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| **HDR Candidate Name:** |  | | |
| **Advisor Name(s):** |  | | |
| **Student Number:** |  | **Discussion Date:** |  |

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| **Using this document:**  This checklist is an optional tool to help HDR candidates and advisory teams to discuss the supervisory relationship and to explicitly record their expectations for how they plan to work together. Early discussion and agreement on ways of working together provides a foundation for a productive, professional, and rewarding supervisory relationship.  Scheduling a meeting to work through this checklist can be useful early in candidature (i.e., before the Early Candidature Checkpoint) to help candidates and advisors to record expectations and preferred ways of working. Candidates and advisors may also wish to complete the [*Supervisory Expectations: Questionnaire*](https://my.uq.edu.au/files/31657/ExpectationsinSupervision.pdf) prior to meeting to prompt the initial discussion about expectations.  You may also like to refer to the [Higher Degree by Research Candidate Charter](https://policies.uq.edu.au/document/view-current.php?id=245) for information on specific roles, responsibilities, and accountabilities of those involved in research training. |

**Instructions:**

Check off each area as it is discussed. Prompt questions are provided under each area to encourage discussion and to flag points that may need to be considered.

Use the space underneath each discussion point to record notes of the discussion, focussing on any agreed expectations or actions to be taken by the HDR Candidate and the Advisory Team.

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| **Communication** | |
|  | **Expectations and preferred working styles:**   * Understanding that each party brings their own expectations and preferred work styles to the supervisory relationship. * Explore this by completing the *Supervisory Expectations: Questionnaire* |
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|  | **Meeting frequency and mode:**   * Daily / weekly / fortnightly / monthly? * In person / via Zoom / in Teams / via email? |
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|  | **Recording of supervision meetings:**   * Will minutes be taken of meetings? * Who takes them / keeps them / shares them? |
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|  | **Communication between HDR Candidate and Advisory Team outside of meetings:**   * What types of questions should the HDR Candidate be contacting the Advisory Team about outside of scheduled meetings? * What methods of communication are preferred? |
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|  | **Communicating about progress:**   * How often should the HDR Candidate be sending work through to the Advisory Team for review? * Should it be electronic or hard copy and how will version control be maintained? * Does anyone have strong preferences for font type / size / margins etc? |
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|  | **Feedback on work:**   * How will feedback and constructive criticism be given on work, e.g., track changes / comments etc? * What will the feedback focus on, e.g., methodology/ process / formatting? * How quickly will the Advisory Team provide feedback on HDR Candidate work and how often do they expect to review the same content / section? |
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|  | **Expectations of support from Advisory Team:**   * What supports will be provided by the Principal Advisor? * What support will be provided by other Advisory Team members? |
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|  | **Expectations of the HDR Candidate:**   * What do the Advisory Team expect from the HDR Candidate? |
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| **The research project** | |
|  | **Research Proposal:**   * Does a research proposal need to be developed? * If yes, when and what depth of detail is required? |
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|  | **Research Timelines**   * When are Progress Reviews due? When will the thesis be submitted? * What key tasks are required to meet due dates? When should these tasks be achieved by? * When would be the ideal time to include a 3 months (full-time equivalent) industry placement (if relevant)? |
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|  | **Progress Review 1 (Confirmation):**   * What are the requirements for PR1? |
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|  | **Resources:**   * What type of equipment will be needed for this project? * What funding will be needed for this project? * Are there any other considerations that require resourcing (e.g., fieldwork)? |
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|  | **Research records:**   * What protocols will be used to maintain research records? * Which systems will be used? * Who will have access to research records? |
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|  | **Health, safety, and wellbeing:**   * Are there any health, safety or wellness aspects that need to be considered regarding this project? * Is any training required to ensure health, safety, and wellness in relation to the project / candidature? |
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|  | **Regulatory approvals:**   * Are any regulatory approvals required, e.g., working with children check / police check / materials handling certification / quarantine permits / other licences or permissions? * If yes, when are they required by? |
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|  | **Intellectual property:**   * Are there any restrictions on the IP in the research project? * Record any IP arrangements that will apply. |
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|  | **Conflicts of interest:**   * Are there any potential conflicts of interest? * Are there any implications arising from funding agreements or collaborations with other parties? |
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|  | **Authorship:**   * Are there any restrictions on authorship, e.g., embargoes, open access requirements etc.? * Who will be listed as an author on any outputs relating to the HDR Candidate’s work? * Have all parties read [UQ’s information on authorship](https://www.uq.edu.au/research/research-support/ethics-integrity-and-compliance/research-integrity/authorship) and [UQ PPL 4.20.04 Authorship](https://ppl.app.uq.edu.au/content/4.20.04-authorship)? |
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| **Training and development** | |
|  | **Career goals:**   * Discuss long-term career goals |
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|  | **Individual development plan:**   * Discuss your training and development needs, both for your research project and for your career goals. * Is there any coursework / more in-depth training that the HDR Candidate should / needs to complete? * Create an [*Individual Development Plan*](https://cdf.graduate-school.uq.edu.au/individual-development-plan) for your candidature. |
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|  | **Professional engagement:**   * What professional and academic societies would the HDR Candidate benefit from joining? * What additional activities would the HDR Candidate benefit from (e.g., [an industry placement](https://cdf.graduate-school.uq.edu.au/hdr-placements), committee membership, HDR Student Representative, [3MT participation](https://threeminutethesis.uq.edu.au/uq), [Graduate Teaching Associate Program](https://cdf.graduate-school.uq.edu.au/event/session/136), [Wonder of Science](https://wonderofscience.com.au/young-science-ambassadors), [Global Change Scholars program](https://graduate-school.uq.edu.au/current-students/global-change-scholars-program) etc.)? * Where (and whom) should the HDR Candidate be looking to network with? |
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|  | **Research dissemination avenues:**   * Which conferences should the HDR Candidate aim to attend and to present at? * Which journals should the HDR Candidate aim to publish in? * Are there other avenues that the HDR Candidate should be engaging with (e.g., The Conversation?) * At what point in candidature should the HDR Candidate be aiming to engage with each of these areas? |
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| **i Next steps:**   * A copy of this completed checklist should be provided to the HDR Candidate and all members of the Advisory Team for future reference. * It is advisable to revisit this checklist at key points (e.g., Progress Reviews) to revisit and revise expectations and ways of working together to maintain and nurture a supportive and professional supervisory relationship. |