

HIGHER DEGREE RESEARCH PANEL SUPERVISION AGREEMENT FORM

This form is to be used by Higher Degree by Research Candidate(s) and Supervision Panel member(s) to describe their supervision relationship and agreement. It provides a platform for all parties, and should be completed following a joint discussion of the panel and candidate. Over the life of the research candidacy the form may be revised and amended, and any update must BE lodged with Graduate School. Candidate, Primary Supervisors, Supervisory Panel Members, the Graduate School Academic Program Leader and the Research Committee will be given access to this information. Please discuss any questions with our Graduate School team and when signed return it to: graduateschool@batchelor.edu.au

Candidate Details:

Name: _____ Date: _____
Email: _____ Phone: _____
Title: Select Program Award: Master of Philosophy
Doctor of Philosophy

Primary Supervisor Details:

Name: _____ Date: _____
Email: _____ Phone: _____
Title: _____

Title of Research Project

Type of submission:

Commencement Date: _____ Part-time
Expected Submission Date: _____ Full-time

Name and Completion date of of Scholarship/s (if applicable)

Field of Research, Socio-Economic Objectives, and Type of Activity

The link to download the Australian and New Zealand Field of Research and Socio Economic Objectives is:
<https://www.abs.gov.au/statistics/classifications/australian-and-new-zealand-standard-research-classification-anzsrc/latest-release>. Please add your research classification and percentages for each:

Type of Activity	Field of research (six digit)	%	Socio-Ec Objective (six digit)	%
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Supervisory Panel Support

Please identify the level of expertise that the panel holds and how that aligns to the Candidate's successful research journey and completion

Indigenous knowledge

Discipline knowledge

Research experience

Mentoring

Rules and deadlines

Ethics

Research Design

Completion

Using the text box below, please add any other comments or observations relevant to the supervisory panel's expertise and how the panel alignment will support the Research Candidate and their research project. If the panel and Candidate identify there are gaps that require additional support, skills or practice please use this space to identify those and Graduate School will work with the Candidate and the panel to address them.

Supervisory Panel Responsibilities

Supervisory panels are required to attend 6 monthly progress reviews with each candidate they supervise and to complete the Supervisor Progress Reporting for each semester in a timely way.

Primary supervisors are required to submit the progress report to the Graduate School that identifies the satisfactory or unsatisfactory progress of each Candidate under their guidance.

It is recommended that primary supervisors meet with their candidates by mutual agreement on a regular basis, noting frequency may change throughout the research but that this should be at least once per month at a minimum.

It is recommended that panel members meet with their candidate as negotiated, or every three months at a minimum.

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Candidate Responsibilities

A candidate must complete through collaboration with their supervision panel an Individual Candidate Research Plan (ICRP) and keep the plan updated with the six-monthly progress reviews.

When the candidate and supervision panel meet for progress reviews, progress must be mapped against the ICRP and changes to the ICRP must be recorded and justification noted.

The candidate is required to submit a signed progress report to the Graduate School with their revised ICRP prior to the end of each semester throughout their candidature.

It is the Candidate's responsibility to ensure Graduate School is informed of any circumstances which effect their research training program.

Please see the relevant program rules for general candidature responsibilities and conditions: <https://batchelor.edu.au/research/program-rules/>

Contact and Communication

- It is the responsibility of the candidate to establish regular meeting times and to maintain a record of supervision for their own use.
- It is the responsibility of the supervisory panel members to support the professional research development of the candidate, and focus communication towards empowering and facilitating that.

Name:

Phone/Mobile:

Email:

How often will the candidate arrange contact and meetings?

What are the protocols around rescheduling?

Who will be responsible for keeping a record of discussions, directions given and timelines made (especially during progress review meetings)?

How will Panel members be kept abreast of informal discussions and decisions made between the Primary Supervisor (or individual Panel members) and the candidate?

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What kind of preparation is required by candidate in order to make contact/communication with the supervisor(s) beneficial for working towards candidature completion?

What forms should feedback take and how or will other panel supervisors be included in this feedback?

Intellectual Property

The work associated with this research project and the Candidate's submission of a thesis, or project or artefact and exegesis for examination remain the property of the Candidate. This includes all Intellectual Property Rights and Copy Rights for the new and original work generated.

Maintaining the principles of Intellectual Property, authorship and Indigenous Data Governance are central to the Institute's research principles and to this research training program.

Candidates and Supervisors should ensure they are familiar with the CARE and FAIR principles relating to Indigenous Data Governance <https://ardc.edu.au/resource/the-care-principles/> and Indigenous Community Intellectual Property rights: <https://www.artslaw.com.au/information-sheet/indigenous-cultural-intellectual-property-icip-aitb/>

Where there are Candidate co-authored publications, activities, or artefacts involving members of community, the supervisory panel or others, then authorship must be acknowledged appropriately. The Australian Publication Guidelines can be found here: <https://www.ahmrc.org.au/resource/nhmrc-authorship/>

If the candidate's work is subject to future publication or other agreements what measures are in place to protect the work in preparation throughout candidacy and when under examination?

What record of community support will accompany the research submission prior to examination (this is especially relevant where community support is provided, and the project ethics is deemed low risk)

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Ethics and Integrity

The Ethics Advisory Committee provides oversight and advice for all Human Research Ethics required at Batchelor Institute: <https://www.batchelor.edu.au/research/ethics/>

Data collection must not commence until Ethics approval has been obtained. The Batchelor Ethics Advisory Committee may issue a low risk approval or it may recommend application for a full Human Research Ethics Protocol.

Batchelor works with Ethics Committees from several Universities and Aboriginal Health Services and encourages the Candidate to consider with their supervisory panel from early in the development of the research project, which Ethics committee would be the next to approach for ethical clearance. One of the contributing factors in that decision will be the location of the work being undertaken and the relationship between the location and the closest cultural authority with links to the Candidate or field of their work or both. In some circumstances a national clearance will be required, which can be achieved through lodgment of the primary clearance with another local HREC, or through application to AIATSIS.

When considering your ethics requirements do not forget to compare the costs, time frames and the location covered by various committees.

Academic integrity must be central to your supervisory and research practice as it is the backbone of solid research. There are consequences for breaching academic integrity which can effect your program outcome. Please refer to the policy for academic integrity: <http://myshare.batchelor.edu.au/Services/Policy/Shared Documents/Academic Integrity Policy.pdf>

Artificial Intelligence(AI)and Generative AI are not of themselves contrary to ethical academic conduct and the Institute may use a variety of technologies in order to achieve high quality teaching, training and research outcomes for students. The misuse of AI, especially in relation to obtaining an unfair advantage for assessment or accreditation purposes; or for circumventing required teaching, training or research outcomes is considered to be Academic Misconduct.

Milestones

Are all parties aware of the format and role of the Individual Candidate Research Plan and the need for it to be developed and updated every six months at minimum?

Do the candidate and Panel member agree that the six-monthly progress reports must reflect progress against established milestones and that submitting these progress reports when they are due is a requirement for both the candidate and the primary supervisor and panel?

Are all parties aware of the Research Training Resources and the requirement for familiarity with them within the first FTE 12 months?

Are all parties aware that if the candidate fails to satisfactorily progress their candidature may be deemed at risk and this can lead to a show cause process?

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Confidentiality, respect, resolution - Batchelor Institute Research Principles

That all research performed or published under the Institute's name adheres to the following Research Principles:

- 1.3.1 Unceded sovereignty - Research recognises and acknowledges First Nations lands and peoples and works to ground knowledge construction and research processes from this position.
- 1.3.2 Strength in Culture - Research acknowledges, respects and builds on the cultural legacy of First Nations ancestors and knowledge holders.
- 1.3.3 First Nations-led - First Nations peoples are leaders and sources of knowledge in all research activities from conceptualization to communication. Research plans, policies and activities are developed according to First Nations' needs, priorities, interests, aspirations, and perspectives.
- 1.3.4 Decolonising agenda: Research is committed to anti-colonial struggles through privileging and prioritising First Nations ways of being (ontologies), ways of knowing (epistemologies), ways of valuing (axiologies), and ways of doing (methodologies).
- 1.3.5 Cultural Accountability – Research acknowledges diverse First Nations positionalities and experiences as well as responding with integrity to localised (land-based) cultural obligations and responsibilities.

Are the candidate and Panel member aware that if the relationship is not meeting expectations or there are concerns regarding the nature of the relationship, either party can and should contact the Graduate School Academic Program Leader or the Dean, Higher Education and Research?

These discussions will be in confidence. The Graduate School Engagement and Liaison Officers will be able to advise of processes for resolution such as supporting a change of supervisor agreement.

Examination Responsibilities

Are all parties aware of external examination processes? The requirement for the Primary Supervisor to nominate examiners 3 three months prior to submission by putting forward suggested examiners to Graduate School. It is the Graduate School's responsibility to formally contact nominated examiners, and to assist in identifying examiners to nominate where necessary.

The examiner should not know the name of the candidate until after the examination is completed, and the candidate should not know the name of the examiner until after the examination is completed.

Supervisors should not discuss the examination process or outcomes with nominated or appointed examiners during the examination process.

It is the responsibility of supervisors to ensure that the candidate's final submission has an excellent chance of approval

The four possible outcomes of final submission (acceptance without change, acceptance with minor changes, acceptance with major changes, non-acceptance)

The panel and Candidate have considered and completed this Agreement and agree to the requirements described:

Candidate Signature

Date

Primary Supervisor Signature

Date