Schedule A: Qualifications for HDR Supervision

QUALIFICATIONS FOR HDR SUPERVISION

Qualifications

To be a principal or executive supervisor, a person must meet all of the following conditions:

1. Be a member of Deakin University academic staff whose tenure is reasonably expected to exceed the duration of candidature for all candidates under their supervision.

2. Hold a higher degree by research at or above the level of the degree being sought by the candidate.

3. Be research active in the same or cognate discipline as the candidate's project and publishing in the relevant disciplinary area.

4. Have HDR supervision experience, either as:

   a) a member of the supervision team of a candidate who has successfully completed a higher degree by research at the same level, whether at Deakin or elsewhere; or

   b) a participant in a number of HDR supervision activities meeting the criteria of the supervisor Fast-track program that is described below.

5. Have participated in at least one HDR supervision professional development activity in the past three years. Appropriate activities are listed below.

6. Not exceed the supervision load limits specified in the *Higher Degree by Research Supervision procedure*.

A co-supervisor of an HDR candidate should meet conditions 2–5. To be an associate supervisor a person should meet the first three conditions, and an external supervisor should meet conditions 2 and 3.

In exceptional circumstances, a person may apply to the Research and Research Training Committee for exemption from one or more of these criteria.

Professional development activities for HDR supervisors

Appropriate professional development activities to satisfy Qualification Criterion 5 include, but are not limited to:

1. Participation in one of the supervisor training workshops S1 through S4 presented by the Dean of Research Training
2. Participation in a designated supervision development activity organised by the Dean of Research Training, Faculty, School, or Strategic Research Centre
3. Making a presentation by invitation at an HDR skills development workshop
4. Completion of approved online supervisor development activities
5. Attendance at a conference on research training (e.g. the biannual Quality in Postgraduate Research conference in Adelaide)
6. Participation in external seminars or workshops on research training and supervision
7. Participation in supervisor training programs offered by other universities.

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Deakin Research will keep a record of participation in these activities. Where a supervisor has participated in an external activity (e.g. workshop or conference attendance) or another activity that they feel constitutes appropriate professional development, they can make a case to the Dean of Research Training.

The Fast-Track Program for Qualification as a Supervisor

The "Fast-Track" Supervisor Training Program provides an accelerated means by which a trainee supervisor can involve themselves in assisting with supervision of candidates at various stages of candidature. To complete the Fast-Track program, a staff member (already holding a Masters or Doctoral degree) must complete all of the following elements:

1. a) Participation in at least three of the four different supervisor training workshops presented by the Dean of Research Training, or
   b) Successful completion of the HDR Supervision unit EEE732 which is offered by the School of Education as part of the Graduate Certificate in Higher Education.

2. Attendance at a minimum of two of the following workshops from the HDR training program (see *http://www.deakin.edu.au/current-students/research/workshops.php* for details of these, including a timetable): Induction 1; Induction 2; Planning your Research; Preparing for Confirmation of Candidature; Research Integrity; Networking Skills; Planning for your Career after Graduation; Chapter-writing Retreat. The HDR workshop on Approaching Completion is useful only if you are unable to attend supervisor training workshop S4 (but would not replace attendance at S4 under item 1(a)).

3. Significant involvement [(A,B)] (formal or informal) with a prospective or actual HDR candidate[(C,D)] in at least four activities[(E)] covering various stages of candidature. The four activities must include one each from early, middle and late stages of candidature, as described below, plus one other from any stage.

   a) Early-stage activities are those associated with applying for admission and/or commencement and early stages of candidature. Examples of such activities include: preparation of a research proposal; involvement in School scholarship ranking process; School induction activities for commencing HDR candidates; completion of a candidature agreement; development of a clearly- defined research question; assistance with ethics applications; preparation for confirmation of candidature; serving on confirmation panels, etc.

   b) Middle-stage activities include: data analysis; discussing the interpretation of results; preparing publications; drafting thesis chapters; preparing and delivering conference papers; preparing internal seminar presentations, etc.

   c) Late stage activities include: advice on thesis structure and preparation of thesis chapters; critiquing chapters; discussing the choice of examiners; planning a career after graduation; responding to examiners' reports; etc.

4. A brief statement on each of the activities you have involved yourself in under item 3 above, reflecting on what you have learnt from the experiences. The statement should be somewhere between 1/3 to one page on each activity.

Footnotes

(A) For each of the experiential activities, "significant involvement" means an effort that would typically require at least 5-10 hours of your time.

(B) Involvement with the activities of enrolled candidates should only be done with the approval of the supervision team (of which you may or may not be a member).

(C) The HDR candidate should be enrolled at or above the level of your own intended supervision; i.e. if you wish to supervise PhD candidates in the future, you should involve yourself with PhD (not masters) candidates in these training components.

(D) It is possible to work with candidates from other schools or other universities, as long as you have the approval of their supervisors, and you have sufficiently relevant expertise to assist them. What constitutes "relevant expertise" will depend on the task being undertaken – e.g., interpretation of data may require a high level of expertise in the discipline, whereas it may be possible to offer a useful critique of a thesis chapter with less specialist knowledge.

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(E) Certification of your involvement in each activity must be signed off by the candidate's principal supervisor. If you have had aspects of supervision experience at institutions other than Deakin, please ask the relevant principal supervisor from that institution to send an e-mail supporting your claim.