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| **CAA-FORM-01**  **Candidate and Advisor Agreement** | Description: JCU_Logo_RGB |
| JCU Graduate Research School (GRS) | |

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| **Relevant procedures and information**  The aim of this agreement is to enable the candidate and their advisory panel to maintain a productive relationship throughout candidature by having a living document that can be revisited as required to ensure it reflects relevant shared understandings of key expectations of the candidature.  A copy of the current agreement as prepared by the student and advisory panel is to be provided to [grs@jcu.edu.au](mailto:grs@jcu.edu.au) 6 weeks after the start of candidature and should be reviewed at each milestone to confirm suitability.  The candidate and/or advisory panel members are also welcome at any time to refer confidential concerns to the College Associate Dean of Research Education and/or the Dean Graduate Research deangrs@jcu.edu.au. |

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| **Candidate’s Details** | | |
| First /Given Name: |  | |
| Surname / Family Name: |  | |
| Student ID: |  | |
| Milestone: | 6 Weeks from Commencement |  |
| Variation to candidature |  |
| Confirmation of candidature |  |
| Mid- Candidature Review |  |
| Pre-Completion Seminar |  |

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| **Advisory Panel (add/delete rows as required)** |

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| Position on Panel | Name |
| Primary Advisor |  |
| Secondary Advisor: |  |
| Additional Secondary Advisor |  |
| Advisor Mentor: |  |
| External Advisor |  |

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| **Points for discussion** |
| Outline details of your **agreed approach to the Candidate-Advisory Panel relationship** including meeting frequency and attendees, role of each panel member in the project, who will be responsible for meeting scheduling meetings, providing materials for discussion and recording and resolving actions arising.  **Please note that if the Supervisor needs advice or assistance in regard to Questions 3, 4 and 5 (eg. preparation of Student IP Assignment Deed Polls) they should contact, Research and Innovation Services to discuss these matters.**  **Important Note**: Best practice guidelines indicate that **meeting frequency** between Candidates and the Advisory Panel should occur at **least every two weeks. This is even more important for part-time and externally based Candidates.** |
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| 1.Outline details of your **agreed procedure for the candidate to obtain feedback** on written work including the required maturity of the writing and an agreed response time for feedback to the candidate. |
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| 2.Outline broadly your **agreed approach to management of any upcoming research related processes** such as fieldwork, ethics clearance, internships etc. that require consideration as candidature proceeds in coming months. |
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| 3. Identify any agreements (eg. confidentiality agreements, material transfer agreements, funding agreements) with external persons or entities that are in place or are intended to be put in place and that relate to the research to be performed by the Candidate. It is important that the Candidate is made aware of the relevant terms of those agreements. |
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| 4.Outline details of the agreed approach to intellectual property ownership, i.e. discuss any issues that may affect Candidate IP ownership, e.g. contractual arrangements with external parties that would necessitate a requirement that the Candidate assign or licence IP created, or contributed to, by the Candidate to JCU in order for JCU to fulfill its obligations under an agreement/contract with an external party (see Section 4 of JCU’s Intellectual Property Policy and Procedure), |
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| 5. Outline details of the commercial potential of the project that the student is performing or will be contributing to, e.g. is it anticipated that there any IP that is patentable or IP that can be commercialised (see Section 4 of JCU’s Intellectual Property Policy and Procedure). |
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| 6.Outline broadly your **agreed approach to managing your project’s research data i.e discuss how you plan to generate, organise, analyse and finalise data**, ensuring compliance with the FAIR principles and ethical, cultural and/or contractual obligations as candidature proceeds in coming months. Direction and advice provided on the [RDIM website](https://www.jcu.edu.au/rdim) (steps 1-4). |
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| 7.Outline the details of **how publications arising from material collected during the degree will be handled**, including contractual obligations, framework for determining authorship, authorship affiliation, timing of publication, selection of appropriate journals or conferences and expectations if time frame is exceeded. |
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| 8.Outline the details of **how the each party expects that milestones and thesis examination will be handled** including responding to reviewer and examiner comments, and how former panel members might be acknowledged (where relevant.) |
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| Statement |
| We, (listed below) agree to abide by the JCU Code for the Responsible Conduct of Research <https://www.jcu.edu.au/policy/research-management/code-for-the-responsible-conduct-of-research> and the Principles for Respectful Supervisory Relationships <https://www.jcu.edu.au/__data/assets/pdf_file/0004/724972/Postgraduate-Principles-4.pdf> in conducting arrangements as outlined in this agreement. |

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| **Approvals** | | |
| **Candidate** | | |
| Signature: | | |
| **Primary Advisor** | | |
| Name: | Signature: | Date: |
| **Secondary** | | |
| Name: | Signature: | Date: |
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| **Advisor Mentor** | | |
| Name: | Signature: | Date: |
| **External Advisor** | | |
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