



MacDiarmid Institute Supervision Policy

We expect of Supervisors to adhere to all their University policies and guidelines and act in good faith with respect to this Supervision Policy and any supervision agreements. It is paramount the supervisor creates a safe, warm and supportive research environment for all students that they supervise, with respect to their Investigator Agreement and the MacDiarmid Institute Equity Policy.

We expect of Students to adhere to all their University policies and guidelines and act in good faith with respect to this Supervision Policy and any supervision agreements. Students should endeavour to take advantage of all opportunities that the Institute offers, act in compliance with the MacDiarmid Institute Equity Policy, and to fairly seek help from the Institute as soon as issues (if any) arise.

Start of supervision:

Prior to the start or early on in the supervision of a research programme, the student and their supervisor/s must have a conversation around supervision expectations that the student and the supervisor/s have for each other pertaining to a good research experience. The discussion should first and foremost base itself in good faith and trust that the supervision journey is premised around mutual respect, responsibility and that there is open communication to raise any issues safely and without judgement should they arise. The Supervisory Expectations document is to be used in addition to existing University policies around supervision, but is a useful document to either follow or use as a guideline for discussions around supervision expectations and responsibilities between a student and their supervisor/s. *Both student and supervisor might complete this form individually and bring the completed form to a meeting. While broad, this document may be used as a starting point to determine finer details.* Whilst this Supervision Policy and the subsequent supervision agreement does not posit itself as a formal contract and has no legal value, the conversations may be in a formal setting and note taking/summary emails are encouraged if it will assist in the process of coming to a mutual agreement. If preferred, a student or supervisor is welcome to have a support person during these discussions.

During supervision:

It is typical that the nature of supervision changes over the research journey. As a consequence, it may be useful to revisit these expectations, and the supervision agreement from time to time. Both the student and the supervisor/s should feel free to do so at any time and make a concerted effort to ensure the conversation happens as soon as any request for another discussion is made. Again, this conversation should occur safely and without judgement, and is to be based around mutual respect and responsibility to continue a good research experience.

Wellbeing:

The MacDiarmid Institute and the MacDiarmid Emerging Scientists Association (MESA) acknowledge that wellbeing is broad and impacts all members of the Institute and their capacity to be well in all areas of their lives, including but not limited to mental, physical, emotional, spiritual, relational and financial wellbeing. Supervisors are encouraged to use the resources available to them at their home institution/s and are also welcome to raise issues with the directors directly if useful.

If students experience any wellbeing issues during their time in the Institute, then they are encouraged to contact the following:

MESA:

If the issues pertain to participation in the Institute and its activities or if general Institute support is required. They have Centre Representatives as well as a general contact.

Financial:

Please contact your supervisor/s and/or the central [MacDiarmid Institute administration](#) in case of issues pertaining to stipends/fees. If you are seeking a RA or Internship opportunity, we recommend that you pay attention to our Newsletters or MacDiarmid Institute updates and make this interest clear to your supervisor.

Our following Partner Institutions have the following resources:

The University of Auckland – [Dispute Resolution](#) [Staying Well](#), [Mental Health](#)

Auckland University of Technology - [Student Feedback: compliments, concerns and complaints](#), [Student Hub Online](#), [Graduate Research School](#),

Massey University – [Support with making a Complaint](#), [Graduate Research School](#), [Services and Support](#), [Research Support and Strategy](#), [Health and Wellbeing](#)

Victoria University of Wellington – [Student Interest and Conflict Resolution](#), [Manawa ora | Student Wellbeing](#), [Faculty of Graduate Research](#)

University of Canterbury – [Concerns Process](#), [Support Services](#),

University of Otago - [Ethical Behaviour Network and the Mediator](#), [Student Health](#), [General Mental Health](#), [Graduate Mental Health](#)