



# AGREEMENT TO SUPERVISE POSTGRADUATE RESEARCH FORM

**Student Name:** \_\_\_\_\_

**Student ID:**

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**I intend to undertake my Research:** Part-time  Full-time   
(Please tick appropriate box)

**Degree:** Honours  Masters  Masters of Philosophy   
(Please tick appropriate box)

**Specialisation** (if applicable): Clinical  Health  Industrial / Organisational   
(Please tick appropriate box)

**Working Title for Research Project:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_

Please turn over to next page, read your responsibilities and sign where applicable, then follow the instructions for submission of this form to the School.

**It is the responsibility of the STUDENT to ensure this form is completed and submitted at the beginning of the Semester you intend to commence your research (earlier is preferred).**

## RESPONSIBILITIES

Supervisor	Student
<ul style="list-style-type: none"> <li>a). To give guidance about the nature of research and the standard expected, about the planning of the research programme, about literature and sources and about requisite skills and techniques.</li> <li>b). To ensure that the supervisor is not already over-committed and will remain fully conversant with the project.</li> <li>c). To maintain regular contact through tutorial and supervision meetings as agreed to with the student, and to provide in these meetings quality, focussed and uninterrupted attention to the student and the research.</li> <li>d). To assist the student in applying for funding through the University and outside sources where appropriate.</li> <li>e). To assist the student to develop a proposal for Ethics Committee(s) where appropriate.</li> <li>f). To be sensitive to cultural, political or gender issues relating to the student or the research.</li> <li>g). To give advice on necessary completion dates of successive stages of the research to ensure that the project is submitted within the scheduled time.</li> <li>h). To request written work as appropriate and to return work with constructive criticism within a reasonable time.</li> <li>i). To ensure that the student is made aware of any inadequacy of progress or of standard of work.</li> <li>j). To provide a collaborative research environment and encourage open communication.</li> <li>k). To ensure that if they are to be absent from the University for an extended time suitable arrangements are made for appointment of a new supervisor, or for interim supervision of the student.</li> <li>l). To discuss publication of the research and to come to some agreement about the timing and the authorship of the publication (refer to the section on "Publication" in the School of Psychology Postgraduate Handbook).</li> </ul>	<ul style="list-style-type: none"> <li>a) To find a supervisor and arrange for your supervisor to sign the "Agreement to Supervise Postgraduate Research" form available from the Psychology of Psychology Office.</li> <li>b) To get off to a good start with the research and accept that the <b>principal responsibility for the research and its progress lies with the student.</b></li> <li>c) To prepare and submit a Postgraduate Research Fund (PGRF) Application for the research, in consultation with the Supervisor</li> <li>d) To discuss with your supervisor the type of guidance and comment that can be expected and to assist with clarification of responsibilities.</li> <li>e) To maintain regular contact through tutorial and supervision meetings as agreed to with your supervisor.</li> <li>f) To take the initiative in raising problems and difficulties.</li> <li>g) To maintain progress of the work in accordance with the stages agreed to with your supervisor, including in particular the presentation of written material in sufficient time to allow for comments and discussion before proceeding to the next stage.</li> <li>h) To notify your supervisor if you have to be absent from the University for an extended time and to make suitable arrangements for contact during your absence.</li> <li>i) To discuss publication of the research and to come to some agreement about the timing and the authorship of the publication (refer to the section on "Publication" in the School of Psychology Postgraduate Handbook).</li> </ul> <p>You are reminded that compliance with course regulations and the quality of your work is ultimately your own responsibility. The role of the supervisor is to assist you to achieve the best result of which you are capable.</p>
<p>As Supervisor of this student I clearly understand my responsibilities as outlined above.</p> <p><b>Signature of Supervisor:</b> _____</p> <p><b>Date:</b> _____</p>	<p>As the Student in this agreement I clearly understand my responsibilities as outlined above.</p> <p><b>Signature of Student:</b> _____</p> <p><b>Date:</b> _____</p>

**On completion of this form please ensure that it is submitted to:**

Academic Administration Team CoHSS,  
Massey University  
Private Bag 11 222,  
Palmerston North 4442 New Zealand  
Email: [CoHSS-PGUG@massey.ac.nz](mailto:CoHSS-PGUG@massey.ac.nz)