

Supervisor Candidate Agreement Form (HONOURS)



**Southern Cross
University**

School of Environment,
Science and Engineering

This agreement is to be completed by both candidate and supervisor.

The following is an agreement made in good faith between:

Candidate Name:.....
Candidate Student ID Number:
Honours Program (e.g. BSc with Honours)

Principal Supervisor Name:..... Date:
Principal Supervisor Signature:..... Date:
Co-Supervisor Name: Date:
Co-Supervisor Signature:..... Date:
Additional Co-Supervisor (if applicable): Date:
Additional Co-Supervisor Signature: Date:

Honours Candidate:
Honours Candidate Signature:..... Date:
Honours Coordinator:.....
Honours Coordinator Signature: Date:



Student Contact Details

Please ensure any changes to your address and contact details are updated in My Enrolment.

Enrolment status:		Full-time:	<input type="checkbox"/>	Part-time:	<input type="checkbox"/>
Year commencing:	<input type="text"/>	Session One:	<input type="checkbox"/>	Session Two:	<input type="checkbox"/>
Term address:	<input type="text"/> <input type="text"/> <input type="text"/>				
Telephone Home:	<input type="text"/>	Mobile:	<input type="text"/>		
SCU Email address:	<input type="text"/>				
Proposal topic:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				

B

Supervisory arrangements that involve agreement and responsibility from all parties

1. Contact and communication

Mode of contact	Principal Supervisor	Co-Supervisor
a. Face-to-face	<input type="text"/> hr(s) per <input type="text"/> wk <input type="text"/> fn <input type="text"/> mth	<input type="text"/> hr(s) per <input type="text"/> wk <input type="text"/> fn <input type="text"/> mth
b. Telephone	<input type="text"/> wk <input type="text"/> fn <input type="text"/> mth	<input type="text"/> wk <input type="text"/> fn <input type="text"/> mth
c. Email	<input type="text"/> wk <input type="text"/> fn <input type="text"/> mth	<input type="text"/> wk <input type="text"/> fn <input type="text"/> mth
d. Other (specify)	<div></div>	

2. Responsibility for contact

a. Candidate to initiate	<input type="text"/>
b. Supervisor to initiate (indicate below)	<input type="text"/>
	Circumstances: <div></div>

3. Publication arrangements

a. Candidate to be sole author on all publications	<input type="text"/>
b. Supervisor to be included as co-author only when significant contribution is made	<input type="text"/>
c. Other arrangements (specify)	<div></div>

4. Intellectual Property arrangements

a. ☐ All IP to be retained by the candidate

b. ☐ Other arrangements (specify)

5. Scholarship

a. Is the student on a scholarship

☐ YES

☐ NO

b. If Yes, are there any requirements relating to the scholarship other than Intellectual Property?

☐ YES

☐ NO

Specify:

6. Inductions/Approvals

a. Will the student be undertaking field work?

☐ YES

☐ NO

b. Will the student be undertaking lab work?

☐ YES

☐ NO

c. Will the student require ethics committee approval?

☐ YES

☐ NO



Candidate responsibilities

1. Attendance at University

- a. Please indicate for Honours Attendance ☐ Lismore ☐ National Marine Science Centre (NMSC)
- b. Please indicate how often the candidate is required to make on-campus visits ☐ every week ☐ every month
- c. Attendance at Lismore campus to present honours research seminar on the date published in the Honours Course Enrolment Guide. ☐ Yes ☐ No

2. Coursework requirements – specify any additional coursework units the candidate is required to undertake

Unit Code	Unit Name	Grade required	Int/ext	F/T or P/T

3. Other responsibilities

The candidate undertakes to:

- a. Read the Honours Handbook ☐ YES
- b. Undertake lab induction? ☐ YES ☐ N/A
- c. Undertake fieldwork induction? ☐ YES ☐ N/A
- d. Contact Facilities and Lab Manager for Field Work Risk Assessment and Safety Procedures ☐ YES
- e. Obtain ethics committee approval? ☐ YES ☐ N/A
- f. Other (specify)

Please provide why reasons why any of these responsibilities cannot be met:

D

Supervisor responsibilities

1. Response times

Candidate requires	Principal Supervisor	Co-Supervisor
a. Feedback on written work (<4000 words or equivalent)	within weeks <input type="text"/>	within weeks <input type="text"/>
b. Feedback on written work (>4000 words or equivalent)	within weeks <input type="text"/>	within weeks <input type="text"/>
c. Feedback on thesis draft	within weeks <input type="text"/>	within weeks <input type="text"/>
d. Reply to phone or email	within days <input type="text"/>	within days <input type="text"/>
c. Other (specify)	<div></div>	

2. Examination responsibilities

The principal supervisor undertakes to:

- a. Contact potential examiners months before submission of thesis

E

Support and facilities

1. Support/facilities are subject to availability

Please indicate if you request access to the following:

a. Office space – Hot Desk only	<input type="text"/> YES	<input type="text"/> NO
a(i) Location	<input type="text"/> Lismore	<input type="text"/> NMSC
b. Location of office	<input type="text"/> Lismore	<input type="text"/> NMSC
c. Mail tray in U block staff room	<input type="text"/> YES	<input type="text"/> NO
d. Stationery (basic items)	<input type="text"/> YES	<input type="text"/> NO
e. Local telephone calls	<input type="text"/> YES	<input type="text"/> NO

f. STD calls (if funding is provided for project	<input type="checkbox"/> YES	<input type="checkbox"/> NO
g. Fax machine	<input type="checkbox"/> YES	<input type="checkbox"/> NO
h. Reasonable photocopying	<input type="checkbox"/> YES	<input type="checkbox"/> NO
i. Reasonable postage	<input type="checkbox"/> YES	<input type="checkbox"/> NO
j. Other (specify)	<div></div>	

2. Funding responsibilities

School funds are available for the duration of the Honours candidature subject to the submission and approval of a research proposal and budget, as outlined in the Honours Handbook.

a. Are there any other funding arrangements?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, specify:	<div></div>	

END OF FORM