

School Of Geography

PhD Supervision Agreement

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) as the delegated representative of the Head of School. The agreement represents statements of intent only, rather than being legally binding, and the implied obligations are only what a candidate and supervisor(s) could reasonably be expected to meet under normal circumstances.

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.

Part A: Candidate, supervisor and thesis details

Candidate’s name:

Principal supervisor’s name:

Other supervisors, and advisors and their respective roles

Name / Affiliation	Capacity of contribution (e.g., co-supervisor, advisor, panel member)	Role (e.g., advice on topic, method or overall progress etc.)

If any external supervisor is part of the team, has an MOU been completed and sent to HR?

Commencement Date:

Intended Submission Date:

Working title of research:

Part B: Supervision expectations

The candidate and at least the primary supervisor should independently complete the “Supervision expectations” sheet (attached), and compare and discuss their expectations. Please note below any outcomes from this discussion:

Formal progress report meetings for PhD candidates occur at 6-month intervals until the candidate is confirmed and then every 12 months. Candidates are expected to prepare and circulate a self-review report in advance of these meetings. The report should be sent to the supervisors and convenor, and members of the departmental advisory committee (if applicable). Candidates are encouraged to meet with the convenor prior to the meeting if there are any concerns they wish to raise.

Date of last progress meeting:

In order to be confirmed as a PhD candidate, you are expected to meet the following targets in the School of Geography:

- 1) The production of a written research proposal that develops in scope and depth from the proposed research proposal submitted during programme admission
- 2) Substantive consideration of the relevant theory and research methodology/methods, usually in the form of written chapters that have been reviewed by the appropriate supervisors
- 3) Research Seminar that presents the proposed course or research to the School of Geography, usually in the Research Seminar Series
- 4) Evidence of initiation of appropriate consents required for the research programme (Maori, Ethics, H&S if undertaken field work etc.).
- 5) Confirmation that the student has undertaken regular supervisory meetings (may be evidenced by Supervisory Agreement) and that monitoring of student progress is occurring.

The candidate should also undertake a skills needs analysis, and attend appropriate workshops run by Student Learning and/or the Graduate Research School.

Date of confirmation (if recommended and approved):

The workload expectations for completing this thesis have been clarified. It is helpful for the candidate to have clarity over expected hours per week. Consider fulltime and part-time status. Are there expected hours for lab work? Also discuss holidays (students should take 4-5 weeks a year), and provide comments below.

Have the following compliance issues been discussed, as relevant to the research programme for the forthcoming academic year

- Ethics approval
- Maori consultation
- Health and Safety requirements (e.g., 4WD, equipment training, specialist equipment)
- Conference Attendance and/or funding
- Workshops or other training (as appropriate)
- Submission of thesis, expected time line for examination, and oral defence
- Other (specify):

Have resource issues been discussed?

- Equipment requirements
- Laboratory requirements
- Fieldwork logistics
- Training requirements (software; equipment related; etc.)
- Office space and in-School resourcing issues
- Other (specify):

Funding for this project has been considered. Please detail the expectations of total research costs and where these will be come from. Give relevant details here:

If School funding is requested, please complete the following table to apply for funds. Funds must be requested each through the Supervision Agreement. The Client Services Administrator maintains a ledger of costs requested and used through each calendar year. There are strict rules on what costs are eligible for funding, so please discuss with the School’s financial officer as to what is appropriate.

PhD students – up to \$4500 over three years

		Year 1	Year 2	Year 3	Total All Years
A.	General Operating Expenses				
B.	Travel				
C.	Specialised Equipment				
D.	Other				
	TOTAL	<hr/>	<hr/>	<hr/>	<hr/>

Budget Justification:

The student's involvement in the School Research Symposium (6 August 2021):

A Poster Presentation	YES / NO
A Paper (10-15 mins)	YES / NO

The candidate will fulfil **departmental/school obligations to contribute to annual School Research Symposium and complete a research seminar**. Provide relevant details here:

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

What form will feedback take?

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

What are the alternative plans for the proposed course of research if there are disruptions related to Covid-19 restrictions on the research. Please detail plans for a change to Level 2, or Level 3 and 4 restrictions and how these will affect the research project, and plans for mitigating its effects.

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.

Candidates and Supervisors acknowledgment that [Please tick to confirm]:

___ **The candidate will endeavour to** work independently and meet deadlines for work in progress.

___ **The primary supervisor and candidate will make themselves familiar with the regulations** concerning the degree for which the candidate is enrolled, including deadlines (see details at: <http://www.otago.ac.nz/courses/qualifications/phd.html>).

___ The primary supervisor will provide the candidate with **information about relevant departmental/school handbooks, guides, websites about postgraduate studies, resources** etc., and the candidate undertakes to read the information provided in such documents or on the website.

___ In the event of the **primary supervisor being on prolonged or permanent absence**, the School will take all reasonable steps to ensure continuity of supervision, having consulted the candidate with regard to the arrangements made

___ **The candidate has the right to request alternative supervision** if he or she believes the project is being inadequately supervised. Any request should be made to the Postgraduate Coordinator or HoS, or if the HoS is the supervisor concerned, to the Associate Dean responsible for postgraduate matters and all reasonable steps will be taken to find alternative supervision. Note that it is not always possible to provide alternative supervision such as in circumstances where particular expertise is required, or where the research is part of a larger project.

___ If **the candidate's work** is deemed by the primary supervisor to be **unsatisfactory**, the primary supervisor must inform the candidate in writing. If progress continues to be unsatisfactory, the HoS, in consultation with the appropriate department / school parties may recommend to the Graduate Research Committee that the candidate be withdrawn from the research programme.

___ **Responsibility for the correct format and technical writing** aspects of the thesis rests with the **candidate**.

___ The candidate and primary supervisor should reach agreement about **authorship of any published results** of the research work. Matters to be considered include whether the supervisors are to be co-authors, and under what circumstances (such as failure of the candidate to publish work) the supervisors may publish any of the work, with the candidate as co-author

- (see tools such as the Vancouver protocol http://www.icmje.org/ethical_1author.html
- or Authorder http://www.authorder.com/index.php?option=com_content&view=article&id=28&Itemid=47).

- See also the guidelines regarding the format of the thesis – especially the inclusion of published papers (<http://www.otago.ac.nz/study/phd/handbook/otago050800.html>).

If specific arrangements have been made with respect to the supervision, not covered above, please detail on supplementary pages to this document.

Candidate:		
Primary Supervisor: Co-supervisors:		
HoS:	pp. PGC Chair	Date:

This agreement must be signed above by the primary supervisor, the candidate, and the HoS (or delegated authority, PGC). The signed form will be scanned and a PDF copy provided to the student, and a copy retained by the School Administrator.

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	<u>1</u> 2 3 4 5	The student is responsible for selecting their own topic
2.	It is the supervisor who decides which theoretical framework or methodology is most appropriate	<u>1</u> 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	<u>1</u> 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	<u>1</u> 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	<u>1</u> 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	<u>1</u> 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	<u>1</u> 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	<u>1</u> 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	<u>1</u> 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	<u>1</u> 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	<u>1</u> 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	<u>1</u> 2 3 4 5	The student is responsible for decisions concerning the standard of the thesis