

## Code of Practice for the Supervision of Higher Degree Research Candidates

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<b>TRIM document</b>	2019/0000071
<b>Description</b>	The policy describes the roles and responsibilities for the supervision of Higher Degree Research Candidates.

### Related documents

[The Responsible Conduct of Research](#)

[Intellectual Property Policy](#)

[Academic Misconduct Policy - Higher Degree Research Candidates](#)

[Student Review and Appeals Policy](#)

[Student Review and Appeals Procedures](#)

[Student Complaints Policy](#)

[Student Complaints Procedures](#)

[Structure and Requirements of Qualifications Awarded by Griffith University](#)

[Position Statement – Dean \(Research\)](#)

[Position Statement – Head of School/Department](#)

[Role Statement - Higher Degree Research Convenor](#)

[Board of Graduate Research Constitution](#)

[Higher Degree Research Policy](#)

[Higher Doctorates by Publication Policy](#)

[Higher Degree Research Supervisor Accreditation Policy](#)

[Higher Degree Research Graduate Attributes](#)

[Process for Managing Assessment of HDR and Other Research Program Applications in Conformity with International Sanctions and Controls](#)

[Personal Relationships in the Workplace](#)

[Minimum Standard of Resources, Facilities and Other Support](#)

[Higher Degree Research Website](#)

[Copyright Website](#)

[Research Integrity Website \(including Research Integrity Resource Sheets\)](#)

### Related external codes and guidelines

[Australian Code for the Responsible Conduct of Research \(2018\)](#)

[\[Introduction\]](#) [\[Responsibilities of Griffith University\]](#) [\[Responsibilities of the Board of Graduate Research\]](#) [\[Responsibilities of the Dean, Griffith Graduate Research School\]](#) [\[Responsibilities of the Griffith Graduate Research School\]](#) [\[Responsibilities of the Dean \(Research\)\]](#) [\[Responsibilities of the Head of Element\]](#) [\[Responsibilities of Supervisors\]](#) [\[Responsibilities of the Candidate\]](#)

## 1. INTRODUCTION

Supervision of higher degree research (HDR) candidates can be approached in a variety of ways depending on the particular style of the supervisor and the candidate, and on the nature of the discipline. Nevertheless, there are common principles and responsibilities that apply to good supervision practice. The purpose of this document is to set out specific roles and responsibilities for all those involved in the higher degree research experience. This document is guided by the Australian Council of Graduate Research's (ACGR) *Australian Graduate Research Good Practice Principles*.

## 2. RESPONSIBILITIES OF GRIFFITH UNIVERSITY

The University is responsible for establishing, implementing and monitoring a framework of policies and procedures within which groups and elements may develop specific policies and procedures.

Griffith University is responsible for general policies and procedures that:

- specify entry standards that are designed to ensure candidates have the capacity to succeed given adequate commitment
- ensure access to adequate physical facilities, financial and other resources
- ensure the University is not exposed to a risk of contravening any applicable law, including international embargoes, sanctions or controls
- specify ethical clearance procedures concerning matters such as voluntary and informed consent, deception and debriefing
- protect the intellectual property arising from the work of candidates as part of their studies, and ensure that any specific variations to the status of intellectual property (e.g., research conducted in collaboration with other bodies such as Co-operative Research Centres or industry partners) is explained in writing
- establish effective minimum university-wide reporting requirements for monitoring progress and completion
- provide a framework within which candidates and supervisors can raise difficulties which arise within the supervisory process
- establish guidelines for the accreditation of supervisors to ensure that all supervisors meet requirements to maintain eligibility to supervise HDR candidates
- guide the examination process, including guidelines for examiners and candidates that outline the University's expectations for the particular degree
- describe the grounds on which, and the means whereby candidates may appeal against the conduct and outcome of the examination
- promote a positive intellectual community within the academic elements for the benefit of research candidatures which ensures research students are perceived as members of academic elements
- ensure candidates develop capabilities, skills and attributes as specified in the *Higher Degree Research Graduate Attributes Policy*
- provide professional development for supervisors to support effective supervision.

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## 3. RESPONSIBILITIES OF THE BOARD OF GRADUATE RESEARCH

The Board of Graduate Research (BGR) makes recommendations to Academic Committee and advises the Deputy Vice Chancellor (Education) on strategic planning, policy and quality assurance matters concerning HDR programs and candidature, research training and higher doctorate arrangements. Two sub-committees report to the Board of Graduate Research:

- The HDR Candidate Representative Consultative Committee provides a forum for the Dean, Griffith Graduate Research School to consult with Element HDR candidate representatives on

HDR matters and initiatives and for representatives to provide feedback on the candidate experience.

- The HDR Scholarship Ranking Committee is responsible for managing the process for awarding HDR scholarships included in the scope of the *Higher Degree Research Scholarship Policy*.

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#### **4. RESPONSIBILITIES OF THE DEAN, GRIFFITH GRADUATE RESEARCH SCHOOL**

The Dean, Griffith Graduate Research School (GGRS) provides leadership in the development and implementation of strategies and policies affecting all aspects of graduate research training. The Dean (GGRS) exercises line management responsibilities for the Griffith Graduate Research School and is Chair of the Board of Graduate Research. On a day-to-day level, the Dean (GGRS) makes decisions relating to most aspects of individual candidatures, from admission to examination and graduation. It is the responsibility of the Dean (GGRS) to ensure that University policies and procedures pertaining to HDR matters are consistently applied.

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#### **5. RESPONSIBILITIES OF GRIFFITH GRADUATE RESEARCH SCHOOL (GGRS)**

The Griffith Graduate Research School is headed by the Dean, Griffith Graduate Research School. It is responsible for developing and implementing policies regarding all elements of research training; leading initiatives to achieve institutional targets for HDR commencement, load and completions; and coordinating research education and training programs for all HDR candidates and HDR supervisors. The Griffith Graduate Research School is also responsible for the University's administration of research training and scholarships.

It is the responsibility of the Griffith Graduate Research School to ensure that the University:

- provides an orientation to all new candidates that includes information about the expectations and responsibilities of supervisors and candidates, the degree requirements, progress procedures, research integrity and ethics, grievance procedures, health and safety procedures and the availability of support services
- facilitates professional development across the University to support effective supervision
- assists candidates to develop the attributes that will enable them to be competitive for and successful in, academic and non-academic careers
- offers relevant development opportunities that are aligned with each stage of the candidature
- Provides candidates opportunities to experience diverse research environments through collaboration, partnerships, internships, and national and international conference participation.

It is also the responsibility of the Griffith Graduate Research School to ensure that administrative procedures assist candidates to complete their higher degree research program as expeditiously as possible within policy requirements. These administrative responsibilities include assisting with admission and enrolment, management of scholarships, candidature variations and requirements (e.g., candidature milestones, progress reporting), and thesis examination.

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#### **6. RESPONSIBILITIES OF THE DEAN (RESEARCH)**

The Deans (Research) have overall responsibility for research and research training within Academic Groups and for providing academic leadership in these activities.

##### **6.1 Before Candidature**

When considering an application for entry to a higher degree research program, it is the responsibility of the Dean, in consultation with the Head of Element, to ensure that:

- an applicant meets the academic and other entry requirements set down by the University for admission to candidature
- an applicant is assessed for sanctions risk where the applicant is from a country subject to Australian Sanctions
- the element of enrolment is appropriate for the research to be undertaken and there is an appropriate fit between the applicant, research environment, available resources and supervision capacity
- the proposed supervisors are sufficiently expert in the area of research (as appropriate to their role on the supervisory team), have the time and commitment available to supervise and have appointments of sufficient duration
- high quality supervision can be provided and all reasonable endeavours will be taken to ensure that this is maintained throughout the entire candidature
- appropriate information is provided to candidates at the outset of their candidature.

## 6.2 During Candidature

It is the responsibility of the Dean to:

- monitor candidate progress via University reporting processes (i.e., candidature milestones, progress reporting) and when necessary take appropriate follow-up action or put into place additional reporting requirements, including approving the assignment of an under review status for a candidate.
- ensure the candidate meets the candidature requirements set down by the University (i.e.. early candidature milestone, confirmation and mid-candidature milestone<sup>1</sup> or thesis and candidature review milestone<sup>2</sup>)
- monitor candidate compliance of the accepted standard of academic conduct and good research practice
- consider, and if appropriate, recommend or approve requests to change various aspects of candidature (e.g., supervision arrangements, upgrades, topic change, etc.)
- ensure a change of research topic is assessed for sanctions risk where a candidate is from a country subject to Australian Sanctions.
- ensure that an appropriate complaints resolution and grievance procedure is established for responding to and dealing with unresolved conflicts (for example between supervisors and candidates) that is in line with the University's policy and enables candidates to express their concerns in a safe, fair and equitable context.

## 6.3 End of Candidature

It is the responsibility of the Dean to:

- approve the submission of a thesis for examination and recommend the nomination of appropriately qualified examiners.

## 6.4 General

It is the responsibility of the Dean to:

- monitor Group policies and procedures regarding research training and recommend or implement changes, as appropriate
- provide opportunities for the development of new supervisors' skills and ensure the maintenance of supervisor competencies.

<sup>1</sup> The mid-candidature milestone is completed by candidates confirmed in their HDR program prior to 1 January 2017.

<sup>2</sup> The thesis and candidature review milestone is completed instead of the mid-candidature milestone by commencing candidates and continuing candidates not yet confirmed in their HDR program prior to 1 January 2017.

## 7. RESPONSIBILITIES OF THE HEAD OF ELEMENT

Heads of Element are responsible for managing and supporting higher degree research candidates within the element. Typically these responsibilities are delegated to the Higher Degree Research (HDR) Convenor.

### 7.1 Before Candidature

It is the responsibility of the Head of Element to ensure that:

- an applicant meets the academic and other entry requirements set down by the University for admission to candidature (refer to Programs and Courses website)
- the proposed research project is appropriate for the degree program
- the proposed research project can be achieved within the timeframe permitted for the candidature
- an applicant's program will not be unreasonably influenced by commercial or intellectual property factors
- the appropriate facilities and resources (including supervisory) likely to be required for the proposed research project are available and the candidature can be accommodated within the Element's budget. This includes part-time and remote candidates. Refer also to the University's *Minimum Standard of Resources, Facilities and Other Support* for HDR candidates.

### 7.2 During Candidature

It is the responsibility of the Head of Element to ensure that:

- applicants are advised as to the availability of facilities including access to physical space and other resources and are advised as to the financial support available to them
- all commencing candidates are provided with procedures by which candidates may make representations to the Head of Element or Dean if they believe that their work is not proceeding satisfactorily for reasons outside their control
- candidates are provided with appropriate opportunities by way of seminars and the like to develop their skills at presenting their work as well as facilitating their integration into a cohesive group
- candidates are provided with the appropriate opportunities to interact with and develop profitable intellectual relationships among candidates and staff, and that candidates are encouraged to participate in appropriate element and group activities
- candidates are encouraged to participate in training and other activities (seminars, forums) offered within the University
- an appropriate procedure is established for dealing with unresolved conflicts between supervisor and candidates, in line with the University's policy
- each candidate has written guidelines concerning ethical and safety procedures appropriate to the discipline
- if the principal supervisor is absent from the University for long periods or ceases to be an employee of the University, that all reasonable endeavours will be made to provide appropriate additional supervisory expertise
- consideration, and if appropriate recommendation or approval is given to requests to change various aspects of candidature (e.g., supervision arrangements, etc.)

### 7.3 General

It is the responsibility of the Head of Element to ensure that:

- when a Higher Degree Research Convenor/Program Director has been appointed, the duties and responsibilities of the position are properly defined in response to local issues and needs, adequate resources are provided to assist in the performance of those duties, and proper recognition is given to the workload these duties entail. Whatever duties are

delegated, the Head of Element remains responsible for overseeing the responsibilities of the host Element with respect to HDR candidates.

- supervisors are advised on the process of supervisor accreditation and supervisors are assisted to gain experience or professional development in order to become accredited.

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## 8. RESPONSIBILITIES OF HDR CONVENORS

Each Element has a Higher Degree Research (HDR) Convenor who shall be responsible for managing and supporting research education and training within the Element as delegated by the Head of Element. The HDR Convenor has a leadership role to play in assuring the quality of research education and training and assisting HDR candidates and supervisors to meet the requirements relating to HDR candidates' admission, progression and completion as outlined in the [Role Statement: Higher Degree Research Convenor](#).

### 8.1 Before Candidature

It is the responsibility of the HDR Convenor to:

- advise applicants of potential supervisors through knowledge of the capacity and expertise of staff regarding HDR supervision
- advise applicants on appropriate procedures associated with applying for admission and scholarships
- assist in the selection of HDR applicants for admission, as well as for award of scholarships, by monitoring entry requirements for HDR programs; advising if the proposed project is appropriate; ensuring potential projects can be resourced and supported financially (see also the University's *Minimum Standard of Resources, Facilities and Other Support* for HDR candidates); advising on aspects that might affect intellectual property, liaising with Research Ethics Advisors about aspects of ethical approval

Where an applicant is from a country subject to Australian Sanctions the HDR Convenor will assess the sanctions risk of the applicant according to the *Process for managing assessment of HDR and other research program applications in conformity with international sanctions and controls*.

### 8.2 During Candidature

It is the responsibility of the HDR Convenor to:

- advise candidates and supervisors of the resources, facilities and other support available from the element
- ensure candidates are provided with procedures for seeking assistance with any issues of concern including resolution of conflict that may arise with supervisors
- encourage candidates to participate in the research culture of the Element by providing opportunities for candidates to present their work and network with academic staff and other candidates
- encourage association with research centres and access to training and workshops provided by GGRS and other administrative elements
- provide candidates with written information on ethical procedures and health and safety procedures
- assist the Head of Element to monitor supervisor workloads to ensure that they can engage in regular contact with candidates
- take reasonable endeavours to ensure supervision continuity should a supervisor be absent for a long period of time or leave the university
- take reasonable endeavours to ensure candidates maintain two supervisors for the duration of their candidature
- maintain links with external supervisors and part-time and remote candidates

- assist candidates and supervisors with administrative procedures associated with candidature requirements (progress reports and milestones) and candidature variations (change of supervision, leave of absence, transfer between Elements, withdrawal)
- oversee candidate progress at a local level including reporting to the Dean (Research) those candidates whose HDR candidature is a risk
- where appropriate, request the assignment of an under review status for a candidate and coordinate the completion of the Candidature Progression Action Plan, including assessing the completion of actions specified in the Plan.
- as the delegate of the Head of Element, chair the confirmation seminar and facilitate the confirmation process.
- as the delegate of the Head of Element, chair the thesis and candidature review milestone seminar and coordinate the provision of feedback to the candidate.

### 8.3 End of Candidature

- assist candidates with the procedures for preparation and submission of thesis
- with advice from the supervisory team, recommend to the Dean (Research) the names and credentials of suitable thesis examiners
- ensure candidates retain access to Element resources and facilities as required in the period following submission and prior to conferral.

## 9. RESPONSIBILITIES OF SUPERVISORS

As part of the process for considering an application for candidature, supervisors are recommended by the Head of Element and Dean (Research) in accordance with the eligibility requirements for appointment as a HDR supervisor and the *Higher Degree Research Supervisor Accreditation Policy*. Appointment of the supervisory team is approved by the Dean, Griffith Graduate Research School. Supervisors are asked to agree to supervise.

In addition to providing appropriate academic support, supervisors are responsible for a number of administrative procedures associated with candidature. Responsibilities vary depending on the stage of candidature, although in practice these discrete stages may overlap.

### 9.1 Before Candidature

Where possible, intending applicants are encouraged to consult with academic staff members who may be able to supervise the proposed research topic. Where an applicant approaches an academic staff member to supervise, the staff member should assess and advise the Head of Element or delegate on:

- whether the applicant's background and capacities in relation to the proposed program are appropriate
- whether the applicant's proposed research falls within their areas of expertise and experience
- the suitability of the proposed topic for the research degree
- whether they have the capacity to supervise the applicant based on their current supervisory load and supervisor accreditation status.
- the likely cost of the program and of the applicant's annual maintenance and other resource needs, particularly if these are likely to exceed the normal costs of a research program. Refer also to the University's *Minimum Standard of Resources, Facilities and Other Support* for HDR candidates.
- what additional supervisory arrangements may be necessary to cover any periods of absence by the principal supervisor from the University
- any third party arrangement that may affect the candidate and the proposed research.

Where an applicant is from a country subject to Australian Sanctions the proposed principal supervisor will assess the sanctions risk of the applicant according to the *Process for managing*

assessment of HDR and other research program applications in conformity with international sanctions and controls.

## 9.2 Early in Candidature

It is the responsibility of the supervisors to:

- assist the candidate to develop, plan, and structure a realistic program of study and research. This will include advising candidates on developing the topic that could be expected to lead to an intellectually rewarding investigation and the timely submission of a quality thesis
- provide guidance about:
  - the nature of research and the standard of performance expected
  - planning the research program and presentation of a research proposal
  - relevant literature, sources, and other contacts
  - appropriate research methodologies and requisite techniques for the particular field
  - attendance at classes/courses where appropriate (e.g., computer analysis, statistics)
- advise the candidate on:
  - safe working practices relevant to the field of research
  - the relevant issues relating to responsible research conduct (e.g. academic conduct, data retention, etc.)
  - ethical practice and whether ethical clearance is required
  - the University's *Intellectual Property Policy*
  - the University's [Copyright website](#).
- assist the candidate with obtaining ethical clearance if required, and ensure the necessary ethical approvals are in place prior to commencement of the research
- suggest ways the candidate can make the most effective use of time
- clarify the candidate's and the supervisors' respective expectations of supervision and the operation of the supervisory team
- establish, in conjunction with the candidate, the basis on which the close and regular contact between supervisors and candidate will be achieved. The supervisors and candidate are jointly responsible for initiating such contact. Normally there should be contact between the supervisors and candidate at least once a fortnight even if a formal meeting is not always possible. This will facilitate the supervisors' role in advising the candidate on their research program including the pace of progress, and ensure that a reasonable timetable is set to permit the degree program to be completed in the appropriate time
- advise the candidate on their rights and responsibilities in accessing and using the resources and facilities available from the Element/Group and the University. The resources and facilities available to the project and identification of any additional resources needed should be discussed in detail to ensure the student is aware of University policies and procedures relating to HDR candidature
- discuss with the candidate appropriate and adequate recognition of the candidate's and the supervisors' contributions to publications that are likely to arise during and after candidature
- seek to understand the differing needs of candidates from equity backgrounds and to work with such candidates to make arrangements as necessary to give them the opportunity to demonstrate their abilities regardless of cultural background, gender or disability.
- identify whether the candidate requires any further education and training to ensure timely completion
- consider, and, if appropriate, recommend requests to change various aspects of candidature (e.g., attendance status, upgrades, topic change, etc.)



- assess a change of research topic for sanctions risk where a candidate is from a country subject to Australian Sanctions and provide a recommendation to the Dean (Research).

### 9.3 During Candidature

It is the responsibility of the supervisors to:

- ensure that both candidate and supervisors have clarified what each expects of the other
- require written work from the candidate on a pre-arranged and agreed schedule so that progress can be assessed at regular intervals
- monitor carefully the performance of the candidate relative to the standard required for the degree program and against the set timeframes for the completion of milestones and ensure that inadequate progress or work below the standard generally expected is brought to the candidate's attention. The supervisors should help with developing solutions to problems as they are identified
- use the regular reporting procedures established by the University as the minimum means by which any difficulties and problems in performance discussed with the candidate during the year are noted. Supervisors should document the action taken or advice given
- where appropriate, request the assignment of an under review status for a candidate and recommend intervention strategies or actions to be undertaken during a period in which candidature is under review.
- provide constructive, detailed and timely feedback on the content and drafts of the thesis, and as the thesis is being prepared ensure it does not exceed the upper limits for the length of higher degree research theses
- encourage the candidate (particularly if candidature is part-time or remote) to play a full and active role in the intellectual life of the element and University.
- facilitate meetings of the candidate with other researchers in the relevant field, association with a Research Centre, attendance at conferences as appropriate (within the limits of resources available to the element), and assist in the preparation of work for publication or other appropriate forms of dissemination
- assist candidates to develop research capabilities, knowledge of the field, and skills more broadly valuable in employment (e.g., writing and editing, problem solving, time management, use of software tools, etc.)
- assist the candidate to prepare and defend their research paper at their confirmation seminar, and assist in the assessment of the seminar
- assist the candidate to prepare for the early candidature milestone and mid-candidature milestone<sup>1</sup> or thesis and candidature review milestone<sup>2</sup>
- assist the candidate to publish during candidature, including meeting the requirement to have one output accepted for publication prior to submission of the thesis in the case of doctoral candidates
- fulfil other University determined obligations with respect to supervision.
- refer unresolved problems to the Head of Element in the first instance.
- initiate proceedings to terminate candidature only after all reasonable attempts to resolve problems have failed

### 9.4 End of Candidature

It is the responsibility of the supervisors to:

- at the time of submission, certify that the thesis is properly presented and is prima facie worthy of examination. Where such a certification cannot be given, advise the candidate accordingly
- discuss possible examiners with the candidate. Following consultation with members of the supervisory team the principal supervisor nominates to the HDR Convenor suitable examiners with appropriate credentials as per the requirements set out in the *Higher Degree Research Policy*.

- where necessary, advise the candidate on responding to the examiners' recommendations
- support the career aspirations of the candidate after completion of the thesis, through, for example, provision of references, assistance with publications, facilitation with post-doctoral employment aspirations.

#### 9.5 General

It is the responsibility of the supervisors to:

- maintain knowledge of University policies and procedures relating to higher degree research programs and supervision of those programs and actively engage in HDR education and training activities and ongoing development of their supervisory practice.
- be aware of problem solving mechanisms and available support services should problems arise during candidature and ensure that the Head of Element and Dean (Research) are kept informed as necessary
- encourage collegial, supportive relationships that respect the conventional constraints of professional practice governing relations between candidate and a supervisor. Where a personal relationship exists or has recently existed between the candidate and a supervisor, the supervisor must immediately remove themselves from supervision of the candidate. Additionally, a personal relationship between members of the supervisory team is normally not supported. Refer also to the *Personal Relationships in the Workplace* policy.
- advise the candidate about any plans a supervisor may have for extended leave during the candidature and consult with the candidate and Head of Element about proposed arrangements for supervision during this leave.

#### 9.6 Shared Responsibilities of the Supervisory Team

- The principal supervisor is primarily responsible for supervising the work done by coordinating the supervisory team, providing the academic leadership within the supervisory team, and providing the principal guidance and information on the candidate's research topic and its development. The principal supervisor has the primary responsibility for the conduct of the candidature, monitoring the progress of the candidate and reporting the aggregated views of the supervisory team. The principal supervisor also carries the responsibility of coordinating communication between the members of the supervisory team and the candidate, and for resolving any problems that may result from associate supervisors providing the candidate with contradictory advice. The principal supervisor is responsible for the administrative aspects of the candidature. Where there is a co-principal supervision arrangement each supervisor must take equal responsibility for supervising the program of research, however one principal supervisor will be designated the administrative responsibility for the candidature.
- Associate supervisors are appointed to assist in the supervision of the candidature. The associate supervisor will have specific expertise related to the candidate's research and will advise the candidate as appropriate on research related matters. Any associate supervisor should be involved as soon as practicable in the development of the candidate's research plan and should maintain a level of communication with the candidate and the principal supervisor to allow adequate supervision whenever necessary. An associate supervisor will act as a principal supervisor where the principal supervisor cannot or will not fulfil their role, for example during absences of the principal supervisor.

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## 10. RESPONSIBILITIES OF THE CANDIDATE

Quality supervision arises from the positive interaction between supervisors and candidate. Within this interaction it is possible to identify a number of responsibilities of the candidate. These responsibilities vary depending on the stage of candidature, although in practice these discrete stages may overlap.

### 10.1 Before Candidature

It is the responsibility of the applicant to:

- play an informed part in the process of the selection and appointment of the supervisors. Where possible, intending applicants are encouraged to consult with staff members who

may be able to supervise the proposed research topic, before submitting an application. Preliminary discussions of this nature often assist applicants to focus their intended research topic and achieve a match with the academic expertise of a potential supervisor.

## 10.2 Early in Candidature

It is the responsibility of the candidate to:

- become familiar with, and abide by, University policies and procedures pertaining to the research program, and higher degree research studies in general
- complete the Griffith Graduate Research School HDR Orientation Program
- clarify with the supervisory team mutual expectations concerning supervision and the shared responsibilities of the supervisory team
- discuss with the supervisors the type of guidance and comment that would be most helpful and establish, and adhere to agreed methods of working together
- discuss and maintain a mutually agreed schedule of meetings to ensure regular contact
- develop, plan, and structure a realistic program of study and research with the assistance and advice of the supervisory team. This will include selection of an appropriate topic that will lead to the timely submission of a quality thesis for examination
- with the assistance of the supervisors, obtain ethical clearance if required and notify the supervisors of any intellectual property issues; negotiate with the supervisors appropriate recognition of contribution to any joint publications that may arise during and after the research project
- assist the supervisors and the University to identify distinctive needs including needs related to cultural difference, gender, disabilities and other equity backgrounds and to recommend appropriate support measures.

## 10.3 During Candidature

It is the responsibility of the candidate to:

- diligently proceed with the research as agreed between the candidate and the supervisors with a view to completing the thesis within the specified time
- maintain the progress of the work in accordance with the stages agreed with the supervisors, including in particular, the presentation of any required written material in sufficient time to allow for comments and discussions before proceeding to the next stage
- submit timely and accurate progress reports and complete the requirements for the early candidature milestone, confirmation of candidature, and the mid candidature milestone<sup>1</sup> or thesis and candidature review milestone<sup>2</sup> in association with the supervisors, at periods specified by the University
- adopt at all times safe working practices relevant to the field of research and adhere to the ethical practices appropriate to the discipline and more generally applicable
- adhere to the principles of responsible research conduct described in the *Australian Code for the Responsible Conduct of Research (2018)* (*Australian Code 2018*) (supported by Griffith University's *Responsible Conduct of Research* policy and Research Integrity Resource Sheets), noting in particular the responsibilities of the researcher in respect to mentoring and promotion (R14 and R15), the retention of clear, accurate, secure and complete records of research data and primary materials (R22) and the responsibility to cite and acknowledge the work of another appropriately and accurately (R27)
- utilise the resources, facilities and opportunities provided by the University and enrolling Element to facilitate progress in the research
- take advantage of opportunities to become part of the intellectual community by attending and participating in seminars, meetings, electronic conferencing, and conferences at the local, regional, national or international level as appropriate
- take the initiative in raising problems or difficulties and share the responsibility for seeking solutions, including informing the supervisors of any personal or other difficulties that have slowed or may slow progress

- where required, initiate a request that the candidature be placed under review for a period in order to further support progress in the program.
- be aware of the mechanisms that exist for resolving supervisor-candidate difficulties. When necessary, candidates have a responsibility to take the initiative to seek appropriate alternative supervision (i.e. sufficiently expert in the area of research, accredited to supervise, and have time available and an appointment of sufficient duration to supervise) and to apply for a change of supervisor
- be aware of the University's *Student Review and Appeals Policy and Procedures*, and, if possible, seek negotiated solutions to any problems before recourse to the *Procedures*
- refrain from embarking on any significant variation to the research topic unless agreed with the principal supervisor and in consultation with the supervisory team and, if necessary, approved by the Dean
- establish and maintain, if a part-time or remote candidate, suitable means of regular contact with the supervisors.

#### 10.4 End of Candidature

It is the responsibility of the candidate to:

- ensure sufficient time is allocated for writing up the thesis and be aware of the requirements for content, style and standard of presentation
- accept responsibility for producing the final copies of the thesis, and ensuring that it accords with University requirements
- ensure that the thesis adheres to the principles of research integrity concerning appropriate acknowledgement of others' work and research ethics as addressed in the *Australian Code for Responsible Conduct of Research (2018)*
- declare that the work reported in the thesis is the candidate's own, except where due reference is made in the text of the thesis, and that any assistance in writing the thesis is appropriately acknowledged
- with assistance from the supervisor, respond appropriately to examiners' reports and recommendations within the specified timeframe
- Accept responsibility for either redacting from the thesis any materials the candidate does not have the copyright rights to include before submitting to the library for publication on Griffith Research Online, or seeking an embargo of the thesis publication until all the rights are secured.