

CODE OF PRACTICE – SUPERVISION

Commencement of Candidature Form*

**Academic Units may adapt this form to meet the needs of their individual discipline*

This form, together with Appendix A of the Code of Practice - Supervision, is intended to assist both supervisors and HDR candidates negotiate the expectations of the candidacy, particularly for the first year. For HDR candidates requiring coursework this also puts in place guidance through their coursework so that it best leads into the research/thesis component of their degree. In all cases supervision arrangements as formalised on the 'Commencement of Candidature Form' will be revisited nearing completion of coursework and as part of the 12 month review process for all HDR students.

The completed form must be returned to the Research Student Centre to be kept as part of the student's official record.

1. Candidate Details			
Surname:		First Name:	
Faculty:		Candidature Commencement date:/...../.....
Degree:		Full-time: <input type="checkbox"/>	Part-time: <input type="checkbox"/>
Title of Thesis/Topic:			
Will the student be accessing intellectual property or confidential information owned by an industry partner? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Details:			
<p><i>As per section 10 of the IP Policy, UoW supervisors electing to supervise a student on a project that is likely to have commercialisation expectations or is subject to a contract with an external organisation, must ensure that their Manager of Innovation and Commercial Development (MICD) has negotiated a Student Deed of Assignment and/or Confidentiality Agreement with the student before the student commences work on the project. If the student chooses not to sign a Student Deed of Assignment and/or Confidentiality Agreement for that project, the project will not be available to that student and the student will then be free to choose another project without prejudice. Student assignment of IP is dealt with in the Student Assignment of Intellectual Property Policy.</i></p> <p><i>Relevant Faculty MICDs should be contacted for further advice regarding this question in the Commencement of Candidature Form. Basically, Supervisors should select "yes" if:</i></p> <ul style="list-style-type: none"> • <i>there is a contract with a third-party that relates to this project;</i> • <i>the project involves use of IP owned or licensed by UoW;</i> • <i>there is likely to be IP developed with commercial value and it is not likely to be developed solely by the student; and</i> • <i>if there is some other reason why UoW would want to protect or own the project outcomes.</i> 			
Should UoW ask the student to assign IP, developed by the student's project, to UoW?			
Yes <input type="checkbox"/> No <input type="checkbox"/>			
2. Supervisor Details*			
Principal Supervisor:		Co-Supervisor:	
Associate Supervisor(s):			
Role(s) of Supervisor(s):			

2. Meeting Schedule		
Meeting Day:		Location:
Time:		Duration:

3. Student Needs *(please provide details)*

<input type="checkbox"/>	Study Space	
<input type="checkbox"/>	Equipment	
<input type="checkbox"/>	Lab access	
<input type="checkbox"/>	Computer/ Software	
<input type="checkbox"/>	Additional support/funds	
<input type="checkbox"/>	Other	

4. Goals / Achievements for 1st year of candidature:

1. _____
 _____ Date Completed: _____

2. _____
 _____ Date Completed: _____

3. _____
 _____ Date Completed: _____

First Year Research Proposal Review to be completed by _____ **Date:** _____

5. Action Required:

6. Comments arising from discussion/s:

We have discussed the responsibilities and policies addressed under the Code of Practice - Supervision and HDR Course Rules



Principal Supervisor's signature: _____ **Date:** _____

Co-Supervisor's Signature: _____ **Date:** _____
and/or

Assoc. Supervisor's Signature: _____ **Date:** _____

HDR Candidates' Signature: _____ **Date:** _____