

# Your supervisor relationship

**These guidelines form an extension to The University of Queensland Student Charter. They may be adapted to suit individual circumstances.**

You are expected to drive all research phases whether the project has been developed by your supervisor you, or industry. The table overleaf gives some general details; these may need some nuancing depending on your situation.



The thesis should be your individual work, with the supervisor providing advice and guidance.

### You might consider creating a template for meetings with categories such as:

- meeting details: date, time etc.,
- agenda [complete before meeting],
- progress update [complete before meeting],
- issues/ concerns/ questions [complete before meeting],
- discussion points [complete during meeting], and
- actions: what, who, when by [complete during meeting].

The completed meeting record can then be emailed to your supervisor.

### Student/Supervisor responsibilities:

Phase	Student	Supervisor
Confidentiality (if applicable)	Provide Course Coordinator with legal agreements which detail requirements prior to Week 1 or as soon as practicable.	Advise School Manager re. UQ standard agreement or, forward partner's legal agreements (allow up to 8 weeks if a non-UQ agreement is required).
Meetings	Schedule advisor meetings. Devise the meeting agenda. Recommended: summary of achievements, updated plan, and critical questions. Take notes.	Be available for regular meetings. Provide guidance as requested.
Planning	Develop, implement, and update as necessary a project management plan for the research.	Review plan and advise on coverage and achievability.
Risk analysis	Carry out a risk assessment, undertake necessary training and inductions, and define necessary contingency plans.	Review and approve risk assessments. Ensure training needs are met.
Equipment access	Schedule access to materials, critical equipment, technical staff, and other resources.	Provide access to materials, critical equipment, technical staff, and other resources.
Literature review	Carry out a literature review.	Provide seminal articles (where possible), and overall advice on directions.
Data collection/analysis	Generate raw data, analyse, and discuss interpretation/ presentation.	Provide guidance as necessary.
Oral presentation	Generate a draft for feedback. If possible, practice for advisor.	Be available for oral presentation meeting. Provide feedback on draft presentation.
Written reports	Generate a draft for feedback. Arrange* to meet with advisor (1 h) to obtain feedback on hard copy.	Be available for at least one draft review meeting per report. Provide feedback on drafts.

\*Advisors will not provide detailed written feedback on draft reports. Instead, they will look over a draft with you and give you verbal feedback during a meeting of up to 1 hr.

### For further details, please contact:

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