Responsibility Officer  | Deputy Vice-Chancellor (Research)
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Approved by | Vice-Chancellor
Approved and commenced | January, 2015
Review by | January, 2016

**Relevant Legislation, Ordinance, Rule and/or Governance Level**

- Australian Code for the Responsible Conduct of Research (2007)
- Ordinance 8 – Candidate Complaints
- Ordinance 9 – Candidate Discipline
- Rule 4 Rules of Graduate Research
- GLP 12 Academic Standards
- GLP 13 Quality Management Framework

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1 Objective

The objectives of this Policy are to:

- outline the roles of Supervisors in the research training and management of Higher Degree by Research (HDR) Candidates enrolled at the University;
- outline the standard of conduct and performance required of all supervisors;
- outline the means by which supervisory teams are established to ensure all HDR Candidates receive high quality supervision during candidature; and
- outline good practice that support the highest quality HDR Candidature experience and outcomes.

2 Scope

This policy applies to all:

- HDR Candidates enrolled in a higher degree by research at the University;
- University staff members who supervise or seek to supervise HDR candidates including people appointed as external supervisors;
- University staff members appointed or acting in the role of Graduate Research Coordinator; and
- College Pro Vice-Chancellors/Faculty Dean/Institute Directors and Heads of School of the University.

3 Policy Provisions

3.1 Supervision: General Principles

Supervising doctoral candidates is among the most important work that university staff can undertake. It is quite rightly regarded as the most significant and intensive teaching and mentoring experience accorded to an academic. The supervision of doctoral candidates thus represents an important and vital nexus where research and teaching intersect, and is a well-spring from which the new generations of researchers flow and progress to assume key leadership roles within their disciplines … (Denholm and Evans 2007, p.1).

Supervision of HDR Candidates is a complex teaching task; and like all teaching tasks, can be approached in a variety of ways depending on the personalities and individual requirements of candidates and supervisors and their discipline area/s. Nevertheless some common principles and responsibilities apply to all supervisory arrangements and practice.

Supervision is a shared experience in which both the supervisor and the candidate have an intellectual investment. Supervisors must have the theoretical and practical expertise to offer the candidate proper supervision, an interest in the research project, and adequate time for supervision.
Supervision also involves concern and a measure of pastoral care for the candidate. In the best cases, the relationship between the supervisor and the candidate develops during the candidature in a mutually supportive collegial fashion.

The Rules of Graduate Research (Clause 7) state that a higher degree by research is awarded on the basis of supervised research that:

- makes an original, significant and extensive contribution to knowledge and understanding in the relevant field of study (Doctor of Philosophy)
- that makes an original, significant and extensive contribution to knowledge and understanding in the relevant field of study in the context of professional practice (Professional Doctorate)
- presents the results of original research in a scholarship form demonstrating the Candidate’s knowledge of the research topic and the discipline/s it embraces (Masters Research)

The supervisor’s role is to guide, advise and support HDR candidates to make this significant independent contribution in their own right.

Supervisory teams provide tailored guidance and constructive feedback to HDR candidates in relation to the design, conduct and timely completion of the research; support in publications and dissemination of research findings; and advice on the acquisition of a range of research and other skills as appropriate to the discipline and the background of the candidate.

All supervisors must be registered as per section 3.8 of this policy.

Supervisors are expected to be research active to ensure a sound understanding of current scholarship and/or professional practice in the discipline. A supervisory team will have a collective research track-record, where the number of ERA-recognised outputs in the previous 12 months for the team equals or exceeds the sum of one output per team member.

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. Supervisors are also required to comply with the Australian Code for the Responsible Conduct of Research (2007), with specific reference to chapter 3 of this code in relation to their role in supervising HDR candidates.

An offer of enrolment for HDR candidature can only be made when appropriate supervision is in place.

Supervisors must hold a qualification at or above the level of the HDR degree they are supervising or have recognised equivalent research experience.

University of Tasmania HDR Candidates cannot be appointed as a Supervisor at this University. Current graduate research candidates can only be appointed as Supervisors once the final hard copies of their thesis have been submitted to the Graduate Research Office.

3.2 Supervisory Teams

All University HDR Candidates are required to have a minimum of two supervisors appointed by the Dean of Graduate Research. On recommendation from the Head of School through the College Pro Vice-Chancellor/Faculty Dean/Institute Director on
admission to candidature, the Dean of Graduate Research will appoint a suitable supervisory team to each candidate to guide candidature. Each team will have:

- a Primary Supervisor;
- at least one co-supervisor;
- a maximum of four supervisors, and
- a research track record, where the number of ERA-recognised outputs in the previous 12 months for the team equals or exceeds the sum of one output per team member.

One member of the team must be an experienced supervisor with a record of supervising HDR Candidates to completion.

In recommending an application for candidature through the College Pro Vice-Chancellor/Faculty Dean/Institute Director, the Head of School certifies that the nominated members of the Supervisory Team:

- are an academic staff member, an adjunct, visiting or clinical appointee or Emeritus Professor of the University with a minimum 12 month appointment;
- have a higher degree by research at the level at which they wish to supervise or equivalent; and
- for University employees only:
  - have participated in at least one relevant professional development activity per year; and
  - have a work load and terms of employment that allow them to supervise.

The University is unable to guarantee the availability of a Supervisor appointed to supervise a Candidate under this Policy but must use all reasonable endeavours to ensure that Candidates are adequately supervised throughout Candidature.

### 3.2.1 Supervisor work-load and load sharing

Supervisors are normally not permitted to be Primary Supervisor for more than the equivalent of seven (7) full-time candidates.

The Head of School must consider a University academic staff member’s overall supervisory load commitments and their other academic workload\(^1\) before recommending the appointment of that person as a supervisor of a HDR Candidate.

A supervisor may only exceed the normal load with approval from the Dean of Graduate Research, which may only be provided after consideration of a recommendation, including reasons, from the relevant Head of School.

Supervisor load splits (totalling 100% for each candidate) are negotiated amongst the supervisory team and agreed by the Head of School and should reflect percentage contribution. The Primary Supervisor must have the largest load percentage or equal share with other members of the supervisory team. Except where approved by the Dean of Graduate Research, no supervisor may have less than 20% load share.

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\(^1\) See Part J 74. Academic Workloads in the [University of Tasmania Staff Agreement 2013-2016](https://www.utas.edu.au/aboutus/polices-and-procedures/policies/academic-staff-agreement.aspx)
3.3 Supervision nomenclature and description of roles

3.3.1 Experienced Supervisor

The experienced supervisor is the identified supervisor/s who has at least two years’ supervision experience and who has been on a supervisory team that supervised a candidate to submission of a pass grade thesis within the Maximum Degree Period or acceptable time period based on international standards.

3.3.2 Primary supervisor

The Primary Supervisor is responsible for ensuring that all administrative and regulatory requirements prescribed in iGRad and relevant Higher Degree by Research Policies and Procedures are met. A Primary Supervisor is responsible for sign off on behalf of the supervisory team via iGRad (the University’s online candidature management portal) when mandatory candidature requirements have been completed. A Primary Supervisor may or may not have an equal leadership role with other supervisor/s; and will not necessarily be the most experienced member of the supervisory team.

In performing their duties, Primary Supervisors will take into account the views of the other Supervisors.

The Primary Supervisor must be a contract or permanent academic employee of the University. Newly registered supervisors (with limited or no supervision experience) will normally be prohibited from being a primary supervisor until they have acquired sufficient relevant experience, determined by the Head of School on advice from the Graduate Research Coordinator. Academics or non-academics from organisations external to the University who have an adjunct or clinical title conferred upon them under the Adjunct and Clinical Titles Policy cannot be primary supervisors.

The Primary Supervisor is responsible for coordinating, communicating and managing the candidature, for guiding, directing and advancing the thesis and for ensuring that the Candidate is informed about the quality of the thesis. Primary responsibility for the overall project, research processes and the production of the thesis remains with the Primary Supervisor even where advice is sought from others about the thesis structure and content. The Primary Supervisor must be registered and suitably qualified to oversee the Candidate’s research project.

3.3.3 Supervisors

A supervisor may be an adjunct or clinical title holder or an academic staff member who has not supervised a HDR candidate to completion, or who is on an appointment of between one and three years. Supervisors work under the direction of a Primary Supervisor.

Each supervisor must be registered and appointed by the Dean of Graduate Research and hold a degree at least at the level for which the candidate is enrolled or have other qualifications suitable to the candidate’s research project. In some cases, the supervisor may not hold a higher degree but have an outstanding publication, research and/or academic record which the Dean of Graduate Research accepts as equivalent in standing. A Supervisor closely guides the candidate’s research project and complies with the responsibilities of Supervisors detailed below.
In rare cases, where no supervisor is available for a brief period of time, the Head of School assumes direct responsibility for the supervision until a new supervisor can be appointed.

3.4 Supervisor relationships

3.4.1 Supervisor-candidate relationship

The supervisor-candidate relationship is important to the success of a candidate’s research journey and their overall research experience. It is essential that supervisors and candidates understand and establish needs, motives and expectations from the beginning: what is expected of each other; what a candidate can expect from others within the University; and the requirements of the degree as set out in University rules, policies, procedures, guidelines and codes of conduct. The supervisory team and candidate must establish (and regularly revisit and reaffirm) common understandings of:

- key project aims;
- key milestones;
- proposed timetable; and
- methods of working together.

The quality of the interpersonal relationship between supervisors and candidates is also critical to a candidate’s research experience and the success of the research project. The University policy of non-discriminatory practice applies to all facets of supervision of higher degrees by research. Supervisors and Candidates must:

- treat each other fairly and reasonably and should respect the social and intellectual diversity of the University community;
- not engage in, or tolerate, harassment and discrimination;
- recognise that every supervisory relationship is unique and will reflect the particular needs, preferences and work styles of those involved;
- recognise that intellectual and practical input from other supervisors is necessary and desirable, and is to be encouraged; and
- exercise professional discretion in their relationship, maintaining confidentiality where appropriate.

3.4.2 Other relationships

In addition to the primary relationships a supervisor will have with their candidate/s and fellow supervisors on the supervisory team, other important relationships must be, maintained with:

- Graduate Research Coordinators;
- Heads of Schools;
- industry partners; and
- professional associations as appropriate.

3.5 Change of Supervisor

If, prior to the Candidate’s commencement, it is expected that the Primary Supervisor will not be available to supervise the Candidate for the normal duration of the degree, suitable arrangements for ongoing supervision must be agreed before the Candidate commences.
If a Primary Supervisor ceases their employment before the Candidate completes their course, a new Primary Supervisor must be appointed in consultation with the Candidate.

If the Primary Supervisor is unavailable (i.e. not able to participate in the supervision of the Candidate in person or via electronic media) for two or more consecutive months during the Candidate’s candidature an Interim Primary Supervisor must be appointed in consultation with the Candidate.

The Candidate or their supervisor(s) may request a change in supervisory arrangements at any time. Such changes may only proceed with the approval of the Graduate Research Coordinator, Head of School, College Pro Vice-Chancellor/Faculty Dean/Institute Director and the Dean of Graduate Research.

Upon receipt of advice from the Graduate Research Coordinator that, in their view, the supervisory arrangements of a candidate have become unsatisfactory at any time, the Head of School will appoint new or additional supervisor(s), in consultation with the Candidate and the College Pro Vice-Chancellor/Faculty Dean/Institute Director. When appointing new or additional supervisor(s), the Head of School will consider the views of the Candidate wherever possible. However, the University is required to ensure a candidate has appropriate supervision during their candidature as per clause 16 of Rule 4. The decision by the Dean of Graduate Research on a recommendation from the Head of School through the College Pro Vice-Chancellor/Faculty Dean/Institute Director to change a candidate’s supervisory arrangements is final.

3.6 Role and Responsibilities of the Supervisor

A supervisor is responsible for guiding and encouraging a Candidate to develop a Thesis or its Creative Equivalent that is a satisfactory record of innovative research in the relevant discipline, appropriate for the degree.

Supervisors must be thoroughly familiar and comply with all relevant University ordinances, rules, codes of conduct, policies and procedures relating to research, research supervision and Candidature management.

Supervisors are collectively and individually responsible for:

1. Supporting the Candidate to develop their research project so that it is of the quality and standard required for the qualifications sought by ensuring:
   - evaluation of the research proposal scope is undertaken with the candidate and during confirmation processes;
   - they have the necessary theoretical, methodological and disciplinary knowledge to support the candidate’s research;
   - advice and support are given about the typical stages and management of the research project including confirmation, ethics and data collection and any additional training required;
   - inadequate progress in the research project is brought to the candidate’s attention and documented and the candidate is given the opportunity to improve the pace and/or quality of research; and
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2. Showing that the research meets the standards of the Australian Code of Responsible Conduct of Research by ensuring that:

- they facilitate discussions about the necessary resources and minimum infrastructure, and approval of same, with the Head of School or nominee.
- appropriate ethics approval is sought and granted;
- the candidate’s research data and materials are held with appropriate security;
- ethical practices are maintained throughout the candidate’s research project; and
- the candidate is directed to key and binding documents relating to ethics, responsible research, authorship, intellectual property and publishing.

3. Providing guidance of the thesis by ensuring:

- the candidate is directed to appropriate literature and other research materials;
- milestone meeting outcomes are recorded in a manner that facilitates the continuing progress of the candidate (e.g. email records);
- inadequate progress in written work is brought to the candidate’s attention and documented and the candidate is given the opportunity to improve the pace and/or quality of written work;
- timely feedback is given on written work, focusing on the content and style of the thesis drafts and the candidate is informed about the quality of the thesis;
- the candidate understands the procedures for the preparation, submission and examination of the thesis or creative equivalent as per the Higher Degree by Research Thesis Preparation, Submission and Examination Policy and Procedure.

4. The candidate gaining the necessary generic attributes and completes within the maximum degree period by:

- developing in the Candidate a sense of professional identity as a researcher and a scholar;
- ensuring performance of the candidate is monitored carefully relative to the standard required for the degree and milestones laid out in iGRad;
- facilitating the candidate’s development of skills, capacities and attributes consistent with the AQF learning outcomes specified for Level 9 (Masters) and Level 10 (Doctoral) qualifications;
ensuring Candidates are assisted to develop solutions to problems or issues as they are identified;

- ensuring candidates are encouraged to participate in research and skill activities within available financial means; and

- inducting candidates into scholarly, research and professional communities and activities, such as conference presentations and writing research publications.

5. maintaining high level research training and mentoring skills by ensuring they:

- maintain up-to-date knowledge concerning graduate research policies and candidature;

- follow graduate research policies and provide accurate information as required during supervision to the Head of School, the Graduate Research Coordinator and the Dean of Graduate Research as required (see below);

- demonstrate a commitment to professional development in their supervisory practice; and

- maintain engagement in research theory and practice in their field.

6. for creating and promoting inclusive research training environments for candidates by

- being aware of, and complying with, the University’s commitment to inclusion, diversity and equity;

- fostering an inclusive and vibrant culture for candidates that respects and values diversity;

- ensuring research training practices and environments are free from discrimination and harassment; and

- Recognising diversity and ensuring the research training and social and cultural environment of the School enables and supports the participation of all students; including those experiencing disadvantage.

3.7 Supervisor professional development

University employees who are registered as supervisors are expected to engage with ongoing professional development opportunities related to improving their supervisory practice. This may involve taking part in formal and informal opportunities for exchanging expertise on research supervision, research learning and research processes, whether at a school, college, faculty or University-wide level. Some examples of professional development activities include:

- completion of an approved external supervisor training workshop;
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- completion of the Equal Opportunity on-line training program: Fair Play on Campus;
- participation in the Graduate Research Conference in an academic capacity i.e. as a judge of poster defences;
- delivery of elements of Graduate Certificate in Research core units;
- completion of a recognised University training module;
- attendance at two sessions of the Supervisor Colloquium series;
- delivery by the author of a published paper on supervision at a relevant conference or within the University;
- serving as a Graduate Research Coordinator;
- serving as a panel member on a supervisor colloquium; or
- organising a supervisor workshop.

During candidature:

- in the case of Supervisors appointed for the first time, attend an introductory workshop on the University’s supervision requirements prescribed in the Procedures no later than 12 months after their entry on the Register; and
- otherwise, continue to participate in professional development activities relating to supervision practice.

Supervisors who are adjunct or clinical title holders (i.e. external to the University) are encouraged to participate in professional development activities offered at the University, noting that they cannot serve as a Graduate Research Coordinator.

3.8 Supervisor Registration and Appointment

3.8.1 Register of Supervisors and Eligibility to be entered on the Register

The Dean of Graduate Research will maintain a Register of Supervisors.

A person is eligible to be entered on the Register as a supervisor of a Candidate where they:

- are an Academic Staff Member or an adjunct, honorary or visiting clinical appointee of the University with a minimum 12 month contract of employment or appointment with the University; and

- hold a higher degree by research at the level at which they apply to supervise or have a record of scholarly achievement that the Dean of Graduate Research otherwise considers equivalent; and

- are Research Active; and

- have participated in professional development activities pertaining to supervisory practice.

A supervisor must apply for registration using the appropriate form.
3.8.2 Entry on Register

A person will only be entered on the Register as a supervisor of a Candidate where the Dean of Graduate Research determines that the person satisfies the criteria in section 3.8.1 of this policy or there are other exceptional circumstances that warrant their appointment as a supervisor.

Where the Dean of Graduate Research does not enter the Head of School’s nominee on the Register:

- the Dean of Graduate Research will notify the Head of School of the decision and the reasons for the decision; and
- the Head of School must endeavour to recommend a suitable nominee as an alternative supervisor.

The University is unable to guarantee the availability of a supervisor appointed to supervise a Candidate but must use all reasonable endeavours to ensure that Candidates are adequately supervised throughout candidature.

3.8.3 Duration of supervisor registration

A supervisor will be registered for a period of:

- 7 years, for a member of academic staff;
- 4 years, for a person holding an adjunct, honorary or visiting clinical position at the University.

Renewal of supervisor registration will be subject to section 3.8.1 of this Policy.

3.8.4 Removal from the Register

A Supervisor will be removed by the Dean of Graduate Research from the Register in respect of a Candidate or Candidates where:

- the Dean of Graduate Research forms the reasonable opinion that the Supervisor is unable to continue as a Supervisor of the Candidate, including where:
  - the Supervisor has not complied with section 3.6 of this policy;
  - the Supervisor has ceased being Research Active;
- a decision has been made under Ordinance 8 (Student Complaints) that requires that the person be removed from the Register;
- a direction is given by the Vice-Chancellor that the person be removed from Register as a result of disciplinary action; or
- the person ceases to be an Academic Staff Member or an adjunct, honorary or visiting clinical appointee of the University.

The Dean of Graduate Research will inform a Supervisor of the reasons for removal from the Register.
3.8.5 **Appeal against removal from or non-appointment to the Register**

A person may appeal to the Deputy Vice-Chancellor (Research) against a decision by the Dean of Graduate Research not to enter them on or remove them from the Register of Supervisors.

The Deputy Vice-Chancellor (Research) will consider the appeal in the absence of the Dean of Graduate Research and their decision on the matter will be final.

A person who is not entered on the Register on the basis that they do not satisfy one of the eligibility requirements under section 3.7.1 of this policy is not prevented from reapplying for appointment after the requisite eligibility criteria have been met.

3.9 **Misconduct**

The University is committed to upholding its obligations under the *Australian Code for the Responsible Conduct of Research* (2007). The University is also committed to high standards of professional conduct in all activities, and holds its commitment and responsibilities to candidates as being of paramount importance. Likewise, it holds expectations about the responsibilities candidates have as they pursue their research training within the special environment the University offers.

3.9.1 **Academic Misconduct**

The University *Guide to Academic Integrity for Students* details the expectations of scholarship and defines academic dishonesty. Breaches of academic integrity resulting in allegations of academic misconduct will be investigated according to the procedures in *Ordinance No 9 – Student Discipline*, section 3.1.

3.9.2 **Research Misconduct**

The definition of research misconduct and the process for submitting an allegation of research misconduct are detailed in the University’s *Managing Allegation of Research Misconduct Procedure*. Where the preliminary assessment of an allegation of research misconduct involving:

- an HDR Candidate determines that further investigation is warranted, the investigation will be conducted in accordance with *Ordinance 9 – Candidate Discipline*.
- a supervisor (s) determines that further investigation is warranted, the investigation will be conducted in accordance with the *University Staff Agreement*.

3.10 **Complaints, grievances and resolving difficulties**

3.10.1 **General**

Where possible, candidates should work with their supervisor(s) to resolve difficulties as soon as they arise during their candidature.

Where a Candidate has been unable to resolve a problem(s) with their supervisor(s), they should continue to seek to resolve the problem(s) by working with the following people in the order presented:

1. Graduate Research Coordinator
2. Head of School

3. College Pro Vice-Chancellor/Faculty Dean/Institute Director

If a Candidate is still unable to resolve the problem(s) they can make a formal complaint under Ordinance 8 – Student Complaints through the Dean of Graduate Research following the procedure outline on the student complaints website.

3.10.2 Prevention of Inappropriate Behaviour, Harassment and Discrimination

The University is committed to the provision of a working, research and learning environment that is free from harassment and unlawful discrimination, and a culture where all members of the University community are treated with dignity, courtesy and respect. The University Behaviour Policy outlines these commitments and expectations. Contact Officers (CO’s) are appointed and trained under this policy to provide a first point of contact for persons wishing to discuss how to have a complaint dealt with in accordance with University policy and procedures. For more information refer to the University Behaviour Policy and Procedure.

4 Responsibilities

4.1 The Dean of Graduate Research is responsible for:

- encouraging good supervision practices, for monitoring supervisory practices across the University, and for taking action as appropriate to ensure that high quality supervision is achieved for all candidates; and

- reporting annually to the Academic Senate on the quality of research higher degree supervision in the University.

- approving supervision arrangements on the advice of the Head of School through the Faculty Dean/Institute Director. The Dean of Graduate Research must seek assurance that:
  
  - those nominated can provide proper supervision by virtue of their qualifications and experience, their research interests and their personal qualities; and
  
  - those involved in the supervision together have sufficient time for supervision and that continuity in supervision can be maintained for the duration of candidature regardless of staff leave and other absences from the University; and

- assisting HDR candidates with University complaints procedures.

4.2 College pro Vice-Chancellors, Faculty Deans and Institute Directors are responsible for:

- the strategic management of College/Faculty/Institute financial, supervision, and infrastructure resources as per the Academic Structures Policy, Delegations Policy and Schedules.
4.3 Heads of School are responsible to College Pro Vice-Chancellors/Faculty Deans/Institute Directors for:

- the administration of the School including planning, budget, strategy, human resources and performance as per the Academic Structures Policy, Delegations Policy and Schedules.

4.4 Graduate Research Coordinators are responsible for:

- providing advice to the Head of School to assist with assessment of supervisory practices within the School and any problems or grievances (including those related to academic or research misconduct) that may arise, and may need to be reported to College Pro Vice-Chancellors/Faculty Deans/Institute Directors and the Dean of Graduate Research; and
- reporting to the College Pro Vice-Chancellors/Faculty Dean/Institute Director, via the Head of School, any proposed changes to candidature that may impact on the allocation of supervisory resources;

as per section 3.2.3 of the Higher Degree by Research Graduate Research Coordination Policy

4.5 Higher Degree by Research Candidates are responsible for:

- undertaking research activity as agreed with their Primary and Co-Supervisors related to their research project;
- to work in collaboration with their Supervisors to produce a thesis which fulfills the relevant degree requirements and is presentable according to the accepted practices of the University;
- becoming familiar with the rules and expectations as set out in the University Rules, Policies, Procedures and Guidelines relevant to Higher Degrees by Research;
- being proactive in setting up meetings with their Supervisory team and individual supervisors (either face to face, or using electronic media);
- becoming independent researchers with supervisory guidance resulting in the self-regulation of research activity;
- organising regular formal and informal reviews of progress with supervisors;
- providing formal progress reports as required, through the Primary Supervisor, at periods specified by the University;
- research quality and practices, safety, personal ethical responsibility;
- developing a research budget in consultation with the supervisor;
- acquiring information about relevant research funding schemes;
- being an active participant in the research life of their School and University.
## Definitions and Acronyms

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
</tr>
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<tbody>
<tr>
<td>AQF</td>
<td>Australian Qualifications Framework</td>
</tr>
<tr>
<td>Candidate</td>
<td>A person enrolled at the University as a candidate for a Degree.</td>
</tr>
<tr>
<td>College Pro Vice-Chancellor</td>
<td>Pro Vice-Chancellor of the relevant college (or their authorised delegate)</td>
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| Dean of Graduate Research | The Dean of Graduate Research is the person who has responsibility for:  
  - establishing the academic framework for research training at the University; and  
  - for working with Faculties and Institutes to ensure the University maintains appropriate standards for research training at the University (including admission, appropriate infrastructure, supervision and examination). |
| ERA          | Excellence in Research for Australia |
| Faculty Dean | The Dean of the relevant faculty (or their authorised delegate) |
| Graduate Research Coordinator | An academic staff member who oversees Candidature supervision within a School in consultation with the Head of School |
| Head of School | The head of the School of Enrolment or the Director of the National Centre. Dean of the Faculty of Law, or Head of the Institute of Enrolment (or nominee). |
| HDR          | Higher Degree by Research |
| iGRad        | The Higher Degree by Research (HDR) candidature management and assessment portal |
| Institute Director | For the purpsoes of this Policy, Institute Director refers to in the case of:  
  - the Australian Maritime College, the Principal of that college (or their authorised delegate).  
  - the Institute for Marine and Antarctic Research, the Executive Director of that institute (or their authorised delegate).  
  - the Menzies Research Institute, the Director of that institute (or their authorised delegate). |
| Register     | The register on which persons are entered as Supervisors of Candidates, and include the qualifications and supervision experience of those persons. |
| Research Active | The context of supervision, research active is defined as per the Research Performance Expectations |
Thesis/Creative Equivalent

Using one or more media, a substantial and intellectually coherent product or product(s) such as a Thesis, dissertation and artefacts, or exegesis and portfolio of creative works and/or performance, for submission to external examination against international standards.

University

Unless otherwise stated all references to the University mean the University of Tasmania.

6 Supporting Documentation

- Authorship of Research Policy
- Authorship of Research Procedure
- Management of Research Data Policy
- Higher Degree by Research Supervision Procedure
- Higher Degree by Research Thesis Preparation, Submission and Examination Policy
- Higher Degree by Research Thesis Preparation, Submission and Examination Procedure
- Higher Degree by Research Graduate Research Coordination Policy
- Higher Degree by Research Graduate Research Coordination Procedure
- Adjunct and Clinical Titles Policy
- Adjunct and Clinical Titles Procedure
- Rule 4 Rules of Graduate Research
- University Behaviour Policy
- University Behaviour Procedure
- University Staff Agreement 2013-2016
- Academic Structures Policy
- Delegations Policy and Schedules

7 Acknowledgements

This policy has been developed with reference to the DDOGs Principles of Graduate Research and the CAPA report on the Research Education Experience.

Candidature policies and procedures from a range of Australian universities were reviewed and related policy documents from the following universities are gratefully acknowledged:

- University of Canberra
- RMIT
- University of Melbourne
- University of Sydney
- Macquarie University

8 Versioning

| Former Version(s) | Version 1 – Higher Degree by Research Supervision Policy, approved January, 2015, amended in December 2016 to incorporate Colleges. |