

# RESEARCH HIGHER DEGREE SUPERVISION PROCEDURE

<b>Policy Hierarchy link</b>	Research Higher Degree Student Policy			
<b>Responsible Officer</b>	Director of Research			
<b>Contact Officer</b>	Registrar			
<b>Superseded Documents</b>	Research Higher Degree Supervision Procedure version 1.2			
<b>Associated Documents</b>	Academic Appeals Policy Australian Code for Responsible Conduct of Research Guidelines for Ethical Conduct of Research Guidelines for the Conduct of Supervisory Relationships Non-academic Appeals Policy Research Active Policy Research Higher Degree Progression Procedure Research Higher Degree Thesis Examination Procedure			
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## 1. PURPOSE AND SCOPE

This procedure describes the processes to provide supervisory support and assistance to research higher degree candidates. It applies to all candidates undertaking a Research Higher Degree program at Moore College, supervisors and other positions responsible for the management of RHD programs.

## 2. DEFINITIONS

Candidate	A student currently enrolled in a RHD program.
HoD	Head of an academic department of Moore College
MTC	Moore College
Primary Supervisor	A member of the MTC Faculty or other approved person who has Primary responsibility for advising a RHD candidate on their research.
Secondary Supervisor	A secondary supervisor may take on the role of Primary Supervisor during periods of absence
RC	Moore College Research Committee
RHD	Research Higher Degree
RHD Program	A postgraduate program for which the main component is an independent research thesis (as defined under levels 9 and 10 of the Australian Qualifications Framework).
WHS	Workplace, Health and Safety

## 3. PROCEDURE

### 3.1 Appointment of supervisors

The appointment of supervisors must be in accordance with the *Research Higher Degree Student Policy* Section 5.5.1.

### 3.2 Eligibility to supervise

The eligibility to supervise must be in accordance with the *Research Higher Degree Student Policy* Section 5.5.2.

### 3.3 Change of supervisors

If a candidate requests a change of Primary Supervisor or a Primary Supervisor declines to continue their supervisory role, the candidacy will be suspended until a new Primary Supervisor is appointed. In the case of secondary supervisors, a secondary supervisor may take over as Primary Supervisor and another secondary supervisor or associate supervisor should be appointed as soon as possible.

In the event that a Primary Supervisor is unable to supervise a candidate because of a period of absence, the approved Secondary Supervisor shall act as Primary Supervisor for that period.

In the event that a Primary Supervisor becomes unavailable to continue supervision, the RC shall appoint a replacement Primary Supervisor on the recommendation of the relevant HoD. Until this is done, the Director of Research will assume interim responsibility for the candidate and the candidacy will be suspended until a new Primary Supervisor is appointed.

### 3.4 Responsibilities of supervisors

The principles underlying supervisor responsibilities are stated in the *Research Higher Degree Student Policy* Section 5.5.4. Supervisor responsibilities should include the following activities and all other requirements laid down by the Academic Board on the recommendation of the Research Committee from time to time.

### 3.4.1 Administrative

- Maintain dated written records of all advice given to the candidate particularly with respect to the adequacy or otherwise of progress with research and standard and rigour of thesis.
- Ensure that the candidate understands their rights and obligations under relevant MTC policies including grievance and appeals processes, Ethical Conduct of Human Research, Candidate Code of Conduct, Intellectual Property and Work, Health and Safety (WH&S).
- Ensure the candidate is provided with appropriate orientation to all relevant aspects of life in the community of research scholars. This includes the available facilities of the Postgraduate Study Centre and introducing the candidate to the Library Manager who will orient the candidate to all services of the Library.

### 3.4.2 Supervisory relationship and expectations

Ensure that a clear set of expectations regarding the supervisory relationship is established at the commencement of candidature and is agreed upon by both the supervisor and candidate. Such expectations should include:

- Plan of the meeting schedules: Establish the basis and timing on which contact will be made and research seminars attended and thereafter maintain close and regular contact (at least twice per semester) with the candidate. In the case of candidates residing outside metropolitan Sydney, it is expected that the Primary Supervisor (and Associate Supervisor where appropriate) will meet with the candidate at least once per year (e.g., when the candidate visits the College or participates in the Research Forum), and maintain regular email contact (at least twice per semester) with the candidate;
- Agreement on expectations of availability of both supervisor and candidate;
- Arrangements for supervisor leave of absence: Provide the candidate with accurate information about any long periods of leave (and retirement) during the course of the candidature and arrange, in consultation with the Director of Research, a suitable handover to the co-supervisor, approved by the Research Committee to act during any such periods;
- Agreeing upon a mutual understanding about aspects of the research including review of the literature, development of the research proposal, providing drafts and how feedback will be given and milestones;
- Where appropriate, in exceptional circumstances, arrange for the appointment of an Associate Supervisor with specialised expertise in the field of the candidate's research. The Associate Supervisor works in concert with the Primary Supervisor to provide specialised guidance to the candidate's research, and to fulfil any administrative expectations as agreed upon at the time of appointment.

The Supervisor should manage the supervisory relationship in an ethical way that is in the best interests of the RHD candidate. The Supervisor should be guided by the principles and guidelines outlined in *Guidelines for the Conduct of Supervisory Relationships*.

### 3.4.3 Research progress plan

The supervisor and candidate should consult the *Research Higher Degree Progress Procedure* for guidelines about progression, setting milestones and a research plan.

Setting milestones is an appropriate way of assisting and managing progress. Throughout candidature appropriate milestones should be set and regularly reviewed.

### 3.4.4 Thesis preparation and submission

- Provide appropriate academic support throughout the candidature to enable the candidate to achieve the highest standard of research of which he or she is capable.
- Suggest ways that the candidate can make the most effective use of time.
- Ensure that the title of the thesis is in accord with that approved by the RC and reflects the content of the thesis.
- Advise the candidate on methodology, the handling of Scripture, historical and theological data, logical consistency, lines of investigation and sources of research material. The candidate is entitled to expert advice but should not expect the supervisor to conduct the basic research in their chosen topic area.
- Advise the candidate concerning (any) necessary adjunct studies, especially regarding ancient or modern foreign languages, relevant to the thesis topic.
- Require written work from the candidate on a pre-arranged and agreed schedule so that progress can be assessed at regular intervals during the course of the research.
- Monitor the performance of the candidate relative to the standard required and draw the candidate's attention to inadequate progress and work that is below the standard normally required.
- Comment on drafts of the thesis, which should normally be submitted progressively chapter by chapter to the supervisor for reading and critique.
- Provide the candidate with timely access for discussion and feedback on written material in accordance with stages agreed with the candidate.
- Participate in the Annual Progress Review for candidate.
- At the time of submission, certify that the thesis is properly presented, conforms to the regulations and is therefore, prima facie, worthy of examination. This may involve overseeing engagement by the candidate of professional editorial assistance and ensuring that such assistance takes place within the regulations. While it is not the supervisor's responsibility to correct the candidate's grammar, syntax, punctuation and English expression, s/he is responsible to inform the candidate if it is not of a sufficient standard for the thesis to be presented.
- Consult with experts in the field and the HoD concerning possible examiners for the candidate's thesis in such a manner as to ensure that the examiner is free from bias towards the candidate while taking care not to jeopardise the integrity and independence of the examination process.
- Advise the RC through the HoD of the names and credentials of suitable examiners for the thesis.

### 3.4.5 Scholarly support

- Ensure full-time candidates engage appropriately in the College's community of scholars.
- Encourage the candidate to publish papers arising from his or her research in an appropriate peer-reviewed journal and offer them assistance in this regard with a view to at least one such paper being published by the end of the second year (FTE) of candidacy.
- Encourage the candidate to attend, and where appropriate present a paper at, conferences relating to the candidate's area of research and provide the candidate with assistance in developing presentation skills for such settings.
- At the time of submission provide the candidate with advice re the treatment of peer-reviewed articles published by the candidate during the course of candidacy.
- Encourage successful candidates to generate publications out of their research where appropriate.

### 3.5 Responsibilities of candidates

The principles underlying candidate responsibilities are stated in the *Research Higher Degree Student Policy* Section 5.5.5.

Accordingly, the candidate should:

- Take full responsibility for their own research and its progress;
- Proceed diligently and intelligently with the research as agreed with the supervisor;
- Become familiar with and abide by the regulations of the College that govern the degree;
- Discuss with the supervisor the type of assistance considered most useful;
- Keep to the agreed schedule of meetings with the supervisor (including the special requirements applying to students residing outside metropolitan Sydney). Candidates may reside outside of metropolitan Sydney (after fulfilling requirements for two semesters of on-campus research). However, they must maintain agreed contact with the supervisor;
- Take the initiative in raising problems and difficulties and share responsibility for seeking solutions;
- Maintain the progress of the research in accordance with the stages agreed with the supervisor, including in particular the presentation of written material in sufficient time to allow for comments and discussion before proceeding to the next stage;
- Discuss progress towards, and impediments to, maintaining the agreed milestones or research plan with the supervisor at regular intervals (at least twice per year);
- In the case of full-time candidates, participate in the postgraduate community of the College and attend Chapel and community lunch on the days when on campus;
- Participate, and present as scheduled or invited, in the College's Research Forums;
- Provide a formal annual report on progress through the supervisor by the 30 June each year, and participate in an Annual Progress Review; and
- Accept the responsibility to produce the final copies of the thesis and to ensure that it is in accord with the relevant requirements, including the standard of presentation and the quality of English expression, spelling, grammar and syntax. The candidate should consult the *Research Higher Degree Thesis Examination Procedure*.

### **3.6 Candidate problems and issues**

Occasionally medical or pastoral problems may arise for the candidate. Candidates are encouraged to speak to their supervisor about options to deal with any issues and their potential impact on their research progress. For example, the supervisor may advise a change from full-time to part-time candidature for a period of time and as a way of addressing the problem.

### **3.7 Conflicts**

If a breakdown of the supervisory relationship occurs, the candidature panel will convene to mediate an appropriate course of action and advise the Director of Research who will determine what action is to be taken. Independent mediators may also be used.

Where a supervisor becomes aware of a potential conflict of interest it must be declared to the Director of Research who will assume responsibility for resolving the situation.

### **3.8 Role of RC and Director of Research**

In relation to this procedure the RC:

- appoints supervisors or replacement supervisors where applicable;
- receives report from Director of Research on Annual Progress Reviews for RHD candidates.

In relation to this procedure the Director of Research:

- assumes interim responsibility for candidates in the event that the Primary Supervisor becomes unavailable to continue supervision;
- consults with Primary Supervisor and candidate about the appointment of another supervisor during periods of absence of the Primary Supervisor;
- assumes responsibility for actions taken to resolve any conflicts, or identified conflicts of interest, between supervisor and candidate.

## REVIEW & HISTORY

Version	Endorsed By	Approval Date	Effective Date	Sections modified
1.0	Principal	09/05/2014	09/05/2014	Reformatted procedures from Student Handbook material
1.1	Principal	04/12/2015	04/12/2015	Updated Dean of Research to Director of Postgraduate Studies.
1.2	Principal	20/03/2020	20/03/2020	<ol style="list-style-type: none"><li>1. Add last paragraph under 3.4.2, "The supervisor should manage the supervisory ... <i>Relationships.</i>"</li><li>2. Add Guidelines for the Conduct of Supervisory Relationships to Associated Documents.</li><li>3. Update title Director of Postgraduate Studies to Director of Research.</li><li>4. Delete policy version number at 3.1, 3.2, 3.4, 3.5.</li><li>5. Update Research and Centres Committee and RACC to Research Committee and RC respectively throughout procedure.</li><li>6. Update title of research seminar program to Research Forums under 3.5.</li></ol>
1.3	Principal	11/3/2022	11/3/2022	<ol style="list-style-type: none"><li>1. Joint Supervisor title amended to Secondary Supervisor and definition updated</li><li>2. Co-Supervisor title amended to Associate Supervisor.</li><li>3. Logo updated</li></ol>
1.4	Academic Dean	12/5/2023	12/5/2023	<ol style="list-style-type: none"><li>1. Adjust wording of point 1 and add point 5 under 3.4.2.</li><li>2. Remove written annual report to RC at 3.4.4.</li><li>3. Amended points 5 and 9 under 3.5. Removing min 3 weeks per year on campus and 3 days per week on campus for full time candidates.</li><li>4. Amended point 2 under 3.8. Receives report from DoR.</li></ol>

## 5. ACKNOWLEDGEMENTS

Australian National University. *Guideline: Candidature and Supervision of Higher Degree by Research Candidates*. 504/2011.

University of Melbourne. *Supervision of Research Higher Degree Candidates Policy (MPF1244)* Version 2.0 23 May 2013.

University of New South Wales. *Higher Degree Research Supervision Guidelines* Version 1.0 Effective 9 August 2010.