

## Higher Degree Research (HDR) Supervision Policy

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| Policy Category                 | Academic   |
| Policy Code                     | RES-HE-01  |
| Policy Owner                    | Dean   |
| Responsible Officer             | Associate Dean, Research and Scholarship   |
| Approving Authority             | Academic Board   |
| Approval Date                   | 06 August 2025   |
| Commencement Date               | 07 August 2025   |
| Review Date                     | 3 years  |
| Version                         | 2025.1   |
| Related Documents               | HDR Ethics Policy<br>HDR Examination Policy<br>HDR Responsible Conduct of Research Policy<br>HDR Candidature Policy<br>Academic Integrity Policy<br>HDR Guide for Ethical Use of GenAI<br>HDR GenAI Policy |
| HESF (Threshold Standards) 2021 | 1.3.1; 1.3.2; 1.3.3; 1.3.4; 4.1.1; 4.1.2; 4.1.3; 4.1.4; 4.2.1; 4.2.2; 4.2.3; 4.2.4; 5.2.1; 5.2.2; 6.2.1; 6.2.2; 7.2.1.   |
| Policy Visibility               | Public   |

### 1. Purpose

This Policy establishes a quality-assurance framework for the appointment, registration, professional development and oversight of supervisors of Higher Degree Research (HDR) candidates, ensuring that supervision within AIH meets or exceeds sectoral standards and supports timely, high-quality research outcomes.

## 2. Principles

Academic rigour & integrity: supervision promotes responsible conduct of research in accordance with national codes.

Candidate-centred support: supervisory practice is proactive, respectful, culturally sensitive and responsive to candidate needs across candidature stages.

Capability & continuity: supervisory teams collectively provide discipline expertise, methodological guidance and continuous support for the expected duration of candidature.

Equity & inclusion: supervisory arrangements foster fair treatment, free from discrimination or harassment, and recognise the diversity of the research community.

Continuous improvement: supervisors undertake regular professional development, and the Institute monitors supervisory effectiveness.

## 3. Scope

This Policy applies to all HDR candidates, current and prospective supervisors (internal, external and end-user) and relevant staff involved in HDR supervision across all locations and delivery modes of the Institute.

## 4. Definitions

Key terms are defined in the Institute's Glossary. Additional HDR-specific definitions (e.g., Principal Supervisor, Associate Supervisor, Supervisor Register, FTE supervision load) mirror sector usage.

## 5. Policy Details

### 5.1 Supervisory Teams

Every HDR candidate must have a supervisory team of at least two registered supervisors: a Principal Supervisor and an Associate Supervisor.

At least one supervisor must hold an appointment at the Institute for the expected duration of candidature and be research-active.

Additional supervisors may be appointed to provide specialised expertise or industry perspective.

### 5.2 Eligibility & Supervisor Register

Principal Supervisors must hold a doctoral degree, meet the Institute's research-active criteria, have previously supervised at least one HDR student through to completion, and have completed approved supervision training.

Associate Supervisors must demonstrate relevant expertise and complete supervision induction.

All supervisors are recorded on the Institute Supervisor Register, administered by the Head of Research, and reviewed annually.

### 5.3 Roles & Responsibilities

Principal Supervisor (leadership and overall oversight):

guide research design, ethics compliance, milestone planning and timely completion;

convene regular meetings, maintain accurate supervision records and provide constructive feedback; monitor candidate progress and report annually to the Head of Research or delegate.

Associate Supervisor (discipline or methodological support):

provide complementary guidance, ensure continuity during absences and contribute to milestone assessments.

Supervisory Team (collective):

foster an inclusive research environment; manage conflicts promptly and orient candidates to relevant policies; first point-of-contact for students undertaking their thesis; available Monday to Friday (9am–5pm) including 4-hours scheduled contact hours (times to be agreed upon between candidate and supervisors).

### 5.4 Professional Development

New supervisors must complete the HDR Supervisor Induction Programme before registration.

All registered supervisors complete a refresher programme every two years. Staff are also required to have an Open Researcher and Contributor ID (ORCID) to improve visibility and reliability of research outputs.

### 5.5 Supervision Load

Maximum load is 6.0 FTE HDR candidates per registered supervisor, normally not exceeding 7 individual candidates.

Adjustments above this threshold require approval from the Dean, considering completion rates and workload.

### 5.6 Conflict of Interest

Supervisors must disclose actual, potential or perceived conflicts (personal, financial or professional). Where a conflict exists, alternative supervision will be arranged.

### 5.7 Complaints & Appeals

Candidates and supervisors may raise supervision concerns with the Director of Research in the first instance; unresolved matters escalate to the Dean. External appeal avenues (e.g., National Student Ombudsman) remain available once internal processes are exhausted.

## 6. Legislation & Standards

This Policy aligns with the Higher Education Standards Framework (Threshold Standards) 2021, specifically Standard 4.1 Research Training and Standard 4.2 Research Quality, and with the Australian Code for the Responsible Conduct of Research (2018).

## 7. Version Control

| Version | Authored by | Brief description of change                | Date Approved  | Effective Date |
|---------|-------------|--|----------------|----------------|
| 2025.1  | Dean        | Initial release of HDR Supervision Policy. | 06 August 2025 | 07 August 2025 |