

# THESIS SUPERVISION AGREEMENT

## SECTION A: To be completed by the Student

### STUDENT AND THESIS DETAILS

Student Name		Student ID Number	
Course (indicate)		Enrolment status (indicate)	
Thesis (90 credit, 30,000 words)	Thesis (120 credit, 40,000 words)	Full-time	Part-time
Primary Supervisor			
Second Supervisor (if applicable)			
Commencement date		Expected Completion date*	
day	month	year	day month year

I have looked at the Academic Handbook and Regulations

\*Students and supervisors need to be aware that the date of actual submission of a thesis will affect the student's readiness to graduate. Students should anticipate that the examination process for a thesis will take approximately three months from the date of submission (and may take up to 5 months if the submission date is before (or close to) the summer break.

## SECTION B: To be completed by the Student and Supervisor/s

Item	Response	Notes
1. Hours per week the student expects to spend on the essay/thesis:		<i>This is particularly important for part-time students.</i>
2. Will an Application for Ethical Approval be necessary?		<i>No work involving interaction with living human subjects can begin until approval is obtained.</i>
3. Regular meetings between student and supervisor(s) will take place as follows: (e.g: Zoom, Skype or F2F)	<p>During teaching semesters:</p> <p>At other times (meetings by following arrangement):</p>	<p><i>Regular meetings enable:</i></p> <p><i>the student to seek guidance and report on progress;</i></p> <p><i>the supervisor/s to monitor progress and provide feedback on research activities;</i></p> <p><i>both student and supervisor/s to record notes on research guidance, progress and feedback.</i></p>
4. If the student is resident outside Auckland:	<p>The following arrangements for study and supervision have been made (taking account of the student's location):</p> <p>Additional regular contact will be maintained with the supervisor(s) through:</p>	<i>"Regular contact" is defined as making contact with their Auckland supervisor, whether by Zoom, Skype, email, txt or in person at least once a month. This should be to discuss progress.</i>

5. When any agreed meetings and deadlines cannot be met, the student or supervisor will initiate contact with the other as soon as possible (including using home telephone numbers if appropriate):	
6. Number of days written work for discussion will be submitted by the student ahead of the meeting to discuss the work:	
7. How long before a supervision meeting does the lecturer require written work to be submitted to them?	<i>They should be in 11 or 12-point type, one-and-a-half spacing, and printed on one side of the page. (PDFs are not suitable unless agreed by the supervisor(s)).</i>
8. Number of days written (and oral) feedback on the student's work will be provided by, after its submission.	
9. Progress reports:	<i>For Thesis students – written progress reports are required every six months after enrolment</i>
10. The student is expected to present a paper at a Carey postgraduate seminar.	Proposed details of this are:  <i>Postgraduate seminars will be used as a medium for students to broaden their knowledge and present a paper to the seminar at least once during their time of study.</i>
12. Other issues that are relevant of this research, such as an indicative outline with dates:	

#### SUPERVISOR AND STUDENT AGREEMENT

This agreement was negotiated and accepted on:

day month year

We agree to revisit the terms of this agreement at the latest by:

day month year

#### Signature of Supervisor

signature

day month year

#### Signature of Supervisor (if applicable)

signature

day month year

#### Signature of Student

signature

day month year

#### Signature of Academic Registrar

signature

day month year