



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

# Policy:

## Higher Degree by Research Supervision

Effective: 29 November 2023

Audience: staff and students

Policy category: academic

Policy sub-category: research

Key words: Supervision, Research, Thesis

Policy Owner: Pro Vice Chancellor Research

Responsible Officer: National Director Research

Review Date: November 2026

Fremantle

Broome

Sydney

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## 1 OBJECTS OF THE UNIVERSITY

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The Objects of The University of Notre Dame Australia (the University) are defined in Section 5 of its Act of Parliament.

The Objects are:

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of
  - i. teaching, scholarship and research;
  - ii. training for the professions; and
  - iii. pastoral care for its students.

## 2 PURPOSE

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**2.1** The University is committed to providing an excellent standard of supervision of higher degree by research (HDR) students.

**2.2** This policy states principles for the supervision of HDR students at the University.

## 3 SCOPE

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This policy applies to all staff involved in HDR student supervision, including general staff who administer HDR supervision or support HDR students, and staff who lead or manage others who supervise or support HDR supervision, and to HDR students.

## 4 PRINCIPLES

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### 4.1 HDR student supervision and research training

- 4.1.1 HDR students will receive research training in a supervisory and study environment of research or creative activity, inquiry and scholarship.
- 4.1.2 An appropriately qualified supervisory team, of at least two academics, will support each HDR student for the duration of their candidature and oversee the HDR student's research project.
- 4.1.3 The supervisory team will be appointed in accordance with the *Procedure: Higher Degree by Research Supervision*
- 4.1.4 Supervisors play a critical role in the development of both research and transferable skills to equip HDR students with graduate attributes relevant to the breadth of employability opportunities.
- 4.1.5 Supervisors must provide guidance to HDR students in the design, conduct and timely completion of the research project and in the publication and dissemination of research findings, as appropriate. They support HDR students to:
  - a) develop a feasible research proposal,
  - b) ensure consistent satisfactory progress, and
  - c) prepare an examinable thesis and address feedback from examine.
- 4.1.6 Supervisors are expected to promote and lead a culture of responsible conduct of research, in accordance with the Code of Conduct: Research. Both, supervisors and

HDR students, must understand their obligations to conduct research safely, responsibly and with integrity and comply with relevant national standards and University policies.

- 4.1.7 Supervisors and HDR students must understand and comply with the University policy on research data management.

## **4.2 Supervision capacity**

4.2.1 An appropriately qualified supervisory team will support each HDR student during their candidature and oversee the HDR student's research project.

4.2.2 Supervisors must:

- a) have the qualifications, knowledge and skills commensurate with their roles; and
- b) be active researchers who possess relevant scholarly expertise.

## **4.3 Supervisor registration**

4.3.1 The Research Office will maintain a register of HDR supervisors as described in the *Procedure: Higher Degree by Research Supervision*.

4.3.2 Supervisor registration will

- a) ensure that supervisors meet the eligibility criteria set out in the *Procedure: Higher Degree by Research Supervision*, and
- b) record the University's current capacity for HDR student supervision to inform quality assurance of research training at the University.

## **4.4 Respectful supervisory relationships**

4.4.1 HDR students will be provided with a safe and supportive research training environment in which the relationship between supervisor and HDR student is characterised by mutual respect, trust and shared values of professional integrity.

4.4.2 Conflicts of interest, perceived or actual, involving a supervisor and an HDR student will be identified and managed in accordance with the *Staff Code of Conduct* and the *Code of Conduct: Research* and the conflict of interest policy, procedure and declaration will apply.

4.4.3 An allegation of sexual assault or sexual harassment of an HDR student by their supervisor will be handled in accordance with the *Policy: Sexual Assault and Sexual Harassment* and *Procedure: Disclosing Sexual Assault and Sexual Harassment*.

4.4.4 A complaint by an HDR student about their supervision will be managed in accordance with the *Procedure: Student Grievance*.

## **5 RELATED DOCUMENTS**

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**5.1** *Procedure: Higher Degree by Research Supervision*

**5.2** *Procedure: Higher Degree by Research Candidature*

**5.3** *Code of Conduct: Research*

**5.4** *Code of Conduct: Students*

**5.5** *Employee Code of Conduct and Ethical Behaviour*

**5.6** *Policy: Intellectual Property*

**5.7** *Policy: Research Data Management*

- 5.8 *Policy: Student Appeals*
- 5.9 *Procedure: Student Grievances*
- 5.10 *Guideline: Authorship, Peer Review and Dissemination of Research*
- 5.11 *Australian Code for the Responsible Conduct of Research 2018*
- 5.12 *Supervision: A guide supporting the Australian Code for the Responsible Conduct of Research*
- 5.13 *Australian Graduate Research Good Practice Principles*
- 5.14 *Staff Enterprise Agreement*
- 5.15 *Policy: Sexual Assault and Sexual Harassment*
- 5.16 *Procedure: Disclosing Sexual Assault and Sexual Harassment*
- 5.17 *Higher Education Standards Framework (Threshold Standards) 2021*
- 5.18 *Universities Australia Principles for Respectful Supervisory Relationships*
- 5.19 *Education Services for Overseas Students Act 2000*
- 5.20 *National Code of Practice for Providers of Education and Training to Overseas Students 2018*

## 6 DEFINITIONS

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For the purpose of this Policy, the following definitions apply:

**Higher degree by research (HDR) student** means a student enrolled in a higher degree by research program at the University.

**Supervisor** means the person(s) appointed by the University to act as a supervisor to an HDR student enrolled in a research degree.

**Higher degree by research** means a degree in which an original research investigation is undertaken in order to gain knowledge and understanding. The degree shall entail a minimum two-thirds research component. It includes work of direct relevance to the needs of the professions and industry, as well as to the public and voluntary sectors; scholarship; the invention and generation of ideas, images, performances and artefacts including design, where these lead to new or substantially improved insights; and the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products and processes, including design and construction.

Version	Date of approval	Approved by	Amendment
1	29 November 2023	Vice Chancellor	Effective date – new Policy replacing <i>Policy: Supervision of Supervision of Higher Degree by Research (HDR) Students</i> .