RESEARCH PROJECT SUPERVISION AGREEMENT

Name of Candidate: ____________________________________________________________

Student Number: ____________________________________________________________

Principal Supervisor: __________________________________________________________

Course:  
- [ ] Doctor of Public Health  
- [ ] Doctor of Health  
- [ ] Master of Public Health

Research Project Title:

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Please see Notes section below for suggested clauses to be inserted in the Supervision Agreement.

1. **INDUCTION**

2. **MEETINGS AND ACCESS**

3. **PROJECT PLANNING AND MILESTONE SETTING**
4. ETHICS

5. ACADEMIC CONTRIBUTION

6. REPORTING ARRANGEMENTS

7. PUBLICATIONS AND INTELLECTUAL PROPERTY

SIGNATURES

I agree to the supervision arrangements detailed in this form.

Principal Supervisor

Date

Date

Candidate

Return this form to the Academic Administrator:

A: PO Box 41096 Casuarina NT 0811/ F: 08 8946 8464/ E: education@menzies.edu.au

ENDORSEMENT: Unit Coordinator Research Project

Supported: □Yes □No

Name

Date

Signature
NOTES
Candidate and Principal Supervisor are to discuss and agree on aspects of the supervision arrangements. Below is a list of suggested clauses that may be included in the Supervision Agreement. Other clauses may be inserted as required. Other sections may be included as required.

INDUCTION
• The supervisor shall have primary responsibility for ensuring that all administrative requirements are met.

MEETINGS AND ACCESS
• The candidate shall have regular access to the supervisor.
• The candidate and supervisor are to meet as required or as agreed between them from time to time.
• Candidate/supervisor meetings will be held in the supervisor’s office, or at another agreed location.
• A written record of meetings is not required.
• Scheduled meetings may be cancelled, at reasonable notice, by the candidate or the supervisor, by telephone or e-mail.
• The structure and purpose of candidate/supervisor meetings will vary, but will include to discuss previously submitted material or work-in-progress, and to review work-in-progress formally.

PROJECT PLANNING AND MILESTONE SETTING
• The supervisor is to take primary responsibility for ensuring that all ethical issues are addressed and that experimental or investigative work does not commence before ethics approval is obtained from the relevant committee.
• The candidate has primary responsibility for defining the research topic and for developing the initial research proposal.
• The research timetable and project milestones are the shared responsibility of the candidate and the supervisor.
• If the research timetable is not adhered to, or if the project milestones are not met to a satisfactory standard, the supervisor shall meet with the candidate to discuss the circumstances for such failure, and to offer advice for improvement of performance.

ETHICS
• It is the joint responsibility of candidates and supervisors to ensure that the research work adheres to the National Guidelines in regard to research involving people and experimentation involving vertebrate animals.
• Work must not commence before ethics approval, if required, is obtained from the relevant ethics committee. See ‘About Ethics at CDU’ http://www.cdu.edu.au/research/office/aboutethics.html

ACADEMIC CONTRIBUTION
• The supervisor shall provide source information to the candidate and direct the candidate to such information as much as reasonably and legitimately possible.
• The supervisor shall provide either written or oral criticism of the candidate’s research practice and performance, and of written drafts and seminars, depending on the context and nature of the research.
• In most cases, the criticism will take the form of comments on written drafts. Such criticism will generally be given in private, but may be given in public, by way of informal commentary, in the context of a candidate’s seminar.

REPORTING ARRANGEMENTS
• It is the joint responsibility of the candidate and the supervisor to be aware of the relevance and deadlines of Interim and Annual reports and to ensure their submission.
• In order that the candidate and supervisor jointly meet reporting requirements, the candidate and supervisor shall meet to discuss a draft report before it is due for submission, and to ensure its requirements are properly met before it is lodged.

PUBLICATIONS AND INTELLECTUAL PROPERTY
• Authorship of any publication arising out of the candidate’s research shall conform to the AV-CC guidelines on authorship.
• It is the supervisor’s responsibility to ensure that the candidate and supervisor comply with AV-CC guidelines on authorship and the Charles Darwin University policy on intellectual property.