



CONTRACT OF SUPERVISION AND ACADEMIC OBLIGATIONS

This document provides a guideline to communication and practice for the duration of the doctoral research between _____ (PhD candidate) and _____ (Supervisor) at _____ (name of institution).

The items agreed on below are intended to supplement the legal obligations of the candidate and supervisor(s), individually, to their university and to any funding agency. University rules, regulations and by-laws cover other contingencies and circumstances, and have precedence over any circumstances set out below.

The candidate and supervisor(s) should all keep original signed copies of this document. A copy should also be forwarded to the Research Dean or senior academic delegated with authority to overview graduate students in the academic unit in which the student is enrolled.

PRINCIPLES, ACTIONS AND PROCESSES	COMMENTS
<p>1 The doctoral candidate shall:</p> <p>1.1 Undertake all formalities of enrolment, including any documentation of proof of prior qualifications or outcome of tests</p> <p>1.2 Adhere to all university rules and regulations, including those related to:</p> <ul style="list-style-type: none">1.2.1 Attendance1.2.2 Hours of paid work1.2.3 Submission of reports and completion of specific activities (e.g. confirmation seminar)1.2.4 Ethics approval and reporting1.2.5 Plagiarism1.2.6 Intellectual Property1.2.7 Occupational Health and Safety1.2.8 Other ethical obligations as a candidate and as a member of the university <p>1.3 Undertake activities required by the academic programs specified by the university, faculty and department in which they are enrolled including:</p> <ul style="list-style-type: none">1.3.1 Undertake and complete coursework as required1.3.2 Attend seminars and journal clubs as required1.3.3 Participate in academic activities such as seminars at the local host institution where data collection occurs, should he or she be in a field setting away from the university of enrolment	

- 1.4 Meet all regular reporting obligations such as annual reports to ethics committees, funding bodies, and the university graduate candidate office, and ensure that such reports are with the primary supervisor at least one week before due date
- 1.5 Advise the supervisor(s) of any events that may impact on progress, including accepting part-time employment or voluntary activities
- 1.6 Contact other people for advice as he or she chooses
- 1.7 Have the right to intellectual, administrative, and practical support to undertake his or her research
- 1.8 Hold ownership of his or her work. Accordingly the candidate is responsible for the content and presentation of their work.
- 1.9 Have the right to seek an alternative supervisor and change supervisory arrangements if the supervisor fails to honor agreements set out in this contract, or for any other reason, subject to permission from the head of department or other representative of the university, and in so doing, he or she should not be penalized by any other party.

2 Good supervision is an important component of the institutional commitment to the candidate to complete their doctoral training program. The supervisor(s) shall:

- 2.1 Guide and support the candidate, and provide appropriate mediation should conflict with any other person or institution occur
- 2.2 Identify and advise the candidate on training needs additional to those acquired from any requisite training specified by the university or funding agency
- 2.3 Provide guidance to the relevant scientific literature, skills and techniques
- 2.4 Provide feedback of written work in a timely manner, ordinarily within three weeks, and be available to discuss work, progress or other issues as may arise with the candidate
- 2.5 If unable to honor an appointment or feedback regarding work, for example, as a result of ill health or work travel, advise the candidate of changes in availability for an appointment or of a longer absence as early as possible
- 2.6 Where possible and subject to funding, visit the candidate in the field in order to provide academic support and to monitor the candidate's progress
- 2.7 Provide appropriate academic advice and support, and arrange other academic support as necessary, to ensure that the candidate is working at a level expected of a PhD candidate and in ways that will enable timely and successful completion
- 2.8 Provide appropriate personal advice and support, and arrange other support and counseling as necessary, to ensure that the candidate is physically and mentally able to work at a level expected of a PhD candidate

- 2.9 Ensure that any services and technical equipment are available, such as assistive communication aids and appropriate furniture for candidates with specific physical difficulties, to ensure that the candidate can work at a level expected of a PhD candidate and in ways that will enable timely and successful completion
- 2.10 In the event of retirement, relocation or prolonged absence shall be responsible for arranging
- 2.10.1 to continue supervision subsequent to departure and until the student has graduated, or
 - 2.10.2 for students in the early stages of candidature, arrange alternative supervision
- 2.11 Have the right to terminate a supervisory arrangement for reasons
- 2.11.1 provided advice is given to the appropriate authorities and due steps are taken to enable the candidate to continue without prejudice,
 - 2.11.2 take steps to discontinue the enrolment of the candidate when the candidate has failed to meet contractual obligations, timelines and outputs such as to provide evidence that he or she should not continue their candidature

3 A successful PhD program requires the collaboration and commitment of and a good relationship between the candidate and supervisor, or supervisors where there are more than one. Through discussion, the candidate and supervisor(s) shall agree on:

- 3.1 A work plan to ensure the completion of specified tasks and the presentation of work to supervisor to ensure timely outputs
- 3.2 The regularity and duration of meetings, set out a timetable for such meetings and keep appointments
- 3.3 Requirements of presence on campus and the facilities and technical support to be provided for the candidate on campus
- 3.4 The turn-around time of written work submitted by the candidate and feedback to the candidate, to so ensure the timely progress of the candidate
- 3.5 General mode of communication, both day to day and at any time that supervisor or candidate is travelling or undertaking field research, with respect to face to face meetings, email and other online communications, telephone and skype
- 3.6 Attendance and participation in specified seminars, journals clubs, conferences and other academic activities
- 3.7 The minimum academic program of part-time candidates, including seminar and workshop requirements, and discuss and clarify the implications of any part-time commitments for fulltime candidates
- 3.8 How to present results including in seminars, videoconferencing, conferences, papers, including when, in what fora, and in what form

3.9 The following issues related to publications and dissemination of information arising from the PhD research

3.9.1 during candidature, the candidate is the first author regardless of any other agreement of authorship

3.9.2 the graduate retains the right to publish a full length monograph of his or her work

3.9.3 where the candidate has expressed no interest in, or made no attempt to publish in the first year after graduation, then with permission from the candidate the supervisor(s) can take the lead on a peer review journal article or book chapter, drawing on data collected for the PhD, provided that the graduate is a co-author

3.9.4 that all authors adhere to the rules of authorship as specified by particular journals, and

3.9.5 as further specified or modified in 4.1 below

4 Additional clauses determined by agreement between the supervisor(s) and candidate

4.1 Publication and authorship of articles, reports, posters, conference papers, and other outputs

4.2 Any other clauses not specified above

Signed at _____ (Place)

on _____ (Date) by

_____ (Name & Signature of Candidate)

_____ (Name & Signature of Supervisor)

Additional supervisors:

Witness _____ (Name & Signature)

Address

