



Policy addendum: Criteria for addition to the register of supervisors

From 4 September 2023, the criteria for addition to the register of supervisors shall be as follows:

Criteria for addition to the register of supervisors

- (25) Adjunct or honorary academic staff or a person external to the University, subject to the approval by the Dean, Graduate Studies, can be appointed as a co-supervisor only where they have satisfied the criteria set out in clause 29.
- (26) Adjunct or honorary academic staff or a person external to the University appointed as co-supervisors do not attract salary as set out in the Appointments Procedure – Visiting and Adjunct Appointments.
- (27) An adjunct or honorary academic staff or a person external to the University may not be appointed as a principal supervisor, with the exception of cases of existing candidates with whom they already have a supervisory relationship, subject to approval by the Dean, Graduate Studies.
- (28) Clause 25 – 27 do not apply to academic staff employed by the university in a School or Centre governed by a third-party agreement.
- (29) To be recorded on the register of supervisors as a co-supervisor only, a person must:
 - a. be a member of the academic staff of the University; or an adjunct or honorary academic staff member or a person external to the University who is approved by the Dean, Graduate Studies to be added to the register, refer to clause 25, 26 and 28
 - b. hold a doctoral qualification or have an equivalent record of scholarly achievement
 - c. be currently engaged in research or, for the supervision of a professional doctorate, be a leading scholar or practitioner in the relevant profession
 - d. agree to supervise HDR candidates in accordance with the requirements of the [Higher Degree by Research Policy](#) and this procedure, and
 - e. have undertaken, or agree to undertake within six months, training in HDR supervision as required by the University. Exemptions from part or all of the training requirements may be granted by the Dean, Graduate Studies, where evidence of completion of similar training at other institutions has been provided.

i. Adjunct or honorary academic staff or a person external to the University appointed to a supervisory team where there is already a registered co-supervisor do not need to complete training in HDR supervision and can be classified as an “External Expert”.

(30) To be recorded on the register as a principal supervisor, subject to clause 27, a person must meet all the criteria in clause (29), and also:

- a. be research active according to the current university criteria
- b. have within the last five years been co-supervisor for a minimum of one year full-time equivalent of a candidate undertaking an HDR thesis.

(31) The Dean, Graduate Studies may decide, on the recommendation of the Sub Dean (Graduate Studies), to remove a supervisor from the register, or downgrade a principal supervisor to a co-supervisor only, where the person:

- a. ceases or fails to meet any of the criteria in clause (29), or
- b. if a principal supervisor, ceases to meet the criterion in clause (30)a.

(32) Anyone who wishes to be added to the register must complete the relevant application form, attach a current curriculum vitae, and submit it to the Sub Dean (Graduate Studies) of the relevant faculty.

Approved by Acting Deputy Vice Chancellor (Research), following RESOLUTION URC39/10 of The University Research Committee, under delegation A11: authority to approve policies, procedures and guidelines for the academic activities of the University, consistent with legal requirements and stakeholder expectations, and changes to these.

