

REGISTRATION OF RESEARCH HIGHER DEGREE SUPERVISORS

Document Type:	Policy and Procedures
Administering Entity:	Academic Board Higher Degree Research Committee
Records Management System Number:	SED05/803
Date Endorsed by Board:	26 September 2005
Date Approved by Council:	7 October 2005
Indicative Time for Review:	Three years from approval date
Responsibility for Review:	Academic Board Higher Degree Research Committee

1. Preamble

The University recognises that quality supervision is fundamental to providing a high quality research training experience, leading to successful learning outcomes for 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) established and experienced supervisors and (b) new supervisors who do not yet meet all criteria for full registration. The purpose of the register is to recognize, encourage, support, and develop good supervisory practice.

2. Criteria for Registration of Supervisors

To be eligible for entry into the Register of established supervisors and so to be the principal supervisor of **Doctoral and Research Masters** level students, a person shall satisfy all of the following conditions. Registered new supervisors must meet all criteria except 2.2 (b).

- 2.1. Be a member of academic staff (including adjunct, honorary and emeritus staff) of the University.
- 2.2. Be an active 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:
 - (a) 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 Education, Science and Training (DEST) publication categories.
 - (b) Successful supervisory experience. This requires having co-supervised at least one HDR student to completion.
- 2.3. Have obtained a Research Masters or doctoral degree in order to supervise a Masters candidate, and have obtained a doctoral 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.
- 2.4. Have agreed to supervise HDR students in accordance with UNE's Higher Degree by Research Regulations and the University's Code of Conduct for Research.

3. The Registration Process

- 3.1 Staff who wish to be registered in either category should complete an Application Form (available from the Research Services website at: <http://www.une.edu.au/research>) and submit it to their Head of School to sign and forward to the Higher Degrees Research Committee. Heads of School should consider qualifications, supervision experience and current research activity and may make a special case to the Higher Degrees Research Committee.
- 3.2 Staff who do not have previous experience of supervision should be encouraged by Heads of School to gain experience by acting as co-supervisors with an experienced colleague. They should also simultaneously be encouraged to develop and maintain good supervisory skills and knowledge of UNE's HDR policies, guidelines and regulations 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.
- 3.3 During the phase where staff have not yet supervised a candidate to completion such staff may be appointed as co-supervisors provided they meet criteria 2.2 (a) and are registered as "new supervisors". They will be appointed as a co-supervisor where the

Principal Supervisor has strong experience in supervision of HDR students. Heads of Schools are expected to mentor these staff to ensure that they become established supervisors. Following successful graduation of a co-supervised Higher Degree Research student and demonstrated publications, new supervisors can apply for registration on the established register.

3.4 Applications will be assessed and overseen by the Dean of Graduate Studies and the Higher Degrees Committee. The Register will be maintained in Research Services.

4. Review Process

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

5. De-registration

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

- (a) the employee leaves UNE or ceases honorary or equivalent appointment;
- (b) The employee fails to meet the registration criteria;
- (c) The employee is convicted of misconduct.

6. Process of appeal

The normal University process of appeal applies.

Glossary of Terms:

“Candidate” means a person who has been admitted to a research higher degree candidature at the University;

“Co-Supervisor” – see “Supervisor”;

“Higher Degrees Research Committee” means the Higher Degrees Research Committee of the Academic Board;

“Office” means the Research Services Office;

“Principal Supervisor” – see “Supervisor”;

“Register” means a record of supervisors approved by the Research Committee for the purpose of postgraduate research student supervision;

“Registered Supervisors” means a research supervisor who has satisfied criteria for registration and admitted to the Register by the Committee for the purposes of supervision of research higher degree candidates with a specified level of responsibility;

“Research Institute/Centre/Unit” means a research center within the University but independent of a School, in which postgraduate research student supervision is undertaken;

“School” means the academic organisational unit of the University in which postgraduate research student supervision is undertaken;

“Supervisor” or “Co-Supervisor” means a person who has responsibility for oversight and support of a Candidate’s research training program and progress. The Co-Supervisor supports the Principal Supervisor. A Co-Supervisor may either be people accredited for the supervisory role or a person in training for the role.

Note: A Co-Supervisor may make a significant contribution and bring additional expertise to the research project.

“University” means the University of New England.

**Application for Registration
UNE Higher Degree Research Committee
Register of Research Higher Degree Supervisors**

SECTION 1. SUPERVISOR DETAILS

Name: _____

School/Institute or address for supervisors external to UNE: _____

Your highest academic qualification, the University and year in which it was conferred:

Degree: _____ University: _____ Year: _____

UNE Staff Number or honorary status: _____

Name, degree, and institution of student most recently successfully supervised to completion _____

Details of your two most recent publications: _____

What is your academic level (A, B, C, D, E, other)? _____

What is your employment status/(Permanent, Fixed Term, Contract, Hon/Adjunct, etc)? _____

When does your appointment expire?: _____

SECTION 2. REGISTRATION DETAILS:

Please indicate the level of registration for which you are applying (Note: generally supervisors may only supervise at the same level as the qualification they hold. Heads of School may make a special case):

- Research Masters Only
- Doctoral and Research Masters
- Established New

Applicant's signature: _____ Date: ____/____/____

Head of School's signature: _____ Date: ____/____/____

Note: If a Head of School is applying for registration, this application must be signed by the Executive Dean.

Received by Higher Degree Research Committee: _____

Date: ____/____/____

Entered on Register: _____

Date: ____/____/____