

## SUPERVISORS POLICY



Current version in effect from: 1 Jan 2021  
Approved by Academic Board: 15 Apr 2016  
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### Related Documents

Regulation 7: *Master of Theology (Research)*, Determinations

Regulation 9: *Doctor of Theology*, Determinations

Regulation 22: *Doctor of Philosophy*, Determinations

Regulation 38: *Master of Philosophy*, Determinations

Regulation 40: *Academic Staff, Academic Titles, and Honorary Appointments*

*Student Progress Policy*

Supervision Agreement

### 1. Rationale

1.1 This policy establishes the requirements and standard procedures for the appointment and responsibilities of supervisors at the University. It is based on the minimum requirements set forth in the Determinations to the Regulations governing higher degrees by research.

### 2. Scope

2.1 This policy applies to all members of academic staff of the University who are, or are eligible to be, involved in research supervision of masters and doctoral theses, and also applies to honorary researchers and external academics who are appointed as Supervisors of students of the University.

### 3. Principles

3.1 The University is committed to ensuring that the supervision of higher degree by research candidates is conducted in a professional way.

3.2 The experience of research training is intended to be beneficial to both higher degree by research candidates and supervisors, in order to prepare students for further research and service after completion of their awards.

3.3 The University aims to ensure Supervisors:

- a) are able to develop high quality supervision skills
- b) offer expertise in supervising the research project
- c) possess suitable knowledge and understanding of the pedagogical and administrative processes of supervision
- d) are able to provide appropriate duty of care to the candidate

e) are prepared to meet with the candidate with the requisite frequency.

3.4 Every higher degree by research candidate is supported by a Principal Supervisor who holds a doctoral degree, or has equivalent research experience, and who is a research active, accredited academic staff member of the University and at least one Associate Supervisor with relevant research expertise.

#### **4. Eligibility and Approval**

4.1 The School of Graduate Research Committee is responsible for ensuring that supervision arrangements are in place prior to admission of a candidate to a higher degree by research at the University.

4.2 A Supervisor may only be appointed or removed by the School of Graduate Research Committee.

4.3 The School of Graduate Research Committee must ensure that, prior to appointment, a proposed Supervisor:

- a) meets the requirements of the Regulation and Determinations of the award for which he or she is proposed as a Supervisor
- b) has consented to be a Supervisor of the proposed candidate and project
- c) is prepared to meet the requirements of this Policy.

4.4 The Principal Supervisor must be a research active member of academic staff of the University, and attend a research supervisors training or development seminar at least once every three years.

4.5 Associate Supervisors are usually members of academic staff or honorary researchers of the University but may be external to the University. Associate Supervisors supervising as the majority Supervisor of the higher degree by research thesis must be research active in an area relevant to the candidate's project, and attend a research supervisors training or development seminar at least once every three years.

#### **5. Responsibilities**

5.1 At admission, the Principal Supervisor and Associate Supervisor(s) must negotiate a Supervision Agreement with the student and the Research Coordinator of the student's home College which specifies:

- a) the percentage supervision and the roles to be played by each supervisor
- b) the particular expertise that each supervisor brings to the different stages of candidature
- c) frequency of meeting times
- d) arrangements (if any) for payment for supervision.

5.2 The Principal Supervisor must ensure that:

- a) the candidate is meeting regularly with one or more of the Supervisors through the duration of candidature; and

- b) the candidate presents for Confirmation in a timely manner, attesting that supervisory meetings have taken place and that the candidate has been adequately resourced in terms of supervision; and
- c) an annual report is submitted to the Dean of the School of Graduate Research in a timely manner; and
- d) the candidate is meeting the requirements of the course of study, including attending research seminars and the University's annual Research Day; and
- e) the candidate's College Research Coordinator and the Dean of the School of Graduate Research are informed if there is any reason to believe that the candidate is at risk of making unsatisfactory progress; and
- f) the candidate's College Research Coordinator and the Dean of the School of Graduate Research are informed if and when the candidate makes significant changes to the aims of the research project.

5.3 All supervisors must:

- a) between them, meet with the candidate (whether face-to-face or by telephone, electronic, or other means) to discuss the candidate's research at least twelve (12) times annually for full-time students, or six (6) times annually for part-time students
- b) keep a written record of each meeting with the candidate for the purpose of monitoring progress
- c) be familiar with the University's requirements for candidature, including confirmation, human research ethics, submission and examination
- d) read written work prior to supervisory meetings where reasonably possible, and provide regular feedback on draft material
- e) advise the candidate on the standard of the candidate's written work and, if required, refer the candidate to an appropriate skills program; on the format and preparation of the thesis, including ensuring that scholarly apparatus is being used correctly; where relevant, on the principles and practice of ethical research; on the logical consistency of the candidate's argument
- f) attend at least one supervisory training or development seminar, offered either by the University or by another higher education provider approved by the University, at least once every three years
- g) be familiar with all the appropriate Regulations, Determinations, and research policies applicable to the courses of study in which the candidate is engaged
- h) maintain satisfactory research activity.
- i) When a Supervisor is to be absent or otherwise unavailable for a period of more than two consecutive months, the Supervisor must make suitable alternative arrangements in consultation with the candidate, the Research Coordinator of the candidate's home College, and the Dean of the School of Graduate Research. If such absence continues for more than six months, the Supervisor must ensure that an additional Supervisor is appointed to the project.

**6. Payments to Supervisors**

- 6.1 The home College of a higher degree by research candidate is responsible for any and all arrangements in relation to payment of Supervisors, including how any payments for supervision are to be distributed between the supervisors.
- 6.2 Payment arrangements for supervision must be specified in the Supervision Agreement.
- 6.3 The Office of the Vice-Chancellor is responsible for providing advice to Colleges on the recommended minimum indicative payment for supervision.

**7. Date of next review**

- 7.1 This policy must be reviewed no later than 31 December 2024.