

TOOL



CO-SUPERVISION EXPECTATIONS: ISSUES FOR DISCUSSION AND AGREEMENT

- 1) If our views differ should we each advise the student separately and let them work it out for themselves, or should we try to reach a consensus first?
- 2) Should all members of the team attend every meeting, or have independent meetings with the student?
- 3) Communication. Shall we cc all emails to every member of the team? Shall we ask the student to send emails to all of us, or just to one supervisor? Which one?
- 4) Roles and contribution of each supervisor in the team?
 - Who takes final responsibility?
 - Can different members of the team be responsible for different aspects of supervision, if so, how does that get recognised?
 - What happens if one supervisor goes on Study Leave or is away for more than a few weeks?
- 5) Supervisory style
 - How do you like to supervise: hands-on, hands-off, by the book, as it comes?
- 6) Reading of drafts of written work
 - What is a reasonable turnaround time on drafts?
 - How many drafts is it reasonable for a member of a supervisory team to read?
- 7) University requirements and policies
 - Who is responsible for ensuring the student achieves milestones?
 - Whose role is it to ensure that the student knows, and follows, policies related to research ethics, plagiarism etc?
 - Whose role is it to take the student through the ethics application process and sign off?
- 8) Meetings
 - Who will organise meetings? How often? Where?
 - Will meetings be noted, if so by whom and to what level of detail and will the notes be copied to all panel members or only those who were at the meeting?
 - What will be the best way to access one another, especially if off-campus?
- 9) Who provides the funds for the student's project?
- 10) Publishing
 - What are your expectations with regard to the student publishing?
 - How much do you think is reasonable to help without being a co-author/alternatively how much should be contributed to be named as a co-author?
 - How will you determine the order of authors?



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- 11) What is the process for discussing concerns?
 - About the student?
 - About each another?
 - What if the student goes to one of you with a problem about the other?
- 12) What research strengths do you consider you bring to the supervisory team?
 - Knowledge of the process, the topic, the methodology?
- 13) What personal skills do you bring to the team? What cultural attributes do you have that you could bring to the team?
- 14) Are there specific aspects of supervision that you think are critical and need to be understood by the other members of the team?

Tool Creator: Oxford Learning Institute, adapted from Kiley, Australian National University

Original Source:

<http://www.learning.ox.ac.uk/media/global/wwwadminoxacuk/localsites/oxfordlearninginstitute/documents/overview/rsv/ClarifyingCoSupervisionArrangements.pdf>

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Modified Version Source: <http://www.dissertationsupervision.org/>

