Setting Expectations Checklist

Supervisors are encouraged to discuss the key issues listed below in their first supervision meeting with their new HDR candidate and other members of the supervisory team.

Meetings

☐ What will be the frequency, duration, and location of meetings?
☐ How long before meetings should the Candidate’s work be submitted for review? In what form?
☐ What is the planned structure of meetings, including the agenda style, task recording, and which supervisors will be in attendance? Who will be responsible for this?
☐ What are the responsibilities of the Candidate and Supervisors in the event that a meeting is postponed?
☐ Are there any anticipated periods during which meeting frequency will be reduced due to limited availability of the Supervisors or Candidate? If so, what contingencies will be in place?

Feedback

☐ How long will Supervisors take to review work and give feedback after it has been submitted?
☐ In what form will feedback be provided? Oral, written, electronic or other?
☐ Has the Candidate and Supervisor agreed on the extent and scope of the feedback?
☐ Has the Candidate and Supervisor agreed on a process of clearly communicating feedback so there is no ambiguity on how to proceed?

Supervisory team structure

☐ What is the composition of the Supervisory team?
☐ Allocate responsibilities of individual members of the supervisory panel (these may change during the course of candidature)
☐ Are any of the Supervisors retiring, going on long service or study leave? Is so, when will this happen, and what processes will be put in place for extended absences?

Publication plan

☐ How many publications, and what type of publications are planned for preparation during candidature?
☐ What will be the publication type, target publisher or audience?
☐ When and where will they be submitted? Give appropriate dates.
☐ How will conferences be funded?
☐ Has authorship been discussed between the Candidate and their Supervisors and between supervisors?

Training, induction and skills development

☐ Has the Candidate attended a face-to-face induction for HDR students? If not, have they obtained relevant information?
☐ Has the Candidate completed any required online Induction Program?
☐ Is any coursework required for the degree? If so, when and which units?
Resources, support services and research centres

☐ Has the Candidate been advised of their access to equipment, study space, printing, computer, software, and funding available from School, Faculty and/or Research Centre?
☐ What anticipated resource or funding issues could affect progress of the research?
☐ Is the Candidate aware of the research centre most closely affiliated with their research and any services and seminars that are available and will be relevant? What opportunities for involvement/integration might there be for the Candidate with the research centre?
☐ Has the Candidate been advised of services/resources available from Department & Faculty?
☐ Has the Candidate been advised of services/resources available for HDR students at their institution?
☐ Is the Candidate aware of other services available from the University, including Library, Counselling etc.?

Planning, tracking and assessment

☐ Has a timetable/plan for the complete thesis been created showing key milestones, especially the Research Proposal and submission of application to ethics to align with Confirmation of Candidature?
☐ Is the Candidate aware of the implications of limited progress?
☐ Is the Candidate aware of the importance of the university’s student email? All official correspondence including access to progress reports each semester and ethics is via student email.

Rules and policies

☐ Is the Candidate familiar with the following rules and policies, and able to locate them?
  o University rules, policies and guidelines related to Higher Degree by Research Candidates
  o Australian Code for the Responsible Conduct of Research
  o Intellectual Property
  o Authorship and Plagiarism
  o Occupational Health and Safety and Ethics Policies (Human, Animal and Bio-Safety) and requirements
  o The University’s online research repository and Digital Thesis publication
  o Professional editing and proof-reading of theses