Completed form to be uploaded as part of the

Core Component of Structured Program (CCSP)

Expectations in Supervision

Division of Research and Innovation

To be completed by both the Higher Degree Researcher and their Supervisor within one month of candidature commencement and uploaded as part of the Core Component of the Structured Program (CCSP). You may find it useful to go back to this document throughout your candidature.

Student Name	
Student ID	
E-mail Address	
Current School/Discipline	

The Higher Degree Researcher (HDR) and Supervisor are asked to read each pair of statements below, discuss and agree their mutual position on each. Once you have discussed each of your answers, please select a mutually agreed position and record below.

For example, with statement 1, if you both believe very strongly that it is the supervisor's responsibility to select a good topic you would select '1'. If you both think that it is equal responsibility of the supervisor and candidate, you would select '3' and if you think it is the candidate's responsibility select '5'.

Supervisor's Responsibility ⟷ Student's Responsibility

Supervisor responsibilities	1	2	3	4	5	Higher Degree Researcher's responsibilities
1. The supervisor is responsible for selecting the candidate's research topic.						The candidate is responsible for selecting their own research topic.
2. The supervisor decides which theoretical framework or methodology is most appropriate.						The candidate decides which theoretical framework or methodology they wish to use.
3. The supervisor should develop an appropriate scope and timeline of research/study for the candidate.						The supervisor should leave the development of scope and timeline of research/study to the student.
4. The supervisor is responsible for ensuring that the candidate is aware of and has access to the services and facilities they need.						The candidate is responsible for ensuring that they are aware of and have access to the services and facilities they need.
5. The supervisor is responsible for advising the candidate of all relevant policies, procedures, and requirements.						The candidate is responsible for finding and being familiar with all relevant policies, procedures, and requirements.
6. The supervisor and the candidate should consider personal circumstances in managing candidature.						The supervisor and the candidate should not consider personal circumstances in managing candidature.
7. With the University's expectation of at least fortnightly meetings, the supervisor is responsible for organizing meetings with the candidate.						With the University's expectation of at least fortnightly meetings, the candidate is responsible for organizing meetings with the supervisor.
8. With the University's expectation of timely feedback, the supervisor is responsible for ensuring feedback is appropriate for the candidate to progress.						With the University's expectation of timely feedback, the student is responsible for ensuring the feedback they receive is appropriate for them to progress.
9. If the supervisory panel provides conflicting feedback, the Principal Supervisor is responsible for giving the candidate clear direction.						If the supervisory panel provides conflicting feedback, the candidate should decide the right direction to take.
10. The supervisor should check regularly that the candidate is working consistently and on task.						The candidate should work independently and not have to account for how and where time is spent.
11. The supervisor and the candidate should consider emotions when giving and receiving feedback.						The supervisor and candidate should not consider emotions when giving and receiving feedback.
12. The supervisor should insist on seeing all drafts of work to ensure that the candidate is on the right track.						Candidates should decide when to submit drafts of work to the supervisor.
13. The supervisor is responsible for correcting written work (e.g. structure, content, consistency, accuracy, completeness, spelling, grammar and punctuation).						The candidate is responsible for correcting written work (e.g. structure, content, consistency, accuracy, completeness, spelling, grammar and punctuation).
14. The supervisor is responsible for ensuring that the thesis is ready for submission by the required date.						It is up to the student to ensure the thesis is ready for submission by the required date.

Scale adapted from version developed by Margaret Kiley and Kate Cadman, from original scale developed by Ingrid Moses, Centre for Learning and Teaching, University of Sydney; and the Expectations of Research Supervision tool developed by Kearns and Finn, 2017 – updated 27 February 2023

Meeting with Supervisors

Regular meetings between the supervisors and HDR student is essential. The University stipulates that you meet at least once per fortnight, even though the frequency of meetings may change over time depending on your stage of candidature. Minimum threshold for duration of meetings should be agreed upon (below), noting that this may change depending on stage of candidature.

The student is required to set the agenda and take brief notes at these meetings The minutes should be saved on Box, and accessible to the student, supervisors, and Postgraduate Coordinator (PGC).

Agreed minimum duration of regular meeting (e.g. 30 minutes, 1 hour)	

Certification by Student

_____   _____   _____
Student name   Signature here   Date

Certification by Principal Supervisor

_____   _____   _____
Principal Supervisor name   Signature here   Date