INFO7016 Postgraduate Project A (PPA) and INFO7017 Postgraduate Project B (PPB)

**Supervision Agreement Form**

This form is to set up a supervision agreement for Postgraduate Project A and/or B between a student and an academic supervisor. It is to be completed after the supervisor has agreed to supervise the student in the project identified below. Please refer to the Learning Guide for the requirements and further information.

**Student**

* You must complete this agree form, only once, for both Postgraduate Project A and B, except you have changed your supervisor or project. After completion, you must hand it over to your supervisor to sign on the form, and then submit the scanned form as per instruction on Learning Guide (normally via vUWS on Friday in Week 3).
* It is students' responsibility to arrange regular meetings with their supervisors and seek the supervisor’s advice on the project progress regularly.
* Students must attend regular research meetings (weekly or fortnightly) on the project progress with the supervisor at an agreed time. After meeting, both student and supervisor need to sign on the Meeting Register (to be provided on vUWS). Failure to attend any meeting may lead to the termination of the supervision arrangement and a “Fail” grade in the subject.
* Student is required to record all project work, data and results in a notebook. The supervisor may require the project notebook to be handed in at an agreed time on the meeting day to facilitate later discussion.
* For communication, it’s a common courtesy and professional practice for students to respond to the supervisor’s emails in time.

**Supervisor**

* When you have agreed to supervise the student on the project specified in this form, sign the form and return it to the student for submission.
* Supervisor will provide academic supervision to the student throughout the project. Note that Postgraduate Project B is a continuation of Postgraduate Project A, and both subjects have the different requirements and outcomes.
* **Postgraduate Project A** requires a student to identify a research topic in consultation with the supervisor, carry out literature survey, define research objectives and scope, establish research methodologies, prepare a research plan, and conduct some preliminary research if possible. Each individual student is required to write project proposal (additional oral presentation may be required by some supervisors) and complete the project report.
* **Postgraduate Project B** requires a student, in consultation with the supervisor, to employ the identified methodologies, to carry out the research plans, to fulfill the proposed research objectives, and to deliver the final outcomes of the research topic. Each individual student is required to give an oral presentation, write progress report and complete final report.

I understand and agree to the above supervision conditions.

Signed (Student): Date:

Signed (Supervisor): Date:

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| --- | --- | --- | --- |
| Student name |  | Student ID |  |
| Program code and name  |  | Supervisor name |  |
| Project title |  |
| Research scope and/or components |  |