

## Charter for HDR Student and Supervisor Responsibilities

#	HDR student	Supervisor
	<p>These are the primary responsibilities of an HDR student.</p> <p>They are intended to ensure that the student has a positive experience and a successful outcome.</p> <p>If in doubt about which of your supervisors is meant in the references below, consult your Principal Supervisor and/or the <a href="#">HDR Supervisor Policy</a>.</p>	<p>These are the primary responsibilities of a Principal Supervisor.</p> <p>All or some of them, or aspects of them, may be shared with other members of the supervisory team.</p> <p>They are intended to ensure that the student has a positive experience and a successful outcome.</p>
<b>Early in the candidature:</b>		
1.	Ensure that you understand the responsibilities of each of your supervisors, and the time commitments they will make, for the duration of your candidature.	<p>Ensure that:</p> <ol style="list-style-type: none"> <li>communications between all members of the supervisory team and the student are coordinated, and</li> <li>the level of involvement of other supervisors in carrying out the specific responsibilities listed in this charter is determined and documented in conjunction with the student.</li> </ol>
2.	<ol style="list-style-type: none"> <li>Discuss and agree with your supervisor/s a method of working together throughout the candidature.</li> <li>Keep to the agreed meeting schedule and written work timetable.</li> <li>Regularly complete the <a href="#">expectations of supervision survey</a></li> </ol>	<ol style="list-style-type: none"> <li>Discuss and agree with the student a method of working together throughout the candidature, including:               <ol style="list-style-type: none"> <li>the mode and scheduling of meetings,</li> <li>timetables for submission of written work, and</li> <li>turnaround times for the provision of feedback.</li> </ol> </li> <li>Regularly complete the <a href="#">expectations of supervision survey</a></li> </ol>
3.	Ensure that you and your supervisor/s agree on shared values and become familiar with the <a href="#">University's values and ethos</a> as outlined in the <a href="#">Making a Difference: The 2025 Agenda</a> .	Ensure that you and your student agree on shared values and become familiar with the <a href="#">University's values and ethos</a> as outlined in the <a href="#">Making a Difference: The 2025 Agenda</a> .
4.	Inform your supervisor/s of any theoretical, methodological and/or philosophical assumptions you hold that might impact on the research project or the working relationship	Inform the student of any theoretical, methodological and/or philosophical assumptions any member of the supervisory team holds that might impact on the research project or the working relationship between

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	between you and your supervisors, and discuss how these will be managed.	supervisor and student, and discuss how these will be managed.
5.	Plan and develop the research project (as approved in your Enrolment Verification) in consultation with your supervisor/s, noting that all final decisions about the research project must be made by you, the student.	Plan and develop the research project with the student, including: <ul style="list-style-type: none"> <li>a. evaluating the feasibility of the proposed research field and/or research questions</li> <li>b. assisting the student to determine the theoretical framework the student will use</li> <li>c. discussing the potential significance and originality of the research, in accordance with the Course Rule requirements</li> <li>d. ensuring that the scope and scale of the proposed research is in accordance with the Course Rule requirements</li> <li>e. ensuring that adequate resources, including library resources and research infrastructure, and funding will exist to support the project; and planning the allocation of the student's research maintenance allocation.</li> </ul>
6.	<p>a. Work with your supervisor/s on:</p> <ul style="list-style-type: none"> <li>i. undertaking a skills/knowledge needs analysis to identify whether you need additional skills/knowledge to undertake your proposed research project, and</li> <li>ii. developing strategies to address any identified needs.</li> </ul> <p>b. Implement the strategies in a timely manner.</p>	Assist the student: <ul style="list-style-type: none"> <li>a. to undertake a skills/knowledge needs analysis to identify whether the student needs additional skills/knowledge to undertake the proposed research project.</li> <li>b. with strategies to address any identified needs.</li> </ul>
7.	Plan your research and writing program to ensure successful completion within the expected candidature duration.	Assist the student to identify how to make the most effective use of the student's time, through such means as: <ul style="list-style-type: none"> <li>a. planning the research program</li> <li>b. making use of appropriate research methods/techniques, and</li> <li>c. planning for Milestones.</li> </ul>
8.	<p>Become familiar with University policies and procedures on:</p> <ul style="list-style-type: none"> <li>• <a href="#">Work Health and Safety</a></li> <li>• <a href="#">Sexual Harassment and Sexual Assault Prevention and Response</a></li> <li>• <a href="#">Student Complaints</a> and <a href="#">Student Review and Appeal</a> policies.</li> </ul> <p>and, where relevant, on:</p> <ul style="list-style-type: none"> <li>• <a href="#">Animal Ethics</a></li> <li>• <a href="#">Human Ethics</a></li> <li>• <a href="#">Biosafety</a></li> </ul>	Ensure that the student: <ul style="list-style-type: none"> <li>d. obtains all approvals</li> <li>e. is aware of the University's <a href="#">Intellectual Property Policy</a> and whether the <a href="#">Student Research IP Procedures</a> apply</li> <li>f. conducts their research in accordance with the University's <a href="#">Work Health and Safety</a> requirements</li> <li>g. is informed of any confidentiality agreements associated with the proposed research</li> <li>h. complies with any Australian Government <a href="#">Export Controls</a> and <a href="#">Biosecurity</a> requirements, and</li> </ul>

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	<ul style="list-style-type: none"> <li>• <a href="#">Intellectual Property</a></li> <li>• <a href="#">Research Integrity Policy</a></li> <li>• <a href="#">Management of Research Data and Primary Material</a> and</li> <li>• <a href="#">Research Publication, Peer Review and Authorship</a>;</li> </ul> <p>and with any other Australian Government requirements such as</p> <ul style="list-style-type: none"> <li>• <a href="#">Export Controls</a></li> <li>• <a href="#">Biosecurity requirements</a></li> </ul> <p>—and ensure compliance with all.</p>	<p>i. is aware of the University's <a href="#">Research Integrity, Management of Research Data and Primary Material</a>, and <a href="#">Research Publication, Peer Review and Authorship</a> policies.</p> <p>j. understands the available supports and options in relation to:</p> <ul style="list-style-type: none"> <li>• <a href="#">Sexual Harassment and Sexual Assault Prevention and Response</a></li> <li>• <a href="#">Student Complaints</a> and <a href="#">Student Review and Appeal</a> policies.</li> </ul>
<b>Throughout candidature:</b>		
9.		<p>a. Inform the student about any planned leave or absence that may impact on the student's supervision and discuss how this will be managed, including whether an interim supervisor will be required.</p> <p>b. Inform the student if a supervisor intends to permanently cease being a supervisor and apply the <a href="#">HDR Supervisor Procedures</a> in respect of a permanent replacement.</p>
10.		<p>a. Keep up to date with developments in the student's research area.</p> <p>b. For Principal and Associate Supervisors, continue to remain research-active and meet the requirements of the Register of HDR Supervisors.</p>
11.	<p>a. Work with your supervisor/s to resolve problems or difficulties you or the supervisor/s identify.</p> <p>b. If a problem is not resolved to your satisfaction, consult the College HDR Coordinator in the first instance.</p> <p>c. Notify the College HDR Coordinator and the Dean of Graduate Research in writing of continuing problems.</p> <p>d. Immediately inform the College HDR Coordinator if it appears to you that the supervisory relationship is breaking down.</p> <p>e. At any time, seek assistance from <a href="#">Student Assist</a> and/or a Contact Officer in the College.</p>	<p>a. Assist with developing solutions to problems as they are identified, whether by the student or by the supervisor/s.</p> <p>b. If a problem is not resolved to the supervisor's satisfaction, consult the College HDR Coordinator in the first instance.</p> <p>c. Use the <a href="#">HDR Progression Procedures</a> as the <i>minimum</i> means by which any difficulties and problems previously discussed are formally noted.</p> <p>d. Notify the College HDR Coordinator and the Dean of Graduate Research in writing of continuing problems.</p> <p>e. Immediately inform the College HDR Coordinator if it appears to a supervisor that the supervisory relationship is breaking down.</p>
12.	Maintain the progress of your research, including written work, in accordance with the timetable agreed with your supervisor/s and the	<p>a. Require written work from the student on the previously agreed timetable, so that the</p>

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	Milestones specified in the <a href="#">HDR Progression Procedures</a> .	<p>student's progress can be assessed regularly.</p> <p>b. Constructively and respectfully critique all written work presented, in accordance with the agreed turnaround time.</p> <p>c. Monitor the performance of the student relative to the standard for the degree.</p> <p>d. Ensure that inadequate progress or below-standard work is brought to the student's attention.</p> <p>e. Participate in the Milestones as required by the <a href="#">HDR Progression Procedures</a>.</p> <p>f. If the student is perceived to be At Risk of having to Show Cause why their candidature should not be terminated, apply the <a href="#">HDR Progression Procedures</a>.</p>
13.	Look for opportunities for developing external relationships that will benefit your research, such as industry engagement, partnerships, collaborations and internships.	Support the student in developing external relationships.
14.	<p>a. Ensure you are familiar with the requirements of the:</p> <ul style="list-style-type: none"> <li>• <a href="#">HDR Admission and Enrolment Procedures</a></li> <li>• <a href="#">HDR Progression Procedures</a></li> <li>• <a href="#">HDR Examination Procedures</a>.</li> </ul> <p>b. Discuss with your supervisor any proposed changes to your candidature before making an application for change (e.g. change of enrolment status or amended field of study), as required by the <a href="#">HDR Admission and Enrolment Procedures</a>.</p>	<p>Keep up to date with the requirements of the:</p> <ul style="list-style-type: none"> <li>• <a href="#">HDR Admission and Enrolment Procedures</a></li> <li>• <a href="#">HDR Progression Procedures</a></li> <li>• <a href="#">HDR Examination Procedures</a></li> <li>• <a href="#">HDR Supervisor Procedures</a></li> </ul> <p>—and support the student in complying with the first three.</p>
<b>Towards the end of the candidature:</b>		
15.		Select examiners, and nominate them to the Office of Graduate Research, as specified in the <a href="#">HDR Examination Procedures</a> .
16.	<p>Produce a final draft of your thesis:</p> <p>a. for review by your supervisor/s and</p> <p>b. for submission</p> <p>—noting that its content is your total responsibility.</p>	Review and evaluate the content and final draft of the student's thesis in a timely manner, with a view to providing the certification required by the <a href="#">HDR Examination Procedures</a> .
17.	Ensure your thesis complies with the requirements of the <a href="#">HDR Examination Procedures</a> , the relevant <a href="#">Course Rule</a> and the <a href="#">HDR Thesis Rules</a> before it is submitted.	

<b>Approval Authority</b>	Deputy Vice-Chancellor (Research)
<b>Responsible Officer</b>	Dean of Graduate Research
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\* Unless otherwise indicated, this procedure will still apply beyond the review date.

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