



**EXCELSIA
COLLEGE**
Sydney - Australia

Document Name

PROCEDURE FOR HDR SUPERVISION APPOINTMENTS

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Purpose and Scope

The purpose of this document is to specify procedures for the appointment of supervisors for higher degree by research candidates. These procedures apply to Excelsia College (Excelsia) staff and eligible external appointees.

Procedures

- Upon admission to a research degree a candidate will be allocated to a School or Research Centre within Excelsia College.
- After completion of any required research preparation units a candidate will submit a research proposal of a suitable quality for the award being undertaken.
- The Head of School (in the case of a School based candidate) or Director of Research (in the case of a candidate based within a Research Centre) will then recommend to the Research Committee a supervisory panel in accordance with the *Excelsia Policy for Appointment of HDR Supervisors and Supervisory Panels*.
- The Head of School or Director of Research will establish that proposed members of the supervisory panel are
 1. listed on the Excelsia Register of Supervisors;
 2. qualified to undertake HDR supervision by holding a doctoral degree in a field relevant to the candidate's proposed research, or having equivalent research experience;
 3. able to provide relevant expertise in areas of theory or methodology of direct relevance to the candidate's proposal;
 4. willing to undertake the task of supervision;
 5. normally supervising no more than six PhD candidates or ten M.Res. candidates
 6. research active, as defined by the *Research Active Policy*;
 7. listed as having attended an Excelsia Research Supervision Forum within the preceding three years or
 8. willing to complete an induction process in the case of first appointment as supervisor and, in the case of Principal Supervisors,
 9. a full-time, part-time, contract or honorary staff member of Excelsia College.
- At the time of recommending a supervisory panel the Head of School or Director or Research will certify that appropriate resources of space, materials and expertise will be available to the candidate.
- The Research Committee will accept the recommended supervisory panel, request further information, or reject the panel in part or in full based on the qualifications, expertise and capacity of the panel to supervise the candidate. Full reasons will be given in the case that any proposed panel member is rejected.

References Consulted

UWS *Supervision of Research Candidates Policy* (2006), Section 4: Procedures

<http://policies.uws.edu.au/view.current.php?id=00239>

Notre Dame University Regulations: Research Degree (2012)

http://www.nd.edu.au/_data/assets/pdf_file/0015/110643/REGULATION-Research-Degrees-12JAN.pdf