



**Graduate School**

**Supervisor and Candidate Agreement**

This document is for use by applicants who have been offered a PhD, Masters by Thesis or Professional Doctorate program at SCU and by candidates who are changing supervisory arrangements.

- Completion of this Agreement is a prerequisite for enrolment into candidature. It must be completed and signed by both the Candidate and the Supervisors.
- It must be approved by the School/Centre Director for Higher Degree Research Training, the Head of School and the Graduate School.
- If circumstances covered by the Agreement change throughout candidature (for example, a change of the Supervisors), the Agreement must be changed. Proposed changes must be accepted by the Graduate School.
- Candidates must review the Agreement arrangements at the time of Confirmation of Candidature (CoC).
- All questions must be answered – if a question is not applicable, please mark it N/A.
- Please send the signed form to The Graduate School – [hdrsupport@scu.edu.au](mailto:hdrsupport@scu.edu.au)

**ATTENTION MAC USERS:** This form will be corrupted if opened in Preview.  
Please use Adobe Acrobat Reader to view and complete form.

**This Agreement**

(i) This agreement is made in good faith between:

<b>Candidate:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Principal Supervisor:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Co-Supervisor:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Third Supervisor:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Fourth Supervisor:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Fifth Supervisor:</b>	<b>Signature:</b>	<b>Date:</b>

(ii) This Agreement is approved by:

<b>School Director HDRT:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Head of School:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Graduate School/ Dean Graduate Studies:</b>	<b>Signature:</b>	<b>Date:</b>

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**PART 1: CANDIDATES DETAILS**

Name: Student ID:

School: Course:

Attendance Type: Location:

Approved Thesis Topic:

<b>Is the Candidate an International Student?</b>	<b>YES</b>	<b>NO</b>
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If so, the Candidate and the Supervisors must be aware of their respective obligations pursuant to the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. For details, refer **Appendix 1**.

**If you have answered 'Yes' to this question, please indicate whether you are aware of your obligations as detailed in Appendix 1:**

Candidate	YES	NO
Principal Supervisor	YES	NO
Co-Supervisor	YES	NO
Third supervisor	YES	NO
Fourth supervisor	YES	NO
Fifth supervisor	YES	NO
School/Research Centre Director	YES	NO

**CANDIDATES DETAILS Cont. (Overseas travel)**

Overseas travel insurance is compulsory and you must refer to the [SCU Insurance website](#) for coverage details.

I acknowledge that if at any time throughout my candidature I am required to travel overseas I will read and comply with University's Corporate Travel Insurance website and understand that certain deductibles, terms and conditions and exclusions apply whilst travelling. I acknowledge that the policy will only provide cover if I meet the eligibility criteria, and if I'm not eligible for cover, I am responsible for making arrangements to purchase my own overseas travel insurance prior to leaving Australia and understand the University insurance policy will not apply.

**CANDIDATES DETAILS cont. (Scholarship details)**

- Does/will the Candidate hold a scholarship? YES NO
- If YES, please identify the scholarship and state the period (start and end date):
- If YES, please confirm you have read and will comply by the [Higher Degree Research Scholarships Policy](#).

**PART 2: RESPONSIBILITIES PERTAINING TO ALL PARTIES**

The below table details the agreed contact and communication between each Supervisor and Candidate. Please note: It is expected that contact and communication between the supervisor and student should be at a minimum as follows:

- Face to face contact (minimum 1hr per month skype, Zoom or in person): once per month;
- Any other form of contact: once a fortnight (excepting periods of leave).

**(i) Principal supervisor and Candidate**

	Frequency and duration of contact	Who to initiate this contact (P/S or Candidate)?	
Face-to-Face		Principal Supervisor	Candidate
Telephone		Principal Supervisor	Candidate
Email		Principal Supervisor	Candidate
Other (specify)			

**(ii) Co-Supervisor and Candidate**

	Frequency and duration of contact	Who to initiate this contact (Co/S or Candidate)?	
Face-to-Face		Co-Supervisor	Candidate
Telephone		Co-Supervisor	Candidate
Email		Co-Supervisor	Candidate
Other (specify)			

**(iii) Third supervisor (if any) and Candidate**

	Frequency and duration of contact	Who to initiate this contact (Third/S or Candidate)?	
Face-to-Face		Third Supervisor	Candidate
Telephone		Third Supervisor	Candidate
Email		Third Supervisor	Candidate
Other (specify)			

**(i) Fourth supervisor (if any) and Candidate**

	Frequency and duration of contact	Who to initiate this contact (Fourth/S or Candidate)?	
Face-to-Face		Third Supervisor	Candidate
Telephone		Third Supervisor	Candidate
Email		Third Supervisor	Candidate
Other (specify)			

**(i) Fifth supervisor (if any) and Candidate**

	Frequency and duration of contact	Who to initiate this contact (Fifth/S or Candidate)?	
Face-to-Face		Third Supervisor	Candidate
Telephone		Third Supervisor	Candidate
Email		Third Supervisor	Candidate
Other (specify)			

**PART 2: RESPONSIBILITIES PERTAINING TO ALL PARTIES cont.**

**Additional Contact and Communication.**

(i)	Principal Supervisor and Candidate – Is there any other arrangement? If 'Yes', please specify	YES	NO
(ii)	Co-Supervisor and Candidate – Is there any other arrangement? If 'Yes', please specify	YES	NO
(iii)	Third Supervisor and Candidate – Is there any other arrangement? If 'Yes', please specify	YES	NO
(iv)	Fourth Supervisor and Candidate – Is there any other arrangement? If 'Yes', please specify	YES	NO
(v)	Fifth Supervisor and Candidate – Is there any other arrangement? If 'Yes', please specify	YES	NO

**External Students Only.** N/A

How often is the Candidate required to make on-campus visits?

**PART 3: PUBLICATION AND INTELLECTUAL PROPERTY**

The key relevant publication and intellectual property points are detailed at **Appendix 2**, and provides the full text of the relevant section (Section 6) of the SCU Research Responsible Conduct Policy.

Both the Candidate and the supervisory team must be familiar with the publication and IP requirements detailed at **Appendix 2**.

Please indicate that you are aware of the details provided by Appendix 2.

(i)	Candidate	YES	
(ii)	Principal Supervisor	YES	
(iii)	Co-Supervisor	YES	
(iv)	Third Supervisor	YES	
(v)	Fourth Supervisor	YES	
(vi)	Fifth Supervisor	YES	
(vii)	School/Research Centre Director, HDRT	YES	

**Intellectual Property.**

**Ownership of Intellectual Property:**

**If 'Specific IP Arrangement', please detail:** (e.g. This arrangement is pursuant to a Scholarship and the details of the arrangement).

**Does the Scholarship have any other impacts on the Thesis?** (e.g. Confidentiality agreement, restricted access requirement).

YES NO

If 'Yes', please specify:

**Are there any other IP or publication arrangements between the Candidate and the Supervisors?**

YES NO

If 'Yes', please specify:

**Candidate, In relation to your final thesis submission requirements, please indicate you have read the rules relating to awards relevant to your degree;**

[Rule 7 – Masters by Thesis](#) (clause 51, 52, 53, 54)

[Rule 8 - Professional Doctorate](#) (clause 51, 52, 53, 54)

[Rule 9 – Doctor of Philosophy](#) (clause 52, 53, 54, 55)

The Candidate is advised that, in the event he/she would seek to be exempted from this requirement, at the time of submission of the final copies of the Thesis, he/she will be required to apply for such an exemption and to provide reasons. Please refer to Appendix 2 for more detail.

**I HAVE READ IT**

**The Defence Export Controls legislation may impact on your research as a Higher Degrees Research Candidate; you are required to have read and understood your obligations in relation to this legislation.**

**I acknowledge it is my responsibility to read the Defence Export Controls legislation and comply with my obligations under this legislation.**

Please contact the [Office of Research](#) for enquires regarding this legislation. The Defence Export Controls legislation can be found on the [Research website](#).

### **Research publication other than the Candidate's thesis.**

The Candidate and the Supervisors must discuss the following Authorship and Intellectual Property matters, with respect to research publications other than the Candidate's thesis, including acknowledgement of the fact that supervision alone does not entitle a supervisor to be included as an author. The parties have agreed that authorship and intellectual property will be managed consistently with SCU's Research Responsible Conduct Policy.

### **Authorship attribution of research outputs.**

- A. Provide a statement (as specific as is possible) on the person(s) who will be listed as the author or co-authors on the research outputs deriving from HDR project.**

*As an example only, such a statement may read:*

"The authors of the research outputs deriving from this HDR project will be the candidate the Principal Supervisor, the Co-Supervisor, the External Supervisor and any other researcher subject to all of the authorship team conforming to the authorship requirements specified by SCU's Research Responsible Conduct Policy").

- B. Provide a statement (as specific as is possible) on the order of the authors on the research outputs deriving from HDR project.**

*As an example only, such a statement may read:*

"The Candidate will be the first-named and corresponding author of all of the research outputs deriving from this HDR project and will be responsible for deciding the subsequent ordering of co-authors according to the degree of their contribution to the research output. If, after a period of 2 years after graduation or withdrawal from candidature, the candidate has not published and/or has lost touch with the supervisors, the supervisors may publish from the data collected during candidature. The candidate will still be listed as an author on the resulting publications."

- C. I the candidate, agree to comply with the:**

[Australian Government National Health and Medical Research Council \(NHMRC\) Australian Code for the Responsible Conduct of Research - Authorship Guidelines 2.1](#)

Yes

**PART 4: MILESTONE REQUIREMENTS FOR CANDIDATURE****(i) Requirements for Confirmation of Candidature (CoC).**

PhD candidates will be required to complete a CoC between six and nine months full time equivalent.

Masters by Thesis candidates will be required to complete a CoC within six months full-time equivalent.

Professional Doctorate candidates will be required to complete a CoC within six months full-time equivalent once enrolled in the Professional Doctorate Thesis Unit.

**The Candidate undertakes to complete the following tasks to confirm his/her candidature:**

- |  |            |            |
|--|------------|------------|
| • Attend Higher Degrees Research Orientation;  |            | <b>YES</b> |
| • Write a research proposal containing literature review, research design, proposed methods and action plan and submit to School Confirmation Committee; |            | <b>YES</b> |
| • Provide evidence that an ethics application has been completed for submission;   | <b>N/A</b> | <b>YES</b> |
| • Make a formal presentation to School Confirmation Committee.   |            | <b>YES</b> |

**(ii) In - Candidature review:**

- |   |  |            |
|---|--|------------|
| • PhD candidates must complete an in-candidature review 12 months full time equivalent after CoC;                   |  | <b>YES</b> |
| • Master by Thesis and Professional Doctorate candidates must complete an in-candidature review 9 months after COC. |  | <b>YES</b> |

**(iii) Any other requirements:**

- |   |  |            |
|---|--|------------|
| • Any other requirements, including coursework, approved or determined by the Dean, Graduate Studies. |  | <b>YES</b> |
|---|--|------------|

**(iv) The Candidate undertakes to (tick which apply):**

- |  |            |            |
|--|------------|------------|
| • Review Higher Degrees Research Student Handbook on the Graduate School website;  |            | <b>YES</b> |
| • Submit to the Graduate School a completed progress report every six months;  |            | <b>YES</b> |
| • Apply for appropriate internal and external approvals or permits to do fieldwork;  | <b>N/A</b> | <b>YES</b> |
| • Abide by appropriate work practices and Workplace Health & Safety (WH&S) requirements;   |            | <b>YES</b> |
| • Abide by the Text-Matching Software Policy and Procedures;   |            | <b>YES</b> |
| • As applicable, submit a human and/or animal ethics application;  | <b>N/A</b> | <b>YES</b> |
| • Submit further human and/or animal ethics applications if the research project changes from that initially approved by the SCU Ethics Committee; | <b>N/A</b> | <b>YES</b> |
| • Other (please specify).  |            |            |

If you have not answered 'Yes' to any of these questions, please state the reason/s.

It is the responsibility of the Candidate to notify the Graduate School [hdrsupport@scu.edu.au](mailto:hdrsupport@scu.edu.au) in writing of any changes to their contact details throughout your candidature.



**PART 5: THE SUPERVISOR'S RESPONSIBILITIES**

**Response Times** (e.g. within 10 working days)

Candidate's Need	P/Supervisor	Co-Supervisor	Third Supervisor	Fourth Supervisor	Fifth Supervisor
Feedback on written work (<4000 words or equivalent)					
Feedback on written work (>4000 words or equivalent)					
Feedback on thesis draft					
Reply to phone or email message					
Other:					

**Principal Supervisor to complete.**

**Confirmation of Candidature.**

**The Principal Supervisor undertakes to participate as follows in the School Confirmation Committee Assessment about whether to confirm candidature:**

- To ensure the CoC framework is provided to the candidate prior to the submission of the research proposal and formal presentation. **YES**
- To conduct the Confirmation process in accordance with the CoC Framework. **YES**
- To give written feedback on the paper and the presentation to the Candidate. **YES**
- To liaise with the School Director Higher Degrees Research Training in accordance with the CoC framework. **YES**

**In-candidature review**

- Conduct an In-candidature review 12 months post Confirmation of Candidature. **YES**
- Master by Thesis and Professional Doctorate candidates must complete an in-candidature review 9 months after CoC. **YES**

**Examination Responsibilities.**

**The Principal Supervisor undertakes to:**

- Contact potential examiners at least two months prior to the thesis submission date. **YES**
- Submit examiners' CVs and Submission of Recommended Examiners form to the Graduate School at least two months prior to the thesis submission date. **YES**

## Information to Candidate

The Candidate has been informed of the following:

(i)	National Statement on Ethical Conduct in Human Research;	N/A	YES
(ii)	Requirement to submit to the Graduate School a completed progress report every six months;		YES
(iii)	Requirement to attend Higher Degrees Research Orientation;		YES
(iv)	Availability of conference funding;		YES
(v)	Work practices in relation to laboratory work;		YES
(vi)	WH&S requirements in relation to fieldwork, equipment & facilities;		YES
(vii)	Other (specify).		

## PART 6: THE SCHOOL'S/CENTRE'S RESPONSIBILITIES

(i) Please indicate which of the following items the School/Centre will provide for the candidate.

Desk & chair	YES	NO
One drawer of filing cabinet	YES	NO
Local telephone calls	YES	NO
STD calls (if funding is provided for project)	YES	NO
Fax machine	YES	NO
Reasonable postage	YES	NO
Reasonable stationery supplies	YES	NO

Other (specify):

If 'No' to any of the above, please give the reasons:

## PART 7: FUNDING ARRANGEMENTS

(i) The following funding arrangements are hereby agreed:

School funds made available to all research candidates @  
per annum for a maximum of four years.

OR

Other funding arrangements – please specify.

**PLEASE ENSURE ALL QUESTIONS HAVE BEEN ANSWERED AND ALL SIGNATURES PROVIDED.**

Please save the form as a .pdf and send the fully completed form to:

[hdrsupport@scu.edu.au](mailto:hdrsupport@scu.edu.au)

# HDR Student Research Engagement Questionnaire

As part of the Commonwealth Government Reporting Requirements we need you (our students) to tell us the who, what, and when of your Industry\* Engagement activities during your candidature here at Southern Cross University.

Whilst Industry Engagement is not currently a compulsory part of your candidature, it will be in the near future. Whether you're an artist, a scientist, a health professional or involved in business and law, you should be looking for ways to engage with industry whilst you are a student. After all this is where you want to be when you graduate.

Below is a list of Industry engagement activities. If you are, or have been, involved in any of the activities below, please use the prompts below to give us a brief description. We will log this information in your student file, it will also be sent as part of compulsory government reporting.

\* **ORGANISATIONAL TYPE/INDUSTRY** External to academia such as, Business, Government or Non Government Organisation, Community, Industry or Not for Profit.

## RESEARCH INTERNSHIP

Yes

NO

Research internship is defined as a temporary position with a research end-user where a student has undertaken research and development (R&D) related to their higher degree by research (HDR).

### You must:

- Have been **undertaken whilst you are enrolled** as a HDR student at Southern Cross University (including interruptions).
- Have been for a period of **at least 30 days** (can be **paid or unpaid**).

Organisation Type:

Company:

Commencement date:

Duration:

Duties undertaken:

## INDUSTRY SUPERVISOR

YES

NO

Jointly supervised with at least one supervisor from a research end-user organisation. (Industry Supervisor).

Must be officially approved and named on your Supervisor Candidate Agreement form.

Supervisor name:

Industry/Business name:

Organisation Type:

## JOINT OR FULLY FUNDED INDUSTRY SCHOLARSHIP

YES

NO

Jointly funded or fully funded by an industry partner who contributes financially to the cost of an HDR student's course of study or/and stipend for general living cost and must be awarded officially as part of HDR candidature (excludes, Academic Research Project Funding)

Industry Scholarship Funding Body:

Duration:

Commencement start and end dates:

**FORMAL TRAINING****YES****NO**

Any formal training recognised by the University that focusses on preparing a student for work with an Industry partner, training can be administered by the industry partner or Southern Cross University;

**This includes**

- Intellectual property
- Management/leadership
- Collaboration
- Entrepreneurship
- Research commercialisation

Description of formal training undertaking:

Date completed:

**Other Commercialisation and Engagement Activities****YES****NO**

Other commercialisation and engagement activities. An arrangement with an industry that enables experiential learning related to the students HDR.

**This includes**

- Practicums or performances,
- R & D consultancy work or R & D commercialisation activities,
- Entrepreneurship,
- Community engagement/outreach and extension work,
- Can be paid or unpaid work,
- Research Internship less than 30 days.

Type of Engagement:

Industry/Company:

Commencement start and end date:

Description of work carried out:

**Not undertaking a type of Research end-user Engagement**

If you are not undertaking any other type of research engagement listed in any of the above categories,

Please confirm:

**YES****NO**

Any other comments:

### National Code of Practice for Providers of Education and Training to Overseas Students

The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2007) is established pursuant to the Education Services for Overseas Students Act 2000 (Cth). It aims to ensure that international students coming to Australia are provided with a very high standard of education.

The Code sets out the minimum standards for the University and is categorised under 15 different standards:

- o Standards 1 – 4 cover pre-enrolment engagement of students
- o Standard 5 – 6 address care for and services to students
- o Standard 7 – 8 concern students as consumers
- o Standard 9 – 13 cover the Student Visa program
- o Standards 14 – 15 address staff, educational resources and premises

Of most relevance to this Supervisor Candidate Agreement, are the (i) the Candidate's responsibilities and (ii) SCU's responsibilities with respect to Standards 9 and 10.

#### (i) The Candidate's Responsibilities

An overseas student on a student visa is responsible for:

- o complying with his/her student visa conditions ;
- o ensuring he/she has and continues to maintain his/her Overseas Student Health Cover (OSHC) for as long as he/she stays in Australia as a student;
- o telling SCU if he/she changes address or other contact details;
- o meeting the terms of the written agreement with SCU;
- o meeting the restriction on transfer between registered providers;
- o maintaining satisfactory course progress;
- o maintaining satisfactory attendance where applicable.

#### (ii) SCU's Responsibilities

##### Standard 9: Completion within the expected duration of study

- o International students are expected to complete their program within the duration as specified in the Confirmation of Enrolment.
- o This requires SCU to monitor both enrolment load and a maximum component of 25% of online or distance learning throughout candidature.
- o The University will be able to extend a Candidature End Date in only exceptional circumstances (for example, certified medical grounds or where the University does not offer a course).

##### Standard 10: Meeting academic progress requirements

- o Universities are required proactively to identify, notify and counsel students who are at risk of not meeting academic progress requirements.
- o At a minimum, the University needs to identify and counsel students who have failed or are deemed as not yet competent in 50% or more of the units attempted in any study period.

In the event the Candidate or any of the School staff consider the Candidate is experiencing difficulties, the Candidate, the Principal Supervisor, the SDHDRT and, as applicable, a representative from the International Office must meet to discuss the matter and develop an appropriate management plan.

**Relevant Key Points for  
Intellectual Property, Authorship and Publication Considerations**

The following SCU documents pertain to this section and the Candidate and the Supervisors ought to be familiar with these documents in their entirety;

- SCU Rule 7 - Masters by Thesis Awards,
- SCU Rule 9 - Doctor of Philosophy Award,
- SCU Rule 8 Professional Doctorate; and,
- [SCU's Research Responsible Conduct Policy](#)

The key relevant points from these documents are as follows.

**(I) INTELLECTUAL PROPERTY**

**Intellectual Property Rights Policy**

- IP rights pertain to all works created pursuant to the research project;
- Assignment of IP rights is not a condition of enrolment at SCU (paragraph 15);
- Consent in any Moral Rights is not a condition of enrolment at SCU (paragraph 15);
- Notwithstanding paragraph 15, SCU may require a student to assign, licence or grant certain rights in respect of his or her IP Rights and/or to give certain consents in relation to his or Moral Rights (paragraph 16);
- If the student is required to assign, licence or grant certain of his or her IP rights, then the head of the research project must advise the student in advance of the project (paragraph 17).

**SCU Rules**

- These SCU Rules pertain to a **thesis** created pursuant to a PhD, Masters by Thesis or Professional Doctorate course
- Thesis Copies to be deposited with the University:
  - (i) One unbound copy for Masters by Thesis (Rule 7 Part I, paragraph 50), Doctor of Philosophy (Rule 9 – Part I paragraph 51 ) and Professional Doctorate (Rule 8 – Part I paragraph 50).

**Notes:**

- The Library will make this copy available for consultation, loan and/or copying unless an individual exempted has been approved by the Dean Graduate Studies (and such an exemption shall be for a period not normally exceeding two years). Each user or recipient of any such copy shall be required to undertake in writing that he/she will respect the author's rights under law with respect to copyright (see Rule 7, paragraph 53, Rule 9, paragraph 54 and Rule 8 paragraph 53).
- If a candidate considers his or her thesis contains restricted information, he or she may apply to restrict access to the thesis, either in whole or in part, at the time the thesis is lodged (see Rule 7 paragraph 54, Rule 9 paragraph 55 and Rule 8 paragraph 54).

- If a candidate considers his or her thesis contains confidential information, the candidate may place that information in an appendix to the thesis and the copy deposited in the Library shall have a notation, authorised by the Dean Graduate Studies, indicating which parts of the thesis are not included because they contain confidential information and informing the reader to contact the candidate for further information (Rule 7 paragraph 49, Rule 9 paragraph 49 and Rule 8 Paragraph 43).
- (ii) A digital copy for the purpose of inclusion on the insert database for open online access (refer Rules 7 paragraph 46 and Rule 9, paragraph 46 and Rule 8 paragraph 40).

**(II) SCU's Research Responsible Conduct Policy (Section 6)****AUTHORSHIP, PUBLICATION AND DISSEMINATION OF RESEARCH FINDINGS****Appropriate Practice**

- (37) The authorship and publication of all research output should follow practice and guidelines appropriate to the academic profession, discipline or field of study within which the research is being conducted. Specifically, researchers should be fully aware of, and be able to demonstrate their adherence to, relevant codes of ethics and professional practice regarding authorship and publication.

**Definition of Authorship**

- (38) Attribution of authorship depends to some extent on the discipline, but in all cases, authorship must be based on substantial contributions in a combination of:
- the conception and design of the research;
  - the analysis and interpretation of data; and
  - the drafting of significant parts of the work or critically revising it so as to contribute to the interpretation.
- (39) An author's role in a research output must be sufficient for that person to take public responsibility for at least that part of the output in that person's area of expertise.
- (40) No person who is an author, consistent with this definition, must be excluded as an author without his or her permission in writing.
- (41) When there is more than one co-author of a research output, one co-author, by agreement amongst the authors, should be nominated as executive author for the whole research output, and should take responsibility for record-keeping regarding the research output.

**Negotiation of Authorship**

- (42) Authorship of a research output is a matter that should be discussed between researchers at an early stage in a research project, and reviewed whenever there are changes in participation. If there are conflicts arising through disputes about authorship, the matter should first be raised with the relevant Director(s) of Research and/or Director(s) of Higher Degree Research Training, and if not resolved, then with the Dean Graduate Studies for determination.

**Certification of Authorship**

- (43) Where the research is published, including electronically, all co-authors of a publication must acknowledge their authorship in writing in terms of the definition as above. A signed statement of authorship must specify that the signatories are the only authors according to the above definition, and that the signatories have seen the version of the paper submitted for publication. The signed statement must be placed on file in the School or College of the executive author, at the time of submission of the research output for publication, and must remain in safe keeping in that School or College. If, for any reason, one or more co-authors are unavailable or otherwise unable to sign the statement, the Head of School or College may sign on their behalf, noting the reason for their unavailability (Code reference 5.3 to 5.8).

**Acknowledgement of Contribution**

- (44) Researchers must ensure that others who have contributed to the work are recognised in the research output. Courtesy demands that individuals and organisations providing facilities should also be acknowledged. Publications must also include information on the sources of financial support for the research, in a format or style agreed to by the financial sponsor of the research.
- (45) Publications involving a student or a staff member of the University may acknowledge that the work was carried out at the University by using the University by-line.

**Public Reporting of Research Output**

- (46) As a general principle research findings should not be reported to the public media before they have been tested by peer review within the field of research. If research findings are reported prior to peer review, that fact should be disclosed to the media.

**Accuracy of Reporting**

- (47) All reasonable steps must be taken to ensure that published reports, statistics and public statements about research activities and performance are complete, accurate and unambiguous.

**Author Order**

- Consistently with the Australian Code, SCU strongly recommends that the allocation of author order be fully considered and discussed, including agreement to a method or process or set of principles to decide this order, early in the research project.
- SCU endorses workshop emphasis early and transparent consideration of authorship attribution (including order). It provides both general strategies and a specific structure by research teams are able to weight authorship contributions.
- Consistently with the Australian Code, the workshop emphasises the key strategies of:
  - discussing authorship issues (including processes to assign) early in the research project, and
  - review of authorship and author order at each major iteration of a manuscript/s.