

HIGHER DEGREE RESEARCH STUDENT SUPERVISION POLICY

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| Policy number | TLR 8.04 |
| Policy name | Higher Degree Research Student Supervision Policy (Issue Three) |
| Applicability | Academic Staff and Higher Degree Research Students |
| Policy owner | Chair, Academic Senate |
| Contact person | Chair, HDR Subcommittee |
| Policy status | Approved Policy |
| Date created | 19 January 2009 |
| Date last amended | 19 November 2019 |
| Date last exposed | October 2019 |
| Date last reviewed | |
| Date of next review | 19 November 2022 |
| Related policies | <p>Higher Degree by Research Support Policy (TLR 5.10)</p> <p>Research Code of Conduct Policy (TLR 5.06)</p> <p>Research Misconduct Policy (TLR 8.07)</p> <p>Research Data Management and Sharing Policy (TLR 5.12)</p> <p>Bond University Human Research Ethics Policy (TLR 8.01)</p> <p>Bond University Animal Research Ethics Committee Policy (TLR 8.02)</p> <p>Bond Institutional Biosafety (BIB) Policy (TLR 8.05)</p> <p>Academic Integrity Policy (TLR 3.06)</p> <p>Copyright Compliance Policy (TLR 6.01)</p> <p>Intellectual Property Policy (TLR 6.02)</p> <p>Student Acceptable Use of ICT Facilities Policy (TEC 1.01)</p> <p>Student Travel Policy (TLR 3.17)</p> <p>Bond University Award Regulations</p> |

1. INTRODUCTION

Bond University recognises that a high-quality research training environment is dependent on the broader University environment, the Faculty environment, induction, support throughout the duration of candidature, and quality supervisors.

2. RESPONSIBILITIES OF THE UNIVERSITY

Bond University has responsibility to:

- a) specify clear minimum entry standards for each level of award ([Division 11 Regulations](#));
- b) ensure that every research candidate has an appropriately qualified and trained supervision team, with sufficient time allocated to allow for effective supervision;
- c) develop, maintain, review and disseminate appropriate University policies for postgraduate research training and the supervision of postgraduate research students ([TLR 5.10](#), [TLR 5.06](#), [TLR 8.07](#), [TLR 5.12](#), [TLR 3.06](#), [TLR 6.01](#), [TLR 6.02](#), [TEC 1.01](#), [TLR 3.17](#));
- d) establish appropriate procedures for candidates to seek assistance in the resolution of difficulties during the period of candidature (see also clause 5 below);
- e) have a Bond University Higher Degree Research Subcommittee (BUHDRS) who monitor and manage higher degree research matters including reviewing policies and procedures, examination standards, and advise the Bond University Research Committee (BURC) on matters relating to higher degree research issues ([Division 11 Regulations](#));
- f) provide research candidates with induction and appropriate research training;
- g) ensure postgraduate research candidates have access to resources, including library facilities;
- h) ensure that a candidate understands and adheres to applicable government and University policies and guidelines for the conduct of research, including requirements for ethical approvals for studies involving humans and animals or the use of hazardous materials; research integrity, intellectual property etc. ([TLR 8.01](#), [TLR 8.02](#), [TLR 8.05](#));
- i) maintain effective reporting mechanisms throughout the duration of higher degree research candidature;
- j) maintain records and review the agreed attendance records for all higher degree research candidates in the context of leave of absence, study off campus and other matters;

- k) ensure the examination process is completed in a timely manner and the outcomes are determined against clearly defined academic criteria;
- l) advise postgraduate research candidates of the requirements to complete a statement of authorship in respect of each paper submitted for publication as per the Bond University [Research Data Management and Sharing Policy](#).

3. RESPONSIBILITIES OF THE FACULTY

The Faculty executes its responsibilities and functions through the Associate Dean of Research (ADR). The Faculty is responsible for ensuring that academic staff with research training responsibilities are supported and appropriately trained.

The Faculty, through the Associate Dean of Research, has responsibility to:

- a) ensure that applicants for admission to candidature are suitably qualified and meet the University's minimum entry standards for admission to the degree ([Division 11 Regulations](#));
- b) confirm that the Faculty can provide appropriate resources and facilities for the duration of the candidate's research program ([Division 11 Regulations](#));
- c) ensure appropriate supervision will be available to the candidate ([Division 11 Regulations](#));
- d) ensure that all potential supervisors are registered on the Faculty Supervisor Register, and they are research active in accordance with the University's [Research Active Staff Policy](#) ([Division 11 Regulations](#));
- e) ensure that applicants have adequately communicated and/or discussed their proposed research program with potential supervisors and ADR;
- f) ensure that supervisors and higher degree research students understand the University's key research training policies and procedures regarding: Intellectual Property; ethical clearances for research involving human or animal subjects and hazardous materials; research conduct including protocols for managing joint authorship and the location and retention of data ([TLR 5.12](#), [TLR 5.06](#), [TLR 6.01](#), [TLR 6.02](#), [TLR 8.05](#), [TLR 3.06](#), [TEC 1.01](#));
- g) set the date for confirmation of candidature of new higher degree research candidates, within the first six (6) weeks of commencement of their program ([Division 11 Regulations](#));
- h) ensure that applicants have been advised of the resources and facilities available to support their research program from within the Faculty and University;
- i) advise higher degree research students of the policies and processes for resolution of problems and the review processes throughout the candidature period;
- j) ensure that a candidate is aware of the requirements for retention of research data within the Faculty as specified in the Bond University [Research Data Management and Sharing Policy](#);
- k) monitor the supervision load of supervisors and the general stages of candidature for higher degree research students who are included in a supervisor's load;
- l) disseminate and communicate appropriate information regarding higher degree research policies and processes to all higher degree research candidates and their supervisors;
- m) ensure that appropriate alternative supervision is provided if the Principal or Associate Supervisor will be absent for a period greater than four (4) weeks ([Division 11 Regulations](#));
- n) ensure that nominated thesis examiners are appropriately qualified and that the examination process is undertaken in a timely manner ([Division 11 Regulations](#));
- o) in the event whereby the examiners state the thesis require minor or major amendments, provide guidance to the candidate regarding changes.

3.1. RESPONSIBILITIES OF THE SUPERVISORS

The Principal and Associate Supervisor have the responsibility to:

- a) ensure that the HDR student's project plan is feasible within available resources;
- b) ensure the HDR student is aware of the financial and other support available to them throughout their candidature;
- c) ensure that the milestones and timeframes identified within the candidate's higher degree research program are achievable;
- d) advise the ADR should they have concerns regarding the candidate's capacity to meet the milestones identified in the research program or the adequacy of necessary resources or facilities essential to their completion;
- e) ensure both the student and supervisory team complete a [Student-Supervisor Agreement](#) within the first six (6) weeks of enrolment;
- f) ensure they meet all requirements of being a student i.e. advising contact information, timely application of leave of absence requests (if appropriate). International students are to abide by their student visa conditions;
- g) maintain regular contact with the candidate and ensure that a reasonable timetable is set to permit the degree to be completed within the following timeframe:
 - 2 years' full-time enrolment for Master by Research candidates, and
 - 4 years' full-time enrolment for Doctoral candidates.
 - Candidature may be extended beyond the maximum time period following a satisfactory review of progress by the Associate Dean Research;

- h) ensure that the candidate participates fully in the research training opportunities available within the University, the Faculty, as well as the broader external academic environment relevant to the discipline;
- i) provide timely and consistent feedback to the candidate as confirmed in the Supervisor Student Agreement;
- j) provide appropriate, helpful, and explanatory feedback to the candidate on any submissions, return such feedback in reasonable time, and assist candidates to develop solutions as problems are identified;
- k) ensure that a candidate has received clear written documentation where the standard of the candidate's work is lacking and to identify together with the candidate, strategies to address the identified problems;
- l) assist a candidate, where appropriate, with re-defining the initial milestones and timeframes to ensure the research program will be completed in a timely manner;
- m) ensure that timely and sufficiently detailed progress reports are submitted;
- n) reach agreement with the candidate regarding authorship of publications and acknowledgement of contributions during and after completion of candidature, respecting and recognising contributions by the supervisors and candidate in all published works;
- o) nominate an appropriate acting supervisor during absence and to seek timely approval from the ADR, prior to commencement of leave of absence;
- p) counsel candidates to enrol for a lower award if progress has been unsatisfactory;
- q) identify appropriately qualified thesis examiners for both the confirmation of candidature, and the thesis;
- r) advise the candidate as to when and whether the thesis is suitable, in form and content, for submission, according to the University policy:
 - At the time of submission, supervisors should certify that the thesis is properly presented and conforms to the University's rules for submission of theses.
 - Supervisors should confirm that the thesis is of a standard suitable for examination.
- s) report a breach or potential breach of Clause 5 of this Policy to the appropriate Executive Dean.

4. RESPONSIBILITIES OF THE CANDIDATE

The higher degree research candidate has a responsibility to:

- a) actively participate in the selection of the Principal and Associate Supervisors;
- b) read and understand the University's research and research training policies and guidelines as well as those pertinent to the Faculty and where relevant, discipline-specific professional requirements;
- c) complete the Bond University Student-Supervisor Agreement;
- d) complete both the Faculty and University orientation program, the compulsory HDR support series, the Research Integrity Workshop, and other required training specified in the Student/Supervisor Agreement prior to confirmation;
- e) read and understand the procedural and substantive rights and responsibilities of HDR candidates at the University, including those contained in this Policy;
- f) ensure compliance with all University policies relevant to HDR candidature, including but not limited to, workplace health and safety, biosafety, human research ethics and animal research ethics; privacy, intellectual property, copyright compliance, research code of conduct; research integrity and academic integrity;
- g) ensure appropriate methods of data management are identified and undertaken according to University policy and legislative requirements;
- h) adhere realistically to the milestones and timeframes identified in their research program;
- i) maintain regular contact with the supervision team, as agreed in the Student-Supervisor Agreement;
- j) attend and consult with the Principal and Associate Supervisor according to the agreed schedule;
- k) expend sufficient time and levels of concentration on the research program and demonstrate progress achieved;
- l) present required written material in sufficient time to allow for comments and discussions before scheduled meetings;
- m) respond to substantive and technical matters in the research and thesis, as directed by the Principal and Associate Supervisors;
- n) if the candidate intends to take annual leave, study off campus, leave of absence, or travel to collect data, the candidate will submit, and obtain permission from the Principal Supervisor and ADR, using the relevant forms, and prior to undertaking any of the above actions;
- o) complete their Confirmation of Candidature within the first twelve (12) months of full-time candidature for Doctoral and Master by Research programs (pro rata for part-time candidates);
- p) undertake any coursework or other activities required by the Principal and Associate Supervisor;
- q) advise the Principal and Associate Supervisor of any difficulties encountered as these occur;
- r) submit confirmation of candidature document within the agreed timeframe;
- s) submit the thesis for examination within the agreed timeframe, and after in the event the examiners advise amendments are required, work under the guidance of the supervisory team to make these amendments within the specified timeframe;
- t) develop a Project Data Management Plan and submit a deposit of data and all relevant materials and methods, corresponding to the examination copy of the thesis;
- u) accept responsibility for the final copies of the thesis and submit a thesis which meets the University's requirements on presentation, content and copyright.
- v) report a breach or potential breach of Clause 5 of this Policy to the appropriate Executive Dean.

5. PERSONAL RELATIONSHIP BETWEEN A SUPERVISOR AND AN HDR STUDENT

The University recognises and supports the principles set out in the [Principles for Respectful Supervisory Relationships](#) guidelines provided by Universities Australia, the National Tertiary Education Union, the Council of Australian Postgraduate Associations Incorporated, and the Australian Council of Graduate Research. Sexual or romantic relationships between supervisors and their HDR students are not appropriate.

The University Code of Conduct Policy requires that supervisors and students are obliged to divulge a potential breach or actual breach to the appropriate Executive Dean. The Executive Dean will arrange for the replacement of the supervisor from supervision of the HDR student. In relation to this clause a student may make a complaint to the Executive Dean or delegate.

6. RELATED PROCEDURES, GUIDELINES, AND FORMS

[Student-Supervisor Agreement](#)

[Principles for Respectful Supervisory Relationships](#)