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POLICY FOR HDR SUPERVISION

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**Purpose and Scope**

This policy specifies the roles and responsibilities of Supervisors of Higher Degree by Research Candidates and expectations of candidates by Supervisors. This policy applies to all Excelsia College appointed Supervisors of higher degree research candidates.

**Policy Statement**

All research students, upon admission to the degree of Doctor of Philosophy or a Master by Research must have an appointed supervisory panel comprising at least two supervisors, one of whom is designated as Principal Supervisor, the other(s) as Co-supervisor(s). (See *Policy for Appointment of HDR Supervisors and Supervisory Panels*.)

**Roles and Responsibilities of the Principal Supervisor**

The Principal Supervisor:

a) advises and assists the candidate to complete an original and feasible research program;

b) monitors the quality of the research being conducted;

c) advises the candidate on any additional skills training they may require; and

d) supports the candidate in timely completion of the research.

Responsibilities of the Principal Supervisor include the following:

- Ensure the candidate is aware of the relevant policies, procedures and guidelines for their candidature, and the rights and obligations of HDR candidates. In particular, candidates should be referred to the *Research Code of Practice, Intellectual Property Policy, Procedures for Alleged Research Misconduct* and other relevant policies.

- Ensure the candidate is able to access resources and information necessary to pursue the research project.

- Ensure the candidate is aware of important milestones (such as Confirmation of Candidature, and annual reports) and is prepared to complete such milestones.

- Recommend action with respect to proposed changes to the candidature, including changes to:
  - the thesis title;
  - supervisory panel membership;
  - mode of enrolment;
  - leave of absence;
  - early submission for examination;
  - extension of scholarship;
  - extension of candidature; or
  - an application to upgrade to doctoral candidature from research masters.

- Ensure regular contact and communication are maintained with the candidate via a mutually agreed, documented mechanism that is reviewed annually by the candidate and supervisor.
• Ensure that appropriate applications for ethics approval are prepared and submitted by the candidate.

• Recommend relevant courses of study (pertaining to important theory and research methodology) as required for successful completion of the research.

• Provide constructive, critical, and (where requested) written assessments of the candidate’s work to the candidate within one month of the submission of the work.

• Provide immediate advice to the Head of School or Director of Research if the candidate is likely to fail to attempt or complete a milestone satisfactorily.

• Provide formal advice on progress of the candidature to the Head of School or Director of Research via the annual review process.

• Negotiate agreement between the candidate and members of the supervisory panel concerning authorship of publications and ensure that contributions are acknowledged during and after candidature.

• Provide advice to the Director of Research on the appointment of thesis examiners as soon as possible after the student has declared in writing their intention to submit.

• Certify that the thesis is in the correct format for examination.

• Discuss potential examiners with the candidate.

• Comment on examiners’ reports and making recommendations to the Research Committee on the examination outcome.

• Endorse completion of amendments.

• All other relevant administrative actions concerning the candidate’s progress.

Roles and Responsibilities of the Co-supervisor

The role of the Co-supervisor (or member of the Supervisory Panel) is to:

• be available as an advisor to the candidate during the course of the candidature; and

• assist the Principal Supervisor in the monitoring and furtherance of the candidate’s research.

Responsibilities of Co-supervisors (or other members of the Supervisory Panel) include the following:

• Ensure regular contact and communication are maintained with the candidate via a mutually agreed, documented mechanism that is reviewed annually by the candidate and supervisor.

• Act in place of the Principal Supervisor when the Principal Supervisor is briefly absent from Excelsia College.

• provide feedback to the candidate at annual review and at other times when specifically requested to do so.
References Consulted

UWS Supervision of Research Candidates Policy (2006)

UNSW Higher Degree Research Supervision Policy (2012)

Australian College of Theology Higher Degrees by Research Supervisors’ Handbook (2014)
http://www.actheology.edu.au/courses_HDR.php

Notre Dame University Regulations: Research Degree (2012)
http://www.nd.edu.au/__data/assets/pdf_file/0015/110643/REGULATION-Research-Degrees-12JAN.pdf