

Supervisor – Student Agreement

This agreement is to be completed by both candidate and supervisor(s) and included with the student's application to enrol in an Honours Degree. The arrangement can be changed at any time, particularly if there is a change of supervisor. Any new agreement should be lodged with the Honours Coordinator.

This is an agreement made in good faith between the following people. By signing, supervisors and co-supervisors agree to act in those roles for the student in the area designated for their thesis.

Candidate signature: _____ Date: _____

Candidate name: _____ Student number: _____

Principal Supervisor signature: _____ Date: _____

Principal Supervisor name: _____

Co-Supervisor signature: _____ Date: _____

Co-Supervisor name: _____

Honours Coordinator signature: _____ Date: _____

Honours Coordinator name: _____

1. Contact and communication between supervisor(s) and student

Mode of Contact	Principal Supervisor	Co-Supervisor
Face-to-face hours every <input type="checkbox"/> week <input type="checkbox"/> 2 weeks <input type="checkbox"/> month hours every <input type="checkbox"/> week <input type="checkbox"/> 2 weeks <input type="checkbox"/> month
Telephone	<input type="checkbox"/> weekly <input type="checkbox"/> 2 weekly <input type="checkbox"/> monthly	<input type="checkbox"/> weekly <input type="checkbox"/> 2 weekly <input type="checkbox"/> monthly
email	<input type="checkbox"/> weekly <input type="checkbox"/> 2 weekly <input type="checkbox"/> monthly	<input type="checkbox"/> weekly <input type="checkbox"/> 2 weekly <input type="checkbox"/> monthly
other (specify)		

Notes: _____

2. Responsibility for contact

(Who initiates regular contact? Who will initiate contact when regular contact does not occur?)

3. Publication arrangements

	Principal Supervisor	Co-Supervisor
Candidate to be sole author on all publications	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor to be included as co-author <i>only</i> when significant contribution is made	<input type="checkbox"/>	<input type="checkbox"/>
other arrangement (specify below)	<input type="checkbox"/>	<input type="checkbox"/>

4. Any other arrangements between candidate and supervisor(s)?

- No
 - Yes (specify below)
-
-
-

5. Project proposal

With this completed form, please attach a one page Project Proposal. **Briefly** outline the broad area of the proposed investigation, the general research question(s), and the proposed design and methodologies (if you know them at this stage). This proposal must be discussed with your supervisor prior to applying for Honours candidature, and forms part of this good faith agreement. If you intend applying for an Honours Scholarship, ensure your proposal also clearly addresses the scholarship criteria.

Student Responsibilities Checklist

<input checked="" type="checkbox"/>	Activity
<input type="checkbox"/>	Contact the Honours Co-ordinator to discuss your eligibility for entry into the Honours program
<input type="checkbox"/>	Read the Honours Handbook thoroughly
<input type="checkbox"/>	Write a brief Research Proposal outlining your thesis topic
<input type="checkbox"/>	Contact potential Supervisors to discuss your thesis proposal
<input type="checkbox"/>	With your potential Supervisor(s), complete a Supervisor – Student Agreement
<input type="checkbox"/>	Apply to enter the Honours program by submitting: <ul style="list-style-type: none"> • an online Application form, along with • a completed Supervisor – Student Agreement, and • a Project Proposal, and • (only if coming from outside SCU) your academic transcript with your GPA clearly identified.
<input type="checkbox"/>	Respond to formal offer of candidature from Client Services
<input type="checkbox"/>	Prior to Session 1 commencing, review your Supervisor – Student Agreement with your Supervisor(s)
<input type="checkbox"/>	You are encouraged to attend the SCU Honours Orientation Workshop at Lismore campus that is held prior to Session 1 commencing (date and time to be advised by letter)
<input type="checkbox"/>	Before the first week of the Session 1 go to MySCU to access your <i>Research Methods</i> learning materials
<input type="checkbox"/>	Consult with your supervisor to start your literature/context review
<input type="checkbox"/>	(If applicable) complete Ethics Committee requirements (your supervisor will help you with this) before undertaking any field research
<input type="checkbox"/>	Understand the examination criteria for your thesis before you begin to write it
<input type="checkbox"/>	Undertake and submit the Research Methods unit assessment tasks on time (refer to your Unit Information Guide)
<input type="checkbox"/>	Meet regularly with your supervisor(s) and submit drafts of your thesis or exegesis and creative work-in-progress regularly
<input type="checkbox"/>	Submit thesis/exegesis and creative work for examination by due date