



HDR Supervisors' Accreditation and Responsibilities

The quality of supervision is widely regarded as one of the major contributing factors in determining the overall student experience of research degree programs (see Richard Light, *Making the Most of College*, Harvard UP, 2001). It is also widely acknowledged throughout Higher Education Providers, both in Australia and abroad, that supervision can be of greatly mixed quality. Two main factors are the training *in supervision* that supervisors have received, and the number of candidates for which a supervisor is responsible at any given time.

In order to ensure a consistently high quality of research supervision for MCD research students across all RTIs, the following policy has been developed. It has been based on the Postgraduate Coordinators' Handbook, Appendix A.3 *Policies and Procedures relating to the Management of Research Higher Degree Supervision at the University of Melbourne* (http://www.gradstudies.unimelb.edu.au/docs/staff/PG_Coordinators_hdbk.pdf),

and the Research Supervision Accreditation Program (<http://www.mrqs.monash.edu.au/research/staff/supervision/index.html>) at Monash University.

MCD Research Supervision Accreditation

The appointment of supervisors has been delegated to the Research Committee by the Academic Board.

To be accredited as a supervisor for a Higher Degree or other Research Student of the MCD the following criteria will apply:

- 1) All supervisors and associate supervisors will themselves be research-active (see definition below).

- 2) Any project which involves research on humans will be supervised or co-supervised by a supervisor with experience in human-based research.
- 3) Only those supervisors who have successfully supervised a candidate to completion can be appointed as principal supervisors.
- 4) Any supervisor who has not previously supervised a candidate to completion, or otherwise does not meet the requirements of a principal supervisor, cannot be a sole supervisor. An additional supervisor who meets the requirements for principal supervisors must be appointed, and should act as mentor to the new supervisor.
- 5) Principal supervisors must have a PhD, DTheol or other doctoral qualification.
- 6) Approved supervisors should normally supervise up to a maximum of 8 individual students, at any one time. Variations to this should be discussed in the first instance with the supervisor's relevant Research Coordinator and, where necessary, the Head of College. The Director of Research, together with the Research Committee, reserves the right to refuse approval of additional supervisions above the recommended number.
- 7) Any supervisor with a fixed-term contract that expires sooner than 3 years after the commencement of a doctoral student under her or his supervision, or 18 months after the commencement of a masters student under her or his supervision, cannot be a principal supervisor. An exception would be those supervisors who, for RTI purposes, are employed on a semester-by-semester basis but who nonetheless have a reasonable assurance that their employment will be on-going.
- 8) Where a supervisor of a masters student does not have a doctoral qualification and the candidate successfully applies to upgrade her or his candidature to doctoral status, a doctorally-qualified associate supervisor must then be appointed.
- 9) MCD Honorary Research Associates/Fellows may be appointed as either principal or associate supervisors.
- 10) Associate supervisors may be appointed and can be external (i.e. not affiliated with any particular RTI). They are subject to the same accreditation requirements as supervisors as laid out above, and must be approved by the Research Committee.
- 11) External supervisors must have an internal supervisor also appointed, either as the principal or associate supervisor.

MCD Research Supervisors' Responsibilities

- 1) Supervisors are required as a minimum to meet either face-to-face, electronically or by phone for a minimum of one hour per month with full-time students, or the equivalent for part-time students. Dated, detailed and clear records of all supervisory meetings, work requirements and correspondence are to be kept.
- 2) Supervisors should be familiar with the requirements of the various stages of candidature—probationary, approval and confirmation, HREC submission, examination—and be able to assist candidates through each stage.
- 3) Supervisors are required to ensure that all their HDR students submit annual reports, attesting that supervisory meetings have taken place and that students have been adequately resourced in terms of supervision. Failure of the students to provide such reports will delay the payments made to the supervisor and may result in a review of a supervisor's accreditation.
- 4) Supervisors must keep the Director of Research informed if and when a student is in danger of making unsatisfactory progress, in accordance with the [HDR Student Intervention Policy](#). Supervisors are also required to notify the student, the Director of Research and the RTI Research Coordinator if and when the student fails to make

- satisfactory progress after appropriate intervention, in accordance with the [HDR Course Progress Policy](#).
- 5) When a supervisor is to be absent or otherwise unavailable to their student(s) for more than two months, MCD Administration should be advised, and arrangements made for temporary alternate supervision. The supervisor will do this in consultation with the RTI's Research Coordinator.
 - 6) A supervisor may discontinue at any time by first notifying the candidate and then the Director of Research. It is anticipated that usually such notification would occur after consultation with the candidate and the RTI Research Coordinator or the Director of Research.
 - 7) Supervisors will participate in regular supervision in-service or information sessions (suggested half-day per annum, or equivalent). In-service or information sessions should be a part of MCD Staff Days, but may include a range of other supervision training activities.
 - 8) If a candidate considers that their supervisor is not fulfilling the responsibilities of a supervisor (as outlined in this document), the candidate should notify the Director of Research, who will then proceed according to Section B3.3 of the MCD Academic Grievance Policy. It is anticipated that usually such notification would occur after consultation with the supervisor.

Supervisors and prospective supervisors should familiarise themselves with the MCD Working Procedures for HDR Awards (http://www.mcd.edu.au/re_procedures.html) and all appropriate regulations.

Payments to Supervisors

- Payments for regular faculty (whether full-time or part-time) are made to the RTI or College, and the RTI or College determines in what way it will be disbursed.
- For other part-time faculty, adjunct staff, and external supervisors, payments may be made as the individual directs. The underlying principle is that the payment needs to reflect whether the supervision is undertaken within or in addition to the part-time workload of the faculty member. In each case, the supervisor and the Dean or Head of College should come to an agreement on this and inform the Director of Research accordingly.
- Payment for supervision of a Masters major thesis or a Doctoral thesis is 35% of tuition fees.
- Payment for supervision of a Masters minor thesis is 30% of tuition fees.
- Payments to supervisors will be augmented by 50% from RTS funding, provided sufficient funds remain available.
- Payments are made at the end of the calendar year, following the submission of the annual progress report for the supervisor's HDR candidates.
- When more than one supervisor has been appointed for a candidate, supervision payments are shared equally between the supervisors unless an alternative arrangement is made between the supervisors, and the MCD has been advised.

[Supervisor's Claim Forms](#) are available on the MCD website.

Definition of 'Research Active'

A 'research active' academic engages in research as an ongoing part of her or his academic focus and as an essential adjunct to teaching. MCD expects, encourages and supports its academic staff to pursue academic research and publication, but also acknowledges that the level of research activity is partly dependent upon experience, as well as other administrative duties that may accrue particularly to senior members of staff.

EXPERIENCED FACULTY

To be considered 'research active', experienced full-time and permanent part-time faculty should be productive across the following categories.

1. Publications

Experienced faculty should aim to have published **at least** 5 items in the past five years (or part-time equivalent), according to the following DEEWR categories and associated HERDC weighting, and/or have achieved **at least** 5 HERDC points:

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| a. Research books from commercial publishers | <i>weighting of 5 HERDC points</i> |
| b. Edited book | <i>weighting of 1.5 HERDC points</i> |
| c. Chapters in research books from commercial publishers | <i>weighting of 1 HERDC point</i> |
| d. Articles in refereed journals | <i>weighting of 1 HERDC point</i> |
| e. Chapters or papers in refereed conference proceedings | <i>weighting of 1 HERDC point</i> |
| f. Translation with commentary of a scholarly text | <i>weighting of 3 HERDC points</i> |

2. Scholarship

- Refereed conference papers
- Successful competitive grant applications
- Editorial role for a refereed journal
- Citations or equivalent

3. Supervision Experience and Training

- Successful completions by HDR candidates (at least 1 in the past 5 years)
- Examination of HDR theses (at least 1 in the past 5 years)
- Annual supervisor training

EARLY CAREER FACULTY

To be considered 'research active', early career faculty should be productive across the following categories.

1. Publications

Early career faculty should aim to have published at least 3 items in the past five years (or part-time equivalent), according to the following DEEWR categories and associated HERDC weighting, and/or have achieved **at least** 3 HERDC points:

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| a. Research books from commercial publishers | <i>weighting of 5 HERDC points</i> |
| b. Edited book | <i>weighting of 1.5 HERDC points</i> |

- c. Chapters in research books from commercial publishers *weighting of 1 HERDC point*
 - d. Articles in refereed journals *weighting of 1 HERDC point*
 - e. Chapters or papers in refereed conference proceedings *weighting of 1 HERDC point*
 - f. Translation with commentary of a scholarly text *weighting of 3 HERDC points*
- 2. Scholarship**
- a. Refereed conference papers
 - b. Competitive grant applications
 - c. Successful competitive grant applications
 - d. A role for a refereed journal
 - e. Citations or equivalent
- 3. Supervision Experience and Training**
- a. Annual supervisor training
 - b. Successful role as an associate supervisor

*Note that all supervisors and other 'research active' faculty **must** submit all eligible publications to the MCD Director of Research each year, in accordance with the Higher Education Research Data Collection (HERDC) requirements. Failure to produce evidence through HERDC of research activity may result in a review of a supervisor's accreditation.*