

Guidelines for Establishing and Maintaining Higher Degree by Research Supervisory Relationship

These Guidelines should be considered in conjunction with Higher Degree by Research Policies and Procedures. These documents are available on the [Compliance, Legislation and Policy website](#).

1.0 Supervisors and Students Should Maintain Regular Communication

- 1.1 Formal meetings and other means of communication should be used to help maintain and monitor progress.
- 1.2 For off-campus students, contact will not usually be face-to-face. Regular contact will be by telephone, email or other means. The supervisor and student will need to reach an agreement on how regular communication is established and maintained.
- 1.3 Keeping records of supervisory meetings is important for the supervisor and the student so that both are clear on what has been achieved and what is to be the focus of the next meeting.
- 1.4 It is preferable to set up the next meeting at the conclusion of the current one as this will allow time to prepare for the agreed focus of the next meeting, and for the supervisor to read any material the student has presented in the interim.
- 1.5 The records of meetings should cover briefly what issues were discussed; what progress has been made and how this matches up to expectations; any concerns or issues for clarification raised by either party; when the next meeting will be held; and what sort of progress is expected within that period of time.
- 1.6 It is important to set some clear guidelines specifying what action to take if one party cannot attend a scheduled meeting.

2.0 Items for Student-Supervisor Meetings

- 2.1 At the commencement of a student's enrolment it is vital that discussion focuses on the student's proposed research topic to ensure that it is appropriate and feasible.
- 2.2 Points that might be discussed include: Scope of the research questions; What resourcing is available for the study; What literature should be reviewed; What research skills/experimental techniques should be developed; Will ethics approval be required; What other background experience or information is required; What is an appropriate timeline for conducting the study and thesis writing; How will the requirements of Milestone 1 be met in a timely manner.
- 2.3 Supervisors should be expected to; give guidance about the nature of research and the academic standards expected, the planning of the research program, access to literature and resources, and the avoidance of plagiarism; advice about developing the necessary research method skills and any other relevant training skills to complete the degree;
- 2.4 Supervisors should be expected to; give guidance about the requirements for Milestones and any other Curtin Rules, Policies or Procedures that are relevant; and requirements for Ethics approval, data storage and access to facilities and equipment.
- 2.5 A supervisor should ensure that their student is made aware of inadequate progress or standard of work in a constructive and timely manner.
- 2.6 A HDR student is expected to maintain progress in accordance with the stages agreed upon with the supervisor.
- 2.7 A HDR student is expected to present legible and appropriately formatted written material as required in sufficient time to allow for supervisors to provide comments and feedback.
- 2.8 A HDR student is expected to make appropriate use of any teaching and learning facilities and training opportunities made available by the University, the Faculty, the School or a Research Centre.

2.9 A HDR student is expected to ensure that any circumstances that might require a change of mode of study, or an enrolment to be extended, suspended or withdrawn are brought to the attention of their supervisors.

2.10 A HDR student is expected to accept responsibility for their individual research activity and progression for the degree.

RELATED DOCUMENTS/LINKS/FORMS

[Curtin University Act 1966 \(WA\)](#)

[TEQSA Higher Education Standards Framework](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015](#)

[Education Services for Overseas Students \(ESOS\) Act](#)

[Course Approval and Quality Manual](#)

[Universities Australia Principles for Respectful Supervisory Relationships](#)