

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 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 recognize, encourage, support, and develop good supervisory practice.

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 registered supervisors – principal supervisors and co-supervisors. Established supervisors, who wish to register as principal supervisors of **Doctoral and Research Masters** level students, must satisfy all of the following criteria:

- 2.1. Be a member of academic staff (including adjunct and emeritus staff) of the University.
- 2.2. 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:

- (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 Industry, Innovation, Science and Research (DIISR) publication categories.
 - (b) Successful supervisory experience. This requires having co-supervised at least one HDR student to successful completion.
- 2.3. Have obtained a Research Masters or PhD degree in order to supervise a Masters candidate, and have obtained a PhD degree in order to supervise a doctoral candidate, or otherwise to have demonstrated competency or experience to supervisor at that level, as determined by the Head of School.
 - 2.4. Have agreed to supervise Higher Degree Research students in accordance with UNE's Higher Degree by Research policies and guidelines.
 - 2.5. Inexperienced supervisors and or those that do not meet criteria 2.2.(b) may be required by the Head of School to attend training provided by the University.
 - 2.6. Registered new supervisors must meet all criteria except 2.2.(b).

3. The Registration Process

- 3.1 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 School should consider qualifications,

supervision experience and current research activity before endorsing applications.

- 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. 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.
- 3.3 Where staff have not yet supervised a candidate to completion, such staff may be appointed as co-supervisors provided that they meet criterion 2.2 (a) and are registered as "co supervisors". They will be appointed as a co-supervisor where the Principal Supervisor has strong experience in supervision of HDR students. 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 Higher Degree Research student and demonstrated publications, co-supervisors are eligible to apply for registration as a principal supervisor.
- 3.4 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.

4. Extenuating Circumstances/Special Cases

4.1. 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 criteria to be registered as a principal supervisor, the Head of School will need to make a special case to the Higher Degree Research Committee.

4.2. Resignation/Retirement

In special cases where the principal supervisor has left UNE, the co-supervisor who does not meet the criteria for appointment as principal supervisor, may be appointed as principal supervisor on the condition that the Head of School makes a special case. These requests will be considered by the Dean of Graduate Studies on a case by case basis.

4.3. Supervisory Teams

In situations where Schools lack the capacity to appoint principal supervisors and where co-supervisors are available but do not meet the criteria for appointment as principal supervisors, Heads of School may make a special case to appoint co-supervisors as principal supervisors, on the condition that the co-supervisors have completed supervisory training and have co-supervised a higher degree research student for at least one year. They may be appointed as part of a supervisory team where mentoring is available.

5. Review Process

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

6. De-registration

Heads of Schools may recommend deregistration of supervisors 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; or
- (c) The employee is convicted of academic misconduct.

Glossary of Terms:

“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;

“Co-Supervisor” – see “Supervisor”;

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

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

“Principal Supervisor” – see “Supervisor”;

“Office” means the Research Services Office;

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

“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.