

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"/>				

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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)	<input type="text"/>	

2. Responsibility for contact

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

3. Publication arrangements

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

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	<input type="checkbox"/> Lismore	<input type="checkbox"/> National Marine Science Centre (NMSC)
b. Please indicate how often the candidate is required to make on-campus visits	<input type="checkbox"/> every week	<input type="checkbox"/> every month
c. Attendance at Lismore campus to present honours research seminar on the date published in the Honours Course Enrolment Guide.	<input type="checkbox"/> Yes	<input type="checkbox"/> 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	<input type="checkbox"/> YES	
b. Undertake lab induction?	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
c. Undertake fieldwork induction?	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
d. Contact Facilities and Lab Manager for Field Work Risk Assessment and Safety Procedures	<input type="checkbox"/> YES	
e. Obtain ethics committee approval?	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
f. Other (specify)	<input type="text"/>	

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

<input type="text"/>

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="checkbox"/>	within weeks <input type="checkbox"/>
b. Feedback on written work (>4000 words or equivalent)	within weeks <input type="checkbox"/>	within weeks <input type="checkbox"/>
c. Feedback on thesis draft	within weeks <input type="checkbox"/>	within weeks <input type="checkbox"/>
d. Reply to phone or email	within days <input type="checkbox"/>	within days <input type="checkbox"/>
c. Other (specify)		

2. Examination responsibilities

The principal supervisor undertakes to:

a. Contact potential examiners	<input type="checkbox"/> months before submission of thesis
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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="checkbox"/> YES	<input type="checkbox"/> NO
a(i) Location	<input type="checkbox"/> Lismore	<input type="checkbox"/> NMSC
b. Location of office	<input type="checkbox"/> Lismore	<input type="checkbox"/> NMSC
c. Mail tray in U block staff room	<input type="checkbox"/> YES	<input type="checkbox"/> NO
d. Stationery (basic items)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
e. Local telephone calls	<input type="checkbox"/> YES	<input type="checkbox"/> 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)	<input type="text"/>	

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:	<input type="text"/>	

END OF FORM