

Expectations in Supervision

Division of Research and Innovation

To be completed by both the Higher Degree Researcher and their Supervisor within one month of candidature commencement and uploaded as part of the Core Component of the Structured Program (CCSP). You may find it useful to go back to this document throughout your candidature.

Student Name	
Student ID	
E-mail Address	
Current School/Discipline	

Supervisor's Responsibility

The Higher Degree Researcher (HDR) and Supervisor are asked to read each pair of statements below, discuss and agree their mutual position on each. Once you have discussed each of your answers, please select a mutually agreed position and record below.

For example, with statement 1, if you both believe very strongly that it is the supervisor's responsibility to select a good topic you would select '1'. If you both think that it is equal responsibility of the supervisor and candidate, you would select '3' and if you think it is the candidate's responsibility select '5'.

Student's Responsibility

Supervisor responsibilities	1	2	3	4	5	Higher Degree Researcher's responsibilities	
The supervisor is responsible for selecting the						The candidate is responsible for selecting their own	
candidate's research topic.						research topic.	
The supervisor decides which theoretical framework						The candidate decides which theoretical framework or	
or methodology is most appropriate.						methodology they wish to use.	
The supervisor should develop an appropriate scope						The supervisor should leave the development of scope	
and timeline of research/study for the candidate.						and timeline of research/study to the student.	
4. The supervisor is responsible for ensuring that the						The candidate is responsible for ensuring that they are	
candidate is aware of and has access to the services						aware of and have access to the services and facilit	
and facilities they need.						they need.	
5. The supervisor is responsible for advising the						The candidate is responsible for finding and being	
candidate of all relevant policies, procedures, and						familiar with all relevant policies, procedures, and	
requirements.						requirements.	
6. The supervisor and the candidate should consider						The supervisor and the candidate should not consider	
personal circumstances in managing candidature.						personal circumstances in managing candidature.	
7. With the University's expectation of at least fortnightly						With the University's expectation of at least fortnightly	
meetings, the supervisor is responsible for organizing				meetings, the candidate is responsible for organ		meetings, the candidate is responsible for organizing	
meetings with the candidate.						meetings with the supervisor.	
8. With the University's expectation of timely feedback,						With the University's expectation of timely feedback,	
the supervisor is responsible for ensuring feedback is						the student is responsible for ensuring the feedback	
appropriate for the candidate to progress.						they receive is appropriate for them to progress.	
9. If the supervisory panel provides conflicting feedback,						If the supervisory panel provides conflicting feedback,	
the Principal Supervisor is responsible for giving the						the candidate should decide the right direction to take.	
candidate clear direction.							
10. The supervisor should check regularly that the						The candidate should work independently and not	
candidate is working consistently and on task.						have to account for how and where time is spent.	
11. The supervisor and the candidate should consider						The supervisor and candidate should not consider	
emotions when giving and receiving feedback.						emotions when giving and receiving feedback.	
12. The supervisor should insist on seeing all drafts of						Candidates should decide when to submit drafts of	
work to ensure that the candidate is on the right track.						work to the supervisor.	
13. The supervisor is responsible for correcting written						The candidate is responsible for correcting written	
work (e.g. structure, content, consistency, accuracy,						work (e.g. structure, content, consistency, accuracy,	
completeness, spelling, grammar and punctuation).						completeness, spelling, grammar and punctuation).	
14. The supervisor is responsible for ensuring that the						It is up to the student to ensure the thesis is ready for	
thesis is ready for submission by the required date.						submission by the required date.	

Scale adapted from version developed by Margaret Kiley and Kate Cadman, from original scale developed by Ingrid Moses, Centre for Learning and Teaching, University of Sydney; and the Expectations of Research Supervision tool developed by Kearns and Finn, 2017 – updated 27 February 2023

Meeting with Supervisors Regular meetings between the supervisors and HDR student is essential. The University stipulates that you meet at least once per fortnight, even though the frequency of meetings may change over time depending on your stage of candidature. Minimum threshold for duration of meetings should be agreed upon (below), noting that this may change depending on stage of candidature.								
The student is required to set the agenda and take brief accessible to the student, supervisors, and Postgraduate		ld be saved on Box, and						
Agreed minimum duration of regular meeting (e.g. 30 minutes, 1 hour)								
Certification by Student								
Student name	Signature here	Date						
Certification by Principal Supervisor								
Principal Supervisor name	Signature here	Date						
Updated 9 December 2024	age 2 of 2							