

# HDR - Registration of Research Higher Degree Supervisors Procedures

## Section 1 - Overview

(1) The University recognises that quality supervision is fundamental to providing a high quality research training experience, leading to successful learning outcomes and timely completions for Higher Degree Research (HDR) students. The University is obligated to ensure the delivery of quality supervision to each student and the timely completion of research degrees of the highest standard.

(2) These procedures outline a process for establishing and maintaining a register of:

- a. experienced and skilled supervisors; and
- b. new supervisors who do not yet meet all criteria for full registration.

(3) All supervisors of HDR students will be recorded on the Register of Supervisors. No HDR student can be supervised by anyone who is not on the Register of Supervisors.

## Section 2 - Scope

(4) The purpose of the Register is to recognise, encourage, support, and develop good supervisory practice.

## Section 3 - Procedures

### Criteria for Registration of Supervisors

(5) To be eligible for entry into the Register, supervisors must meet certain criteria. The Register will provide for two categories of supervisor - Principal Supervisor and Co-supervisor.

(6) To be registered as a Principal Supervisor of HDR students, all of the following criteria must be satisfied:

- a. Be a member of academic staff of the University;
- b. Be research active as per the Research Activity and Publication for Higher Degree Research Supervisors Guidelines;
- c. Principal Supervisors must have appropriate experience in research supervision (eg. have sat on at least one HDR supervisory panel to completion) and/or have completed UNE Supervisor Accreditation Training, as approved by the Head of School;
- d. Normally, an HDR supervisory panel will include at least two members of academic staff of the University;
- e. Normally, an HDR supervisory panel will have a minimum number (two) of HDR completions in total;
- f. Research Supervisors must normally have a Research Masters or Research Doctorate degree in order to supervise a Research Masters candidate, and have a Research Doctorate degree in order to supervise doctoral candidates;

- g. Agree to supervise Higher Degree Research students in accordance with UNE's Higher Degree by Research rules, policies and guidelines, and in accordance with the UNE [Research Degree Supervision Agreement](#); and
  - h. Be compliant with the University's [Conflict of Interest policy](#), the UNE [Code of Conduct](#), and the UNE [Code of Conduct for Research](#).
- (7) To be registered as a Co-supervisor, all of the following criteria must be satisfied:
- a. Be a member of academic staff of the University, or a co-supervisor approved by the Head of School;
  - b. Be research active as per the [Research Activity and Publication for Higher Degree Research Supervisors Guidelines](#) or have appropriate expertise as approved by the Head of School;
  - c. Research Supervisors must normally have a Research Masters or Research Doctorate degree in order to supervise a Research Masters candidate, and have a Research Doctorate degree in order to supervise doctoral candidates;
  - d. Agree to supervise Higher Degree Research students in accordance with UNE's Higher Degree by Research rules, policies and guidelines, and in accordance with the UNE [Research Degree Supervision Agreement](#); and
  - e. Be compliant with the University's [Conflict of Interest policy](#), the UNE [Code of Conduct](#), and the UNE [Code of Conduct for Research](#).

## The Registration Process

(8) Registration - Staff who wish to be registered should complete a [Supervisor Register Application Form](#) and submit it to their Head of School to sign and forward to Research Services. Applications will be administered by Research Services, and the Supervisor Register will be maintained in Research Services.

(9) Co-supervision - Staff who do not have previous experience of supervision should be encouraged by Faculty and Head of School to gain experience by acting as co-supervisors with an experienced colleague, and/or to undertake UNE Supervisor Accreditation Training. Staff should also simultaneously be encouraged to develop and maintain good supervisory skills and knowledge of UNE's HDR policies and guidelines by such means as attendance at relevant workshops/seminars offered by the Faculty or UNE, or attendance at appropriate conferences/workshops external to the University, or participation in established online programs.

## Extenuating Circumstances/Special Cases

(10) Periods of Leave - In the case of a Principal Supervisor going on leave from the University (for periods exceeding two weeks), the Co-supervisor may be appointed as Principal Supervisor for the period of leave. However, where the Co-supervisor does not meet the necessary criteria, appointment of appropriate supervisors is at the discretion of the Head of School.

(11) Resignation/Retirement - In special cases where the Principal Supervisor has left UNE, the Co-supervisor may be appointed as Principal Supervisor. However, where the Co-supervisor does not meet the necessary criteria, appointment of appropriate supervisors is at the discretion of the Head of School.

## Review Process

(12) The Head of School will be required to review continuation of staff on the register as part of the annual performance review

## Maintaining Registration

(13) The Head of School may recommend to the Deputy Vice-Chancellor Research that a staff member's registration as a supervisor not be maintained on any of the following grounds:

- a. The supervisor leaves UNE or ceases honorary or equivalent appointment;
- b. The supervisor has failed to maintain research activity consistent with being a research supervisor; and
- c. Where a supervisor is found to be guilty of academic misconduct or serious misconduct under the [University's Enterprise Agreement](#), or under similar provisions at another university or research institution.

## **Authority and Compliance**

(14) The Deputy Vice-Chancellor Research as Procedure Administrator makes these Procedures.

(15) University Representatives must observe these Procedures in relation to University matters.

(16) These Procedures operate as and from the Effective Date.

(17) Previous Procedures relating to Registration of Higher Degree Supervisors are replaced and have no further operation from the Effective Date of these Procedures.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	14th February 2019
<b>Review Date</b>	14th February 2022
<b>Approval Authority</b>	Pro Vice-Chancellor (Research)
<b>Approval Date</b>	3rd December 2018
<b>Expiry Date</b>	7th December 2023
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## Glossary Terms and Definitions

**"Effective Date"** - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.

**"University Representative"** - University Representative means a University employee (casual, fixed term and permanent) contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.