


# STUDENT ASSIST

A DEPARTMENT OF THE CURTIN STUDENT GUILD

## GETTING THE BEST FROM YOUR SUPERVISOR RELATIONSHIP

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# CURTIN STUDENT GUILD

# The Basics

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- HDR – Higher Degree by Research – Doctoral and Masters students
- Thesis Committee comprises of:
  - Chairperson
  - Primary supervisor
  - Co-supervisors (or associate supervisors)

# Meetings – best practice

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- Agree on a regular schedule for meetings
- Prepare an agenda for each meeting
- Take notes during your meetings; specify action items and outcomes
- Submit written summary of meeting and action items to your supervisors

# Supervisor responsibilities

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Your supervisor 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;
- advise about developing the necessary research method skills and any other relevant training skills to complete the degree;
- give guidance about the requirements for Milestones and any other Curtin rules;
- ensure that you are made aware of inadequate progress or standards of work below that generally expected, confirming this in writing to the student and arranging any supportive action necessary.

# Student responsibilities

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The student should be expected to;

- maintain progress of work in accordance with the stages agreed upon with the supervisor;
- present written material as required in sufficient time to allow for comments and discussion;
- make appropriate use of any teaching and learning facilities and training opportunities made available by the University, the Graduate Research School, the Faculty and/or School/Department;
- 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that any circumstances that might require a change of mode of study, or an enrolment to be extended, suspended or withdrawn are brought to the attention of their supervisor(s);
- accept responsibility for their individual research activity and progression for the degree.

# Expectations

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Academic expectations:

- What is the role of your different supervisors?
- Workload – how much work do you need to do?
- Schedule – when does the work need to be done?
- Feedback – how long will it take for your supervisors to give feedback?  
How much do they give?
- Editing process
- Research methodology

# Expectations

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## Personal expectations:

- Frequency of meetings
  - It will change as the project progresses.
  - 45 hours per year.
- Availability
- Email response time

# Expectations

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Cultural expectations:

- What does a supervisor do?
  - Academic integrity
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- It is okay to question your supervisor – asking questions is how you will learn.



# Authorship

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- Discuss attribution of authorship well in advance of publication
- Researchers must make a *significant intellectual or scholarly contribution*
- Supervisors should not automatically be listed as a co-author

# Managing the relationship

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- Meeting schedule likely to change
- Discuss progress
- Inform supervisors about any challenges or delays

# Resources

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- All forms / policies / guidelines are on the Curtin website
- GRS can give advice on processes
- Student Assist can give advice on processes / appeals

# If things go wrong...

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- **Student Assist** – 9266 2900 or [student.assist@guild.curtin.edu.au](mailto:student.assist@guild.curtin.edu.au)
- **Curtin Counselling** – 9266 7850
- **Graduate Research School** – [ROC.GRS@curtin.edu.au](mailto:ROC.GRS@curtin.edu.au)
- Try to resolve the issue with your supervisor
- If the supervisor is part of problem, take the matter to your Chairperson