



Update on Recommendations of ESDF Project on HDR Supervision

March 2005

Recommendations – Code of Practice-Supervision

1. That the University Research Committee (URC) revise the Code of Practice-Supervision by the end of 2003, to:

- i. include the responsibilities and expectations that are common to all units and individuals involved in the supervision process;*
- ii. ensure that good management practices are clearly described for research units and academic units;*
- iii. include a statement of minimum resources for all students;*
- iv. define the meaning of supervision in the context of research training and education;*
- v. include a glossary of supervision containing broad definitions of the ways in which supervision may be practised (eg. co-supervision, joint supervision, supervisory committees etc.); and*
- vi. include a glossary of terms associated with candidature (eg. on-campus, off campus, off-shore, distance).*

RESPONSE:

The Code of Practice –Supervision was revised in 2004 to incorporate those recommendations above that were not already in place.

Recommendation (i), (ii) see COP-S sections 3, 4, 5 & 6

Recommendation (iii), see COP-S section 3.2, 4.10. Note also that the university is currently undertaking a campus wide review of HDR resources

Recommendation (iv), (v) see COP-S sections 2, 5 & 7

Recommendation (vi) - Guidelines for offshore and doctorates have been developed. Distance enrolments are no longer available for HDR students. Issues with off campus doctorates are being finalised with PRPC (approved by PVC(R) and PVC(A).

Recommendations – Information for Students

2. That the URC develop a template for Academic/Research Units to use in the development of Unit-specific web-sites for postgraduate research students by August 2003.

3. That all Academic/Research Units use the URC template to develop and/or review their current candidacy guidelines or handbooks and place this information on the web by the end of 2003. These guidelines should spell out:

- i. how supervision happens in the unit (interpretation of general rights and responsibilities of Code of Practice-Supervision; what the Unit's practice is in relation to co-supervision, the use of supervisory panels, etc.);*
- ii. expectations of candidature milestones and how these are to be met;*
- iii. specific research requirements (eg. OH & S; work in progress seminars);*
- iv. provision of Unit resources for research students and resource restraints in relation to potential projects;*
- v. how the Unit manages off-campus and off-shore candidates, including supervision and resource issues.*

RESPONSE:

Recommendation 2: “Research” main website reviewed and upgraded in 2004. There is now a Research Student Centre website –providing information all information relevant to HDR supervisors and students.

Recommendation 3(i) & 3(iii):The Code of Practice – Supervision was revised in 2004 to incorporate supervision responsibilities of students, academic units, supervisors and the university.

Recommendation 3(ii)& 3(iii): HDR Handbooks were compiled and distributed to all supervisors and students. The handbooks will provide students and supervisors with a resource that provides information on key processes and critical milestones to assist in planning the life cycle of the degree. Also developed are first interview checklist, commencement of candidature form and first year research review guidelines, probation and progress review guidelines.

Recommendation 3(iv): Defined in the University Code of Practice- Research and OH&S guidelines

Recommendation 3(v): Guidelines for offshore doctorates have been developed. Distance enrolments are no longer available for HDR students. Issues with off campus doctorates are being finalised with PRPC (approved by PVC(R) and PVC(A).

4. That the Office of Research (OoR), in conjunction with Academic/Research Units, develop an Induction Folder for distribution to all candidates in Autumn Session 2004. The folder should contain as a minimum:

- *an index to the University's web-site for Postgraduate Research Students;*
- *an index to Unit-specific web-sites;*
- *a copy of the Code of Practice-Supervision;*
- *a statement from the Academic/Research Unit about how the Code of Practice-Supervision is articulated at unit level;*
- *a list of Unit level contacts;*
- *a statement from the Academic/Research Unit about how off-campus/off-shore candidature is managed;*
- *a copy of the 'Confirmation of Candidature' form (see 5 below); and information about support services.*

RESPONSE:

HDR Handbooks for Supervisors and Students was compiled and distributed to all current supervisors and students. New staff and HDR students are given a handbook at orientation and inductions. The HDR handbook contains the above information.

Recommendations – Management of Candidature

5. That the Office of Research develop a 'Confirmation of Candidature' form to be implemented in 2004. This form is to be completed by all research students within the first six (6) months of enrolment and lodged with the OoR as a condition of continuation of candidature. The form should specify:

- *candidate details;*
- *individual acknowledgment by supervisors of the capacity in which each will act (based on the glossary of supervision);*
- *reasons for proposing sole supervision if this is the case;*
- *the agreed date for completion of the research proposal review;*
- *statement of facilities and resources required for the first and subsequent years of candidature;*
- *requirements for the management of off-campus/off-shore candidature if applicable (eg. frequency of on-campus visits, access to library and other facilities at the remote location, external supervisor details); and*
- *commencement and intended completion dates of the candidacy.*

RESPONSE:

Confirmation of Candidature form developed as part of the revisions to the Code of Practice – Supervision. (see Appendix B of COP-S).

6. That as part of the review of the Code of Practice-Supervision, the URC delete Appendix A and replace it with a series of questions aimed to assist students and supervisors to complete the 'Confirmation of Candidature' form.

RESPONSE:

Titled “First interview Checklist - form developed as part of the revisions to the Code of Practice – Supervision. (see Appendix A of COP-S).

Recommendations – Supervisor Professional Development

7. That the URC develop and implement a comprehensive professional development program for supervisors beginning in 2004. This program is to be built into the Career Development Record and should include:

- i. a comprehensive web-site of information for supervisors;*
- ii. an information session on supervision as part of the Career Development Unit (CDU) induction program for new staff;*
- iii. a mentoring program for new supervisors;*
- iv. workshops and information sessions for all supervisors; and*
- v. training sessions for HPS and Heads.*

RESPONSE:

Recommendation 7 (i): Website updated to include section specifically for Supervisors

Recommendation 7 (ii): HDR Handbook for Supervisors developed and distributed to all current HDR supervisors and to new academic staff at induction

Recommendation 7 (iii): Mentoring program of co-supervision (as outlined in the Code of Practice - Supervision) is in place in faculties for new/inexperienced supervisors

Recommendation 7 (iv): Supervision workshop was run in 2004 by an external facilitator and will be run again in 2005

Recommendation 7 (v): 2004 commenced benchmarking of other university training offerings and held a forum for supervisor to glean training needs. Currently (2005) working with Career Development unit re setting up formal supervisor, HPS and Heads training.

8. That, as part of this program, a Professional Development Folder for Supervisors be developed and distributed to all supervisors. The folder should contain as a minimum:

- *a copy of the Code of Practice-Supervision;*
- *Thesis Pack;*
- *an index to University web-sites for students and supervisors; information on professional development at the university and faculty level;*
- *current short readings on supervision;*
- *useful URLs on supervision and student support;*
- *information on how to access the fIRST web-site (for Improved Research Supervision Training);*
- *space for supervisors' own reflections and experiences; and*
- *case studies exemplifying good practice.*

RESPONSE:

HDR Handbooks for Supervisors was compiled and distributed to all current supervisors and students. New academic staff receive the handbook at induction and new HDR students at orientation. The handbooks contain all the above information, as does the revised website.

9. That, in consultation with WUPA, a Supervisor of the Year Award be made part of the Vice-Chancellor's awards as a way of recognising and rewarding excellence in supervision.

RESPONSE:

This award was incorporated into the VC's annual awards and awarded in 2003 and 2004. In 2004 was renamed the "Award for Excellence in HDR supervision".

Recommendations – Supervision Workloads

10. That research supervision is adequately recognised through:

- *supervision being included in workloads at Faculty/Unit level; and*
- *allocation of workloads that reflects the actual work associated with supervision.*

RESPONSE:

This recommendation was forwarded to the Director of Personnel and the Pro Vice-Chancellor (Operations) for consideration as part of the Enterprise Bargaining(EB) for Academic Staff as workload issues are covered in the EB.