

## Higher Degree by Research Policy – Schedule 2 Roles and Responsibilities of the Supervisory Team

- (1) Responsibilities of the Principal Supervisor include:
- a. negotiating roles with Co-supervisors, in conjunction with the candidate, at the commencement of the candidature;
  - b. facilitating the operation of the supervisory team to ensure support for the candidate by encouraging all supervisors to be actively involved in supporting the candidate's research endeavours. Where this does not occur, the Principal Supervisor shall consult with the Sub-Dean (Graduate Studies);
  - c. carefully monitoring the performance of the candidate relative to the standard required for the program, and ensuring that inadequate progress or work below the standard generally expected is brought to the candidate's attention;
  - d. completion of the requirements of the University for progress reporting on the HDR candidate;
  - e. ensuring that no research data is collected until required approval is obtained from the relevant University and/or other ethics committees where the research deals with human or animal subjects;
  - f. ensuring suitable resources/facilities are available to the candidate to enable them to undertake their research;
  - g. advising the Faculty Sub-Dean (Graduate Studies) when problems are occurring with regard to issues of academic misconduct;
  - h. at any time during candidature, bringing to the attention of the Research Office issues of intellectual property rights and/or commercial or other confidentiality matters which relate to the content of the thesis or portfolio;
  - i. advising the Research Committee, through the Faculty Sub-Dean (Graduate Studies), of the names and credentials of suitable examiners;
  - j. ensuring the candidate has accurate information about any planned, long leave (or retirement) during the candidature and, in consultation with the Faculty Sub-Dean, making arrangements to provide for supervision during absences; and
  - k. contributing to the development of supervisory skills in Co-supervisors who are inexperienced in co-supervision.
- (2) Responsibilities of the Supervisory Team include:
- a. providing guidance, where appropriate, on:
    - i. the nature of research;
    - ii. clarifying expectations of the HDR candidate and of the supervisory team;
    - iii. advice that has been provided on the implications of commercial outcomes and production of IP;
    - iv. a data management plan;
    - v. the standard expected for particular degrees;
    - vi. the choice of the research topic;
    - vii. the planning and execution of the research program;
    - viii. ethical issues relating to the research;
    - ix. methodological issues;

- x. data analysis issues;
- xi. exploring solutions for unexpected problems which arise in the research;
- b. maintaining close and regular contact with the candidate and establishing at the beginning of the candidature the basis on which contact will be made, including the formalisation of a Communication Plan;
- c. responding in a timely manner to queries and feedback on drafts;
- d. requiring written or other work from the candidate on a pre-arranged and agreed schedule so that progress can be assessed at regular intervals;
- e. monitoring carefully the performance of the candidate relative to the standard required for the degree, and ensuring that inadequate progress or work below the standard generally expected is brought to the candidate's attention. The team should help with developing solutions to problems as they are identified;
- f. ensuring that the research work and the production of all categories of examinable work are the candidate's own work and ensuring that where the candidate receives substantial assistance, that such assistance is acknowledged in the examinable work and does not conflict with the requirement that the intellectual content of the research and examinable work is that of the candidate;
- g. commenting in a timely manner on the content and the drafts of the examinable work prior to submission;
- h. providing general support and encouragement to the candidate;
- i. encouraging the candidate to disseminate the research, including the production of publications and/or creative works; and
- j. fulfilling other obligations required by the University regarding Higher Degree by Research supervision.