

Higher Degree Research (HDR) Supervisor Induction Program

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Policy Owner	Dean
Responsible Officer	Associate Dean, Research and Scholarship
Approving Authority	Academic Board
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Related Documents	HDR Supervision Policy HDR Ethics Policy HDR Responsible Conduct of Research Policy HDR Candidature Policy Academic Integrity Policy HDR Guide for Ethical Use of GenAI 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

To ensure all new HDR supervisors at AIH are fully equipped with the necessary knowledge, expectations, and institutional practices to support HDR candidates ethically, effectively, and in alignment with national best practice standards.

2. Alignment

This program is aligned with:

- The Higher Education Standards Framework (2021)
- Australian Code for the Responsible Conduct of Research (2018)
- TEQSA's Gen-AI Strategies for Research Training: Emerging Practice (2025)

- AIH HDR Policy Suite (Candidature, Ethics, Supervision, Responsible Conduct, and Examination)

3. Program Overview

Module	Content	Delivery Mode
1. Introduction to HDR at AIH	Overview of AIH research strategy, policy governance, and HDR program structure	Online video
2. Roles, Responsibilities, and Supervisor Eligibility	Principal vs Associate Supervisor roles, Supervisor Register, and eligibility criteria	Policy reading + quiz
3. Supervision Practice and Expectations	Candidate-centred, inclusive, and culturally sensitive supervision principles	Online video
4. HDR Candidature Lifecycle	Admission, confirmation, progress review, variation, submission, examination, and graduation	Induction manual + timeline chart
5. Responsible Research Conduct	Research integrity, data management, authorship, and handling breaches	Online video
6. Research Ethics at AIH	Ethics application process, REC roles, risk categorisation, and compliance	Online video
7. Generative AI in Research Supervision	Ethical, responsible and transparent use of GenAI, using the ETHICAL framework	Workshop + TEQSA-aligned resources
8. Conflict of Interest & Supervision Challenges	Identifying and disclosing conflicts; managing disputes and candidate concerns	Workshop
9. Professional Development and Support	Institute expectations for ongoing training and performance monitoring	Online video + induction manual

4. Mandatory Requirements for Supervisor Registration

1. Completion of this induction program
2. Doctoral qualification (for Principal Supervisors)
3. Research-active status
4. Commitment to continuous professional development (biennial refresher)
5. Agreement to abide by HDR-related policies and codes

5. Resource Toolkit Provided

- HDR Supervisor Toolkit (LMS)
- HDR Policy Suite (Supervision, Candidature, Ethics, Responsible Conduct, Examination)
- GenAI in Research Guidelines summary (ACGR, TEQSA, ECU, ETHICAL Framework)
- AIH Research Data Management Plan template
- Authorship and Acknowledgement Guide (incl. GenAI citations)
- Conflict Resolution Flowchart
- Supervisor Register Form

6. Monitoring and Evaluation

- Participation tracked via LMS
- Supervisory performance reviewed annually through candidate feedback and progression outcomes
- Non-compliance triggers professional development review with the Director of Research

7. Version Control

Version	Authored by	Brief description of change	Date Approved	Effective Date
2025.1	Dean	Initial release of HDR Supervisor Induction Program.	06 August 2025	07 August 2025