

## Adelaide University Candidature Agreement

This form is to be completed by the graduate research student in consultation with their principal supervisor and supervisory panel within the first month of candidature and must be submitted as part of the *Initial Review of Progress*. Supplemental resources to assist both graduate research students and supervisors with the completion of this form are available on the Adelaide University Graduate Research School's website.

Graduate Research Student Details	
<b>Student ID</b>	
<b>Name</b>	

Supervisory Panel		
Role	First Name	Last Name
Principal Supervisor		
Co-Supervisor		

Candidature Requirements	
<input type="checkbox"/>	All Supervisors have disclosed any personal relationships among members of the supervisory panel or other conflicts of interest.
<input type="checkbox"/>	The Principal Supervisor has outlined an initial plan for the timely submission of the thesis, and the graduate researcher has a clear understanding of their overarching research aims and responsibilities which will be documented prior to completion of the Initial Review.
<input type="checkbox"/>	The Principal Supervisor has outlined the progress review structure, and the graduate researcher understands that it is their responsibility to ensure all parties have submitted their sections of the reviews prior to the due dates.
<input type="checkbox"/>	The Principal Supervisor has outlined the requirements of the Australian Code for the Responsible Conduct of Research and other applicable codes, University guidelines and policies including the University's Code of Conduct, and the graduate researcher has agreed to comply with all relevant requirements and complete all required training.
<input type="checkbox"/>	It is agreed and understood that any research that requires ethics or compliance approvals cannot commence until <i>all</i> applicable approvals have been received and lodged with the Graduate Research School.

<input type="checkbox"/>	The Principal Supervisor and graduate researcher have discussed the benefits of participating in a research internship or industry engagement or entrepreneurial activities, and the potential for doing so.
<input type="checkbox"/>	The Principal Supervisor has outlined the University's Intellectual Property (IP) Policy, and both the supervisors and the graduate researcher have agreed to comply with the policy. Applicable IP requirements are as follows:
<input type="checkbox"/>	The Principal Supervisor has outlined the University's Authorship Policy, and both the supervisors and the graduate researcher have agreed to comply with the policy.
<input type="checkbox"/>	The Principal Supervisor has outlined the policies on plagiarism and copyright, and the graduate researcher is aware that their thesis must be submitted to iThenticate to check the originality of their work and assist with the prevention of plagiarism prior to submission for examination.
<input type="checkbox"/>	The Principal Supervisor has discussed the acceptable use of generative AI for this project, and both the supervisors and the graduate researcher have agreed that any use will be consistent with any applicable University policies and procedures. Anticipated use of generative AI is as follows:
<input type="checkbox"/>	The Principal Supervisor has outlined the minimum resources provided by the University and has ensured the graduate researcher will have sufficient funding to conduct their research and access to all required services and facilities.
<input type="checkbox"/>	The Principal Supervisor and graduate researcher have discussed Graduate Research & Innovation Training (GRIT) and how to make best use of this program to add value to the graduate researcher and have confirmed that these requirements must be met prior to thesis submission.
<input type="checkbox"/>	The Principal Supervisor has provided the graduate researcher with information on where to seek support, including but not limited to the AU Graduate Research School, School and College support staff, and other support services for all graduate research students.
<input type="checkbox"/>	The supervisors and graduate researcher have discussed their expectations and have agreed on supervision arrangements. The Principal Supervisor has outlined their supervisory responsibilities, and the graduate researcher has been provided with an opportunity to ask any clarificatory questions.
<input type="checkbox"/>	It is agreed and understood that the graduate researcher will maintain a record of all supervisory meetings. These records should include attendance, agenda items, key discussion points, decisions and actions, and must be stored in a location and format accessible to the graduate researcher, all supervisors, the Dean of School and the Graduate Research Coordinator.

<b>Graduate Researcher – Principal Supervisor Relationship</b>	
<i>Provided time periods should be based on a full-time equivalent schedule.</i>	
Agreed frequency and format of meetings with the Principal Supervisor (must be <i>at least</i> fortnightly):	
Agreed frequency of meetings with the full supervisory panel (must be regular):	
Agreed timeframe for constructive feedback on written work (Maximum of 2 weeks as a guide):	
Agreed authorship arrangements for research outputs (must align with authorship policy):	
Agreed consideration of graduate researcher's or supervisor's personal circumstances (e.g. Access Plan, carer's responsibilities, cultural responsibilities):	
<b>It is agreed and understood that the Principal Supervisor's relative involvement in the following elements of the research project will be:</b>	
Decisions concerning which theoretical framework or methodology is most appropriate:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Development of an appropriate scope and timeline of research/study:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Responsibility for ensuring the graduate researcher is progressing in line with the research plan/Gantt chart:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Responsibility for correcting written work (e.g. structure, content, consistency, accuracy, completeness, spelling, grammar and punctuation):	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Responsibility for ensuring the thesis is ready for submission by the required date:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
The Principal Supervisor's overall level of involvement in the day-to-day activities of the research will be:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
For each area marked as "High", "Medium", or "Low" involvement, please include a brief description of expected actions and responsibilities, ensuring everyone has a shared understanding of commitments.	

<b>Supervisory Panel</b> (required for MPhil and PhD)	
<b>It is agreed and understood that the relative involvement of other supervisors on the panel in the following elements of the research project will be:</b>	
Decisions concerning which theoretical framework or methodology is most appropriate:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Development of an appropriate scope and timeline of research/study:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Responsibility for ensuring the graduate researcher is progressing in line with the research plan/Gantt chart:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Responsibility for correcting written work (e.g. structure, content, consistency, accuracy, completeness, spelling, grammar and punctuation):	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Responsibility for ensuring the thesis is ready for submission by the required date:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
The co-supervisor's overall level of involvement in the day-to-day activities of the research will be:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
For each area marked as "High", "Medium", or "Low" involvement, please include a brief description of expected actions and responsibilities, ensuring everyone has a shared understanding of commitments. Please note any specific details relating to individual Co-Supervisor's or External Supervisor's involvement in the project (if applicable):	
Is additional expertise required on the supervisory panel to progress the research project? (If yes, and additional panel members have been identified, a <b>Change of Supervisory Panel</b> application will need to be submitted.)	
<input type="checkbox"/> Yes (please explain):	<input type="checkbox"/> No

<b>Graduate Research Student Declaration and Signature</b>			
In signing this form, I confirm that:			
<input type="checkbox"/>	I understand and agree to my candidature arrangements as outlined in this agreement.		
Student Signature		Date:	

<b>Principal Supervisor Declaration and Signature</b>	
In signing this form, I confirm that:	
<input type="checkbox"/>	I will conduct my supervisory duties in accordance with the details of this agreement and the Graduate Research Supervision Procedure and all associated protocols and guidelines.
<input type="checkbox"/>	The other supervisory panel members have confirmed that they will conduct their supervisory duties in accordance with the details of this agreement and the Graduate Research Supervision Procedure and all associated protocols and guidelines.

<input type="checkbox"/>	I fully accept the responsibility to provide the highest standard of supervision and the Graduate Research Supervision Procedure. I acknowledge that it is my duty as a supervisor to actively foster a supportive, inclusive, and high-quality research environment; to guide graduate research students professionally and ethically; to maintain open and regular communication; and to respond promptly to graduate research student needs and concerns.		
In signing this form, I understand that:			
<input type="checkbox"/>	(a) The graduate researcher will have the opportunity to provide confidential feedback on supervisory quality at least once per year. This feedback will be reviewed by the Graduate Research School to ensure supervisory standards are maintained.		
<input type="checkbox"/>	(b) Graduate researchers may raise concerns about supervision through a confidential process managed by the Graduate Research School. All concerns will be addressed promptly, and students will be protected from any form of retaliation.		
<input type="checkbox"/>	(c) If a supervisor does not fulfill the responsibilities outlined in this agreement, the graduate researcher may report concerns to the Graduate Research School. The Graduate Research School will investigate and, if necessary, take appropriate action, which may include mediation, retraining, or changes to the supervisory panel.		
Supervisor Signature			Date:

*Note, if significant changes occur during candidature that impact this agreement, a new version must be executed.*