HDR Supervisor Procedures

Table of Contents

1.   Governing Policy

HDR Supervisor Policy

2.   Purpose

To implement the HDR Supervisor Policy in respect of the selection and confirmation of supervisors for HDR students, and the operation of the Register of HDR Supervisors.

3.   Selection of the supervisory team

a. Supervisors are selected as part of the prospective student admission process.

b. As provided for in the HDR Admissions and Enrolment Procedures, an applicant for an HDR candidature must nominate a Principal Supervisor in their application.

c. Confirmation of the supervisory team is managed by the Office of Graduate Research, in consultation with the relevant College HDR Coordinator, who together must ensure that:

   i.   all supervisors meet the requirements of the HDR Supervisor Policy

   ii.   there is a reasonable expectation that supervisors can and will provide supervision for the duration of candidature

   iii. for supervisory teams that include supervisors appointed on a fixed-term, contingent-funded or short-term contract, the student's overall supervisory team is able to provide continuity of supervision

   iv.   a student or prospective student has been consulted about their supervisors, and agrees to work with the supervisors before their selection is confirmed

flinders.edu.au

v.   where the Principal Supervisor does not have a successful record of HDR supervision, that an experienced Associate Supervisor is selected to mentor the Principal Supervisor.

vi.   the student is enrolled in the College with which their Principal Supervisor is affiliated, and

vii.   supervisors of an international student undertake the ESOS compliance online training module.

4.   Change of supervisor during candidature

4.1.   Temporary change

a. In the event a Principal or Associate Supervisor(s) is unable to provide supervision in-person or online for a period greater than one month, the Principal Supervisor, College HDR Coordinator and the student will discuss how this will be managed. If deemed necessary, an interim Principal or Associate Supervisor will be appointed, and the student will submit a change request in Inspire. In most circumstances the interim Principal Supervisor nominated will be the Associate Supervisor.

b. The Office of Graduate Research will confirm the interim supervisor and notify the student in writing.

4.2.   Permanent change

a. In the event it is necessary to make a permanent change to the Principal or Associate Supervisor(s) for one of the following reasons, every endeavour will be made to find a suitable replacement supervisor:

i.   the supervisor is leaving or has left the University, or

ii.   the nature of the student's research project is changing to the extent that it would be better supervised by a different supervisor, or

iii.   irreconcilable differences between the student and the supervisor requiring a change in supervision arrangements, or

iv.   the supervisor is no longer on the Register of HDR Supervisors.

b. In the case of irreconcilable differences between the student and the supervisor, where appropriate, the College HDR Coordinator will attempt to resolve the matter locally and in a timely manner with reference to Charter for HDR Student and Supervisor Responsibilities.

c. If it is necessary to make a permanent change to the Principal or Associate Supervisor(s), in the first instance, where practicable, the existing supervisor, College HDR Coordinator and the student will decide on a replacement supervisor. Once determined, the student will submit a change request in Inspire and, if necessary, have their enrolment transferred to the College with which their new supervisor is affiliated.

d. If a permanent replacement supervisor cannot be achieved in accordance with c. above, the College HDR Coordinator together with the Office of Graduate Research will seek to find a replacement supervisor. This may include assigning a supervisor who has been granted a special circumstances exception in accordance with s.4.b. of the HDR Supervisor Policy.

e. The Office of Graduate Research will confirm the permanent replacement supervisor and notify the student in writing.

f. If, after taking all reasonable steps, a permanent replacement supervisor cannot be identified in a reasonable timeframe, the student will be counselled about their options, which may include:

i.   taking a period of intermission

ii.   transferring their candidature

iii.   withdrawing from their candidature.

flinders.edu.au

5. Register of HDR Supervisors

5.1. Application process

Applicants for inclusion on Register	a. Complete the online form in Inspire and confirm the eligibility criteria specified in s.4 of the HDR Supervisor Policy have been met.
Office of Graduate Research (OGR)	b. If satisfied that the eligibility criteria specified in the HDR Supervisor Policy have been met, approve the application. c. If any of the eligibility criteria have not been met, refer the application to the Dean of Graduate Research seeking exemption from the relevant criteria.
Dean of Graduate Research	d. Review the application and the exemption being sought, and either approve or reject.
Office of Graduate Research	e. Notify the applicant of the outcome and, if approved, update their status on the Register.

5.2. Review of Register

Registered Supervisor	a. Periodically review registration status in Inspire to ensure they continue to meet the requirements for registration specified in the HDR Supervisor Policy, and address any eligibility criteria that have not been met.
Office of Graduate Research	b. Review the Register to ensure that supervisors continue to meet registration requirements. c. If the supervisor appears not to meet, or to be at risk of not meeting, the registration requirements, request the supervisor to indicate what steps they are taking to rectify the situation. d. On the basis of the information received, assess the supervisor's continued eligibility, and forward any recommendation for removal from the register to the relevant HDR Coordinator (copy to Dean (Research)).

HDR Coordinator	e. Discuss the matter with the staff member concerned.
	
	f. If of the opinion that the supervisor does not meet the registration requirements, recommend to the Dean of Graduate Research either:
	
	  i. deregistration, or
	
	  ii. a case for an exemption within a specified timeframe.

Dean of Graduate Research	g. Consider the recommendation and make a decision.
Office of Graduate Research	h. Notify the staff member in writing and update the Register, as appropriate.

5.3. Content of Register

Office of Graduate Research	a. Ensure the Register includes all eligibility requirements, including: • Name • College • Qualifications • Employment status • Confirmation of research activity • Current HDR supervisions • HDR completions • Confirmation of compliance with the HDR Supervisor Development Program.

flinders.edu.au

5.4. Access to Register

Access to the Register is confidential (as specified below) except that individuals on the Register will have FAN access to their own record via Inspire.

Office of Graduate Research	a. Ensure the Register is kept confidential.
	b. Grant access only to those whose responsibility includes administration, management, and monitoring of HDR activities, including:
	i. Deputy Vice-Chancellor (Research)
	ii. Office of Graduate Research
	iii. College HDR Coordinator
	iv. College Dean (Research)
	v. College Dean (People and Resources)
	vi. College HDR Committees
	vii. College Research Support staff
	viii. Student Finance and Scholarship Services

5.5. HDR Supervision Professional Development Program

Office of Graduate Research	a. Ensure that HDR Supervisor Development Program modules are offered regularly to academic and research staff seeking inclusion or retention on the Register.
	b. Ensure the University's HDR Supervisor Development Program accords with the Higher Education Standards Framework (Threshold Standards) 2021 and the Australian Code for the Responsible Conduct of Research, 2018.

6. Research requirements for registration as a Supervisor

For the purposes of s.5.b. of the HDR Supervisor Policy, the research or creative work criteria for registration are:

a. in the previous 5 years, publishing at least 5 research outputs, non-traditional outputs or their equivalent recognised by Excellence in Research for Australia (ERA), as specified in the table below, **or** being able to demonstrate equivalent research activity by other means as determined by the Dean of Graduate Research, **and**

b. acting as supervisor for at least 1 higher degree by research completion in the previous 5 years **or** being part of a supervisory team with a supervisor who has a successful record of higher degree by research supervision as per the HDR Supervisor Policy, s.5.c.

c. Early Career Researchers (ECR) are exempt from the research active requirements until the conclusion of their ECR status as per the following definition: *an Early Career Researcher (ECR) is identified as someone who has been awarded a PhD within the previous five years, or where there has been significant career interruption for maternity or parental leave, carer's responsibilities or illness and has been awarded a PhD within the previous eight years*.

Category Code	Category Name
A1	A1 Authored Research Book
A1R	A1 Report (Book Format)

 flinders.edu.au

Category Code	Category Name
A2R	A2 Report (ERA eligible)
B1	B1 Chapter
C1	C1 Refereed article in Scholarly Journal
E1	E1 Refereed Conference Paper
N2CW	N2 Original Creative Works
N2CWE	N2 Curated or Produced Substantial Public Exhibitions and Events
N2L	N2 Live Performance or Creative Works
N2PORT	N2 Portfolio
N2RCW	N2 Recorded/Rendered Creative Works

For further information on the above Categories, refer to Flinders Publication Categories Guide.

7.   Authorities

Delegate	Authority
Dean of Graduate Research	**a.** Determine applications for the Register of HDR Supervisors under Procedure 5.1. b. Determine recommendations under Procedure 5.2.

8.   Forms

Change to Supervision form

Approval Authority	Deputy Vice-Chancellor (Research)
Responsible Officer	Dean of Graduate Research
Approval Date	28 June 2021
Effective Date	28 June 2021
Review Date*	June 2024
Last amended	Deputy Vice-Chancellor (Research), 9 September 2022
CM file number	CF18/307

* Unless otherwise indicated, this procedure will still apply beyond the review date.

Printed versions of this document are not controlled. Please refer to the Flinders Policy Library for the latest version.