In accordance with the HDR Supervision Policy, this form is used to maximise transparency and ensure a shared understanding of expectations between candidates and all supervisors. This form and the details of the supervision contact and meetings must be negotiated no later than three (3) months after degree commencement, for both full-time and part-time candidates. The completed form must be sent to <https://hdr.custhelp.com/>. More information about this form is available in the [HDR Milestones Policy](https://policies.une.edu.au/document/view-current.php?id=527).

In accordance with the University’s [Conflict of Interest Policy](https://policies.une.edu.au/document/view-current.php?id=1), HDR Supervisors and Candidates must disclose any conflict of interest that may impact on their ability to behave in an impartial and transparent manner during the course of the supervisory arrangement.

Section 1: Candidate Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate Name** |  | **Student Number** |  |
| **School/Unit** |  | | |
| **Degree** |  | | |
| **Date Commenced** |  | | |
| **Principal Supervisor Name** |  | | |
| **Co-Supervisor Name** |  | | |
| **Co-Supervisor(s)** – provide names below: | | | |
| **Industry Advisor/End-User or external/adjunct co-supervisor** – provide names and institutional affiliations below: | | | |

Section 2: Inductions, Training & Candidature Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **YES** | **NO** | **Date Completed** |
| 2.1 | **HDR600 Welcome to UNE: Compulsory Induction**  To be completed within the first (1) month of candidature |  |  |  |
| 2.2 | **HDR601 Candidature at UNE**  To be completed within the first three (3) months of candidature |  |  |  |
| 2.3 | **HDR Orientation**  To be completed within the first six (6) months of candidature |  |  |  |
| 2.4 | **HDR602 Research Project and Data Management**  To be completed within the first six (6) months of candidature |  |  |  |
| 2.5 | **Animal and/or Human Ethics Training**  To be completed within the first six (6) months of candidature, applicable only for research involving animal and/or human participants. |  |  |  |

Section 3: Meetings and Contact

In accordance with [HDR Supervision Policy](https://policies.une.edu.au/document/view-current.php?id=272), meetings should be scheduled every 2–4 weeks to support candidature, progress research, meet milestones and ensure timely feedback.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **YES** | **NO** |
| 3.1 | Contact details of all supervisors have been provided to the candidate. |  |  |
| 3.2 | The location, time, frequency, and communication method for meetings (i.e. email, Zoom, face-to-face, telephone, email), feedback on written work, and items for further action have been agreed. |  |  |
| **Agreed details for meetings and feedback** | | | |
|  | | | |

Section 4: Roles and Responsibilities

In accordance with the roles and responsibilities defined in the [HDR Supervision Policy](https://policies.une.edu.au/document/view-current.php?id=272), these must be discussed between the candidate and all supervisors, any comments from the discussion must be listed below. Please refer to the Supervision Expectation Roles for assistance with defining roles and responsibilities.

|  |
| --- |
| 4.1 Role and Responsibilities of the Principal Supervisor |
| * Coordinate meetings for the supervision team and HDR candidate; * Coordinate and consolidate feedback from all supervisors for the HDR candidate; * Undertake risk assessments and travel approvals for any travel (including fieldwork, placements, conferences etc.) in a timely manner; and * Discuss training and compliance with the Management and Storage of Research Data and Material Policy with the HDR candidate. |
|  |
| 4.2 Role and Responsibilities of Co-Supervisor(s), External Supervisor(s), Adjunct, or Industry Advisor/ End User |
|  |
| 4.3 Role and Responsibilities of the HDR Candidate |
|  |

Section 5: Project Planning and Milestone Setting

The Principal Supervisor and candidate should set realistic goals and timeframes for candidature.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **YES** | **NO** |
|
| 5.1 | The supervisors and the candidate have discussed and have agreed on the project aims and methods. |  |  |
| 5.2 | The supervisors and the candidate have discussed and have agreed on the proposed project plan, scope, and budget. |  |  |
| 5.3 | The supervisors and the candidate have discussed and have agreed to a proposed timetable of work to be completed. [HDR Milestones Policy](https://policies.une.edu.au/document/view-current.php?id=527) requirements are included in the timetable for completion. |  |  |
| **Comments** | | | |
|  | | | |

Section 6: Publications, Intellectual Property & Research Integrity

The Supervisors and candidate should discuss authorship and intellectual property in accordance with the [Research Authorship Policy](https://policies.une.edu.au/document/view-current.php?id=296) and [Knowledge Assets and Intellectual Property Policy](https://policies.une.edu.au/document/view-current.php?id=117&version=1).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **YES** | **NO** | **N/A** |
| 6.1 | A process has been set in place for determining authorship, ordering of authors in published papers. |  |  |  |
| 6.2 | The candidate is aware of the [Knowledge Assets and Intellectual Property Policy](https://policies.une.edu.au/document/view-current.php?id=117&version=1) and the [Higher Degree Research Guideline](https://policies.une.edu.au/document/view-current.php?id=121#major2) |  |  |  |
| 6.3 | If applicable, intellectual property has been identified in the project and registered with the University’s Intellectual Property Officer (Deputy Vice Chancellor, Research). |  |  |  |

Section 7: Ethics Approval

The Principal Supervisor and candidate should discuss ethical considerations for the research.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **YES** | **NO** |
| 7.1 | The research project will require ethics approval and the Principal Supervisor (as the Chief Investigator) will advise the candidate on the preparation of the required application. Refer to the relevant ethics web page ([UNE Ethics and Integrity](https://www.une.edu.au/research/research-ethics-integrity), [NHMRC](https://hrea.gov.au/), etc.) for information on ethics application processes. |  |  |

Section 8: Candidate and Supervisors’ Signatures (Pre-Confirmation)

|  |  |
| --- | --- |
| **Certification** - By signing below you certify that the following items are true: | |
| **2.** | Confirm the candidate and all supervisors are familiar and compliant with all policies, procedures and guidelines relating to HDR candidature at UNE. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
| **HDR Candidate** |  |  |  |  | Click or tap to enter a date. |  |
|  | **Name** |  | **Signature** |  | **Date** |  |
|  | | | | | | |
| **Principal Supervisor** |  |  |  |  | Click or tap to enter a date. |  |
|  | **Name** |  | **Signature** |  | **Date** |  |
|  | | | | | | |
| **Co-Supervisor** |  |  |  |  | Click or tap to enter a date. |  |
|  | **Name** |  | **Signature** |  | **Date** |  |
|  | | | | | | |
| **Adjunct/Industry Advisor/ End-User** |  |  |  |  | Click or tap to enter a date. |  |
|  | **Name** |  | **Signature** |  | **Date** |  |