

Remote Supervision Plan Continuing HDR Students

A Remote Supervision Plan is an agreement between a Higher Degree by Research student, their supervisors and Graduate Research Coordinator, and the Graduate Research School about the strategies that will be used to ensure that the student's progress is maintained during periods when either the student or one or more supervisors are absent from UWA. Key points to consider are outlined on the [GRS web-site](#).

The COVID-19 pandemic has affected all areas of research at UWA and many HDR students and supervisors are working off campus, with limited access to facilities and travel restrictions. Plans submitted during this time need to include information about the research to be undertaken, the likely impact of COVID-19 restrictions on the progress of the research, and contingency plans for disruptions.

This plan should be completed by supervisors in consultation with student.

1 Student details

Name Student number

Faculty / School

2 Who will be working offsite?

Student Supervisor/s

3 Agreed period

- a) What are the intended start and end dates (if known) of this arrangement?
- b) If the end date is not known, when will the arrangement be reviewed?
- c) What will be the student's and supervisors' normal hours of work during this period (eg: Monday -to Friday 9am to 5pm)?
- d) Outline any planned disruptions (including planned leave or travel), during this period.

4 Location and contact details

- a) Provide the physical address and contact phone number of the offsite location.

- b) UWA email address of student and each supervisor.

5 Communication

- a) What will be the media for regular contact between student and supervisors (e.g. telephone, email, skype, Zoom, a combination)?

- b) What will be the frequency of the contact? If you have already arranged regular meetings, include the first few planned dates.

- c) Who will be expected to initiate communication?

- d) Agree on a reasonable timeframe in which a response should be expected. If one or more parties does not respond to communication, what do all consider would be a suitable course of action to re-initiate contact?
(What should supervisors do if student fails to respond to messages? What should student do if supervisors do not respond to messages?)

6 Work to be undertaken

- a) Outline every induction module required for this candidature and/or project.

- b) What work will the student be undertaking during this period?

- c) What will be the measurable outcomes and agreed timeframe? *(attach further details as necessary)*

Outcomes	Due date

7 Resources and facilities

a) What resources and facilities are needed to undertake this work offsite?
(eg computer, online data, specialised software, keyboard, mouse, desk, chair; dedicated private work space?)

b) Are all these resources and facilities available at the intended location?

c) The GRS has available a number of online resources : (www.postgraduate.uwa.edu.au/students/induction)
and online workshops and events : (www.postgraduate.uwa.edu.au/students/resources/events)

List which of these which may be attended or is required during the remote candidature.

8 Additional issues

Is there anything else that needs to be considered and agreed?

Student

Name:

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Date:

Coordinating supervisor

Outline any potential risk to this remote enrolment and how will you mitigate these risks.

Coordinating supervisor

Name:

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Date:

Graduate Research Coordinator

Please comment on the above plan and identified risks.

Graduate Research Coordinator

Name:

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Date: