**School of Geography**

**Postgraduate Supervision Agreement (490, 590, Masters)**

The purpose of this form is to provide a framework within which students and supervisors can discuss their mutual expectations of the supervisory relationship and agree how they will work together over the course of the supervision. It also provides a record of that agreement, for the staff member, the student, and the Postgraduate Committee (PGC).

It is important to clarify responsibilities and expectations at the start of the supervisory relationship; it is also important to recognise that the relationship will change over time; perhaps to the extent it may be necessary to re-negotiate the supervision arrangements. Occasionally either party to the relationship may need to use the problem solving mechanisms available in the School, or in the wider University: an awareness of these safety nets is important in supporting a successful supervisory relationship.

**Student’s name:**

**Principal supervisor’s name:**

**Co-Supervisors:**

**Degree:**

**Commencement Date:**

**Intended Submission Date:**

**Working title of research:**

Both student and supervisor should each complete a copy of the “Supervision Expectations” attached to this form. The purpose is to stimulate a discussion about respective expectations of the supervisory process, as a basis for agreeing to a mutually acceptable way of working together. The discussion itself is very important, so do not treat this as a mechanical compliance process. Following the discussion, complete the rest of the form and the timeline/critical path table, sign and date the document. Make copies for the supervisor, student and PC.

Have both the supervisor and student read the relevant sections of the 2021 School of Geography’s Graduate Handbook or equivalent material on the School’s website?

**Supervisor YES / NO Student YES / NO**

Has each consulted the relevant booklets (or web material) produced by the University in relation to the student’s degree programme? (Please specify the sources)

**Supervisor YES / NO Student YES / NO**

**Sources:**

The student acknowledges that they have read and understand the terms within the Responsible Practice in Research – Code of Conduct, the Ethical Behaviour Policies of the University of Otago.

See: <https://www.otago.ac.nz/administration/policies/otago003211.html>

See: <https://www.otago.ac.nz/administration/policies/otago003161.html>

**Student YES / NO**

***Both Supervisor and Student agree to the following arrangements:***

**1. Meetings between student and supervisor will be held:**

**2. The purpose of the meetings will be to:**

(e.g. for the student to seek guidance and advice; for the supervisor to monitor progress; for both parties to discuss recent literature of relevance, etc.)

**i.**

 **ii.**

 **iii.**

**3. The key outcomes of each meeting will be recorded in the following way(s):**

**4. Communication between meetings will be by:**

**5. When either person is unable to attend an agreed meeting, they will contact the other person as soon as possible, by phone, email, or other appropriate means.**

**Specific arrangements in addition to this:**

**6. Have the following compliance issues been discussed?**

* Ethics approval
<https://www.otago.ac.nz/dsm-psm/research/ethical-approval-process/index.html>
* Maori consultation <http://www.otago.ac.nz/research/maoriconsultation/>
* Health and Safety requirements
* Other (specify):

**7. Have resource issues been discussed?**

* School Research Funds
* Other sources of Research Funds
* Equipment requirements
* Laboratory requirements
* Fieldwork logistics
* Training requirements (software; equipment related; etc.)
* Other (specify):

**School of Geography Funding Request**

Please specify how the costs associated with the research will be met, specifying what sources are available and what costs can be reasonably claimed in accordance with the Univeristy’s Finance policies.

If you wish to apply for funding costs from the School of Geography, please specify below, observing the limits that can be applied for.

Masters students – up to $500 for one year

Dissertation students – up to $350 for one year

|  |  |  |
| --- | --- | --- |
|  |  | **Amount** |
| **A.** | **General Operating Expenses** |  |
| **B.** | **Travel** |  |
| **C.** | **Specialised Equipment** |  |
| **D.** | **Other** |  |
|  | **TOTAL** |  |

**Justification:**

**8. The student’s involvement in the School Research Symposium (6 August 2021):**

 A Poster Presentation YES / NO

 A Paper (10-15 mins) YES / NO

**9. Written work will be submitted at agreed times through the course of the research. The supervisor will provide feedback on that work, in the following agreed time frame:**

How long after submission by the student will the feedback be provided? What form will feedback take?

What will the supervisor mainly provide feedback on, with respect to draft text?

What mechanisms might be used for improving the standard of the text before it is submitted to the supervisor?

**10. What impact does changes in New Zeland’s Covid-19 Levels have on the intended research? What is the plan for the proposed work under Level-2 restrictions, or Level 3 or 4 restrictions where access to on-campus resources, key informants, field work, or essential instrumentation is not permitted? Detail alternative plans for the research and the associated impacts of Covid-19 or other Government-led lockdown restrictions?**

**11. If it intended that the research will lead to a co-authored paper for publication in a journal (or other outlet), has co-authorship/publication has been discussed? Outline current intentions if any (possible journal; who will draft paper; etc.), as well as any discussions related to intellectual property rights (IP), or sensitive data that may require the thesis being held under embargo.**

**12. If specific arrangements have been made with respect to the supervision, not covered above, please detail on a separate sheet and attach to this form.**

This agreement was negotiated and accepted on:

 (DATE)

Signed: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 (STUDENT) (SUPERVISOR)

Received by the Postgraduate Committee:

(PGC) (DATE)

Proposed timeline for completion of key tasks for 2021

Please fill out different learning outcomes and writing goals

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|  | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUNE** | **JULY** | **AUG** | **SEPT** | **OCT** | **NOV** | **DEC** |
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Supervision Expectations –– Detach from agreement

Read each pair of statements below and then estimate your position on each. For example with statement 1 if you believe very strongly that it is the supervisor's responsibility to select a good topic you would put a ring round '1'. If you think that both the supervisor and student should equally be involved you put a ring round '3' and if you think it is definitely the student's responsibility to select a topic, put a ring round '5'.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | It is the supervisor's responsibility to select a research topic | 1 2 3 4 5 | The student is responsible for selecting her/his own topic |
| 2. | It is the supervisor who decides which theoretical framework or methodology is most appropriate | 1 2 3 4 5 | Students should decide which theoretical framework or methodology they wish to use |
| 3. | The supervisor should develop an appropriate program and timetable of research and study for the student | 1 2 3 4 5 | The supervisor should leave the development of the program of study to the student |
| 4. | The supervisor is responsible for ensuring that the student is introduced to the appropriate services and facilities of the School and University | 1 2 3 4 5 | It is the student's responsibility to ensure that she/he has located and accessed all relevant services and facilities for research |
| 5. | Supervisors should only accept students when they have specific knowledge of the student's chosen topic | 1 2 3 4 5 | Supervisors should feel free to accept students, even if they do not have specific knowledge of the student's topic |
| 6. | A warm, supportive relationship between supervisor and student is important for successful candidature | 1 2 3 4 5 | A personal, supportive relationship is inadvisable because it may obstruct objectivity for both student and supervisor during candidature |
| 7. | The supervisor should insist on regular meetings with the student | 1 2 3 4 5 | The student should decide when she/he wants to meet with the supervisor |
| 8. | The supervisor should check regularly that the student is working consistently and on task | 1 2 3 4 5 | The student should work independently and not have to account for how and where time is spent  |
| 9. | The supervisor is responsible for providing emotional support & encouragement to the student | 1 2 3 4 5 | Personal counseling and support are not the responsibility of the supervisor - students should look elsewhere |
| 10. | The supervisor should insist on seeing all drafts of work to ensure that the student is on the right track | 1 2 3 4 5 | Students should submit drafts of work only when they want constructive criticism from the supervisor |
| 11. | The supervisor should assist in the writing of the thesis if necessary | 1 2 3 4 5 | The writing of the thesis should only ever be the student's own work |
| 12. | The supervisor is responsible for decisions regarding the standard of the thesis | 1 2 3 4 5 | The student is responsible for decisions concerning the standard of the thesis |