



<b>DOCUMENT TYPE</b>	<b>P</b>	
<b>ACADEMIC</b>	<b>1</b>	
<b>RESEARCH AND RESEARCH TRAINING</b>	<b>3</b>	
<b>RESEARCH TRAINING</b>	<b>1</b>	
<b>NUMBER</b>	<b>003</b>	
		Policy Database Document Reference Number <b>131003P</b>

## SUPERVISION OF RESEARCH STUDENTS POLICY

<b>Purpose/ objectives</b>	To ensure quality supervision of research postgraduates
<b>Scope/ Application</b>	<ul style="list-style-type: none"> <li>• All campuses</li> <li>• All staff who supervise postgraduate research students</li> </ul>
<b>Policy Statement</b>	<p>All candidates must have a principal supervisor who is a staff member and is on the Register of Supervisors, has the qualifications and experience that enables them to direct the work of the candidate and ensure the candidate meets all administrative and academic requirements. The principal supervisor will provide training in the planning and execution of research, be accessible in person to the candidate at mutually agreed times and should make contact on average once per fortnight and not less than once a month. The supervisors must ensure that the candidate is making satisfactory academic progress and where applicable suggesting ways of addressing problems.</p> <p>Candidates must also have a co-supervisor and may also have an external co-supervisor or associate supervisor who provides additional input and direction to the research. Co supervisors are members of staff of the University where external co-supervisors or associate supervisors are not members of staff of the University</p> <p>If a supervisor plans to take leave for more than 2 months for Masters candidates, or 3 months for doctoral candidates during the period of candidature, arrangements for alternative supervision must be made.</p> <p>Where interpersonal difficulties which prevent fruitful co-operation between candidate and supervisor occur the candidate should seek advice from the Postgraduate Co-ordinator or Head of School.</p>
<b>Supporting Procedures</b>	<p><a href="#">Register of Supervisors</a></p> <p><a href="#">Handbook for Candidates and Supervisors of Masters by Research and Doctoral Degrees</a></p>
<b>Responsibility for implementation</b>	<p>Higher Degrees Committee (Research) (HDC(R))</p> <p>Director Research and Graduate Studies Office</p> <p>Manager Research Scholarships and Candidature</p>
<b>Responsibility for monitoring implementation and compliance</b>	<p>HDC(R)</p> <p>Director Research and Graduate Studies Office</p> <p>Manager Research Scholarships and Candidature</p>
<b>Status</b>	New Format. Content previously approved

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<b>Key stakeholders</b>	HDC(R) Director Research and Graduate Studies Office Manager Research Scholarships and Candidature
<b>Approval Body</b>	Academic Board 19 November 2008
<b>Initiating Body or person(s)</b>	HDC(R)
<b>Definitions</b>	<p><b>Supervisor:</b> All research students, upon admission will have a principal supervisor and a co-supervisor appointed.</p> <ul style="list-style-type: none"> <li>• Principal supervisors are members of the academic staff of La Trobe University</li> <li>• Co-supervisors are members of the academic staff of La Trobe University</li> <li>• Associate Supervisors are not members of staff of the University but may be employed at another University or other institution (eg hospital, CSIRO)</li> <li>• External Co-supervisor are not members of staff of the University but may be employed at another University or other institution (eg hospital, CSIRO)</li> </ul>
<b>Related legislation</b>	<a href="#">Regulation 21.11 Higher Degrees Committee (Research)</a>
<b>Related Policy and other documents</b>	<a href="#">Handbook for Candidates and Supervisors of Masters by Research and Doctoral Degrees</a> <a href="#">Register of Supervisors</a>
<b>Date Effective</b>	November 2008
<b>Next Review Date</b>	September 2012
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