

**FACULTY OF BUSINESS**  
**CODE OF GOOD PRACTICE:**  
**RESEARCH DEGREE SUPERVISION**

**Responsibilities of the supervisor**

As scholars, supervisors should exhibit and help students to develop a commitment to scholarly values, life long learning, professional and personal growth through critical reflection and self evaluation, and responsible and ethical practices. Supervisors should have a commitment to maximise the opportunities each graduate will have to contribute to society. As scholars, supervisors should contribute to their disciplines by actively engaging in current research and scholarship, and integrating their knowledge and understanding into their supervision practices. A fundamental characteristic of good supervision is that academic staff constantly reflect on their approaches to supervision.

Despite the diversity in good supervisory practice, the Faculty requires that all supervisors share the common aims of supporting students in reaching their highest possible level of learning, and developing creative and critical research abilities with the capacity to learn both independently and collaboratively. It is of the utmost importance that supervisors establish an ethos of open communication with their students and that they clarify their expectations of students at the commencement of candidature.

It is the responsibility of the Supervisor and the Associate Supervisor to:

1. suggest ways in which a student can make the most effective use of time. This will involve, among other things, discussing the nature of the research with the student and the standard expected, the choice of the research topic, the planning of the research program, the availability of library resources and bibliographical and technical assistance;
2. maintain close and regular contact with the student and establish at the beginning of candidature the basis on which contact will be made to ensure that a reasonable timetable is set to permit the degree to be completed in the appropriate time. Frequency of contact will vary throughout the candidature and should be adjusted to meet students' needs; (normally the minimum frequency of contact for part time students would be monthly, and normally external students would be expected to attend the campus for face-to-face supervision at least twice per year. However, regular contact with external students should be maintained through e-mail, phone etc. The frequency of contact for full time students would be more often);
3. maintain a record of contact with the student;
4. request written work from the student on a pre-arranged, regular and agreed basis, and return such work with constructive criticism within two weeks or less, as appropriate;
5. monitor carefully the performance of the student relative to the standard required for the degree, and bring promptly to the student's attention inadequate progress or work below the standard generally expected;
6. use the regular reporting procedures established by the Faculty as the minimum means to note difficulties and problems in performance discussed with the student during the candidature and indicate the action taken or advice given. If a problem cannot be resolved between the supervisor and student, the matter should be brought to the attention of the Head of Department and Director of Postgraduate Studies who, if unable to resolve the problem through the informal grievance process will implement the formal grievance process <http://www.usq.edu.au/faculty/business/research/My%20links/Grievance%20Process.doc>.

7. provide timely, critical and constructive comment on the content and the drafts of the dissertation and, at the time of submission, certify by signing the endorsement form that the thesis is properly presented and conforms to University requirements and is, therefore, *prima facie* worthy of examination <http://www.usq.edu.au/SECARIAT/calendar/Part4/4-5.pdf>
8. take steps to ensure that examiners are impartial and appropriate for the dissertation. This could be achieved by a general discussion of possible examiners with the student and any associate supervisors. Care must be taken not to jeopardise the integrity and independence of the examination process and the student should *not* be told the identity of the examiners. The nomination of dissertation examiners form should be completed one month prior to students submitting the dissertation for examination;
9. encourage the student to meet other researchers in the field, and to attend meetings and conferences;
10. provide advice on the most appropriate vehicle for publication of research findings;
11. advise the student that the University policy on Intellectual Property <http://www.usq.edu.au/SECARIAT/calendar/Part7/7-9-1.pdf> and the Faculty guidelines on joint authorship are the framework within which agreement between the supervisor and student should be reached concerning the authorship of publications arising from the research; and
12. assist the student with matters relating to ethics clearance for the student's research <http://www.usq.edu.au/faculty/business/research/My%20links/Ethics%20Clearance%20Guidelines%20&%20Form.doc>. Check with Research Administration Officer, Faculty of Business, for further direction if ethics clearance is required and the process to be undertaken.

### **Responsibilities of the Student**

The establishment of a good working relationship between the student and the supervisor is essential for effective supervision. Students and supervisors have a mutual responsibility to negotiate, and establish the ground rules for, the supervision relationship. Students can help this process by discussing their needs and expectations with their supervisor early in the candidature. It is the responsibility of students to:

1. play an informed part in the selection and appointment of their supervisor and associate supervisor;
2. plan and execute the research within the time limits defined for the degree (refer to University Handbook for relevant degree);
3. establish agreed methods of working with their supervisors and fulfil their side of the agreement;
4. discuss with their supervisors the type of guidance considered most useful and keep to an agreed schedule of meetings (by phone, e-mail etc) which ensure regular contact (normally, at least monthly for part time students and weekly for full time students);
5. draw their supervisors' attention to difficulties and problems being experienced, and take primary responsibility to seek solutions, with advice from their supervisors;
6. be aware of the mechanisms that exist for resolving supervisor-student difficulties and use them as necessary;

7. maintain the progress of work in accordance with the stages agreed with the supervisor, including the presentation of any required written material;
8. discuss with their supervisors at regular intervals progress towards, and impediments to, maintaining the agreed timetable;
9. comply with the Faculty requirements on reporting of progress bi-annually (see Appendix A);
10. maintain a record of contact with their supervisors and a brief summary of the issues discussed;
11. participate in the opportunities offered by the Faculty, department or discipline to be part of that intellectual community, including the presentation of work-in-progress papers at Faculty and/or department research colloquia. The use of tele-conferencing, e-mail, facsimile and other forms of technology can be used to facilitate this interaction;
12. ascertain what is necessary in terms of content, style and presentation and ensure there is sufficient time allocated for the final writing, editing and supervisors' approval of the dissertation (see 'Guidelines for the Preparation Research Dissertations');
13. comply with the University's regulations governing the degree and any Faculty guidelines relating to that degree as outlined in this document;
14. comply with the University's guidelines for ethical practices relating to research on human subjects (including the use of questionnaires) and ensure that the necessary approvals are obtained prior to commencing research <http://www.usq.edu.au/research/>;
15. adopt at all times, safe working practices relevant to the field of research;
16. give a minimum of two months notice to their supervisor of the expected date of submission of the dissertation in order to allow early selection of examiners;
17. accept responsibility for producing the final copies of the dissertation, and ensure that it is in accord with the relevant requirements, including the standard of presentation (see 'Guidelines for the Preparation of Research Dissertations');
18. make any changes required after examination in a timely fashion (normally this will be within six weeks);
19. negotiate with their supervisor concerning authorship of publications as per the Faculty policy (see Appendix B);
20. be familiar with the University's policy on Intellectual Property <http://www.usq.edu.au/SECARIAT/calendar/Part7/7-9-1.pdf> and explore with their supervisor and the University the possible utilisation of any invention or other intellectual property arising from the research;
21. ensure that original data is recorded in a durable and appropriately referenced form and stored safely for a period appropriate to the discipline, and in any case, for not less than 5 years.



FACULTY OF BUSINESS  
**MASTER OF BUSINESS DISSERTATION  
 PROGRESS REPORT**

Please complete and email ([vanstadk@usq.edu.au](mailto:vanstadk@usq.edu.au)) or fax (07-4631 5597) to the Research Administration Officer, Faculty of Business, by \_\_\_\_\_.

Student's Name			
Student Number:		Status: Full time/Part time	
Title of Research Project			
Have you received Faculty funding for this Project?	Yes/No	If Yes, indicate the amount of funding received - \$	
Number of Semesters Completed			
Expected Completion Date			
Principal Supervisor			
Associate Supervisor			

**1 Please indicate the nature and approximate frequency of your interaction with your supervisor during the current semester.**

	at least weekly	at least monthly	infrequently	Never
(a) face-to-face	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) facsimile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) video conference/internet group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**2 If overall communication with the supervisor or provision of feedback was not satisfactory, indicate the assistance required. Please take this opportunity to review the mode and frequency of interaction with your supervisor.**

**3 Please give a brief summary of the work you have completed this semester and the progress you have made since completion of the last report. This account should include details of any seminars/talks on your research that you may have given, as well as any publications of your work (eg conference papers, journal articles, etc.).**

4 **Are there any areas (other than financial) where you require additional support (eg IT, Library, English Language)?**

5 **Please identify any problems that have interfered with the progress of your research work over the past semester. (This information will be treated as confidential.) If you do not anticipate being able to submit your dissertation by the expected completion date (as indicated above), please explain the reasons for the delay and complete the table under point 7 below.**

6 **Are there any other matters relating to your studies that you wish to bring to the attention of the Director of Postgraduate Studies, or to the Faculty of Business Research and Higher Degrees Committee?**

7 **Please fill in the time schedule below, making amendments from your proposed timelines and schedule.**

<b>STAGE</b>	<b>As proposed (Month/Year)</b>	<b>When completed, or planned to complete</b>
<b>Identified problem/topic</b>		
<b>Conduct literature review</b>		
<b>Agreed on methodology</b>		
<b>Data collection</b>		
<b>Analysis</b>		
<b>Write up</b>		

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

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**FOR OFFICE USE ONLY:**

The following grade is to be entered for this student for semester \_\_, 200\_\_:

<b>Dissertation Grade Options</b>	<b>Grade</b>	<b>Course Code</b>	<b>*Signed by Associate Dean (Research)</b>	<b>Date</b>
<ul style="list-style-type: none"><li>• <b>RN</b> (Result not available due to no progress report received from the student); "<b>RN</b>" students who have not submitted anything for two semesters, all receive "<b>slow progress</b>" letters;</li></ul> <p>Or</p> <ul style="list-style-type: none"><li>• <b>SP</b> (Satisfactory Progress)</li></ul>				

*\*Where the Associate Dean (Research) is the supervisor, then the Director AGSB is to enter a grade.*

**FACULTY OF BUSINESS  
GUIDELINES ON AUTHORSHIP OF PUBLICATIONS**

The question of authorship of publications only arises in the cases of research student/supervisor joint publication and in the case of collaborative staff research. In the latter case, the authorship of joint publications is a matter of determination by the research team. Publication which ensues from an individual staff member's research presents no authorship problems.

In the case of publications which ensue from a student's research (e.g. undergraduate project work, Honours, Masters, MPhil, DBA and PhD dissertations) authorship should be consistent with the following guidelines:

- all contributors to the publication should be acknowledged;
- the student always has the right to co-authorship;
- the supervisor has a right to co-authorship;
- the supervisor need not take up the right to co-authorship;
- the person contributing most to the publication should be the senior author;
- normally the student will assume senior authorship on any publication deriving from the student's research work;
- should the supervisor totally rewrite the paper, that the supervisor may claim senior authorship; and
- should the supervisor conduct analysis additional to that conducted by the student, but yet the paper remains largely in its original form (i.e. as the student compiled it), senior authorship should remain with the student.

It is most likely that other cases of ambiguity will arise. The principle to be adopted in all cases (ambiguous or otherwise) is that senior authorship resides with the person making the major contribution. Professionalism must be exercised.