

Make sure that your students are aware of issues you see as important in both the work they are undertaking and your supervisory relationship. To assist you to do this, you need in the first instance, to determine your own priorities. You will also need to inform your students of the other roles that you fulfil and most importantly work with the student to agree on limits and boundaries to the relationship as well as discussing one another's expectations.

It is important to maintain a relationship where problems and concerns may be discussed openly. Let your students know if you think they are asking for too much or too little time or guidance. Be aware that expectations of the relationship will change during the project and that these changes need to be discussed.

### **3.7 Issues for Consideration by the Student**

#### **3.7.1 At the Time of Initial Enrolment**

- To consider and understand the demands of the project you are undertaking;
- To select an appropriate supervisor and ensure that arrangements are acceptable to both parties;
- With assistance and advice from the supervisor, select an appropriate topic for the research.

#### **3.7.2 In the First Year of Enrolment**

- Familiarise yourself with the regulations and procedures governing research degrees;
- Complete an Application for Candidature, with the assistance of the supervisor, in the prescribed format. Consult your Faculty guidelines for information on what is required;
- If applicable, submit an application to the appropriate ethics committee for clearance prior to commencement of work on human or animal subjects;
- Discuss with the supervisor any commercial intellectual property issues associated with the project.

#### **3.7.3 At All Stages of the Candidature**

- Take full responsibility for the design, methodology and presentation of your project;
- Pay close attention to editing of the text. This includes ensuring that the attributions, footnotes, bibliography and other technical details are accurate and complete, the language technically correct, and the argument logically clear and consistent. Students may seek assistance with the proof reading of written work to correct typographical errors and mistakes in spelling or punctuation. Where special assistance is required with editing, for instance students from non-English speaking backgrounds who require assistance with English expression, the student must acknowledge the assistance;
- Accept responsibility for producing the final copies of the thesis. This includes the content and ensuring that it is written in accordance with all relevant requirements, including standard of presentation;

- Maintain progress in accordance to stages agreed with the supervisor. Submit material in sufficient time to allow for comment and discussion before proceeding to the next stage;
- Maintain a schedule of contact with the principal supervisor, co-supervisors and the academic environment of the University;
- Take the initiative in raising problems or difficulties and sharing responsibility for seeking solutions;
- Discuss your intentions to take leave with your supervisor, and in the case of scholarship holders advising the Scholarships Coordinator;
- Re-enrol for each year of candidature;
- Make applications to change your candidature status, (eg leave of absence, change full to part-time etc) well in advance of the census dates of 31 March, Semester One and 31 August, Semester Two;
- In the case of overseas full fee paying students, notify Victoria University International, well in advance, of the intention to make such changes;
- In the case of scholarship holders, notifying the Scholarships Coordinator on (03 9919 4659), well in advance, of the intention to make such changes;
- Complete the bi-annual progress report;
- Consult the supervisor if intending to publish or present your research;
- Adopt and adhere to the ethical and safe working practices relevant to the discipline.

#### **3.7.4 Before Submission of Thesis for Examination**

- Ensure that the supervisor has had time to adequately peruse the thesis before submitting a final draft for examination;
- Discuss with the supervisor any potential examiners that you object to being selected as an examiner;
- Discuss any commercial intellectual property issues that may arise from the research and ensure that the supervisor and Head of School/Centre/Institute are aware of these issues;
- Complete the *Release of Thesis* form and submit three spiral bound copies if you are a Masters student to the Faculty Student Advice Officer. DPsych and DAppPsych students submit three copies and PhD, EdD and DBA students are to submit four spiral bound copies to the Postgraduate Research Coordinator in the OPR.

#### **3.7.5 After Examination**

- You must make any amendments to your thesis within 12 months of receiving notification of the examination results and submit for classification;
- You will be notified of the University PRC decision on the classification of the thesis following the meeting;
- If the University PRC recommends that your thesis be passed, then you are required to lodge hardbound and electronic copies of your thesis. You will be advised of the requirements in writing;
- In order to receive your award, you are required to lodge an *Application for Award* form with Graduation and Offshore Student Administration. The website [www.vu.edu.au/graduating](http://www.vu.edu.au/graduating) allows you to apply online for the award.