (specify which) with the student to provide guidance, assess progress, and assist student in the goal of completing the programme on time;
- ensure e-mails are responded to within three days or less;
- inform the student of illness or other events that necessitate absence;

- assist the student to develop a proposal for the Unitec Research Ethics Committee where appropriate;
- ensure the student is aware of relevant policies and procedures for the conduct of research;
- ensure the student is aware and understands the generic Masters and relevant degree regulations;
- explain the peer review nature of the examination process and the process is confidential;
- give critical and constructive feedback to the student;
- check if the student has applied for ethics
 - ensure intended or unintended plagiarism is avoided, and that appropriate referencing processes are utilised;
- ensure research is conducted in line with the following policies:
 - *Supervision of Student Research;*
 - *Research Ethics;*
 - *Conduct of Research Guidelines;*
 - *Scholarly Communication Guidelines;*
 - *Presentation and Publication of Student Research Guidelines.*

6.1.2 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 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 e-mails are responded to within three 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 Master's and relevant degree regulations

6.2 PROFESSIONAL RELATIONSHIPS AND CONDUCT

6.2.1 Supervisors:

It is my responsibility to:

- establish a professional working relationship with students and 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; and
- be sensitive to cultural, political, ethnicity- and gender-related issues relating to the student and the research.

6.2.2 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 that may be detrimental to satisfactory progress on the thesis;
- discuss with the supervisors and establish agreed roles and clear processes to be maintained with supervisors;
- Adhere to the *Code for Supervision of Postgraduate Students Undertaking Research*.

6.2.3 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, in the first instance, it would be the Programme Co-ordinator the student/supervisor would approach to resolve the issue. If this proves ineffective, the Academic Programme Manager should 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.

6.3 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.

6.3.1 Supervisors:

It is my responsibility to:

- monitor the student's progress and ensure the student is made aware of any inadequacy in progress or standard of work;
- ensure the student is aware of stages, timelines, and completion dates
- respond in a timely manner and with high-quality feedback, providing 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; and
- communicate the details of application for graduation and also advise suitable thesis submission dates, to allow time for examination to occur.

6.3.2 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 meetings;
- 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 graduation deadlines; and
- apply for graduation before the deadline.

6.4 PUBLICATIONS AND INTELLECTUAL PROPERTY

6.4.1 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
- 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

7. Signatures

Graduate Candidate

Name

Signature

Date

Principal Supervisor

Name

Signature

Date

Associate Supervisor

Name

Signature

Date