## Supervision Agreement

This agreement is to be completed by the student, in consultation with their supervisor, within one month after initial enrolment in the research component for research master’s / 120pt B(Hons) degrees, or within two months for doctoral degrees. The agreement serves to create an understanding and expectation of the way in which students and supervisors will work together, and commitments.

Please complete each section.

The agreement should be reviewed as the research progresses (such as changes in milestone dates, a change in supervisors, etc.) if needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Student ID** |  | **Name** |  |

## Timeline

|  |  |
| --- | --- |
| The student acknowledges the expected submission timeframe, and that an extension request (with fees) will be needed for any further enrolment period.  (tick the relevant option)  360 point thesis: 3 years if full-time, 6 years if part-time  240 point thesis: 2 years if full-time, 4 years if part-time (ProfDoc)  120 point thesis: 1 year if full-time, 2 years if part-time  90 point thesis: 1 year / 2 semesters if full-time, 2 years /4 semesters if part-time  60 point dissertation: 6 months / 1 semester if full-time\*, 1 year / 2 semesters if part-time\*  \*For specific timeframes refer to the programme handbook | Yes  No |
| What is the expected student time commitment  (per week and/or per month)  Note that full-time study is approximately equivalent to a full-time work commitments. Part-time study is approximately equivalent to half-time work commitments. |  |
| What is the expected supervisor time commitment  (per week and/or per month)  Primary Supervisor  Co Supervisor  Secondary Supervisor  Other supervisor(s) |  |

## Meetings

|  |  |
| --- | --- |
| What will be the frequency of meetings with the student and supervisory team? A minimum of once per month is expected. |  |
| How will meetings be arranged – who will initiate the meetings, and will they be regularly scheduled, or scheduled when needed? |  |
| Will summary notes of meetings be recorded, and if so by who? | Yes  No |

## Feedback

|  |  |
| --- | --- |
| Supervisors will provide feedback on written work. | Confirmed |
| How will the feedback be provided (eg., track changes, comments…)? |  |
| How many days in advance of the meetings will relevant written work be provided by the student for supervisor(s) review? |  |
| What is the agreed timeframe by which the supervisors will provide formal feedback after receipt of written work? |  |

## Conflicts of Interest

|  |  |
| --- | --- |
| Potential conflicts of interest have been considered and declared, referencing the AUT COI Policy (below):  [Conflict of Interest Policy](https://autuni.sharepoint.com/sites/Tuia/SitePages/A-Z-policies,-procedures,-guidelines-%26-forms.aspx#policies) (Staff)  Management of potential COI has been discussed and agreed on as relevant. | Yes  No  Yes  No |

## Use of Artificial Intelligence

|  |  |
| --- | --- |
| The use of generative AI in research has been discussed, and the AUT AI guidelines for PG research has been reviewed. Refer to the Artificial Intelligence section of the [AUT Postgraduate Handbook](https://www.aut.ac.nz/research/postgraduate-student-support/pg-forms-policies-and-processes/handbook) | Yes  No |

## Ethics Approval

|  |  |
| --- | --- |
| Will an ethics application be required?  Supervisors are required to undertake the ethics application process and are responsible for the application content. | Yes  No |

## Data Management

Data refers to any information gained from research participants or through other research activity associated with the thesis. Please refer to [Research Data Management](https://autuni.sharepoint.com/sites/Tuia/SitePages/Research-data-management.aspx) for more information.

|  |  |
| --- | --- |
| Issues of data access and storage, during and subsequent to the research completion, have been agreed between student and supervisors. | Yes  No |
| The student will have full access to the data generated by their work. | Yes  No |
| The student will ensure that all data are stored appropriately and in accordance with any specifications from relevant ethics committees. | Yes  No |

## Authorship, IP, and Copyright

## Authorship

The student 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. You can view the [University’s Co-Authorship Protocol](https://www.aut.ac.nz/research/postgraduate-student-support/pg-forms-policies-and-processes/protocols) for more information.

The inclusion of published work within a thesis is encouraged at AUT. Please see the relevant guidelines for including publications in a thesis in the [Postgraduate Handbook](https://www.aut.ac.nz/research/postgraduate-student-support/pg-forms-policies-and-processes/handbook).

|  |  |
| --- | --- |
| We have both reviewed the University’s Co-Authorship Protocol and have agreed on how we will manage this in publications arising from the thesis. | Yes  No |

## Intellectual Property

Intellectual Property (IP) is defined as any discovery, innovation, invention, form, shape, sound, image, expression, technique or process which is the product of skill, effort or intellect.

Note that under the [AUT IP policy](https://www.aut.ac.nz/research/aut-research-office/intellectual-property?redirect=ip) students generally own their research component and academic publications. IP ownership questions can be directed to the [University Research Office](https://www.aut.ac.nz/research/aut-research-office) (Te Kāhui Poipoi Rangahau) or [AUT Ventures](https://ventures.aut.ac.nz/).

If you or your supervisor have reason to believe that Intellectual Property implications will arise out of the research, your supervisor is responsible for discussing this with you and liaising with the University's commercialisation arm - [AUT Ventures](https://ventures.aut.ac.nz/).

|  |  |
| --- | --- |
| Is this research project part of a wider research programme involving external organisations? | Yes  No |
| * If ‘Yes’, please provide details: |  |
| Are there contractual arrangements to be negotiated? | Yes  No |
| Has a contract been signed? | Yes  No |
| Is an IP agreement with the University and/or third parties required? | Yes  No |
| * If ‘Yes’, has this already been completed?   Include a copy of the IP agreement with this form. | 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 (state where). | Yes  No |
| At this stage, do you expect an embargo will be required? | Yes  No  (If yes, complete an [Embargo](https://www.aut.ac.nz/research/postgraduate-student-support/pg-forms-policies-and-processes/forms) application) |
| Any additional comments: |  |

## 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 theses once written. In writing a thesis it is essential that a student adheres to copyright laws. Please refer to the Postgraduate Handbook on Intellectual Property and Copyright.

If you have any queries, please contact [Te Kahui Poipoi Rangahau- AUT Research Office](https://www.aut.ac.nz/research/aut-research-office) or [AUT Ventures](https://ventures.aut.ac.nz/)

|  |  |
| --- | --- |
| 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 |

## Resources

|  |  |
| --- | --- |
| Student and supervisors know how to access the latest Postgraduate Handbook | Yes  No |
| Student is aware of resources available (consider the following):   * + A study place, locker, laboratory space, etc?   + Computer, data storage, e-mail, internet access, interloans?   + Funding/research grants/scholarships? If available, what are the application processes and deadlines? Who can be contacted for more information?   + [Support services](https://www.aut.ac.nz/student-life/studying), e.g. technical, library?   + What reimbursement of cost process is available?   + What workshops/courses/conferences will be helpful (e.g. [GRS workshops and online resources)?](https://student.aut.ac.nz/postgraduate-research/postgraduate-research-online-resources) | Yes  No |
| Student and supervisors know how to access [Postgraduate Policies and Protocols](https://www.aut.ac.nz/research/postgraduate-student-support/pg-forms-policies-and-processes/protocols) | Yes  No |
| Useful Links to services and support groups:  [AUT Support Services](https://www.aut.ac.nz/student-life/support-services)  [Health, Counselling and Wellbeing](https://www.aut.ac.nz/student-life/student-health-and-wellbeing)  [Postgraduate Research Student Support](https://www.aut.ac.nz/research/postgraduate-student-support/pg-forms-policies-and-processes/protocols)  [Scholarship Student Support](https://www.aut.ac.nz/student-life/support-services/scholarship-student-support)  [AUT Student Association (AUTSA)](https://www.autsa.org.nz/advocacy)  [Peer Support](https://www.aut.ac.nz/student-life/support-services/peer-support-get-help-and-advice-from-other-students) |  |

## AUT Requirements

|  |  |
| --- | --- |
| Are there conditions attached to the enrolment (e.g. successful completion of a research methods course)? What happens if these conditions are not met? | Yes  No |
| If the student is intending to travel off campus (either domestically or internationally) for research related activities:  What requirements (e.g. health and safety, residency requirements, visa requirements) are there pertaining to off-campus activities such as field-work, international travel? |  |
| If the student is receiving financial support via a scholarship or from a research contract (e.g. research grant):  What are the details and conditions attached to this financial support? |  |

## Resolving issues, should they occur

As students progress through the research journey there are sometimes issues. It is hoped that most of the problems which might arise between a student and a supervisor are able to be resolved through discussion, with or without the assistance of a third party:

Please refer to the Resolution of Problems Section in the [Postgraduate Handbook](https://www.aut.ac.nz/research/postgraduate-student-support/pg-forms-policies-and-processes/handbook) for more information.

If your progress is compromised, the University follows a process, see the [Postgraduate Handbook](https://www.aut.ac.nz/research/postgraduate-student-support/pg-forms-policies-and-processes/handbook) for further details.

|  |  |
| --- | --- |
| How might issues be resolved should they occur? |  |
| Who can the student contact to discuss an issue/problem? |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Student** |  | | **Signature** |  | **Date** |  |
|  | | | | | | |
| **Co-Supervisor (Admin Lead)** | |  | **Signature** |  | **Date** |  |