GRADUATE RESEARCH STUDENT SUPERVISION POLICY

SCOPE

This policy applies to all Monash University appointed graduate research supervisors, graduate research students and campuses and teaching locations.

POLICY STATEMENT

Monash University (the University) recognises graduate research supervision as a specialised academic activity comprising educational, research and mentoring elements.

Quality supervision plays a key role in:

- guiding students on the responsible conduct of research;
- assisting students to develop diverse research and employability skills; and
- supporting students to complete their course in a timely way.

This policy outlines the University's expectations for high-quality graduate research supervision, supporting supervisors to adopt best-practice in their supervision and facilitating compliance with legislative requirements.

1. Monash University requirements for quality supervision

1.1 The responsibility to make a decision to accredit, renew accreditation, appoint or replace a supervisor resides with the relevant Associate Dean (Graduate Research) (ADGR) or equivalent role, following consultation with the relevant Head of Academic Unit (HoAU). Where, in the opinion of the Chair or the Deputy Chair of the Graduate Research Committee (GRC), overall circumstances warrant it, these responsibilities may be undertaken by either the Chair or the Deputy Chair of the GRC.

1.2 The University enables quality graduate research supervision through:

- Supervisor registration and accreditation;
- Ongoing access to supervisor development training; and
- Faculty *Graduate Research Student Supervision Accreditation - Quality Indicators and Research Active Criteria* (Faculty QI&RAC).

1.3 Where a student's research involves a third party, the main supervisor must ensure that a valid agreement is in place prior to the student commencing their research, and remains in place throughout the duration of the student's research.

2. Supervision framework

2.1 Supervision categories, eligibility criteria, roles, load and limits and are outlined below, with the ADGR or equivalent able to approve a variation to supervision loads and limits for accredited supervisors in accordance with 2.6:

Category	Eligibility Criteria	Role	Load	Limits*
Registered	● Hold a current Monash staff or adjunct appointment; and	Associate	10 - 25% supervisory load per student	3 graduate research students

Category	Eligibility Criteria	Role	Load	Limits*
Registered (continued)	● Hold an AQF level 10 (Doctoral Degree or equivalent) qualification, and/or have relevant research expertise; and ● Completed required training.			
Accredited*	● Hold a current Monash academic staff or adjunct appointment; and ● Hold an AQF level 10 (Doctoral Degree or equivalent) qualification, and/or have relevant research expertise; and ● Have at least 1-year full-time equivalent experience in supervising graduate research student(s) at AQF Level 10 (Doctoral Degree or equivalent); and ● Fulfil Faculty Quality Indicators and Research Active Criteria for the Purposes of Graduate Student Supervisor Accreditation; and ● Completed required training.	Main or Associate	10 - 90% supervisory load per student	Main: 8 graduate research students Total: 16 graduate research students
Accredited - Emeritus	● Be a current accredited supervisor and hold a Monash Emeritus Professor appointment.	Main (teach-out only) or Associate	● Maintains supervision arrangements in place at retirement ● Cannot be appointed to new students as Main Supervisor	
External	● Not hold a current Monash staff or adjunct appointment; and ● Hold an AQF level 10 (Doctoral Degree or equivalent) qualification, and/or have relevant research expertise.	External	● External: 10 - 25% supervisory load per student ● External Joint Awards (non-strategic partners): 10 - 50% supervisory load per student for students enrolled in Joint Award degree	3 graduate research students

External Joint Award (Strategic Partnership)	● Not hold a current Monash staff or adjunct appointment; and ● Hold a staff appointment at the partner institution; and ● Hold an AQF level 10 (Doctoral Degree or equivalent) qualification, and/or have relevant research expertise.	External – JA	● External Joint Awards: 10 - 50% supervisory load per student for students enrolled in Joint Award degree	8 graduate research students

*The ADGR or equivalent may only approve a variation to the supervision loads and limits for accredited supervisors in accordance with 2.6 below.

2.2   A supervisor's registration or accreditation (including any completed registration or accreditation training) is valid for 5 years.

2.3   A supervisor must ensure that all relevant eligibility criteria set out under 2.1 above are met at all times during their registration or accreditation, and apply for renewal prior to expiry.

2.4   A person's registration or accreditation will automatically lapse where they:

- have not renewed their registration or accreditation prior to the end of the 5-year registration or accreditation period; or
- cease to hold a Monash staff or adjunct appointment anytime during their registration or accreditation; or
- have not supervised any enrolled graduate research student during their registration or accreditation.

2.5   A lapsed registration or accreditation under 2.4 does not prevent a person from seeking registration or accreditation in the future, provided they are able to meet all relevant eligibility criteria under 2.1.

2.6   The ADGR or equivalent may approve a variation to the supervision loads and limits for accredited supervisors up to a maximum of 25 graduate research students, following consultation with the Head of Academic Unit (HoAU) and only where satisfied that the supervisor has fulfilled all of the following:

- demonstrated experience in timely completion of AQF level 10 (Doctoral Degree or equivalent) students;
- continued to fulfil their Faculty's *Graduate Research Student Supervision Accreditation - Quality Indicators and Research Active Criteria* (Faculty QI&RAC);
- undertaken relevant training in an ongoing way, ensuring currency in supervision skills, knowledge and best-practice approaches; and
- provided a sufficiently detailed plan outlining how they will fulfil all current and future supervisor responsibilities if approved to supervise students above supervision limits.

2.7   A variation to the supervision loads and limits for either registered or external supervision categories may be approved by either the Chair or the Deputy Chair of the GRC on a case-by-case basis.

2.8   Where, in the opinion of the Chair or the Deputy Chair of the GRC, overall circumstances warrant it, the responsibilities under 2.6 may be undertaken by either the Chair or the Deputy Chair of the GRC, subject to an accredited supervisor not exceeding a maximum of 25 graduate research students.

2.9   Loss of recognition of a supervision category may occur as a consequence of a staff member being performance managed or as a consequence of a disciplinary process related to graduate research student supervision matters, or where there has been an adverse finding against a registered or accredited supervisor under another University process.

2.10   Where 2.9 applies, the relevant faculty will advise the Chair of the GRC of the decision and the staff member of any actions required of them in relation to supervision of graduate research students.

3.   Appointment of supervisors

3.1   All decisions to appoint a supervisor must not create a potential, perceived or actual conflict of interest, as defined under the University's Conflict of Interest Procedure (including Conflict of Interest Examples and Actions Guideline) and Staff/Student Personal Relationships Procedure.

3.2   Where changes in circumstances impact a supervisor's ability to undertake their supervisory role for six or more consecutive weeks, the supervisor should advise relevant stakeholders to facilitate alternative arrangements.

3.3   The Head of Academic Unit (or their academic delegate, such as the Graduate Research Coordinator) must initiate the appointment of a new supervisor under 1.1 where an existing supervisor is unable to carry out their duties for six or more consecutive weeks.

3.4   A person cannot be appointed a supervisor if they are themselves a graduate research student, either at Monash or another institution.

3.5　All decisions to appoint a supervisor (main, associate or external) to a student's supervisory team must:

- comply with the rules under 2.1 above; and
- be made in accordance with the Graduate Research Student Supervision Procedure; and
- only be made where it is in the best interest of the student and their research project; and
- not be backdated.

3.6　A student's supervisory team must comprise at least two supervisors, one of whom must undertake the role of main supervisor.

3.7　Being registered or accredited does not guarantee appointment to a student's supervisory team.

3.8　Where there are faculty-specific requirements for appointing supervisors, these must be:

- consistent with this policy;
- endorsed by the relevant faculty committee/s following appropriate consultation; and
- approved by the GRC or its delegate.

3.9　The main supervisor must be from the same academic unit in which the student is enrolled, unless otherwise approved by the relevant ADGR(s), and only in exceptional circumstances.

3.10　An adjunct appointee will only be appointed as a main supervisor where, for the duration of the student's enrolment, they:

- are undertaking teaching and/or research responsibilities expected of a main supervisor; and
- have achieved Monash University supervisor accreditation.

4.　Administration and governance

4.1　Faculties must maintain appropriate minimum research active criteria (RAC) in their relevant field or discipline for the purposes of graduate research student supervision. When combined with University-wide Quality Indicators (QI), these RACs comprise each faculty's individual Faculty QI&RAC.

4.2　All faculty QI&RAC documents must be approved by GRC and noted at Academic Board. This includes any amendments to existing faculty QI&RACs, which must also include appropriate consultation.

4.3　Supervisor registration and accreditation records are administered by the Monash Graduate Research Office (MGRO).

4.4　Disputes arising between supervisors, including between supervisors from different institutions, must be handled in accordance with relevant University policies and procedures.

DEFINITIONS

Adjunct appointee	Means a person appointed an adjunct of Monash in accordance with the University's Adjunct Appointments Procedure.
Completed required training	In relation to an accredited supervisor, means that the supervisor has completed training in the 2 years prior to accreditation, as documented and recorded in Monash's staff training management platform.
	In relation to a registered supervisor, means a Monash staff member or adjunct appointee who has completed the registration training (as documented and recorded in Monash's staff training management platform) in the 2 years prior to registration.
External	Means in relation to this policy, a person who does not hold a current Monash staff or adjunct appointment, or a body that is not affiliated with, controlled by, or a subsidiary of, Monash University. When used in reference to an external party, is interchangeable with the term "third party".
Graduate research degree	Means a master's by research or doctoral degree of the University. Interchangeable with higher degree by research.
Graduate Research Committee (GRC)	Means the committee (however designated) established in accordance with Part 4 of the Monash University (Vice-Chancellor) Regulations.

Joint Award	A graduate research degree jointly awarded by two Institutions under an executed written agreement. Strategic Partnerships are limited to IITB-Monash Research Academy, Warwick-Monash Alliance and Monash Southeast University.
Staff member	In relation to this policy means a person employed by Monash University.
Student	In relation to this policy means specifically a graduate research (higher degrees by research) student, as defined under the Monash University (Council) Regulations.
Supervisor	In relation to this policy means a person appointed to supervise a graduate research student in either a main, associate, or external supervision capacity

GOVERNANCE

Supporting procedures	Graduate Research Student Supervision Procedure
Associated policies	Equal Opportunity Policy Ethics Statement Policy Graduate Research Progress Management Policy Graduate Research Thesis Examination Policy Handbook for Doctoral Degrees Handbook for Research Master's Degrees Integrity and Respect Policy Intellectual Property – IP Commercialisation, Revenue Sharing Provisions and Dispute Resolution Policy Probation, Performance & Promotion Policy RTP Scholarships Policy Student Charter Student Complaints Policy Student General Conduct Policy
Related legislation	Australian Code for the Responsible Conduct of Research, 2018 Higher Education Standards Framework (Threshold Standards) 2021 Malaysian Qualifications Framework MQA Code of Practice for Programme Accreditation (COPPA) MQA Code of Practice for Institutional Audit (COPIA). Monash University (Vice-Chancellor) Regulations Monash University (Academic Board) Regulations Monash University Enterprise Agreement (Academic and Professional Staff) 2014
Category	Academic
Approval	Academic Board 29 July 2020 MEETING NUMBER 5-2020 / AGENDA ITEM 12.2
Endorsement	Graduate Research Committee 23 July 2020 MEETING NUMBER GRC 6-2020 / AGENDA ITEM: out of session circulation
Policy owner	Pro Vice-Chancellor (Research Training)

Date effective	1 October 2020
Review date	1 October 2023
Version	1.2 *(Minor amendments effective 7 December 2022)*
Content enquiries	mgro-candidature@monash.edu *(for queries relating to current students)* mgro-supervisor-accreditation@monash.edu *(for queries relating to supervisor accreditation / re-accreditation)* gr-governance@monash.edu *(for policy-related queries)*