**Agreement between Primary Advisor on a fixed term contract, and qualified Secondary Advisor.**

The purpose of this agreement is to ensure continuity of supervision for a HDR Candidate in the event that the Primary Advisor who is on a fixed term contract does not have their contract renewed.

This agreement is required to be completed by all Primary Advisors who are on a fixed term contract at JCU which is due to expire within 2/3 calendar years of being placed on Research Masters/Doctorate application (APP-FORM-01 Supplementary form for Higher Degree by Research Applications.)

The parties to this agreement are the Primary Advisor, Secondary Advisor, and HDR Candidate.

**Name of Primary Advisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current End Date of Contract:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I agree that in the event that I am no longer employed as a JCU staff or adjunct staff member after the Current End Date of Contract (above), I will discuss the ongoing supervision arrangements with the ADRE/GRS/Candidate. The below named has agreed to replace me as Primary Advisor on the HDR Candidate’s Advisory Panel if a replacement is required.

I agree that in the event that my contract is extended beyond the Current End Date of Contract (above) or I am issued with a renewed contract, I will continue as Primary Advisor for the HDR Candidate. I agree to the terms in the attached Schedule.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Secondary Advisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I am a continuing staff member at JCU of ‘Primary Advisor’ level on the Advisor Register or of ‘Advisor Mentor’ level if there is no other Advisor Mentor on the panel.

I agree that in the event that the above named Primary Advisor ceases to be a staff member of JCU, I will replace them as the Primary Advisor on the Advisory Panel of the HDR Candidate. I agree that if becoming Primary Advisor will take me above my allowable quota of HDR Candidates, I will seek approval from my College Dean to do so.

I agree that in the event that the above named Primary Advisor’s contract is extended beyond the Current End Date of Contract above, I will remain as the Secondary Advisor on the HDR Candidate’s Advisory Panel.

I agree to the terms in the attached Schedule.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of HDR Candidate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I agree to the supervisory arrangement outlined in this contract.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of College Dean:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I agree to the supervisory arrangement outlined in this contract.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Schedule**

*All statements about who will do what should be written in active voice*

*e.g. A and B will both be required to review drafts and provide feedback to the HDR Candidate on the thesis prior to its being sumbittted.*

|  |
| --- |
| **1. Funding associated with the project** |
| Brief description of how the project will be funded with the current supervisory arrangement, and if the supervisory arrangement changes after expiry of Primary Advisor contract. |   |
| Brief description of how external/third party funding will be managed under each supervisory arrangement. |  |
| Brief description of how HDR Candidate Stipend funding (where relevant) will be managed if funded by an advisor or third party funding associated with one advisor. |  |
| **2. Protocol for storage of material arising from the Project (e.g., tissue samples, experimental procedures, lab books and data)** |
| Brief description of each category of materials and where they will be stored between now when degree is awarded and afterwards |   |
| Statement about any arrangement for sharing materials with others (if relevant )  |   |
| Statement about who will be acknowledged in the submission of products to public repositories (e.g. Genbank by either party (if relevant) |   |
| **3.       Publication Protocols**  |
| **A.      Publications arising directly from the Project.** |
| Statement about authorship according to the Code  |   |
| Statement about protocol for advisors commenting on publications drafted by HDR Candidate prior to thesis submission  |   |
| Reference to dispute resolution protocol below. |   |
| **B.      Publications arising from material collected/developed during degree but not included in the Project** |
| Statement about authorship according to the Code  |   |
| Statement about protocol for each party advising the other of their intent  |   |
| Statement about protocol for commenting on publications prior to submission.  |   |
| Reference to dispute resolution protocol below. |   |
| **4. Protocol for dealing with finalizing relevant external contracts (if appropriate)**  |
| Statement about the protocol for finalising any external contracts if appropriate. |  |
| **5. Thesis Protocol** |
| Protocol for comments by each party (or agreement that such comments will not be required)  |   |
| Agreement about appropriate wording of acknowledgement to of (former) advisor's contributions in the Acknowledgments section in the thesis and the section entitled ‘the Contributions of Others’  |   |
|  Commitment by candidate to notify former advisor(s) if the scope of the thesis changes substantively from the outline at Appendix 1. |   |
| **6. Protocol for communication between parties**  |
| Statement about the protocol for communication between parties |  |

1. **Protocol for dispute resolution**

Any disputes concerning the matters in this agreement will be resolved via a local group established, in the spirit of the Code, to mediate, with ultimate authority (as per the Code) vested in the JCU Senior Deputy Vice-Chancellor. The Graduate Research School will establish such a group on a needs basis and it will comprise:

|  |  |
| --- | --- |
| * Dean, Graduate Research (Chair)
* ADRE Relevant College
* Independent academic from candidates’ college.
 |  |

**Appendix I**

**Thesis Outline**

|  |  |
| --- | --- |
| Chapter  | Details of Chapter  |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |