

## REGISTRATION OF RESEARCH HIGHER DEGREE SUPERVISORS

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### 1. Preamble

The University recognises that quality supervision is fundamental to providing a high quality research training experience, leading to successful learning outcomes and timely completions for higher degree research (HDR) students. The University is obligated to ensure the delivery of quality supervision to each student and the timely completion of research degrees of the highest standard.

This policy outlines a process for establishing and maintaining a register of (a) experienced and skilled supervisors and (b) new supervisors who do not yet meet all criteria for full registration. The purpose of the register is to recognise, encourage, support, and develop good supervisory practice.

All supervisors of HDR students will be recorded on the Register of Supervisors. No HDR student can be supervised by anyone who is not on the Register of Supervisors.

### 2. Criteria for Registration of Supervisors

To be eligible for entry into the Register, supervisors must meet certain criteria.

The Register will provide for two categories of supervisor – Principal Supervisors and Co-Supervisors.

To be registered as a Principal Supervisor of HDR students, all of the following criteria must be satisfied:

- a. Be a member of academic staff (including adjunct and emeritus staff) of the University.
- b. Be a productive researcher as demonstrated by scholarly outputs.  
This requires demonstration of current and active involvement in research appropriate to the field of study by both of the following:
  - i. Publications in the field of study in the last three years (including the preparation of substantive research report(s)/creative work(s)/patent(s)) which meet the Department of Industry, Innovation, Science and Research (DIISR) publication categories.
  - ii. Successful supervisory experience. This requires having co-supervised at least one HDR student to successful completion.
- c. Have obtained a Research Masters or Research Doctorate degree in order to supervise a Masters candidate, and have obtained a Research Doctorate degree in order to supervise a doctoral candidate, or otherwise to have demonstrated competency or experience to supervise at that level, as determined by the Head of School.
- d. Have agreed to supervise Higher Degree Research students in accordance with UNE's Higher Degree by Research policies and guidelines.

To be registered as a Co-supervisor all of the above criteria except 2b (ii) must be met.

Supervisors who do not meet criteria 2b (ii) may be required by the Head of School to attend training provided by the University.

### 3. Supervisory Roles

A supervisory team usually comprises a Principal Supervisor, who contributes more than 50% of the supervision, together with one or more Co-supervisors.

Under some circumstances the team will comprise a Principal Supervisor, who contributes less than 50% of the supervision, together with one or more Co-supervisors.

Principal Supervisors

- a. must be registered at the Principal Supervisor Level.

- b. are usually the main point of contact for the HDR student academically and administratively
- c. bear the prime responsibility for the timely and successful completion of the student's candidature.
- d. Mentor, as appropriate, the co-supervisor in their supervisory role.

Where the Principal Supervisor contributes less than 50% of the supervision they will provide extra mentorin to the co-supervisor in their expanded supervisory role.

#### Co-Supervisors

- a. may be registered at either the Principal or Co supervisor Levels.
- b. are usually the secondary point of contact for the HDR student academically and administratively
- c. provide support to the Principal Supervisor and the student
- d. may provide specifically required expertise
- e. usually provide less than 50% of the supervisory workload.

Where the Co-supervisor contributes more than 50% of the supervisory workload, they will be expected to be mentored, as appropriate, by the Principal Supervisor in the conduct of the supervision process.

#### 4. The Registration Process

- a. Staff who wish to be registered should complete an Application for Registration form (available from the Research Services website) and submit it to their Head of School to sign and forward to the Higher Degree Research Committee. Heads of Schools should consider qualifications, supervision experience and current research activity before endorsing applications.
- b. Staff who do not have previous experience of supervision should be encouraged by Heads of Schools to gain experience by acting as co-supervisors with an experienced colleague. Staff should also simultaneously be encouraged to develop and maintain good supervisory skills and knowledge of UNE's HDR policies and guidelines by such means as attendance at relevant workshops/seminars offered by the School or UNE, or attendance at appropriate conferences/workshops external to the University, or participation in established online programs. They should also be conversant with the responsibilities of students and supervisors as outlined in Sections 4 and 5 of the Gold Book.
- c. Where staff have not yet supervised a candidate to completion, such staff may be registered as co-supervisors provided that they meet criterion 2 b(i). It is expected that they supervise as part of an experienced team. Heads of Schools, or their nominee, are expected to mentor these staff to ensure that they become established supervisors. Following successful graduation of a co-supervised HDR student, a Co-supervisor is eligible to apply for registration as a Principal Supervisor.
- d. Applications will be assessed and overseen by the by the Dean of Graduate Studies and the Higher Degree Research Committee. The Register will be maintained in Research Services.

#### 5. Extenuating Circumstances/Special Cases

- a. **Periods of Leave**  
In the case of a Principal Supervisor going on leave from the University (for periods exceeding 2 weeks), the Co-supervisor may be appointed as Principal Supervisor for the period of leave. However, where the Co-supervisor does not meet the necessary criteria, the Head of School will need to make a special case to the Higher Degree Research Committee.
- b. **Resignation/Retirement**  
In special cases where the Principal Supervisor has left UNE, the Co-supervisor may be appointed as Principal Supervisor. However, where the Co-supervisor does not meet the necessary criteria, the Head of School will need to make a special case to the Higher Degree Research Committee.
- c. **Supervisory Teams**  
In situations where Schools lack the capacity to appoint Principal Supervisors to cover greater than 50% of the supervisory workload and where Co-supervisors are available, Heads of Schools may appoint a Principal Supervisor at a less than 50% workload. In these circumstances the Co-

supervisor(s) must have completed supervisory training, have co-supervised a higher degree research student for at least one year and there must be mentoring available within the supervisory team.

## **6. Review Process**

Heads of Schools will be required to review continuation of staff on the register as part of the annual performance review.

## **7. De-registration**

Heads of Schools may recommend deregistration of supervisors on any of the following grounds:

- a. The supervisor leaves UNE or ceases honorary or equivalent appointment;
- b. The supervisor fails to meet the registration criteria; or
- c. The supervisor is guilty of academic misconduct at the University or another university or research institution