

SUPERVISION CONVERSATION

DISCUSSION RECORD

Use this document to record the initial supervision conversation and key decisions or comments. Revisit the supervision conversation regularly throughout the degree, and update the Discussion Record to capture any changes that emerge as the research progresses.

Student name:

Meeting date:

Supervision

<i>Discussion point:</i>	<i>Done</i>	<i>Outcomes and comments:</i>
1 - Research guidance and direction Research direction and responsibility; Ways of working; Supervisory team roles.		
2 - Meetings Frequency (main supervisor/ co-supervisors); Meeting agenda; Meeting notes.		
3 - Communication Outline communication expected; Open door/ appointments; Email/ phone communication; Discussing availability.		
4 - Candidate work life Working hours and campus attendance; Leave/ absence; Employment; Access.		
5 - Feedback Submission notice; Turnaround; Work format; Feedback format; Skills support expectations; Feedback on creative/lab work etc.		
6 - Monitoring supervision Help and support; Plan for difficult conversations; Plan for problems/obstacles.		
7 - Other areas for discussion Acknowledging cultural differences; Equity awareness; Pastoral care; Outside commitments; Leave/absence.		

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Project

<i>Discussion point:</i>	<i>Done</i>	<i>Outcomes and comments:</i>
8 - Health, safety and ethics Training; Approval and roles.		
9 - PReSS Account Expenditure plan; Pre-approval discussion.		
10 - Career Candidate plans.		
11 - Publications and authorship Publication plan; Workload and credit; Thesis with publications.		
12 - Conferences and presentations Expectations; Conference proceedings; University presentations; Other University opportunities; Networks.		
13 - Data, storage and sharing Managing data; Storage and submission; Equipment maintenance; Data analysis.		
14 - Intellectual property		

After the initial supervision conversation has taken place, this document can be attached to the candidate's record in Wahapū.