

HIGHER DEGREES BY RESEARCH: POLICY AND PROCEDURES

(THE GOLD BOOK)

PART 4: SUPERVISION OF HIGHER DEGREES BY RESEARCH CANDIDATES

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PART 4: SUPERVISION OF HIGHER DEGREES BY RESEARCH CANDIDATES POLICY

Note to users:

Revision of Part 4 Higher Degrees by Research: Policy and Procedures (Gold Book) was approved by Academic Board on 20 July 2009.

In accordance with Board resolution, this document came into effect on 1 August 2009.

Enquiries relating to this policy should be addressed to supervisor.reg@canberra.edu.au

Enquiries re administrative guidelines, forms etc please contact postgrad.research@canberra.edu.au

A. Introduction

Purpose

1. This policy sets out the requirements and criteria for supervision of Higher Degree by Research candidates at the University of Canberra.

Scope

2. This policy refers to supervision of candidates enrolled in University of Canberra Higher Degree by Research courses.
3. This policy is designed to assist in the establishment of supervisory panels to ensure all Higher Degree by Research candidates receive high quality supervision during the candidature of their degree.
4. This document is designed for use by University of Canberra staff.
5. This policy does not apply to non-research postgraduate courses.

Legislation

6. University legislation related to this policy includes:

Admission to Higher Degree by Research Courses Policy (pending approval)

B Principles

Supervision of Higher Degree by Research Candidates at UC

7. To ensure the University quality of supervision, all supervisors must register as outlined in this policy.

8. An offer for a Higher Degree by Research course place can only be made when appropriate supervision is in place.
9. Supervision is the responsibility of the host Faculty or University Research Centre.

Classification of Supervisors: Supervisory Levels

10. Supervisors will be classified according to Supervisory Levels, which are based on supervisory experience, completion of Higher Degree by Research candidates and research activity. There are four (4) Supervisory Levels.

Competency	Level 1	Level 2	Level 3	Level 4
Supervised Higher Degree by Research candidates to completion	X	-	-	-
Experience in supervising	X	X	-	-
Research active	X	X	X	pending

Table 1: Summary of Supervisory Levels

Level 1 Supervisors

- Are research active¹
- Have prior experience in supervision of Higher Degree by Research candidates, at University of Canberra or elsewhere
- Have supervised Higher Degree by Research candidate(s) to degree completion. The nature of the degree must be specified, for example PhD or Masters.
- Can act as Chair or secondary supervisor on any supervisory panel.

Level 2 supervisors

- Are research active
- Have at least 12 months experience in supervision of Higher Degree by Research candidates at University of Canberra or elsewhere
- Have completed the Teaching and Learning Centre (TLC) course *Beginning Postgraduate Supervision at UC* or a similar course
- Can act as Chair or secondary supervisor on a supervisory panel where a second member is a Level 1 Supervisor.

¹ As recognised by Faculty or University Research Centre and University of Canberra

- Can progress to Level 1 upon supervision of a Higher Degree by Research candidate (degree specified) to completion.

Level 3 supervisors

- Are research active
- Have no prior experience in the supervision of Higher Degree by Research candidates
- Will complete the Teaching and Learning Centre (TLC) course *Beginning Postgraduate Supervision at UC* or a similar course
- Will complete a 12 month period of mentoring as a secondary supervisor on an active supervisory panel where at least one other member is a Level 1 supervisor
- Cannot act as Chair of a supervisory panel
- Can progress to a Level 2 after completion of the TLC course (or equivalent) and mentoring period as approved by the Faculty/University Research Centre.

Level 4 supervisors

- Are working towards a level of research activity which will be recognised by the Faculty/University Research Centre and University as research active
- Have limited or no prior experience in the supervision of Higher Degree by Research candidates
- Cannot act as Chair or secondary supervisor on any supervisory panel. The Faculty/University Research Centre can facilitate training or mentoring until progression to Level 3.

Progression from one Level to the next requires the following:

- Written confirmation from the Supervisor that a relevant competency has been achieved
- Written support from the Faculty/University Research Centre
- Notification to the Research Services Office, holder of the Supervisory Register.

Panel Composition and Appointment of Supervisors

11. Appointment of supervisors to a supervisory panel will be determined and approved by the Faculty/University Research Centre.
12. Every supervisory panel must meet the following minimum standards:

- Each panel must consist of at least an appointed Chair and a secondary supervisor
 - Each panel must contain at least one Level 1 supervisor i.e. at least one member of the panel must have supervised a research candidate to completion. The degree supervised to completion must be the same level of degree as the degree being sought by the current candidate
 - At least one member of the panel needs to be research active in a related/cognate area to the research being undertaken by the Higher Degree by Research candidate
 - At least one member of the panel needs to hold a degree equivalent to the degree being sought by the candidate
 - Panels can be supplemented with additional registered supervisors and/or advisors as dictated by the needs of the research being pursued by the Higher Degree by Research candidate
 - An alternative Chair needs to be appointed when the panel is composed. This alternative Chair may be selected from outside the panel
 - Every panel must have an agreed contingency plan in the event that a panel member needs to step down for any reason.
13. The Faculty/University Research Centre must approve any changes to supervisory panel membership to ensure that the minimum standards are maintained and candidate support remains at the highest quality.
14. Level 1 or Level 2 supervisors may be appointed to the role of Chair. The selection of Chair will be determined on the basis of expertise and research interests rather than seniority by default.
15. An individual can be Chair on a maximum of five active panels. If the Dean/Director of a Faculty or University Research Centre can provide sufficient written justification for an individual acting as Chair on a higher number of panels this will be considered by the Research Services Office on a case by case basis and should be submitted in advance of appointment to Chair.
16. UC staff members who leave the University during the candidature of a Higher Degree by Research candidate may remain on the supervisory panel if approved and managed by the Faculty/University Research Centre.
17. The Faculty/University Research Centre will internally manage workload and time commitment for membership of a supervisory panel.

Roles of Adjuncts and External Experts in Supervision

18. University of Canberra Adjuncts and other external experts can become involved in the supervision of Higher Degree by Research candidates with the approval of the relevant Faculty/University Research Centre.
19. Adjuncts and external experts can be engaged under the following conditions:

- An Adjunct may act as a Chair or a secondary supervisor if a registered supervisor
- An Adjunct may act as an Advisor without being registered
- An Adjunct acting as Chair may receive payment of up to \$2,000 per annum from Faculty/University Research Centre funding sources at the discretion of the Faculty/University Research Centre
- An external expert may act as a secondary supervisor if registered. An external expert may not act as a Chair
- An external expert may act as an Advisor without being registered
- The Faculty/University Research Centre will facilitate the registration process for Adjuncts and external experts.

Role of Advisors

20. Advisors can provide essential supplementary expertise to support a supervisory panel. This expertise is typically specialised assistance in an area or a specific aspect of the Higher Degree by Research candidate's program.

21. Advisors can be engaged under the following conditions:

- Advisors may only be appointed with Faculty/University Research Centre approval to established panels which meet all other requirements
- An Advisor is not required to be registered as a UC supervisor
- An Advisor may not act as Chair or secondary supervisor
- Appointment of an Advisor may be for a specific period of time or for the full candidature period as needed.

Responsibilities of Supervisory Panel

22. The responsibilities of the supervisory panel include but are not limited to the following:

- Provide academic support (including timely feedback), guidance and evaluate progress
- Discuss choice of research topic, planning of research program and availability of resources
- Maintain regular contact with the Higher Degree by Research candidate as dictated by the research program and milestones
- Assist Higher Degree by Research candidate in meeting milestones in a timely manner

- Provide support and advice in pursuing additional opportunities including funding, publishing and networking
- Assist in design and preparation of thesis material and submission of final thesis
- Monitor performance of the Higher Degree by Research candidate and address potential issues or problems as early as possible within the University framework
- Ensure that the Higher Degree by Research candidate has full understanding of their responsibilities and the expectations of the panel
- Provide career advice and assistance as appropriate.

Responsibilities of Supervisory Panel Chair

23. The Chair of a supervisory panel has specific responsibilities in addition to the responsibilities of the supervisory panel:

- The Chair holds primary responsibility for the Higher Degree by Research candidate's supervision and progression
- The Chair is responsible for management of the supervisory panel and the responsibilities of the panel. The Chair must ensure that all panel members remain actively engaged in supervision
- The Chair is the main contact point for the Higher Degree by Research candidate unless otherwise agreed by the supervisory panel
- The Chair is the main liaison between the Higher Degree by Research candidate and the University
- The Chair must ensure that the Higher Degree by Research candidate completes all milestones
- The Chair must oversee all necessary administration with regard to milestones
- The Chair must ensure that the Faculty/University Research Centre is informed of progress and any issues with regard to supervision.

Supervisory Register

24. The registration process and management of the Supervisory Register will rest with the Research Services Office.

25. The registration of supervisors is approved by the Pro-Vice Chancellor (Research) or delegate.

26. The registration of supervisors and any changes to the register will require Faculty/University Research Centre approval.