Supervision Agreement

HDR Students and Supervisors

July 2024

**Related documents**

[Higher Degree by Research Policy](https://divinity.edu.au/documents/higher-degree-by-research-policy/)

**About the Supervision Agreement**

Supervisory arrangements between higher degree by research students and their supervisors are always negotiated relationships. It is important that expectations on both sides are clear, realistic and agreed to. The parameters of such agreements should be discussed and noted on this form. Copies should be retained by the student, supervisor(s), the student’s Research Coordinator, and the School of Graduate Research.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Student details** | | | | | | |
| Name |  | | | | | |
| College |  | | | | | |
| Degree program  *(tick appropriate)* | MPhil |  | PhD |  | DTheol |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Principal Supervisor details** | | | | |
| Name |  | | | Percentage supervision - % |
| College |  | | | |
| Email |  | | | |
| The principal supervisor brings to the project expertise in *(circle appropriate)* | | | | |
| Disciplinary content | | Methodology | Other (specify): | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Associate Supervisor 1 details** | | | | |
| Name |  | | | Percentage supervision - % |
| College |  | | | |
| Email |  | | | |
| The associate supervisor (where applicable) brings to the project expertise in *(circle appropriate)* | | | | |
| Disciplinary content | | Methodology | Other (specify): | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Associate Supervisor 2 details** | | | | |
| Name |  | | | Percentage supervision - % |
| College |  | | | |
| Email |  | | | |
| The associate supervisor (where applicable) brings to the project expertise in *(circle appropriate)* | | | | |
| Disciplinary content | | Methodology | Other (specify): | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have arrangements for supervisor payments (if any) been made with the student’s College? | | | | |
| Principal Supervisor | YES |  | NO |  |
| Associate Supervisor 1 | YES |  | NO |  |
| Associate Supervisor 2 | YES |  | NO |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Meetings** | | | | | | | |
| Meetings will normally be held *(circle appropriate)* | | | | | | | |
| weekly | | fortnightly | | monthly | | | Other (specify): |
| In the box below, state how frequently the associate supervisor will attend supervisory meetings | | | | | | | |
|  | | | | | | | |
| **Submission of material**  When written material is to be provided by the student to the supervisor(s), it will normally be submitted \_\_\_\_\_ days before each meeting. | | | | | | | |
| **Supervisor Feedback**  Comments on submitted material is normally provided to the student within an agreed time after each meeting. | | | | | | | |
| **Notes of Supervisory Meetings**  It is helpful for student learning if the student is asked to circulate to the supervisor(s) dot-point notes after each supervisory meeting, summarising agreed actions and learnings.  Student will be required to provide a dot-point summary of each meeting within an agreed time after each meeting *(tick appropriate)* | | | | | | | |
| Yes |  | | No | |  |  | |

**Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate** | | | |
| Signed |  | Date |  |
| Name |  | | |
| **Principal Supervisor** | | | |
| Signed |  | Date |  |
| Name |  | | |
| **Associate Supervisor 1** | | | |
| Signed |  | Date |  |
| Name |  | | |
| **Associate Supervisor 2** | | | |
| Signed |  | Date |  |
| Name |  | | |
| **Research Coordinator** | | | |
| Signed |  | Date |  |
| Name |  | | |

Please send a copy of the agreement to: Associate Professor Liz Boase, Dean of School of Graduate Research, University of Divinity at [LBoase@divinity.edu.au](mailto:LBoase@divinity.edu.au)

|  |  |  |
| --- | --- | --- |
| ***Office of the Vice-Chancellor use only*** | | |
| Date received |  |  |