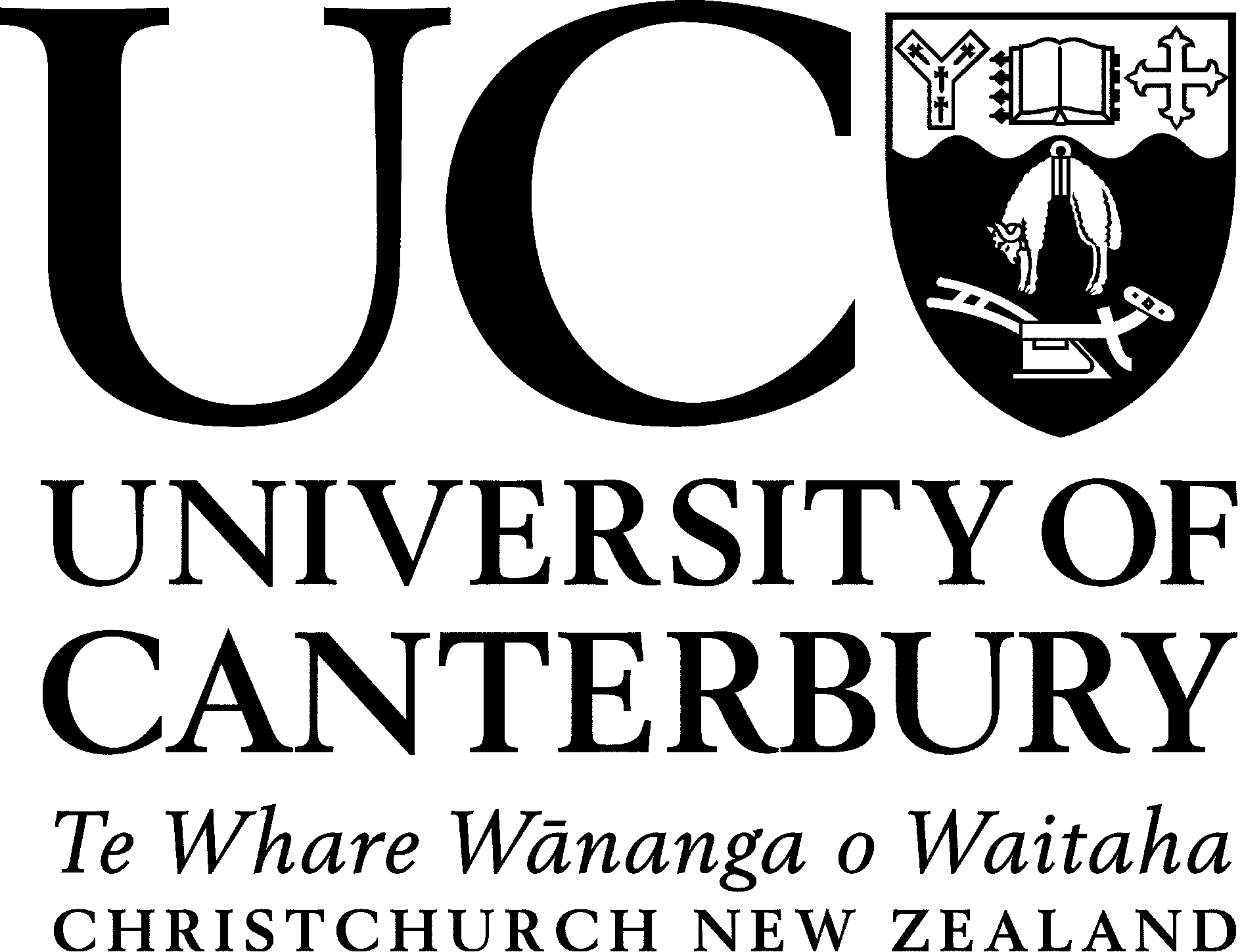
**Postgraduate Office**  

|  |
| --- |
| Doctoral Supervisory Agreement |

Date Last Modified: August 2016

This form is to be completed within 6 months after enrolment as a provisional doctoral candidate.

**Please email the completed form to the Postgraduate Office (**[**postgraduate-office@canterbury.ac.nz**](mailto:postgraduate-office@canterbury.ac.nz)**).**

**PART A**: **STUDENT DETAILS**

|  |  |
| --- | --- |
| Full Name: |  |
| UC Student ID Number: |  |
| Date of enrolment (dd/mm/yy): |  |
| Department/School/Centre: |  |
| Course Code (e.g., HIST790): |  |
| Name of any scholarships held: |  |
| Enrolment Status | Full-time  Part-time |
| Thesis Working Title |  |

**PART B**: **RESEARCH DETAILS**

Please provide a brief summary of the intended project and progress to date. The full research proposal does *not* need to be submitted to the Postgraduate Office.

|  |
| --- |
| Only a brief summary is required here |

The student has submitted their Research Proposal to TURNITIN, and we have discussed the concept of plagiarism and there is no significant plagiarism in the proposal

Yes  No

Is the students written/spoken English acceptable to complete a PhD? Yes  No

If no, what action will be taken?

Is the student required to complete any courses? Yes  No

If so, what courses?

Is Maori consultation appropriate? (http://www.research.canterbury.ac.nz/maoriresearch/index.shtml) Yes  No

If an international student, less than 12 months research will be overseas?

Yes  No

**PART C**: **SUPERVISORY TEAM**

The regulations require least one supervisor other than the Senior Supervisor. The Senior Supervisor should be a member of the UC continuing academic staff.

New Academic staff members must complete the New Thesis Supervisors Course prior to being appointed as a Senior Supervisor for a doctoral candidate. For details see <https://intranet.canterbury.ac.nz/ld/dev_plan/thesis_supervision/index.shtml>

**If a supervisor is external to UC, include e-mail, institution affiliation and phone number.**

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Dept/School or Organisation** |
| Senior Supervisor |  |  |
| Co-Supervisor (if applicable) |  |  |
| Associate Supervisor(s) |  |  |

**EFTS Split**

EFTS splits should be agreed by all supervisors and need to be approved by the HOD/S or nominee. EFTS split apply only to UC staff.

|  |  |  |
| --- | --- | --- |
| Name and % EFTS | Department | HOD Name/Signature |
|  |  |  |
|  |  |  |
|  |  |  |

Students and supervisors should familiarize themselves with;

* the “Research Work for a Master's or Doctoral Thesis: Code of Practice” (http://www.canterbury.ac.nz/media/documents/postgraduate-/Research-Work-For-A-Masters-Or-PhD-Thesis-Code-Of-Practice.pdf)
* the relevant degree regulations <http://www.canterbury.ac.nz/postgrad/doctoral_students/policies.shtml>.

Additional key points.

1. The Senior Supervisor will provide the candidate with information about relevant departmental/school guides and resources.
2. The candidate agrees to become familiar with all Postgraduate rules and regulations and to fulfill departmental/school obligations concerning departmental/school conferences or seminars.
3. In the event of the Senior Supervisor being absent, on leave, retiring or resigning from the university, the department/school will take all reasonable stepsto ensure continuity of supervision, having consulted the candidate with regard to these arrangements.
4. The candidate has the right to request alternative supervision if they believe the project is being inadequately or inappropriately supervised. Any request should be made in the first instance to the Department/School Postgraduate Coordinator, and then HoD/S, and then to the Dean of Postgraduate Research.
5. If the candidate’s work is deemed unsatisfactory by the Supervisory team, the Senior Supervisor must inform the candidate in writing.

**PART D**: **SUPERVISORY AGREEMENT**

The student and supervisors should discuss and agree on the details below.

**Meetings, Timelines and Feedback**

1. Formal supervision meetings will occur at intervals of not less than months.

*NB: These meetings should occur at intervals of between one and three months. It is recommended that written summaries of formal meetings be kept by student and supervisors.*

1. The student and supervisors will establish an agreed, and documented, timeline and schedule for work to be completed and submitted to the supervisory team for comment.
2. Senior Supervisors will provide feedback on written work within weeks of the work being submitted.

**Health and Safety and Ethics Requirements**

1. Where the candidate’s research will involve the use of hazardous materials or equipment, or will, be conducted in a dangerous or hazardous environment (e.g. field work in isolated terrains), the candidate has been informed of the risks, provided with appropriate training, and informed about any necessary safety procedures, equipment  Yes  No  n/a

Where the candidate is undertaking field activity additional health and safety documentation may need to be completed, candidates should seek advice from their supervisor.

Additional health and safety approvals or training are required and will be completed before the student begins research?  Yes  No

1. Those aspects of the research that require approval from an Ethics Committee shall not proceed until the approval has been gained. Information about the UC Ethics Committees can be found at <http://www.research.canterbury.ac.nz/ethics.shtml>

Approval for this research will be sought from the following ethics committee(s):

**Data Access, Storage and Data Sharing**

Data refers here to any information gained from research participants or through other research activity associated with the thesis. The candidate and Senior Supervisor should reach agreement about access to data.

Data will be collected during the research  Yes  No.

If yes complete the questions below. If no proceed to the next section of this form.

1. The student will have full access to the data generated by their work during the period of their doctoral candidature.
2. The student must ensure that all raw data are stored appropriately, and in accord with any specifications from relevant ethics committees.
3. The data will be shared with the following individuals during or after the project, subject to ethics and confidentiality requirements. The data type(s) (e.g., raw/processed) to which each person will have access should be specified.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Access to what data type? *(delete as appropriate)* | Access permitted when? *(delete as appropriate)* |
|  |  | raw/processed data/both | during project/after project/both |

1. The student will ensure that any long-term storage of data is consistent with any specifications from relevant ethics committees and should cover the requirements of journal publishers or other professional bodies concerning the retention of data. The student may pass over responsibility for data storage to supervisors or other persons. Such ‘hand-over” of data should be accompanied by an agreement to that effect signed by the student and relevant other parties.
2. It is the responsibility of the student to comply with any agreements regarding provision of data, or reports, for external bodies (e.g., research sponsor; participants).

Issues of data access during and subsequent to the PhD have been agreed between student and supervisors?  Yes  No

Raw data will be stored at under the supervision of

Issues of data storage during and subsequent to the PhD have been agreed between student

and supervisors?  Yes  No

Processed data will be stored at under the supervision of

Consideration may be given to broader data sharing (e.g., National Institute of Health, US; National Health and Medical Research Council, Australia.

**Authorship**

All theses are required to be deposited in the UC Research Repository and made available for public access.

However, thesis may be embargoed, for a period of not more than 24 months – for further information see <http://www.canterbury.ac.nz/postgraduate/phd-and-doctoral-study/thesis-submission-for-examination-doctoral/>

The candidate and their supervisors should reach agreement about authorship of any published results of the research. *All contributors should be consulted about any planned dissemination in advance*.

Matters to be considered include:

1. Who should be an author on any publication/presentation, and in what order, and how this is to be determined.
2. It is expected that a student will be the first author on any publications arising from their research.
3. It is the student’s right to determine the dissemination of their research – unless previously agreed otherwise.
4. If a student does not want to undertake the work necessary to disseminate the research findings other than in the doctoral thesis then they may agree to another person taking the lead on drafting publications. Such a hand-over of responsibility should be documented.
5. It is recommended that student and supervisor agree on a timeframe post-submission of the thesis to discuss a potential hand-over of dissemination responsibility as necessary.

Issues of authorship have been discussed between student and supervisors?  Yes  No

It has been agreed that names and order of authors will be discussed for each publication that arises from the thesis research supervisors?  Yes  No

Where there are conditions restricting the open publication of the research results, the student has signed an agreement confirming their acceptance of those conditions?  Yes  No  n/a

**Intellectual Property (IP)**

Intellectual property (IP) is a legal term that refers to “creations of the mind”. Examples of IP include music, literature, and other artistic works; discoveries and inventions; and words, phrases, symbols, and designs.

Students and supervisors should familiarize themselves with the [University’s IP Policy](http://www.canterbury.ac.nz/ucpolicy/?SearchBy=Keyword&Value=intellectual).

1. Thesis students are the owners of the IP created by their research unless otherwise specified.
2. A supervisor or other person may make a contribution to the work in the thesis, and are entitled to rights to that IP according to the extent of their contribution. That person and the student should reach agreement in writing.
3. Thesis students are advised to reach agreement with the University over ownership of and rights to IP before commencing their research.
4. A student may be required to enter into an agreement with the University and/or third parties that includes clauses related to IP rights. In all such cases, advice should be sought from [Research & Innovation](http://www.research.canterbury.ac.nz/) over the signing of the contract.

An IP agreement with the University and/or third parties is necessary?

Yes  No

If yes, the student has signed an IP Agreement with the University and/or third parties?

Yes  No

Prior to signing the IP Agreement the reasons for the agreement and its implications were clearly articulated to the student who was given an opportunity to seek legal advice.

Yes  No

Any IP, idea, or specific know-how with potential commercial applicability already in existence at the commencement of the student’s studies has been identified and documented in a Statement of Intellectual Property through Research & Innovation.

Yes  No  n/a

**Copyright**

Copyright is a form of intellectual property. Copyright exists only once a work is recorded (in writing or otherwise) and protects the recorded expression of that work.

Students own the copyright to their doctoral theses (once written). In writing a thesis it is essential that a student adheres to copyright laws.

If you have any queries please contact the UC Library Research Data Coordinator.

Student and supervisors have discussed issues regarding copyright?  Yes  No

The student agrees to ensure that any necessary copyright approvals are sought prior to submission of the thesis for examination  Yes  No

**PART E**: **SIGNATURES**

**Student**

I understand and accept the arrangements specified above.

I would like to bring the following issue(s) to the attention of the HoD/S or nominee and/or the Dean of Postgraduate Research

Typed name or Esignature:       Date:

**Supervisors**

I support the student’s continued candidature and agree with the arrangements as specified above

I do not support the student’s continued candidature, for the reasons specified below

I would like to bring the following issue(s) to the attention of the HoD/S or nominee and/or Dean of Postgraduate Research

Senior Supervisor Typed name/Esignature:       Date:

Co-/Associate- Supervisor Typed name/Esignature:       Date:

Co-/Associate- Supervisor Typed name/Esignature:       Date:

**HoD/S or nominee**

I support the student’s continued candidature. Please complete the questions below.

I do not support the student’s continued candidature.

Is it feasible for the proposed research to be completed in the normal time-frame for the Ph.D?**Yes** **No**

The supervision arrangements specified above are satisfactory

*(including planned sabbatical leave by supervisors)* **Yes** **No**

If the student has to meet any of the costs of the research, they have been informed of this.

**Not applicable  Yes, the candidate has been informed**

Please add any supporting comments below

HoD/S or nominee Typed name/Esignature:       Date:

***Please now email to*** [***postgraduate-office@canterbury.ac.nz***](mailto:postgraduate-office@canterbury.ac.nz)

**Dean of Postgraduate Research:**

Continued candidature is:  approved;  not approved

Comments:

Typed name/Esignature:  Date: