


POLICY	
	<p><u>Subject</u></p> <p>Higher Degree Research Supervisor Appointment</p>
Contact Officer	Manager, Higher Degree Research Office

Purpose	This policy describes the various appointment categories and associated responsibilities for supervisors of higher degree research (HDR) candidates.
Overview	<p>Rule 3 (7) of the Doctoral and Masters by Research Degree Rules requires Deans of Division to nominate supervisors to oversee the program of studies for each HDR candidate. The supervisory panel must include a Principal Supervisor and at least one other supervisor. Appointment descriptions and eligibility requirements are outlined in this policy document. From time to time, the University will need to approve the appointment of a person, who is not a Macquarie staff member, as a supervisor of a research candidate. Deans of Division have the discretion to approve the payment of Adjunct Supervisors. The process for the appointment and payment of such Adjunct Supervisors is outlined in an associated procedures document Procedure for the Appointment of an Adjunct Supervisor.</p> <p>Rule 3 (8) of the Doctoral and Masters by Research Degree Rules requires the appointment of an Acting Supervisor when a Principal Supervisor is away for an extended period. Procedures for the appointment of replacement supervisors are outlined in procedures document Procedure for the Appointment of a Replacement Supervisor.</p>
Scope	This policy applies to Macquarie academic staff and external appointees with supervisory responsibility for Macquarie HDR candidates. Deans of Division have responsibility for the enactment of the policy.
The Policy	<p>The Code of Supervisory Practice governs the relationship between HDR candidates and their supervisors. The Code lists the types of supervisory appointments and outlines eligibility for such appointments. The titles and assigned descriptions for these positions are as follows.</p> <p>The Principal Supervisor has the main supervisory responsibility for the HDR candidate. The person must be a member of academic staff, either full-time or part-time and with an appointment of three years or longer and be research active (1). The Principal Supervisor is responsible for directing the work of the candidate and for ensuring that the candidate meets all administrative and academic requirements. The Principal Supervisor normally must be located in the Department in which the candidate is registered. The Principal Supervisor co-ordinates the supervisory team, is</p>

	<p>responsible for undertaking administrative roles associated with candidate's academic progression and is a mentor for any Co-Supervisors.</p> <p>An Acting Supervisor is a person appointed as a short term replacement for the Principal Supervisor for periods of up to six months only and as the need arises. The title is also applicable to a person who, for a strictly limited period, holds administrative supervisory responsibility during the coursework component of a professional doctoral degree (normally one year equivalent full-time). The person must be a member of academic staff, either full-time or part-time and with a continuous appointment of three years or longer and be research active.</p> <p>An Associate Supervisor has a lesser fractional supervisory load compared to the Principal Supervisor. The Associate Supervisor is part of the supervisory panel and must be a member of academic staff, either full-time or part-time and with an appointment of three years or longer and be research active.</p> <p>A Co-Supervisor is an academic staff member who is new to supervision. A Co-Supervisor works with a Principal Supervisor (as Mentor), in order to gain experience in, and knowledge of, supervisory practices. Staff with appointments of less than three years including casual academic staff are eligible for appointment to this role.</p> <p>In each of the above positions, the supervisor is a staff member who is in an employee relationship with the University and is expected to be familiar with Doctoral and Masters by Research Degree Rules and any guidelines relating to HDR candidature. These are outlined in the HDR Guide for Candidates and Supervisors. These supervisors are required to be listed on the Macquarie University Supervisor Register. All Principal, Acting and Associate Supervisors must have a continuous appointment to the University of three years or longer.</p> <p>The title of Adjunct Supervisor describes all other supervisory appointments. Rule 5 (a) (iii) of the Doctoral and Master by Research Degree Rules also provides for the appointment of an Adjunct Supervisor when a student is not located on campus. An Adjunct Supervisor is required to be listed on the Supervisor Register.</p> <p>For research activity indicators refer page 7 Macquarie University Research Strategic Plan 2006-2008.</p>
Keywords	Higher Degree Research, Supervisor, Appointment

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Approval Authority	Academic Senate The Chair of the Higher Degree Research Committee is the nominated approval authority for special case consideration of policy variations.

Date of Commencement	6 February 2004
Amendment Dates	2005 Supervisor title replaced by Principal Supervisor (approved by DVC Research and Chair HDRC). Reviewed and updated HDRC 7 December 2007. February 2008 Alignment with University Policy Framework.
Date for Next Review	November 2010
Related Policies, Procedures and Guidelines	Procedure for the Appointment of an Adjunct Supervisor Procedure for the Appointment of a Replacement Supervisor Guidelines on Higher Degree Research Supervisor Roles
Policies Superseded by this Policy	None