



Supervision of Higher Degree by Research (HDR) Students Procedures

1. POLICY SUPPORTED

[Supervision of Higher Degree by Research \(HDR\) Students Policy](#)

2. IMPLEMENTATION PRINCIPLES

The following principles underpin these procedures:

- (a) Students will be provided with an appropriately qualified supervisory team as part of their Thesis Committee
- (b) Supervisors will ensure that HDR students under their supervision receive:
 - (i) Effective intellectual interaction through regular meetings
 - (ii) Support to undertake original research and scholarly activities
 - (iii) Timely advice and feedback on their progress
- (c) Staff involved in the supervision of HDR students must be registered on the Register of Supervisors
- (d) Staff involved in the supervision of HDR students will engage in professional development activities related to supervision.
- (e) The Register of Supervisors will be maintained in the Graduate Research School (GRS) with a list of registered Supervisors available on the GRS website at <http://research.curtin.edu.au/guides/register/register.cfm>. Registrations will be recorded on Curtin's Human Resources Information System (Alesco).

3. PROCEDURAL DETAILS

3.1 Entry onto the Register of Supervisors

Staff who wish to be registered should complete an Application form (Schedule A) and submit it to their Line Manager, or appropriate alternate, to sign and forward to the GRS. The Associate Deputy Vice-Chancellor, Research Training will determine the applicant's eligibility for registration and the applicant will be notified accordingly. The University Graduate Studies Committee (UGSC) shall note these approvals. Registration will remain current for a period of four years and must be renewed thereafter.

3.2 Eligibility

3.2.1 To be eligible for entry onto the Register of Supervisors, a staff member shall satisfy the following conditions:

- (a) Be an academic staff member of the University
- (b) Be actively engaged in research, within the University, as demonstrated by at least one relevant publication in the last two years (*including research reports/creative works/patents*)
- (c) Have successfully completed the online University Research Integrity professional development course
- (d) Agree to supervise HDR students in accordance with Curtin's *Rule 10 made pursuant to Statute No. 12 - Enrolment: Degree of Doctor by Research* and *Rule 11 made pursuant to Statute No. 12 - Enrolment: Degree of Master by Research* and with the University Policies relating to Research
- (e) Have a recognised tertiary qualification equal to or above that of the course of study being supervised or have equivalent professional experience.
- (f) Have taken steps within the last three years to develop and maintain good supervisory skills and knowledge of Curtin's policies, guidelines and rules as they pertain to higher degrees by research. This may include attendance at relevant workshops/seminars offered by the Graduate Research School (GRS), Faculties,

Enrolling Areas or other areas of the University, or attendance at appropriate supervisory skills development conferences/workshops external to the University, or participation in established online programs. This may also include a staff member's designated role as a School (or equivalent) Postgraduate Coordinator. Active membership of the University Graduate Studies Committee or a Faculty Graduate Studies Committee also fulfils this criterion.

3.2.2 Criteria for Level Two Registration

To qualify for Level 2 Registration, a staff member must satisfy all of the criteria in 3.2.1.

3.2.3 Criteria for Level One Registration

To qualify for Level 1 Registration, a staff member must satisfy all of the criteria in 3.2.1 **plus** have successfully supervised a research masters or doctoral student to completion.

3.3 Upgrade from Level Two to Level One

3.3.1 Staff who are Level 2 registrants and who subsequently meet requirements for Level 1 registration through successful completion of a higher degree by research student, shall contact a Graduate Studies Officer to arrange for approval by the Associate Deputy Vice-Chancellor, Research Training to upgrade their registration to Level 1. The University Graduate Studies Committee shall note these approvals accordingly.

3.3.2 Where the staff member has not supervised a student to completion, the requirement for 3.3.1 may be waived for Doctoral Level 1 Registration, provided that the staff member has:

- (a) Engaged in co-supervision of a research masters or doctoral student for a minimum of two years; and
- (b) Completed a minimum of two HDR professional development activities in the last three years, as outlined in 3.2.1 (f), where one of these activities relates to the Thesis Examination Process.

3.4 Renewal

Initial registration will be for a period of four years. In the fourth year a Renewal of Registration form shall be sent to the Registered Supervisor by Graduate Research School staff on behalf of the Associate Deputy Vice-Chancellor, Research Training. The Supervisor should complete the form and submit it to their Line Manager to sign and forward to the Associate Deputy Vice-Chancellor, Research Training. The University Graduate Studies Committee shall note these approvals accordingly. In signing the form and making a recommendation for renewal of registration, the Line Manager shall have regard to the Supervisor continuing to meet the criteria for registration as above.

3.5 Deregistration

A staff member may be removed from the Register of Supervisors on the recommendation of their Line Manager to the Associate Deputy Vice-Chancellor Research Training. Grounds for such a recommendation are as follows:

- The staff member is no longer meets the eligibility criteria set out in Section 3.2
- That the staff member has been disciplined by the university for academic misconduct
- That the staff member has not carried out their supervisory duties satisfactorily as described in Section 2(b) and 3.2.1(d)

3.6 Review and Complaints Procedures

- Any Supervisor who disagrees with a decision in regard to their registration may appeal to the Associate Deputy Vice-Chancellor, Research Training as Chair, UGSC and, if dissatisfied with the outcome, may seek redress through the University's *Complaints Procedures*.

3.7 Amendment to these Procedures

- The procedures may be amended and reviewed by the University Graduate Studies Committee and approved by the Academic Board.

4. RESPONSIBILITIES

Nil

5. SCOPE OF PROCEDURES

Nil

6. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Adjunct Fellow

This term covers the following appointments: Adjunct Professor, Adjunct Associate Professor, Adjunct Senior Research Fellow, Adjunct Research Fellow, Adjunct Research Associate, Adjunct Senior Teaching Fellow, Adjunct Teaching Fellow, Adjunct Teaching Associate.

Associate Supervisor

A person appointed from within or outside the University to assist the Supervisor in the supervision of a Higher Degree by Research (HDR) candidate. At least one Associate Supervisor on a HDR candidate's Thesis Committee shall possess an appropriate qualification in the field of study or be deemed by the Faculty Graduate Studies Committee to be of equivalent status with recognised standing in the field of study.

Chairperson

A member of the academic staff of the University who is a Level One Supervisor. Generally a Chairperson will be an experienced Supervisor. Staff who do not meet this criterion and who already hold the position of Chairperson are able to continue supervising those students, but must be Level 1 Supervisors in order to be included as the Chairperson on the Thesis Committee for any new students.

Co-Supervisor

A member of academic staff, an Adjunct Fellow or an Emeritus Professor of the University who possesses an appropriate qualification in the field of study.

Line Manager

A person with direct managerial responsibility for a particular employee.

Supervisor

A member of the academic staff of the University, whether full-time or fractional-time, who possesses an appropriate qualification in the field of study. A Supervisor must hold Level One registration.

Thesis Committee

A supervisory committee formally appointed by the Faculty Graduate Studies Committee at the time of approval of Candidacy and associated with a specific Higher Degree by Research (HDR) candidate. It comprises at least three persons including a Chairperson, Supervisor, and one or more Associate Supervisors or a Co-supervisor or a combination of both.

7. LIST OF SCHEDULES

Schedule A: Application for Entry for the Register of Supervisors of Higher Degree by Research Students

Schedule B: Renewal of Registration - Register of Supervisors of Higher Degree by Research Students

8. OTHER RELEVANT DOCUMENTS/LINKS

Rule No. 10 made pursuant to Statute No. 12 - Enrolment: Degree of Doctor by Research

Rule No. 11 made pursuant to Statute No. 12 - Enrolment: Degree of Master by Research

[TEQSA Higher Education Standards Framework](#)

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| Policy Compliance Officer | Garry Allison , Associate Deputy Vice-Chancellor, Research Training Office of Research and Development |
| Policy Manager | Deputy Vice-Chancellor, Research |
| Approval Authority | Deputy Vice-Chancellor, Research |
| Review Date | 1 st April 2018 |

REVISION HISTORY

| Version | Approved/ Amended/ Rescinded | Date | Committee / Board / Executive Manager | Approval / Resolution Number | Key Changes & Notes |
|---------|------------------------------------|------------|---|------------------------------------|------------------------------------|
| New | Approved | 01/04/2015 | Chair, University Graduate Studies Committee (UGSC) | EM1507 | Unconditional |
| | Administratively Updated | 20/05/2015 | Director, Legal and Compliance Services | | Numbering Updated |
| | Administratively Updated | 06/10/2015 | Director, Legal and Compliance Services | EC 76/15 | Executive Manager Title Changes |