Supervisor Induction Program

Researcher Development

2019
Thank you for taking the time to complete this short module developed for supervisors of Higher Degree Research (HDR) candidates who are new to supervision, or new to supervision at the University of Tasmania.

The module inducts you into the practice of supervision, highlighting UTAS policies, rules and best practice.

To be eligible for inclusion on the UTAS Register of Supervisors you need to complete at least one professional development activity related to supervisory practice, each year. In addition to this program, a range of supervision support resources and workshops are available to you throughout the year to help you develop your supervision skills.
Supervisor Induction Program

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Welcome to supervision at the University of Tasmania.

UTAS has a strong research development program. An integral part of this is the Researcher Development Program, which supports HDR candidates and academic researchers to achieve the highest standards of practice. This Supervision Induction Program supports academics to develop and improve their HDR supervisory practice, and updates all supervisors about changes in the HDR environment as a result of University or national changes to policy and procedures.

I hope you find this program useful. May you continue to benefit from other program components, such as the rolling offerings of workshops and seminars.

I, and the Researcher Development team, look forward to meeting with you at upcoming face-to-face workshops and activities.

Professor Clive Baldock
Pro Vice Chancellor (Researcher Development), Dean of Graduate Research
1.2 Your support teams within the Pro Vice-Chancellor, Researcher Development portfolio

There are two teams under the PVCRD portfolio:

1) Researcher Development Team

2) Graduate Research Office (GRO)

Both teams are here to support you in your supervision responsibilities.

Both teams are overseen by the Associate Director, Researcher Development, Dr Julianne O’Reilly-Wapstra Julianne.Oreilly@utas.edu.au

The GRO Team is managed by Shauna-Lee Ward Shaunalee.Ward@utas.edu.au
The Researcher Development Program provides activities, seminars and workshops designed to support academic staff and HDR candidates in building and progressing their research careers.

There is an annual calendar of events, online development resources, and a library of past presentations that supervisors, and HDR candidates, can access.

Vitae: Tools to support and develop your HDR candidates, and refine your own supervisory practice. https://www.vitae.ac.uk/ All UTAS staff can register and log into Vitae using their UTAS email address.

Development sessions cater to:

- Higher Degree Research Candidates
- Early, mid and senior-career researchers
- Supervisors
- Graduate Research Coordinators
1.4 Role of the Graduate Research Office (GRO)

GRO works under the direction of the Dean of Graduate Research and is responsible for the administration of graduate research training by:

- Developing and administering HDR Policies
- Managing enquires, applications and enrolments
- Managing scholarships
- Administering Candidature Management (milestones, variations and examinations)
- Registering Supervisors and GRCs
- Monitoring HDR candidate completion times
1.5 GRO contacts

Enquiries regarding applicants:
Applications, scholarships and enrolments are administered by a Pre-Commencement team of Candidature Management Advisors (CMAs).

Enquiries regarding current HDR candidates:
Commencements, enrolments, variations and examinations are administered by a Post-Commencement team of Candidature Management Advisors (CMAs).

CALE: GraduateResearch.CALE@utas.edu.au
CoSE: GraduateResearch.CoSE@utas.edu.au
CHM: GraduateResearch.CHM@utas.edu.au
CoBE: GraduateResearch.TSBE@utas.edu.au

Physical location details can be found here
Phone: Ext 8559
Candidature management advisors provide GRCs, supervisors and HDR candidates with advice and support with:

- Candidate progress & ongoing requirements
- Variations (e.g. scholarship extension, leave of absence, candidature extension)
- Thesis submission processes and examinations

Drop in to meet them and say hello

**CALE**
Centenary Building, Level 3, Room 303, **Sandy Bay**
Building A, Level 1, Room 176, **Launceston** *(Education, TILT, IRD)*

**CoSE**
Room 352, Life Sciences Building, **Sandy Bay** *(Sciences)*
20 Castray Esplanade, **Battery Point** *(IMAS)*
Building A, Level 1, Room 176, **Launceston** *(AMC)*

**CHM**
Advocate House, Medical Science Precinct, 17 Liverpool Street, **Hobart City**

**CoBE**
Centenary Building, Level 3, Room 303, **Sandy Bay**
Currently there are \(~1350\) HDR candidates enrolled at UTAS.

\(~69\%\) are full time
\(~39\%\) are international
\(~10\%\) are externally enrolled
Each school has Graduate Research Coordinators (GRCs) who:

- Introduce/Induct new HDR candidates in the School
- Make recommendations to the Dean of Graduate Research on HDR resource and candidature matters
- Oversee candidature milestones and issues pertaining to candidature management
- Provide guidance to and/or mediation for HDR candidates and supervisors on issues related to HDR candidature
- Endorse any changes to candidature

The role of the GRC is defined in the Higher Degree by Research Graduate Research Coordination Policy.
Supervisors are responsible for maintaining best practice in supervision as outlined in the Higher Degree by Research Supervision Best Practice Guidelines document.

1.9 Supervisors

All supervisors must comply with Rule 4 and all relevant University ordinances, rules, policies, procedures, guidelines and codes of conduct relating to research, HDR and candidature management.

All supervisors in a supervisory team are collectively and individually responsible for:

• Supporting the HDR candidate to develop and design their research project.
• Ensuring that the research meets the standards of the Australian Code for the Responsible Conduct of Research.
• Providing mentoring and guidance in all aspects of conducting and completing the research project and in all written components of the research.
• Ensuring all candidature milestones are met on time.
• Providing opportunities for the HDR candidate to gain necessary generic research skills and attributes.
• Creating and promoting an inclusive research training environment.
• An awareness of the HDR candidate’s basic wellbeing.
Research Advisors are persons who contribute to the HDR candidate’s project, such as an Industry partner, and do not attract any load.

They do not need to be an academic employee, registered adjunct or registered supervisor.

Research Advisors are recognised for their contribution in the HDR candidate’s thesis, at graduation and in publications, where appropriate (see Authorship of Research Policy).
1.11 Conflicts of interest in supervision

At all times actual, perceived and potential conflicts of interest in supervision must be avoided.

**Personal relationships, family members and close associates**

Supervisory teams (including research advisors) are not to include spouses, family members or other close associates deemed to have an actual, perceived or potential conflict of interest that may influence the supervision practice. Exceptions may be endorsed by the Head of Academic Unit and declared and managed according to the *HDR Conflict of Interest in Supervision Procedure*. Where such actual, perceived and potential conflicts exist, a third and independent supervisor must be a part of the supervisory team.

The GRC is also not to be the spouse or family member or other close associate of a member of the supervisory team or of a research advisor, or HDR candidate.

**Supervisors and Candidates**

Members of a supervisory team (including research advisors) are not to supervise a HDR candidate that is a spouse, family member or other close associate deemed to have an actual, perceived or potential conflict of interest that may influence the supervisory practice. Refer to the *University Behaviour Policy*, Section 5.2 for the University’s Professional Behaviour and Conduct Expectations of Staff / Student Personal Relationships.
1.12 Extended periods of absence from supervision and resignation

If a supervisor is going to be away for extended periods, alternative arrangements need to be made within the College. Co-supervisory arrangements may suffice. Supervisors should discuss arrangements with the GRC.

A Change Supervisory Team form must be filled out when a Supervisor ceases their employment before the HDR Candidate completes their course.

It is the responsibility of the Supervisor to let GRO know if they are no longer an appointee of the University and no longer supervising HDR candidates.
For supervisors, **iGRad** is your primary candidature management system.

Applications: The College Recommendation electronic workflow within iGRad is where applications are assessed by primary supervisors, GRCs, Head of Academic Unit and Associate Dean Research.

Candidate Management and Examination occur through iGRad.

Tabs include:

- **Overview**
- **Candidate Management**
- **Scanned Docs**
- **Action Dates**
- **Scholarship**
- **Graduate Certificate**
- **Confirmation/Annual Review Management**
- **Examination**
- **Research Plan**
- **GRCs**
2.1 Graduate Research Governance

2.2 UTAS Rules for Research Higher Degrees

2.3 Integrity, Ethics and Authorship

2.4 Intellectual Property (IP) & other Legal Issues
2.1 Graduate research governance

Graduate Research is governed by two main committees:

- Academic Senate
- University Research Committee

The Pro Vice-Chancellor, Researcher Development and Dean of Graduate Research, Professor Clive Baldock is responsible for overseeing all Graduate Research matters within the University.

Graduate Research is governed by:

- Rule 4 – Rules of Graduate Research
- HDR policies, procedures and guidelines

All formal student complaints and discipline (including HDR candidates) are managed through:

- Ordinance 8 – Student Complaints
- Ordinance 9 – Student Discipline

Rule 4 and associated polices and procedures apply to all research higher degrees – Masters, PhDs and Professional Doctorates.

Find them here.
All UTAS supervisors and HDR candidates must be aware of, and act in accordance with, the HDR relevant University rules, policies and procedures.
These are found on the Research Degree webpage.

The HDR policies describes many of the HDR roles and responsibilities: of Supervisors, HDR candidates, Heads of Academic Unit, the Dean.

- Admission and Enrolment
- Reviews of Progress
- Supervision
- Grievances
- Graduate Research Coordination
- Minimum Infrastructure and Resources
- Candidature Management
- Thesis Preparation, Submission and Examination
- PhD by Prior Publication
UTAS is committed to conducting responsible, ethical research.

The University’s Responsible Conduct of Research Framework guides supervisors in all ethics matters.

HDR candidates require supervisory support for issues of animal and human ethics approval, devising a data management plan and authorship of publications.

The Research Integrity and Ethics Unit provide online and face-to-face training for staff and candidates undertaking research involving humans and/or animals, and in the responsible conduct of research.

The Australian Code for the Responsible Conduct of Research outlines best practice for data management, supervision, publication, authorship, conflict of interest, and research collaborations.

The Library provide research consultations to HDR candidates including information on research and management skills, literature reviews, search strategies, literature and data management.

They also help HDR candidates to communicate their research by: developing a research profile, advising on self-archiving in open access repositories, and identifying personal and publication impact factors.
Confidentiality and IP issues can arise when projects involve external parties, such as study participants, companies, publishers, or funding agencies.

If confidentiality and/or IP agreements exist for a research project, HDR candidates need to be advised about these agreements and their implications prior to commencing their candidature.

Unless HDR candidates re-assign their IP to another party, via a **Deed of Assignment**, they own the IP they create during their candidature.

**IP is dealt with under the UTAS Intellectual Property Ordinance.**

**Questions?**

Supervisors with questions about IP can contact UTAS **Business Development and Technology Transfer**.

Supervisors with questions of a legal nature can contact UTAS Legal Services: **Legal.Office@utas.edu.au**

HDR candidates should obtain independent legal advice before signing any legal documents.

The University cannot provide HDR candidates advice about research contracts, IP, or Deeds of Assignment - such advice could be in conflict with its own interests.
3.1 Eligibility, Application and Admission

3.2 The Application Process

3.3 English Language Requirements

3.4 Commonwealth Research Training Program (RTP) and Tasmanian Graduate Research Scholarships (TGRS)

3.5 Scholarships

3.6 Enrolment and Commencement

3.7 Coursework Enrolments
Success of candidature starts when prospective HDR candidates are assessed by potential supervisors. To support successful outcomes for the HDR candidate and for you as supervisor:

- Understand the UTAS minimum entry requirements outlined in Rule 4 and the HDR Admissions and Enrolment Policy.
- Select the highest quality applicant for your project based on evidence and alignment with School/College and University Strategy.
- Interview your applicants over skype or in person to ascertain qualifications and fit for your project.
- Do not encourage applicants to apply if they do not meet all eligibility requirements, including English language requirements.
- All HDR candidates require at least one co-supervisor. Select an appropriate supervisory team.
- Alternative Entry Pathways exist. However, applicants must submit documented evidence to demonstrate research competency and other specific skill areas outlined in the HDR Admissions and Enrolment Policy.

Prospective HDR candidates should be directed to the research degrees homepage.
3.2 The application process

1) Projects are generally advertised (note all scholarships must be advertised). Projects and scholarships can be advertised on the UTAS Graduate Research Webpage, and through other forum the Supervisors may prefer (e.g. Find a PhD, Societies).

2) Applicants submit an online Expression of Interest in StudyLink to assess minimum eligibility to do a HDR degree at UTAS. Conversations between potential applicants and supervisors can be occurring concurrently to the EOI stage.

3) IF EOI is successful, applicants are invited to find a supervisor and when a supervisor has agreed to supervise the HDR candidate, the applicant submits a full application in StudyLink.

4) The application is assessed by the College in iGrad. This is called the Electronic College Recommendation. The Primary Supervisor, GRC, Head of Academic Unit and ADR all need to assess and endorse an application in iGrad.

5) If the application is also for scholarship, the application will be assessed by a College Scholarship Selection Committee.

6) All applications for Research Training Program (RTP) and Tasmanian Graduate Research Scholarships (TGRS) are endorsed by the Dean of Graduate Research, after the College recommendation process.

A step by step guide to applying is available [here](#).
3.3 English language requirements

All HDR applicants for whom English is not their first language will be required to provide evidence that they are able to read, write, speak and understand English to a sufficient standard before commencing their Higher Degree.

Applicants must achieve an IELTS (Academic) minimum band score of 6.5, with minimum scores of 6.5 for writing and speaking, and no other band less than 6.0.

Conditional offers of admission can be made if applicants do not meet the English language requirements - these students need to provide evidence of meeting the requirements before enrolment.

Further information about entry requirements, including English language requirements is available here.

Advice for international HDR candidates about living in Tasmania is available here.
3.4 Research Training Program (RTP) & Tasmanian Graduate Research (TGRS) Scholarships

The Research Division provides annual scholarships allocations to Colleges. The two scholarship types are:

1) Commonwealth Research Training Program (RTP) Scholarships

RTP support may consist of one or more of the following components:

- RTP Stipend (indexed annually): Awarded competitively to students of exceptional research potential to assist with living costs while undertaking a Higher Degree by Research.
- RTP Fees Offset: Awarded to all domestic HDR candidates enrolled at the University. This is paid to the University (not the HDR candidate) and cover the cost of a HDR candidate’s tuition fees.

2) Tasmanian Graduate Research Scholarships (TGRS)

TGRS are available across all research disciplines and are awarded competitively to applicants with demonstrated research ability. The conditions of award mirror the RTP conditions of award. In addition, Colleges may offer International Tuition Fee Scholarships to eligible international applicants to fully or partially offset the published international tuition fees for a HDR. This becomes forgone income for the College.

Schools are requested to attract co-funding for centrally allocated scholarships in order to build external relationships and leverage the limited scholarship funds. As a supervisor, please be planning for co-funding.

Other scholarships are also available. They are funded by external funding bodies and donors (e.g. in Australian Council Research (ARC) Grants, industry partners). They may be for specific items (e.g. travel), specific research projects, or disciplines. They vary in amount, conditions, and closing dates.
3.5 Scholarships

UTAS awards approximately 170 RTP and TGRS scholarships annually. These are offered throughout the year to high-quality domestic and international HDR candidates.

Scholarship applications require completion of an online application submitted through the UTAS HDR online application system.

There are approximately 350 HDR commencements each year and so scholarships are highly competitive.

It is important that scholarships are awarded competitively against selection criteria. Applications must align with School/College and University strategic directions.

Applicants need to be available to take up offer of scholarships within the set period designated in the offer letter - two weeks for domestic applicants and eight weeks for international HDR candidates.

Once an offer of admission has been accepted HDR candidates have up to two months (domestic) or six months (international) to commence from the date of the letter of offer.

Information about UTAS scholarships can be found here.

Advice about the online scholarship application process is available here.

Each scholarship has its own set of conditions including length, possible extensions, leave provisions, and allowable work hours. These conditions are outlined in the letter of offer.
3.6 Enrolment and commencement

Domestic HDR candidates have 2 months to commence after they accept their letter of offer. International HDR candidates have 6 months. HDR candidates must commence by the date on their letter of offer unless a formal extension to commencement is provided through GRO.

Once HDR candidates complete their commencement paperwork with GRO Candidature Management Advisors in the Research Hubs on their arrival at UTAS, they will be enrolled. As a supervisor, please ensure you are present to welcome your HDR candidate, especially if they have travelled from oversees. It up to you, the GRC and the School to fully induct your HDR candidate.

Please ensure your HDR candidate has the necessary equipment and infrastructure to commence and undertake their project as per the *HDR Minimum Infrastructure Policy.*

UTAS email accounts are created when a HDR candidate enrols. Within three working days the candidate will be sent an email confirmation and login advice (UTAS username and password) to the email address associated with their application.

All HDR candidates must pay a Student Services and Amenities Fee (SSAF), which is used to improve student services. This cost is included in international tuition fees, however domestic HDR candidates are charged separately.

*External enrolment* is possible provided suitable arrangements are made for supervision, access to facilities and resources, and HDR candidate wellbeing.
3.7 Coursework enrolments

PhD candidates undertaking the Graduate Certificate in Research (X5A) must complete two core units, Introduction to Higher Degree by Research (XGR501), Communicating Research (XGR502) and two elective units. Two units (XGR501 and one other) must be completed by Confirmation of Candidature.

HDR candidates manage their own X5A enrolment via eStudent.

Elective units can comprise any 200-700 unit within the University, however, these ‘off-schedule’ units require the approval of the Course Coordinator (Graduate Certificate Research), as do applications for exemption or credit.

HDR candidates undertaking the Quantitative Marine Science (QMS) or the Quantitative Antarctic Science (QAS) programs will be automatically admitted to the Graduate Diploma of Marine and Antarctic Science (S60) in place of the Graduate Certificate in Research.

Professional Doctorate candidates are required to undertake coursework units applicable to their chosen degree. These are discussed with the Prof Doc Course Coordinator.

Masters by research HDR candidates are required to do XGR501 and an elective unit.

The Graduate Certificate in Research is an AQF level 8 qualification that builds candidates transferable research and generic skills for candidature and careers post-HDR.

Full-time HDR candidates may not engage in any academic course of study leading to a qualification which is not an essential part of their Research Program.
Unit 4: Commencement through to Examination

4.1 Managing candidature
4.2 Your responsibilities
4.3 Support available for your HDR candidate
4.4 Student Experience services
4.5 Support for you as a supervisor
4.6 Candidature milestones
4.7 Research plan
4.8 Ethics approvals
4.9 Confirmation of candidature
4.10 Requirements for confirmation of candidature
4.11 Annual reviews
4.12 Variations to candidature
4.13 HDR candidate travel
4.14 Maximum periods of candidature and extensions
4.15 Examination
4.16 Nomination of Examiners
4.17 Withdrawal and termination
4.1 Managing candidature

The research preparedness of commencing HDR students, the circumstances of candidature, and the destinations of graduates are changing.

As supervisor, you will need to understand these changes and manage the needs, expectations, and commitment of your HDR candidate to their degree. This involves understanding your HDR candidate, their research project, their progress, their pastoral needs, and their career aspirations.

You will need to be accessible to HDR candidates and provide regular feedback.

The Dean of Graduate Research and GRO is available to assist you and your HDR candidates to achieve the best possible research outcomes and to meet the compliance requirements of UTAS and the Federal Government. They ask you to read and comply with relevant HDR policies but also to understand that where possible, they try to meet the needs of HDR candidates and supervisors.
4.2 Your responsibilities in managing and supporting your HDR candidate

- Supporting the HDR candidate to develop and design their research project so that it is of the quality and standard required for the qualification sought by the HDR candidate and can be completed within the maximum degree period.
- Ensuring that the research meets the standards of the Australian Code for the Responsible Conduct of Research.
- Providing mentoring and guidance in all aspects of conducting and completing the research project and in all written components of the research, including the thesis and associated publications or equivalent.
- Ensuring all HDR candidature milestones are met on time.
- Providing opportunities for the HDR candidate to gain necessary generic research skills and attributes.
- Creating and promoting an inclusive research training environment.
- Providing a level of pastoral care and having an awareness of the HDR candidate’s basic wellbeing.

The HDR Supervision Policy and HDR Supervision Best Practice Guidelines are useful tools for assisting you in your roles and responsibilities.
There is a range of support available for your HDR candidate.

The supervisory team plays a role in ensuring HDR candidates are aware of all available avenues of support.

Within the school if an HDR candidate has a query or concern the Supervisory team, the GRC and the Head of Academic Unit are the first ports of call for the HDR candidate.
4.4 Student Experience support services for your HDR candidate

- Counselling (face to face + e counselling)
- Postgrad Advocate + Welfare Support
- International Student Advisor
- Faith Centres (Chaplain + community)
- S+E Website Info - ‘Safety, Health, Wellbeing’

Current candidates support services information
4.5 Support for you as a supervisor

As a supervisor, there is a range of support available for you. These include, but are not limited too:

• Your co-supervisory team and peers
• Your Graduate Research Coordinator(s)
• Your Head of Academic Unit
• Graduate Research Office (GRO) for HDR administrative support
• The Dean of Graduate Research
• Supervisor pages on the Graduate Research website
• Work Health and Safety pages, including support for mental health and counselling
• HDR Policies, Procedures and Guidelines
• Researcher Development Supervisor Sessions

The HDR Supervision Policy and HDR Supervision Best Practice Guidelines are useful tools for assisting you in what to do when.
As HDR candidates progress through candidature, there are a series of milestones to be completed. iGRad is the candidature management tool and is used to track and guide milestones by HDR candidates, supervisors, GRCs, Heads of School and ADRs.

Candidature milestone dates are calculated from the HDR candidate’s date of enrolment.

Milestones include:

- A minimum of six (6) bimonthly meetings per annum during candidature with the supervisory team
- A draft research plan at 3 months
- Ethics approval (if required)
- Confirmation of candidature at 12 months – one of the most important milestones
- Annual reviews of progress (year 2, 3 and 4 of candidature)
- Abstract and thesis submission
A draft research plan must be submitted at three months equivalent fulltime enrolment. This document should be developed in conjunction with, and approved by, the supervisory team. The plan at 3 months is signed off by the GRC.

The plan is an evolving document that guides the entire candidature. An approved plan is an important document for passing Confirmation of Candidature and each Annual Review of Progress.

It is recommended that HDR candidates work on their Research Plan as a Word file first prior to generating the Research Plan in iGRad.

In iGRad, supervisors are able to view the plan content and add text in the comments tab.

There is iGRad support for candidates to complete their plan:
4.8 Ethics approval

If an HDR candidate’s research involves subjects that require animal or human ethics approval, no research can commence until ethics approval is granted for that component of the project.

Ethics milestones are created and monitored by the Research Integrity and Ethics Unit.

HDR candidates cannot be named as the chief investigator on an ethics application. You, as supervisor, will assume that role.

HDR candidates should notify GRO if ethics approvals are no longer required for their research due to a change in research direction.

HDR candidates should update iGRad when ethics approvals have been obtained.

Even when research is covered by ethics approval from another institution, approval for the HDR candidate work is still required from the relevant UTAS ethics committee. (This includes hospital based research projects with hospital or NHMRC ethics approval.)

See UTAS Research and Integrity for more information.
Confirmation of candidature occurs at 12 months’ equivalent full-time enrolment. It assesses:

- Academic preparedness of the HDR candidate and whether they have developed, and documented, a clearly defined, coherent, feasible research project
- Whether the HDR candidate has met coursework requirements
- Whether specific requirements (e.g. ethics approval) have been met
- The suitability of the supervisory team to support the HDR candidate
- Whether the HDR candidate’s oral and written skills are sufficient
- The likelihood of the HDR candidate completing on time

Confirmation meetings are chaired by the GRC with the full supervisory panel and HDR candidate. These meetings should be positive and proactive and be an opportunity to discuss how the HDR candidate has been tracking in their first year.

The HDR Reviews of Progress Policy provides more information.
4.10 Requirements for confirmation of candidature

Required components are:

a) Research Plan
b) Ethics (if required)
c) Data Management Plan
d) Written Work
e) Oral Presentation
f) Peer Review
g) Minimum meetings with Supervisory Team
h) Completion of required coursework
i) Any Additional Criteria

Confirmation outcomes can be:

A: candidate is confirmed
B: candidate is offered a 3 month extension to meet confirmation
C: the PhD candidature is converted to a Masters degree
D: the Masters candidature is converted to a PhD degree
E: it is recommended the candidate be terminated
4.11 Annual reviews of progress

Annual reviews involve consideration of reports prepared by the HDR candidate and primary supervisor (in iGRad) and a meeting between the HDR candidate, the full supervisory team, chaired by the Graduate Research Coordinator.

The purpose of the annual review is to make an assessment of:

- the HDR candidate’s academic performance consistent with the candidate’s research plan; and
- the adequacy of research infrastructure and resources (including the supervisory team relationship) needed by the HDR candidate to complete the research project within the maximum degree period.

iGRad support for supervisors and HDR candidates is available here.
Variations to candidature must be endorsed by the Primary Supervisor, GRC and Head of Academic Unit. Forms are submitted online by the HDR candidate in the IT Service Catalogue. They must be submitted (where possible) well in advance (4 weeks recommended) of the requested date of change.

Variations include:

- Leave of absence (general, medical, parental)
- Change of School or thesis topic
- Change of supervisors
- Change to enrolment type (part-time, full-time, external, campus)
- Transfer from doctoral to masters degree, or vice versa
- Extension of candidature and/or scholarship
- Withdrawal

Candidates enrolled in a Professional Doctorate should seek advice from the Course Coordinator prior to submitting an application to vary their candidature.

International HDR candidates should seek advice from an International Student Advisor as there may be visa implications.

HDR candidates in receipt of a scholarship must check the conditions of their award as a variation may affect tenure and eligibility.
4.13 HDR candidate travel

All HDR candidates are required to comply with the *University Travel Policy and Procedure* when undertaking travel associated with their research project and research training, including attending conferences and workshops regardless of the source of funding.

All domestic and international travel for research and research training purposes must be approved through the University Travel Management System (Locomote) well in advance of travel being undertaken, in accordance with the *University Delegations Policy and Schedule of Travel Delegations*.

The University will provide insurance for HDR candidates as per the *Insurance Policy and Insurance Guidelines*. HDR candidates are only covered by insurance while on University business and while in compliance with all University policy, procedures and guidelines.

HDR candidates may be located away from the campuses of the University for extended periods. The Dean of Graduate Research may approve an HDR candidate to undertake all or part of the candidature in a location external to one of the University campuses, but only if they are satisfied that suitable arrangements can be made to enable the HDR candidate to fulfil the requirements of the Higher Degree by Research.

If an HDR candidate is to be off-campus for an extended period of time, a variation in candidature (change of mode) should be lodged by the HDR candidate for endorsement by the Dean of Graduate Research.

International HDR candidates have visa restrictions regarding time spent off-campus. Please ensure your HDR candidate is aware of their visa requirements and the conditions on their letter of offer.
4.14 Maximum periods of candidature and extensions

HDR candidates are afforded 4 years (FTE) candidature to complete a PhD and 2 years (FTE) to complete a Research Masters.

PhD scholarships are usually 3 years in duration, and the expectation is that PhD candidates will complete within 3 years.

Extensions to scholarship or candidature may be approved by the Dean of Graduate Research but are usually only approved where the research has been delayed by circumstances beyond the HDR candidate's control (such as equipment breakdown, change in research direction, change in supervision).

Extensions are generally not granted on the basis of external or personal reasons (e.g. family / work /teaching commitments) as these are provided for through leave of absence or part-time candidature.

Extension requests are lodged by the HDR candidate using the online forms in the IT Service Catalogue.

Requests for extensions to candidature may incur tuition fee costs for HDR candidates offered a tuition fee scholarship.

Scholarship holders should check their conditions of offer to determine any scholarship implications if extending candidature.

International HDR candidates should seek advice from International Advisors to understand visa implications of extension.
4.15 Examination

The Graduate Research website provides advice about thesis submission and examination, including details of style and format, incorporating publications, appointing examiners, and a step-by-step guide to the submission process.

Eight weeks prior to submitting the thesis for examination, the HDR candidate uploads their abstract by completing the ‘Intention to Submit’ tab within the ‘Examination’ section of iGRad.

The abstract, intention to submit form, thesis and all relevant documents are uploaded to iGRad. Upload triggers GRO to conduct the examination process.

Printed copies of the thesis/exegesis are no longer required, unless specifically requested by an examiner.

The iGRad ‘Examinations Overview’ page displays information about the status of the exam process.
4.16 Nomination of Examiners

A Nomination of Examiners form must be completed by the Primary Supervisor prior to thesis submission.

• Please ensure you refer to the Conflict of Interest in the Appointment of Examiners of Research Theses Guidelines as well as the Higher Degree by Research Thesis Preparation, Submission and Examination Policy when nominating examiners.

• Prior to submitting the Nomination of Examiners form to GRO, the School must contact potential examiners to ascertain their interest and availability. GRO will send a formal invitation once the examiners have been endorsed and the Thesis has been submitted.

• Each nomination should include a brief justification as to why the examiner has been nominated and provide evidence that the nominated examiner is an internationally recognised expert in their field. If available, please provide the link to their research page (profile page or WARP equivalent).

• HDR candidates are not to be involved in the process of examiner selection. The identity of potential, nominated or confirmed examiners must not be released to the HDR candidate.

• All examiners must be external to the University of Tasmania and free from any actual or perceived Conflict of Interest.
4.17 Withdrawal and termination

Students can withdraw from their research program at any time. They need to advise their Primary Supervisor and GRC of their intention to withdraw and submit an online Withdrawal from Candidature form in the IT Service Catalogue.

Scholarship holders must advise GRO immediately of their intention to withdraw to avoid overpayment of a living allowance.

International students are advised to contact an International Student Advisor to discuss visa and fee implications of withdrawal.

Candidature may be terminated upon recommendation from the College and managed by the Dean of Graduate Research when a candidate does not comply with Rule 4 and HDR policies.

Access to many UTAS central systems (including candidate email, library services, IT support, eStudent and iGRad) expires soon after a candidate withdraws.

While candidates are enrolled, on a leave of absence, have submitted their thesis, or are correcting their thesis for examination, their accounts are active.
Thank you for taking the time to read the Supervisor Induction Program

If you have any queries about this presentation, please send your questions to Researcher.Development@utas.edu.au

Acknowledgements: University of Western Australia