

TOOL



DOCUMENTING STUDENT-SUPERVISOR AGREEMENTS

Effective and successful supervision requires students and their supervisors to:

- reach agreement on key issues,
- document that agreement, and
- renegotiate that agreement as appropriate.

This tool canvasses key issues which student and their supervisors should discuss, reach an agreement on and document their agreement. The list of issues can be extended or amended as appropriate and used as the basis for discussion and negotiation. Once an agreement has been formalised, it can be revisited and renegotiated to address changing needs, views and circumstances.

Step 1. Consider the expectations regarding supervision that need to be negotiated.

Step 2. Document the negotiated agreement and have it signed by the student and supervisor(s)

Step 3. Revisit and renegotiate the agreement as appropriate.

Supervisor/Student Agreement

Issue	Agreed Practice
Project resources	
Timetable	
Availability (of both student and supervisors)	
Frequency of contact	
Response times	
Mode of contact (email/phone)	
Format of drafts (paper/electronic)	
Feedback modes	
Supervision during periods of leave	
Data storage	

Student: _____ Supervisor: _____ Date: _____

Original Source: <http://researchsupervisiontoolkit.com/page/rst-ebook> (B4.4 Documenting student/candidate-supervisor agreements)

Modified for use with coursework dissertation students: Lynne Roberts, Curtin University, Lynne.Roberts@curtin.edu.au

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



Between Supervision Meetings

Introduction

At the first meeting, agreement should have been reached on if, and how, contact will be maintained between meetings (e.g., acceptability of phone calls and emails). Students will vary in their need for assistance between meetings. Students who make contact frequently may need guidance as to when it is appropriate to make contact, or encouragement to make small decisions for themselves as part of taking ownership of the research project. Conversely, other students may need to be encouraged to make contact between meetings if a pattern emerges of the student spending periods between meetings 'stuck' because they are unsure how to proceed.

When supervising group projects, it is important to copy all students into replies to email queries about the project. Students should also be encouraged to copy in all group members to their emails about the project. This will reduce the number of repeated questions received.

Meeting summaries outline the actions that need to be completed before the next meeting. If you have not received a meeting summary within the specified timeframe, it is important to follow-up with the student(s). When the meeting summary is received, check it for accuracy and send back any corrections if necessary. The summary provides a useful reminder of anything you may need to do before the next meeting.

Encourage students to send you key readings that are influencing the shape of their research projects. Quickly skimming these articles between meetings will help you keep abreast of your students' thinking and evaluate their plans.

Checklist

1. Before the next meeting, ensure that
 - The meeting summary from the previous meeting has been received
 - Your required actions (as detailed in the meeting summary) have been completed
 - Key articles or other materials sent to you by the student have been skimmed