

Higher Degree Research Supervision Procedure

Version

1. A supervisory panel is a team of more than two supervisors, one of whom will be the primary supervisor.
2. Supervisory panels are used when the research project requires a range of expertise and experience, such as multi-

(noting the requirements for academics new to supervision detailed in Section 3.3),
and

- e. Have been placed on the Supervision Register, and
- f. Completed the Research Integrity training provided by the University.

3.3. For all academics new to supervision:

1. All UNSW academics new to supervision must enrol and complete the Essentials of Supervision course provided by the Graduate Research School, regardless of the type of supervisor role they take.
2. If these academics wish to be appointed as a primary supervisor they must have an experienced supervisor as part of the supervisory team and there needs to be an agreed mentoring plan to support them, approved by the Head of School or delegate. Once enrolled in Essentials of Supervision

1. All staff must engage in appropriate supervisory professional development activities as directed by the Dean of Graduate Research.
2. All staff new to UNSW are welcome to undertake 'Essentials of Supervision' to ensure that they have the knowledge of policies and procedures related to supervision and candidature at UNSW.

5. Supervisor registration

The Dean of Graduate Research has delegation to appoint all categories of supervisors and approve changes to supervision arrangements for candidates in HDR programs. This includes responsibility for appointing HDR supervisors to the UNSW Supervisor Register.

5.1. Registration

1. The Graduate Research School maintains the UNSW Supervisor Register.
2. Applications to be registered must be recommended by the Head of School or delegate to the Dean of Graduate Research for approval. The recommendation needs to address the eligibility requirements detailed in Sections 3.2 and 3.3.
3. For academics new to UNSW but who have prior supervision history, they must provide to the Dean a portfolio of supervision and professional development activities or otherwise enrol and complete Essentials of Supervision.

5.2. Deeming provision

Any primary, secondary or joint supervisor actively engaged in supervision as at 2 October 2020 was added to the UNSW Supervisor Register.

5.3. Maintaining registration

The registration of UNSW staff, affiliates, visiting honorary or emeritus staff will continue unless one of the following conditions applies:

1. They cease employment at the University;
2. They are no longer actively engaged in research, as defined by ongoing research as a major part of their academic activity; or
3. They have their registration revoked as outlined in Section 5.4 below.

1. Providing the appropriate level of support, resources and guidance for the candidate and their research;
2. Ensuring that the administrative and reporting requirements of the candidature are met;
3. Ensuring that the candidate understands their rights and obligations under relevant UNSW research training, research data management, and related policies;
4. Ensuring that the candidate understands the requirements and complies with all relevant UNSW health and safety policies;
5. Maintaining frequent communication with candidates in a manner agreed to by all parties;
6. Reporting the progress of the candidature to the Head of School via the formal research progress review

of Graduate Research. In such cases, independent mediation may be sought.

3. Where appropriate replacement supervisor/s have not been identified within a reasonable timeframe, the Dean of Graduate Research may require the candidate to take program leave until the matter is resolved.
4. If no alternative suitable supervision can be found within a reasonable timeframe, the Dean of

1.1	Pro-Vice-Chancellor (Research Training)	18 September 2018	18 September 2018	Amended to clarify supervisor eligibility.
2.0	Deputy Vice-Chancellor Research	2 October 2020	2 October 2020	Full review

2.1 Vice-Chancellor and President 12 December 2023 12 December 2023