RESEARCH HIGHER DEGREE SUPERVISION PROCEDURE

Policy Hierarchy link	Research Higher Degree Student Policy
Responsible Officer	Dean of Research
Contact Officer	Registrar registrar@moore.edu.au
Superseded Documents	Doctor of Philosophy Course Information. Section 11.3.28 and 17.5
Associated Documents	Academic Grievance (Appeals) Policy Guidelines for Ethical Conduct of Research Non-academic Grievance Policy Research Active Policy Research Higher Degree Progression Procedure Research Higher Degree Thesis Examination Procedure Candidate Code of Conduct
Review Date	May 2019
Access Flag	Student Public

Version	Endorsed by	Approved By	Approval Date	Effective Date
1.0	Principal	Academic Board	09/05/2014	09/05/2014

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.
Joint Supervisor	A second supervisor to the Primary supervisor, who undertakes substantial supervisory duties and may take on the Primary Supervisor role.
RACC	Moore College Research and Centres 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* Version 1.0 Section 5.5.1.

3.2 Eligibility to supervise

The eligibility to supervise must be in accordance with the *Research Higher Degree Student Policy* Version 1.0 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 joint supervisors, a joint supervisor may take over as Primary Supervisor and another joint supervisor or co-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 Joint Supervisor shall act as Primary Supervisor for that period.

In the event that a Primary Supervisor becomes unavailable to continue supervision, the RACC shall appoint a replacement Primary Supervisor on the recommendation of the relevant HoD. Until this is done, the Dean 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* Version 1.0 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 and Centres Committee from time to time.

3.4.1 Administrative

o   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 resident outside New South Wales an appropriate co-supervisor located near to the candidate will be appointed who will maintain close and regular contact (at least twice per semester) with the candidate and arrange for the candidate to attend local research seminars etc. In this situation, it is expected that the Primary Supervisor will meet with the candidate at least once per year (coinciding with the candidate's visit to the College and participation in the Graduate Seminar Program) for the Annual Progress Review, 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 Dean of Research, a suitable handover to the co-supervisor, approved by the Research and Centres 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.

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 RACC 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.

- Provide a written annual report to the RACC on the candidate's progress and any difficulties and problems discussed with the candidate, and use this report as the minimum means of monitoring progression.

- 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 RACC 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* Version 1.0 Section 5.5.5.

Accordingly the candidate should:

o Take full responsibility for their own research and its progress;

o Proceed diligently and intelligently with the research as agreed with the supervisor;

o Become familiar with and abide by the regulations of the College that govern the degree;

o Discuss with the supervisor the type of assistance considered most useful;

o 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. Given the importance of candidate-supervisor contact, candidates who do not hold a Moore College BD are required to spend a minimum of three weeks per year of the off-campus portion of research at the College. During this they must meet face-to-face with their supervisor and participate in the at least one seminar in the College's Graduate Seminar Program. They must formally discuss progress with the supervisor electronically on at least one other occasion each year;

o Take the initiative in raising problems and difficulties and share responsibility for seeking solutions;

o 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;

o Discuss progress towards, and impediments to, maintaining the agreed milestones or research plan with the supervisor at regular intervals (at least twice per year);

o In the case of full-time candidates, spend at least three days per week on campus, participate in the postgraduate community of the College and attend Chapel and community lunch on the days when on campus;

o Participate, and present as scheduled or invited, in the College's Graduate Seminar Program (including Research Methods Seminars and Departmental Graduate Seminars);

o Provide a formal annual Report on Progress to the Research and Centres Committee through the supervisor by the 30 June each year, participate in an Annual Progress Review and complete one other pro-forma report on progress each year; and

o 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 Dean 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 Dean of Research who will assume responsibility for resolving the situation.

3.8 Role of RACC and Dean of Research

In relation to this procedure the RACC:

- o   Appoint supervisors or replacement supervisors where applicable
- o   Receives and reviews annual reports from research candidates and supervisors

In relation to this procedure the Dean of Research:

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

4. REVIEW & HISTORY

This procedure is due for review in May 2017.

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Principal	09/05/2014	09/05/2014	Reformatted procedures from Student Handbook material

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.