

**DEPARTMENT OF GEOGRAPHY
POSTGRADUATE 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 (PC).

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 Department, 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: _____

Degree: _____ **Commencement 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 phrase 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 Department's Graduate Orientation booklet or equivalent material on the Department'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: _____

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
http://www.otago.ac.nz/administration/committees/human_ethics_cmmtee.html
 - Maori consultation
<http://www.otago.ac.nz/research/maoriconsultation/>
 - Health and Safety requirements
 - Other (specify):

7. Have resource issues been discussed?

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

Department Funding Request

PhD students – up to \$4500.00 over three years

Masters students – up to \$500 for one year

Dissertation students – up to \$350.00 for one year

APPS597, GEOG495 and 470 – up to \$150.00 for one year

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

Budget Justification:

8. The student’s involvement in the Departmental Research Symposium (date in August to be confirmed):

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

9. PhD students are expected to present their research proposal to the Department within 4 – 8 months of their start of studies. Has this been discussed YES / NO

- 10. 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?

- 11. Is it intended that the research will lead to a co-authored paper for publication in a journal (or other outlet and if co-authorship/publication has been discussed)? Outline current intentions if any (possible journal; who will draft paper; etc.):**

- 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.**

Complete the timeline/critical path table. In particular note the time required for the supervisor to read chapter drafts, the number of versions usually required before a final version is produced, and the scheduling implications of the writing phase overall. Note also the need to allow time for production of the final report. Attach a copy to the completed form.
Provide Marlene Robertson with this agreement for recording and submitting to PC.

This agreement was negotiated and accepted on:

(DATE)

We will review the terms of this agreement by:

(DATE)

Signed: _____
(STUDENT)

(SUPERVISOR)

Received by the Postgraduate Committee:

(PC)

(DATE)

SUPERVISION EXPECTATIONS

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 her/his 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 department 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 |

| TIMELINE / CRITICAL PATH TABLE | | | | | | | | | | | | |
|---|------------|------------|------------|------------|------------|-------------|-------------|------------|-------------|------------|------------|------------|
| STUDENT NAME: | | | | | | | | | | | | |
| | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC |
| Identify, develop the topic | | | | | | | | | | | | |
| Ethics, Maori consultation, H&S etc. | | | | | | | | | | | | |
| Context, Theory, Literature | | | | | | | | | | | | |
| Research Questions | | | | | | | | | | | | |
| Devise work programme | | | | | | | | | | | | |
| Conduct practical work | | | | | | | | | | | | |
| Lab work, data processing, etc. | | | | | | | | | | | | |
| Data Analysis (qual/quant) | | | | | | | | | | | | |
| Interpretation of results | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Thesis chapter outline | | | | | | | | | | | | |
| Chapter 1 1 st draft; 2 nd draft; completed | | | | | | | | | | | | |
| Chapter 2 1 st draft; 2 nd draft; completed | | | | | | | | | | | | |
| Chapter 3 1 st draft; 2 nd draft; completed | | | | | | | | | | | | |
| Chapter 4 1 st draft; 2 nd draft; completed | | | | | | | | | | | | |
| Chapter 5 1 st draft; 2 nd draft; completed | | | | | | | | | | | | |
| Chapter 6 1 st draft; 2 nd draft; completed | | | | | | | | | | | | |
| Chapter 7 1 st draft; 2 nd draft; completed | | | | | | | | | | | | |
| Chapter 8 1 st draft; 2 nd draft; completed | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Figures, tables, maps, etc. | | | | | | | | | | | | |
| Reference Lists, appendices, etc. | | | | | | | | | | | | |
| Contents, abstract, etc. | | | | | | | | | | | | |
| Printing, page checking, collation | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Break/Holiday | | | | | | | | | | | | |

(COPY TO MARLENE FOR PC)

POSTGRADUATE RESEARCH REVIEWS: PROGRESS REPORT FORM

(To be completed by each Masters and Dissertation student in consultation with their supervisor, by the end of the first week of Semester 2)

Student's Name: _____

Principal Supervisor: _____

Thesis Working Title: _____

1. Please complete the following summary of progress by checking one box in each row:

| | Completed | Underway but not yet completed (please indicate date of expected completion) | Not yet begun | Not applicable to this study |
|--|-----------|--|---------------|------------------------------|
| The research problem/field has been adequately defined | | | | |
| Appropriate research questions have been developed | | | | |
| Exploration of possible literature sources has been: | | | | |
| Review of literature (with bibliographic details) has been written and submitted for comment | | | | |
| Appropriate research method has been designed | | | | |
| Chapter outline for the thesis has been drafted | | | | |
| Data collection has been: | | | | |
| Techniques for data analysis have been determined | | | | |
| Data analysis has been: | | | | |
| The final writing up process has been: | | | | |

2. Comments on overall progress to date:

3. Agreed areas of student work requiring more attention, if any:

4. Areas where student requires more guidance from supervisor, if any:

For supervisor to complete:

5. Is the student on target to complete the thesis by the originally agreed date? If not, what procedures are in place to define an appropriate new submission date, and to ensure that this new date is met?

Please attach the student's timeline for completion of the thesis. If the student is into the last six months of their candidature, please include:

- *proposed dates for the submission of chapters,*
- *proposed dates for the completion of figures and tables, and*
- *the expected date for a full draft to be presented for supervisor's comments.*

Signed: _____
(STUDENT) (SUPERVISOR) (DATE)

Received by Postgraduate Committee: _____
(DATE)