

## HDR Supervisor Procedures

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### 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 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 will provide supervision for the duration of candidature
  - iii. students or potential students are consulted about their supervisors, and agree to work with the supervisors before their selection is confirmed, and
  - iv. where the Principal Supervisor is not an experienced supervisor, that an experienced Associate Supervisor is selected to mentor the Principal Supervisor. [In these circumstances, the additional duties of the Associate are comparable to those of a Principal Supervisor for the purposes of academic workload (academic workload negotiated at College level).]

- v. supervisors of international students undertake the [ESOS compliance](#) online training module.

## 4. Change of supervisor

### 4.1. Temporary change

- a. If a student's supervisor will be temporarily absent from the University, discuss with the student any impact this might have on the student's supervision and how this will be managed. If an interim supervisor is required, the supervisor or the relevant College HDR Coordinator must discuss this with the student, and the student will submit the request for change on the prescribed form in [Inspire](#). In most circumstances the interim 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. If a permanent replacement supervisor is required, because:
  - 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
 —the supervisor or the relevant College HDR Coordinator must discuss this with the student, and the student will submit the request for change for a permanent replacement supervisor on the prescribed form in [Inspire](#).
- b. The Office of Graduate Research will confirm a permanent replacement supervisor, and notify the student in writing.

## 5. Register of HDR Supervisors

### 5.1. Application process

<b>Applicants for inclusion on Register</b>	a. Complete the <a href="#">online form</a> in Inspire and confirm the eligibility criteria specified in s.5 of the <a href="#">HDR Supervisor Policy</a> have been met.
<b>Office of Graduate Research (OGR)</b>	b. If satisfied that the eligibility criteria specified in the <a href="#">HDR Supervisor Policy</a> 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.
<b>Dean of Graduate Research</b>	d. Review the application and the exemption being sought, and either approve or reject.
<b>Office of Graduate Research</b>	e. Notify the applicant of the outcome and, if approved, update their status on the Register.

### 5.2. Review of Register

<b>Registered Supervisor</b>	a. Periodically review registration status in Inspire and address any eligibility criteria that have not been met.
<b>Office of Graduate Research</b>	b. Review the Register to ensure that supervisors continue to meet registration requirements.

	<p>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.</p> <p>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.</p>
<b>HDR Coordinator</b>	<p>e. Discuss the matter with the staff member concerned.</p> <p>f. If of the opinion that the supervisor does not meet the registration requirements, recommend either:</p> <ol style="list-style-type: none"> <li>i. deregistration, or</li> <li>ii. a case for an exemption within a specified timeframe —to the Dean of Graduate Research.</li> </ol>
<b>Dean of Graduate Research</b>	<p>g. Consider the recommendation and make a decision.</p>
<b>Office of Graduate Research</b>	<p>h. Notify the staff member in writing and update the Register, as appropriate.</p>

### 5.3. Content of Register

<b>Office of Graduate Research</b>	<p>a. Ensure the Register includes all eligibility requirements, including:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• College</li> <li>• Qualifications</li> <li>• Employment status</li> <li>• Confirmation of research activity</li> <li>• Current HDR supervisions</li> <li>• HDR completions</li> <li>• Confirmation of compliance with the <a href="#">HDR Supervisor Development Program</a>.</li> </ul>
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### 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.

<b>Office of Graduate Research</b>	<p>a. Ensure the Register is kept confidential.</p> <p>b. Grant access only to those whose responsibility includes administration, management, and monitoring of HDR activities, including:</p> <ol style="list-style-type: none"> <li>i. Deputy Vice-Chancellor (Research)</li> <li>ii. Office of Graduate Research</li> <li>iii. College HDR Coordinator</li> <li>iv. College Dean (Research)</li> <li>v. College Dean (People and Resources)</li> <li>vi. College HDR Committees</li> <li>vii. Student Finance</li> </ol>
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## 5.5. HDR Supervision PD 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.

## 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.4.d.
- 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)
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
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\* Unless otherwise indicated, this procedure will still apply beyond the review date.

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