Higher Degree Research Supervisor Accreditation Policy

Approving authority	Academic Committee
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Document URL	http://policies.griffith.edu.au/pdf/HDR Supervisor Accreditation Policy.pdf
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Description	This policy establishes a process of accreditation and ongoing professional engagement to ensure academic staff gain and maintain the requisite knowledge and skills to supervise higher degree research candidates to successful and timely completion of their studies.

Related documents

Code of Practice for the Supervision of Higher Degree Research Candidates

The Responsible Conduct of Research

Higher Degree Research Policy

Higher Doctorates by Publication Policy

Higher Degree Research Website

[Preamble] [Register of accredited supervisors] [Accreditation of supervisors] [Continuing HDR supervision professional engagement for academic staff]

1.   PREAMBLE

1.1   This policy seeks to ensure that new academic staff and supervisors receive appropriate induction to Griffith University supervision policy and expectations. In addition, it seeks to ensure that new academic staff and supervisors are provided with sufficient mentoring and training to develop the requisite skills and knowledge to effectively supervise Higher Degree Research (HDR) candidates, and that all academic staff actively engage in HDR education and training activities. It complements a number of other policies with this same aim as indicated below.

1.2   Griffith University requires all HDR candidates to have at least two internal supervisors. Staff are appointed as Principal or Associate Supervisors, or as Co-Principal Supervisors. In addition, candidates may have an external supervisor to provide specific, often industry-related, advice. Remote HDR candidates should have, where appropriate, an external supervisor accessible to them in their place of study, in addition to at least two internal supervisors.

1.3   In order to be appointed as a principal supervisor, academic staff are expected to be experienced supervisors with a track record of supervising at least one HDR Doctoral candidate to successful completion. Academic staff without a track record may take up a position of co-principal or associate supervisor where mentorship is provided by an experienced academic staff member on the supervisory team.[1] Staff are required to have completed the level of qualification that they are to supervise or to have experience and expertise that can be demonstrated to be equivalent to such a level of qualification. . The

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[1] Except where staff are appointed as a principal supervisor for a Masters Degree (Research) candidature. A staff member without a track record of supervising at least one HDR Doctoral candidate to successful completion may be appointed as a principal supervisor for a Masters Degree (Research) candidate. In such cases the staff member will be given a Transitional accreditation status.

principal supervisor appointed to supervise an HDR candidate is required to be undertaking research in the broad field of study to the research topic they are to supervise and to hold an appointment of sufficient length to supervise the candidature to completion. Elaboration of the eligibility requirements for appointment as a HDR supervisor is available on the Higher Degrees by Research website.

1.4   Supervisors are expected to adhere to the Griffith University Code of Practice for the Supervision of Higher Degree Research Students which provides guidelines on the responsibilities of supervisors at varying stages of candidature. The Code of Practice refers supervisors to other Griffith University policies related to good research conduct including ethics and intellectual property.

2.   REGISTER OF ACCREDITED SUPERVISORS

2.1   A Register of Accredited Supervisors will be maintained by the Higher Degree Research Student Centre.

2.2   The Register will record the accreditation status of all current Griffith University academic staff, including adjunct appointments, who have full or transitional accreditation as supervisors.

3.   ACCREDITATION OF SUPERVISORS

3.1   Accredited

On the recommendation of the Head of Element, a Dean (Research) will approve a status of accredited for staff who have made a substantial contribution to the supervision of at least one HDR Doctoral candidate to successful completion, have completed the GGRS program in Higher Degree Research Supervision, and have demonstrated professional engagement in HDR education and training.

On the recommendation of the Head of Element, a Dean (Research) will approve a status of accredited for new staff appointed to Griffith University who have supervised at least one HDR Doctoral candidate to successful completion. Staff are required to complete the two compulsory modules of the GGRS program in Higher Degree Research Supervision within six months of appointment as an HDR supervisor at the University. It is the responsibility of the Head of Element to ensure that the staff member completes the modules within the specified timeframe. New staff are required to familiarise themselves with research ethics and good research practice at Griffith University. Information will be provided to new staff that includes materials relating to the Code of Practice for the Supervision of Higher Degree Research Students, The Responsible Conduct of Research, and HDR policies, processes and procedures.

Accredited supervisors are expected to participate in ongoing professional engagement activities related to HDR education and training. In order to be appointed as a principal supervisor to a candidature an accredited staff member must meet the eligibility requirements as detailed in 1.3 above.

3.2   Transitional

Staff who do not meet the eligibility requirements to be accredited as detailed in 3.1 above, but who are appointed as associate or co-principal supervisors, will be given transitional accreditation status.

Griffith University academic staff who have not supervised at least one HDR Doctoral candidate to successful completion, who wish to prepare for HDR supervision, will be required to complete the GGRS program in Higher Degree Research Supervision. This includes continuing and fixed-term appointees, and new staff to Griffith. Recognition of other workshops or training undertaken by staff at Griffith may be deemed equivalent to one or more of the modules from the program in Higher Degree Research Supervision. This is to be determined on a case-by-case basis by the Dean (Research), on the recommendation of the Head of Element. The modules are normally to be completed within six months of appointment

as an HDR supervisor. It is the responsibility of the Head of Element to ensure that the staff member completes the modules within the specified timeframe. Where further time is necessary to complete the modules, such requests are to be negotiated directly between the staff member and the Head of Element.

3.3 External

Supervisors who are not Griffith University employees will be appointed as external supervisors and will be given a status of external. Information will be provided to external supervisors that includes materials relating to the Code of Practice for the Supervision of Higher Degree Research Students, The Responsible Conduct of Research, and HDR policies, processes and procedures.

4. CONTINUING HDR SUPERVISION PROFESSIONAL ENGAGEMENT FOR ACADEMIC STAFF

4.1 Ongoing professional engagement is an expectation in most professions. In the area of research education and training the ongoing professional engagement of staff will be the responsibility of Groups and their academic elements, and research centres, with support through GGRS and HDR Student Centre as appropriate. Academic elements will identify appropriate mechanisms for continuing professional engagement opportunities for academic staff in HDR supervision where needed. Such opportunities will suit their structure, staff experience, and need.

Opportunities might include:

- engagement in seminars or modules on a range of topics to maintain policy knowledge and research-evidenced or practice-evidenced effective supervision strategies;

- engagement in HDR education and training activities such as participation in candidature milestone assessment panels, and examination of HDR dissertations;

- formalisation of supervision mentoring practices in order to use experienced and successful supervisors to build the capacity of supervision within the element;

- staff enrolment in and completion of formal studies in higher education supervision practice;

- staff publication in professional journals on HDR supervision or attendance at conferences or external professional development seminars on HDR supervision.

4.2 GGRS, Groups, and Academic elements will provide information to external supervisors regarding continuing professional engagement materials and opportunities, and their participation will be encouraged.