

## HDR Supervisor Policy

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### 1. Purpose

- a. This policy recognises the importance of quality supervision to support successful completion of higher degree by research (HDR) candidatures.
- b. It sets out the principles for the selection and registration of supervisors of HDR students.

### 2. Scope

This policy applies to all HDR candidatures.

### 3. Types of supervisor

There are four types of supervisor, as set out below. For more information about supervisor responsibilities, refer to the Charter for HDR Student and Supervisor Responsibilities.

Type	Main role
<b>1. Principal Supervisor</b>	<ol style="list-style-type: none"> <li>a. Primary supervisory responsibility for the HDR student.</li> <li>b. Maintaining effective communication with the student and with other supervisors.</li> </ol>
<b>2. Associate Supervisor (also known as Joint Associate for second or subsequent Associate Supervisors)</b>	<ol style="list-style-type: none"> <li>a. Providing additional supervisory support for the student and additional expertise to the supervisory team, including being involved from the outset in the development of the student's research plan, particularly for multi-disciplinary projects.</li> <li>b. Primary supervisory responsibility on a temporary basis when the Principal Supervisor is unavailable.</li> </ol>
<b>3. Industry Supervisor</b>	<ol style="list-style-type: none"> <li>a. Providing industry expertise to the student supervisory team and for HDR internship activities. Industry Supervisors are external to the University and are not eligible for a Principal or Associate Supervisor role.</li> </ol>

<b>4. Adjunct Supervisor</b>	a. Providing additional expertise to the student and supervisory team, mainly when extra expertise would be beneficial, but the supervisor is not eligible for a Principal or Associate Supervisor role.
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#### 4. Register of HDR Supervisors

- a. A register of academic or research staff eligible to be a Principal or Associate HDR Supervisor will be maintained by the Office of Graduate Research.
- b. To be eligible for registration, a potential supervisor must (unless an exception is approved in special circumstances by the delegated authority):
  - i. hold a doctoral degree, or be approved by the Dean of Graduate Research as having equivalent research experience, and
  - ii. be a member of the academic or research staff of Flinders University holding a continuing, continuing contingent-funded, convertible appointment, or contract appointment, or have been awarded full academic status under the Academic Status Policy (but not a Teaching Specialist, who can only be an Adjunct Supervisor), and
  - iii. demonstrate research and/or creative work activity as defined in Procedure 6 of the HDR Supervisor Procedures, and
  - iv. have completed the HDR Supervisor Development Program, as demonstrated by completing a minimum of 15 points from the [HDR Supervisor Development Program](#) every 2 years, or an equivalent contribution to supervisor development.
- c. If the eligibility criteria and/or continued compliance with the requirements for registration are not met, a supervisor cannot accept any new supervisory responsibilities and may be deregistered, except in the case of supervision changes during candidature (see Procedure 4 of the [HDR Supervisor Procedures](#)).
- d. Registration on the Register of HDR Supervisors is not required to be an Industry or Adjunct Supervisor.

#### 5. Supervisory team requirements

- a. At the commencement and for the duration of their candidature, every HDR student must have a supervisory team comprising at least one Principal Supervisor and one Associate Supervisor, one of whom must be employed by Flinders University at a fraction of 0.5 or greater, except:
  - i. for PhD by Prior Published Work or Higher Doctorate students, only a Principal Supervisor is required
  - ii. for students studying under a Cotutelle arrangement, an additional Principal Supervisor is required from the other institution which is party to the Cotutelle arrangement
  - iii. for online plus placement/intensive students not based at a Flinders site, an Adjunct Supervisor is required who is based at or near the place of study, to provide in-person advice and support to the student
  - iv. for students undertaking an industry internship, an Industry Supervisor is required.
- b. The Principal Supervisor/s must have relevant knowledge, expertise and interest in the student's research topic.
- c. At least one Principal or Associate Supervisor must have a successful record of HDR supervision (see Procedure 6.b. of the [HDR Supervisor Procedures](#)).
- d. No supervisor may accept new supervision responsibilities if they are Principal Supervisor of two or more currently enrolled students who have not submitted by the date of maximum candidature duration as specified in the [Higher Degrees by Research Policy](#), unless approved by the Dean of Graduate Research in consultation with the College HDR Coordinator.

- e. A supervisory team may include additional Associate, Adjunct and/or Industry supervisors.
- f. At the commencement of candidature and annually for the duration of the candidature all supervisors must:
  - i. carry out the responsibilities in the Charter for HDR Student and Supervisor Responsibilities
  - ii. declare any conflicts of interest in accordance with the Conflict of Interest Policy
  - iii. be familiar with their own and the University's responsibilities under the [Higher Education Standards Framework \(Threshold Standards\) 2021](#) and [the Australian Code for the Responsible Conduct of Research, 2018](#).

## 6. Authorities

Delegate	Authority
Dean of Graduate Research	a. Determine special circumstances criteria, and approve special circumstances exceptions under s.4.b. b. Approve supervisors accepting new supervisions under s.5.d.

## 7. Supporting procedures and documents

Supporting procedures and documents are part of this policy and provide additional detail to give practical effect to the policy principles.

[HDR Supervisor Procedures](#)

[Charter for HDR Student and Supervisor Responsibilities](#)

Related documents:

[Higher Degrees by Research Policy](#) and supporting procedures

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