

# **Guidelines for Research Higher Degree Supervision at USQ**

**Issued:** 29 October 2009

The University of Southern Queensland is dedicated to providing a high quality research experience to its research higher degree students. As part of the research higher degree students' learning journey the University appoints a research supervision team for all of its candidates. The role of the supervisory team is to be the university's agent in enabling the candidate to complete an original research program in an appropriate time. The supervisory team shall normally consist of a supervisor and co-supervisor(s), plus external supervisor (s) if additional specialist skills are deemed essential. Internal supervisors will normally be Active Researchers as defined by USQ.

## **1 Supervisor(s)**

The supervisor(s) has the prime responsibility in overseeing the candidate's progress and provides the key interface between the University and the candidate. The supervisor(s) will ensure that regular contact and communication occurs between the supervisory team and the candidate and that all relevant reporting to the University is undertaken. The supervisor(s) will take overall responsibility for the operation of the supervisory team and will ensure that the candidate receives clear, constructive and consistent advice from the supervisory team. The supervisor(s) will normally be registered by the University as an Accredited Supervisor(s). The Supervisor(s) will hold a doctoral qualification or equivalent for doctoral supervision and a doctoral qualification or research masters degree or equivalent for research masters supervisions. The supervisor(s) must have experience in the field of study.

## **2 The Co-Supervisor(s)**

The co-supervisor(s) provides support to the supervisor and appropriate expertise and specialist knowledge to the supervisory team. A co-supervisor will assume the role of supervisor in the extended absence of the original nominated supervisor. The co-supervisor(s) will participate regularly in supervisory team meetings with the candidate and is expected to be current with the progress of the candidate. The role of the co-supervisor(s) should be clearly understood by the candidate. The co-supervisor(s) will normally be registered by the University as an Accredited Supervisor or as a Provisionally Accredited Supervisor.

## **3 The External Supervisor(s)**

The external supervisor(s) will contribute skills that are not readily available within the university and will often reside within external research organisations and industry. The external supervisor(s) must be able to communicate regularly with the supervisory team and the candidate. The role and extent of contribution of the external supervisor(s) should be clearly understood by the candidate. External supervisors may often contribute knowledge or skills to a particular stage of candidature and may be nominated to join the supervisory team only for a fixed period. An external supervisor does not have to be listed on the university's register of supervisors.

## **4 The Supervisory Team**

The supervisory team under the leadership of the supervisor is to engage with the candidate and provide relevant advice and assistance at all stages of candidature to enable the candidate to complete an original research program in an appropriate time frame. At least one member of the supervisory team must have supervised a relevant research degree to successful completion. No member of the supervisory team should have or have had any close personal relationship with the candidate. Some specific responsibilities of the supervisor and the supervisory team include:

Develop and negotiate with the candidate the nature of the research and the preparation of a research proposal. In this early stage the supervisor will usually play a key and lead role.

Act such that the intellectual, operational and interpersonal aspects of the supervision-candidate relationship are collaboratively considered.

Ensure that the supervisory team and candidate understand the process and importance of publishing learned articles in journals and conferences within the overall framework of the candidature.

Assist the candidature in the development of a research plan and the associated methodology and project management that fits within the time framework for the research degree being undertaken.

Advise the candidate on courses/training and additional study that should be undertaken, to develop and augment skills that will assist and/or enhance the candidature.

Ensure that adequate contact and communication occurs between the candidate and the supervisory team to enable completion of the degree within the University's time frames.

Review and monitor the candidate's progress within the University's guidelines, identify any deficiencies and recommend remedial actions and to provide timely and informative appraisal of progress.

Advise the candidate on the University's examination processes; provide assistance in thesis preparation including timely response to drafts of the thesis and to advise the University on appropriate examiners for the thesis.