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## SUPERVISION OF RESEARCH STUDENTS PROCEDURES


<b>Parent Policy Title</b>	Supervision of Research Students Policy																		
<b>Associated Documents</b>	Register of Supervisors <a href="#">Handbook</a> for Candidates and Supervisors of Masters by Research and Doctoral Degrees																		
<b>Preamble</b>	This procedure explains what is required of supervisors of research candidates.																		
<b>General</b>	All research candidates must have a principal supervisor and a co-supervisor.																		
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<b>1. Number of Supervisors</b>	<p>All research postgraduate candidates must have a principal supervisor and a co-supervisor and where the Higher Degrees Committee (Research) (HDC(R)) deems appropriate an Associate supervisor or an external co-supervisor.</p> <p>The HDC(R) appoints all supervisors on the recommendation of the School.</p>																		
<b>2. Qualification of Supervisors</b>	<p>All supervisors shall hold at least a degree of Master or a degree considered by the HDC(R) to be the equivalent of at least a degree of Master; or have published work or research experience which the Committee considers sufficient to qualify that supervisor to supervise the candidate's research.</p> <p>Supervisors of doctoral degrees should normally hold a doctoral degree or hold at least a Masters degree with extensive research and academic experience.</p>																		
<b>3. Register of Supervisors</b>	<p>In order to be added to the register a new supervisor must provide the following information to the Chair of the HDC(R):</p> <ul style="list-style-type: none"> <li>• Highest qualification</li> </ul>																		

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	<ul style="list-style-type: none"> <li>Record of previous experience of supervising candidates to completion</li> <li>Evidence of research activity</li> <li>Information of professional development / training undertaken and</li> <li>Any other considered relevant information</li> </ul> <p>This must be accompanied by an endorsement by the Head of School, indicating the level of supervision for which the new supervisor is being nominated.</p> <p>New supervisors are required to co-supervise in the first instance and to undertake some professional development with respect to supervising candidates. Once a co-supervisor has supervised a candidate to completion they may request the HDC(R) to approve them as a principal supervisor.</p>
<b>4. Absent Supervisor</b>	<p>If a supervisor is leaving the university or plans to take leave (for more than 2 months for Masters candidates or 3 months for doctoral candidates) during the period of candidature, arrangement for alternative supervision must be made to the satisfaction of the Head of School, the HDC(R) and to the candidate. Research and Graduate Studies Office must receive formal notification of the arrangements on the Change of Supervisor <a href="#">form</a> signed by the Postgraduate Co-ordinator or Head of School.</p>
<b>5. Identification of Unsatisfactory HDR Supervision</b>	<p>Unsatisfactory HDR supervision on the part of a supervisor may be flagged by any one of the following processes:</p> <ul style="list-style-type: none"> <li>A written report by the HDR candidate to the Postgraduate Co-ordinator or Program Co-ordinator, relevant Head of School, Associate Dean Research, or Chair of the Higher Degrees Committee (Research), regarding supervision considered by the candidate to be unsatisfactory.</li> <li>The candidate noting in the <b>Annual Progress Report</b> supervisory conditions considered by the candidate to be unsatisfactory.</li> <li>Examiners' reports suggesting that inadequacies in the quality of supervision may have been a contributory factor to the failure of the thesis.</li> <li>Independent assessment by the Postgraduate Co-ordinator or Program Co-ordinator, Head of School, and/or Associate Dean Research indicating that supervision in regard to specific HDR candidates is unsatisfactory.</li> <li>Direct report by a supervisor to the Postgraduate Co-ordinator or Program Co-ordinator, Head of School and/or Associate Dean Research, that influences outside of the supervisor's control are having a negative impact on the supervisor's ability to provide quality HDR supervision.</li> </ul>
<b>6. Actions following Reports of Unsatisfactory HDR Supervision</b>	<p>The relevant Head of School, Postgraduate Co-ordinator or Program Co-ordinator should address the allegation of unsatisfactory supervision issues with the supervisor and initiate further action if required. It may only be necessary to draw the problems to the supervisor's attention.</p> <p>However, the Head of School, Postgraduate Coordinator, or Programs Coordinator may consider that further action is necessary with respect to allegations of unsatisfactory HDR supervision. In such cases, the Faculty's</p>

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	<p>Associate Dean Research will convene a Supervision Assessment Committee (SAC).</p> <p>Following its investigation of alleged unsatisfactory HDR supervision on the part of a supervisor, the SAC may take the following actions:</p> <ol style="list-style-type: none"> <li>1. dismiss a report of unsatisfactory supervision as being unfounded and initiate support processes for the complainant to resolve the problems that prompted the complaint in the first place.</li> <li>2. conclude that the supervisor's unsatisfactory supervisory actions can be managed readily, and provide the supervisor with advice aimed to improve supervisory practices.</li> <li>3. conclude that the supervisor's unsatisfactory supervisory actions require, for a period determined by the SAC, that the supervisor provide the HOS or nominee with a timetable of planned sessions of supervision and a summary of those sessions to ensure that appropriate supervisory practices are being undertaken.</li> <li>4. conclude that the supervisor's unsatisfactory supervisory actions require further training, for example refer the supervisor to the Curriculum, Teaching and Learning Centre for additional supervisor training.</li> <li>5. recommend that no further supervision be permitted for a certain period, with the possibility of resumption of supervision once any agreed conditions have been met.</li> </ol>
<b>7. Deregistration from Register of HDR Supervisors</b>	<p>Where the SAC determines that the allegations of unsatisfactory supervision are upheld, and agrees to make responses 3, 4 and/or 5 of Actions following Reports of Unsatisfactory HDR Supervision, failure by the supervisor to comply with this determination may result in the SAC recommending that the supervisor be identified on the Register of HDR Supervisors as:</p> <ul style="list-style-type: none"> <li>• providing unsatisfactory supervision</li> <li>• in need of support and/or training to improve quality of supervision</li> <li>• meeting the requirements for deregistration</li> </ul>
<b>8. Appeal from Deregistration</b>	<p>Where the supervisor disagrees with the determination of the SAC, the supervisor may appeal to the HDC(R).</p>
<b>Status</b>	New format. Content previously approved.
<b>Approval Body</b>	Academic Board 13 May 2009, Minute 431.3.2(c)
<b>Initiating Body</b>	Research and Graduate Studies Committee
<b>Definitions</b>	<p><b>Supervision Assessment Committee:</b> Committee to investigate alleged poor performance of a Supervisor of HDR candidates. Consists of the Faculty's Associate Dean Research, the relevant Head of School, and one registered HDR supervisor from another Faculty as nominated by the Chair of the University Higher Degree Committee (Research)</p>

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