RESEARCH SUPERVISION AND ACADEMIC PROGRESS POLICY

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1.0 Purpose

This policy outlines the protocols for supervision and feedback on academic progress for students/candidates undertaking research at EIT.

2.0 Scope

This policy applies to all EIT's higher education students/candidates enrolled in courses that have a supervised research thesis component. It set outs the responsibilities of research supervisors and associated staff, and candidates undertaking research as part of their coursework studies and higher degree research courses.

3.0 Objectives

EIT is committed to maintaining high standards of excellence in research supervision. The objectives of this policy are to:

- ensure that postgraduate coursework candidates undertaking research theses and higher degree research candidates are provided with appropriate supervision and feedback on progress

- outline the roles of supervisors and candidates, and

- ensure that the research meets the standards of the Australian Code of Responsible Conduct of Research.

4.0 Implementation

This policy is to be implemented by the Dean, who is responsible for ensuring that appropriate research supervisors are appointed to research candidates, and that higher degree research (generally those

undertaking professional doctorates) candidates and master's degree candidates undertaking research theses receive appropriate and timely feedback on their research.

The Dean will report to the Research Committee which has oversight of research at EIT, and is a sub-committee of the Academic Board.

5.0   Supervision

Research supervisors must hold appropriate qualifications at or above the level of the course they are supervising and have experience in research supervision according to the supervisory levels listed below. Potential supervisors must be registered and approved by the Research Committee, who will ensure that appropriate supervisors are appointed.

5.1 Supervisor Qualifications and Experience

Doctoral Supervision: Supervisory panel must contain at least 2 supervisors: • one principal supervisor and one associate or external supervisor • may include one associate and / or one external supervisor	
Principal Supervisor must:	• Hold a PhD in Engineering or in an associated technology or educational field AND at least 5 years professional engineering experience* • Be actively involved in research** • Be a staff member of EIT • Demonstrate experience in successful supervision of postgraduate research candidates*. Should have supervised at least 5 Master by Research, PhD or Doctoral students through to completion. • Be experienced in the sub-discipline area of the candidate's area of research • Be available to supervise the candidate on a regular basis for the duration of their candidature
Associate Supervisor must:	• Hold a PhD in Engineering or in an associated technology or educational field AND at least 5 years professional engineering experience* • Be a staff member of EIT • Be actively involved in research** • Demonstrate some experience in supervision of postgraduate research candidates of at least one year, or be in the process of being mentored by an experienced research supervisor. Not yet supervised 5 Master by Research, PhD or Doctoral students to completion. • Demonstrate professional engineering expertise in the candidate's area of research
External Supervisor must:	• Hold a PhD in Engineering or in an associated technology or educational field AND at least 5 years professional engineering experience* • Be external to EIT (not teaching at EIT) • Demonstrate professional engineering expertise in the candidate's area of research • Value-add and be complementary to the Principal Supervisor

Masters Degree Supervision: Supervisory panel must contain at least 1 supervisor: • one principal supervisor • may include one or more associate or external supervisors	
Principal Supervisor must:	• Hold a Master of Engineering or higher in a relevant field AND at least 10 years professional engineering experience* OR • Hold a Doctorate in Engineering in a relevant field, or any other AQF level 10 award combined with a Bachelor of Engineering or higher. AND • Be a staff member of EIT • Demonstrate experience in supervision of postgraduate research candidates of at least one year • Be experienced in the sub-discipline area of the candidate's area of research • Be available to supervise the candidate on a regular basis for the duration of their candidature
Associate Supervisor must:	• Hold a Master of Engineering or higher in a relevant field AND at least 10 years professional engineering experience* OR • Hold a Doctorate in Engineering in a relevant field, or any other AQF level 10 award combined with a Bachelor of Engineering or higher. AND • Be a staff member of EIT • Demonstrate experience in supervision of postgraduate research candidates of at least one year, or be in the process of being mentored by an experienced research supervisor • Demonstrate professional engineering expertise in the candidate's area of research

*Professional experience must give those academic staff the skills, knowledge and capacity to apply skills and knowledge equivalent to an AQF qualification one level above the AQF qualification level being taught. Refer to the *Recruitment Selection Appointment and Induction Procedure* for more details.

** Being active in research can be demonstrated by at least one of the following: authored and published at least one high quality paper per year (in the last three years); published one major high-quality scholarly work such as a book (not a book chapter); patent/invention during the last three years; secured external funding of more than AUD $50,000 across the last three years.

5.2 Supervisor Roles

- The Principal Supervisor has overall responsibility for supervision of the candidate and for leading any other appointed supervisors.

- The Associate or External Supervisor will work closely with the Principal Supervisor to assist in guiding and supervising the candidate.

- The Associate Supervisor will work closely with the Principal Supervisor and External Supervisor, if appointed, and provide specialist expertise in a sub-discipline of engineering as an external advisor to assist with the supervision of the candidate.

5.3 Supervisor Responsibilities

All supervisors must:

- Uphold EIT's policies, procedures and codes of conduct that relate to research supervision and maintain professionalism at all times

- Work closely together with other supervisors to ensure that candidates receive accurate and consistent messages and advice on their research project

- Be responsive to candidates' queries and provide timely guidance to allow candidates to progress with their research project

- Maintain appropriate reporting requirements

- Review thesis drafts in a timely manner and provide constructive feedback

- Undertake alternate supervision arrangements, where a change of research focus or other matters necessitate a change in supervision arrangements, in accordance with EIT's policies and procedures

- Encourage and provide advice on attendance at relevant seminars, networking events and partnerships

- Participate in all formal aspects of higher degree research assessment, including internal candidature review panels

- Provide any other advice and assistance pertaining to the candidate's research project

- Resolve difficulties in accordance with relevant policies and procedures

- Lead a culture which fosters responsible, sustainable and ethical conduct of research

- Disclose any actual, perceived or potential conflict of interest

5.3.1 Principal Supervisor

The Principal Supervisor must:

- Ensure they are approved for registration as a supervisor by the Research Committee

- Undertake development activities relating to the supervisor, this may involve formal and informal opportunities to share best practice on research supervision, processes and research training

- Attend EIT's induction and onboarding training sessions

- Consult with the Research Committee to ensure that all resources and necessary materials will be available to the candidate as required

- Hold initial meetings with the candidate and all supervisors to discuss planning and timelines at a mutually convenient time, including developing a meeting schedule

- Discuss and document scope and requirement of the research project, including research methodologies, key milestones and other matters relevant to the research project

- Develop an Agreement between the Student and Supervisors (Research Student-Supervisor Agreement) within the first 6 weeks of enrolment (for Doctoral candidates only)

- Provide research induction training within three months of commencement of study (for Doctoral candidates only)

- Ensure that proposed topic is new work that does not exist elsewhere, and that data used for the thesis is genuine data

- Provide advice on publishing, where relevant, and reach agreement on authorship and acknowledgement of contributions by others

- Ensure that research is conducted in a safe and ethical manner

- Distribute relevant policies and information to supervisors and candidates so that everyone is aware of their responsibilities and EIT's research framework, including those relating to assessment of the candidate's research thesis and confirmation of candidature (for Doctoral candidates)

- Provide advice, mentoring and support relating to the candidate's research, and encourage persistent, yet innovative and creative approaches to the research project

- Encourage candidates to participate in research training opportunities

- Advise candidates of ethical clearance and approval requirements

- Be vigilant, proactive and supportive, ensuring candidates undertake research ethically, using high quality research practices.

- Provide advice at the outset about research misconduct and associated penalties, and remain alert to any research misconduct and raise academic integrity concerns with:
  o Learning Support Officers (for Master candidates)
  o the Research Committee (for Doctoral candidates)

- Rigorously monitor the candidates ongoing progress, discuss any inadequacies and provide clear written documentation and reports where the standard of the candidate's work is unsatisfactory. Ensure that strategies are identified with the candidate to resolve the matter.

- Advise the candidate if and when the thesis is suitable for submission in accordance with policies and procedures

- Provide any other advice and assistance pertaining to the candidate's research project

- Address any issues or challenges as they arise and advise the Research Coordinator accordingly

- Attend allocated student presentations

- Attend meetings with the unit and course coordinator when needed

- Complete assessment marking (where relevant)

- Discuss the TurnItIn report of the student's thesis formally with the student

- Support the associate supervisors where needed, leading and guiding any inexperienced supervisors to develop their supervision skills

5.3.2 Associate Supervisor

The Associate Supervisor is member of the supervisor panel to provide specialist knowledge in a particular aspect of a student's research. They must:

- Provide support to the Principal Supervisor and the student

- Act as a Principal Supervisor when the Principal Supervisor is absent for a period of up to 3 months

- Participate in relevant student meeting and progress reporting processes

- Be available for consultation if required

- Advise the student on aspects of the research and academic support, including constructive and timely feedback as agreed with the Principal Supervisor

- Assist the Principal Supervisor in determining the readiness of the student for candidature and the thesis for examination

- Provide general or specific expertise to broaden the range of expertise available to the student

- Carry out any other duties not defined above

The role of the Associate Supervisor should be negotiated with the Principal Supervisor at the beginning of the arrangement and conveyed to the student in writing, so that all parties understand the roles and responsibilities.

5.4 Candidate Responsibilities

Higher degree research candidates must ensure they undertake all required tasks as advised by their research supervisors and maintain satisfactory academic progress. They have a responsibility to:

- Read, understand and comply with relevant policies, information and EIT's research framework, including the Research Code of Conduct and Student Code of Conduct

- Complete the Research Student-Supervisor Agreement (for Doctoral candidates only)

- Undertake research induction training within three months of commencement of study (for Doctoral candidates only)

- Attend all meetings as agreed with Principal and Associate Supervisors.

- Maintain regular contact with supervisors, seek assistance and advise of any difficulties as they arise

- Obtain relevant ethics approval and safety clearance, where applicable, from the Research Committee

- Allocate sufficient time for the research project, demonstrate satisfactory progress, and submit written material according to the agreed timelines

- Manage data in accordance with EIT's policies and procedures

- Provide input to the development of timelines and milestones with the Principal Supervisor, adhere to the timelines, and attend meetings as per the agreed schedule

- Respond to feedback from supervisors in a timely manner

- Obtain permission before undertaking any form of leave (Doctoral candidates only)

- Complete confirmation of candidature within 6 months of commencement of Doctoral degree in full-time mode, or relevant pro-rata period for part-time candidates

- Undertake coursework as required by the supervisors (Doctoral candidates only)

- Submit the thesis for examination according to the agreed timeline and attend to any potential amendments as required, within a period of six weeks

- Submit the final thesis in the required form as outlined by EIT

- Take part in opportunities provided by EIT to develop skills and knowledge that complement the research and research journey

5.5 Research Committee Responsibilities

The Research Committee is appointed by the Academic Board and will undertake its functions according to the Research Committee Terms of Reference, which includes:

- Appointment of research supervisors (for Doctoral candidates), and maintaining a register of supervisors

- Approval of examiners for candidates' research theses (for Doctoral candidates)

- Approval of ethics applications via a sub-committee

- Candidature management and decisions, including commencement, continuance, changes to candidature or research topic, confirmation and termination in accordance with relevant policies and procedures (for Doctoral candidates)

- Acting as EIT's adviser on integrity in research

- Being knowledgeable on the Australian Code for the Responsible Conduct of Research and all relevant EIT policies and procedures

- Other responsibilities as outlined in the terms of reference

6.0   Thesis and Dissertation Procedures

Refer to for the Masters Thesis Procedure and DEng Dissertation Procedure for details.

7.0   Academic Progress

7.1 Masters Student Progress in Thesis Unit

Students must attend every scheduled progress meeting during the Thesis Unit.

- If a student cannot attend a scheduled meeting they must give their Thesis Supervisor no less than 48 hours' notice. The Thesis Supervisor will make every effort to reschedule the meeting at this point.

- If a student cannot attend a scheduled meeting, they should still submit their Thesis Progress Report to their Thesis Supervisor.

- If a student misses meetings, or is non-responsive, the Thesis supervisor will alert the Learning Support Officer urgently, and actions to monitor progress will be taken.

7.1.1 Unsatisfactory Progress

Unsatisfactory progress is defined as:

- Failure to provide a research proposal within the required timeframe
- Failure to meet the requirements of candidature as a result of the research project proposal being deemed unacceptable on academic grounds
- Failure to obtain ethics approval, where required, for the conduct of the research project
- Failure to meet agreed milestones of the research project where no mitigating circumstances or special consideration have been approved
- Failure to attend two or more consecutive Student-Supervisor meetings with the Principal Supervisor, or failure to attend Student-Supervisor meetings on a regular basis without a valid reason that has been substantiated in accordance with EIT's policies and procedures
- Failure to comply with EIT's policies and procedures
- Failure to submit the thesis for examination within the prescribed time
- Failure to meet the required English language requirements for the course of study

Failure to achieve satisfactory progress may result in termination of the candidate's enrolment. Where a candidate's enrolment is terminated, they have the right to appeal under the Student Complaints, Grievance and Appeals Policy and related procedure.

7.2 Doctoral Candidate Academic Progress

A doctoral student is admitted to the program as a provisional candidate until successful completion of the Confirmation of Candidature process.

7.2.1 Confirmation of Candidature (CoC)

Students must complete and submit the Confirmation of Candidature Form to the Research Committee with assistance from their Principal Supervisor. The Principal Supervisor will submit two external experts with appropriate expertise, and the Research Committee will select one expert for the Candidature Panel, ensuring that they are not involved in supervision of the research project. A date and time for the candidature presentation (15 to 20 minutes) will be determined in conjunction with the Chair of the Research Committee.

The Candidature Panel will consist of:

- The Dean and/or Deputy Dean of EIT
- 1 x external expert
- 1 x EIT academic with expertise in research

The Candidature Panel will provide constructive feedback to the candidate and Principal Supervisor and make a recommendation to the Research Committee to either approve the research project; request amendments to the project or not approve the project. The Candidature Panel will provide reasons for their recommendation.

The Research Committee will make a decision on the research project and advise the candidate in writing within 5 business days. The Research Committee will provide written reasons for any decision to amend or reject the project, and record the decision on the Confirmation of Candidature Form.

7.2.2 Candidate Progress

Candidate Progress Reports are to be completed every 6 months by the research candidate and Principal Supervisor, and the outcome reported to the Research Committee. Unsatisfactory progress will be recorded on the Progress Report, and a written warning will be provided to the candidate.

The candidate should work with their supervisors to meet the specific conditions detailed in the warning letter within the specified time of three months. If the specific conditions are met by the end of the three-month period, the candidate's candidature will be allowed to continue.

If a candidate fails to meet the specific conditions within the specified time period, the candidate will be asked, in writing, to show cause why their enrolment should not be terminated, and they will be invited to attend a meeting. The candidate may bring a support person, who is not a legal representative, or a student advocate to the meeting to provide emotional support only.

An international on-campus candidate at risk of unsatisfactory progress will be reviewed to determine if they will be able to complete the course within the expected duration stated on the Confirmation of Enrolment (CoE). Interventions and support will be offered to the candidate. If an international on-campus candidate has made reasonable progress to meet the specific conditions but will not complete the course within the expected duration as specified on their CoE, EIT may extend the duration of their study.

If an international on-campus candidate has been deemed as not making unsatisfactory progress, the candidate will be advised that it may lead to the candidate being reported to the Department of Home Affairs (DoHA), and that the candidate's visa may subsequently be affected, depending on the outcome of any appeal process.

7.2.1.1 Unsatisfactory Progress

Unsatisfactory progress is defined as:

- Failure to provide a research proposal and complete confirmation of candidature within the required timeframe
- Failure to meet the requirements of confirmation of candidature as a result of the research project proposal being deemed unacceptable on academic grounds
- Failure to obtain ethics approval for the conduct of the research project
- Failure to meet agreed milestones of the research project where no mitigating circumstances or special consideration have been approved
- Failure to meet the requirements of the mid-candidature review
- Failure to attend three or more consecutive Student-Supervisor meetings with the Principal Supervisor, or failure to attend Student-Supervisor meetings on a regular basis

without a valid reason that has been substantiated in accordance with EIT's policies and procedures

- Failure to comply with EIT's policies and procedures
- Failure to submit the thesis for examination within the prescribed time
- Being absent without approved leave for more than three months, or in the case of an international candidate, is absent without approved leave for any period of time outside of leave permitted under the National Code 2018

Failure to achieve satisfactory progress may result in termination of the candidate's enrolment. Where a candidate's enrolment is terminated, they have the right to appeal under the Student Complaints, Grievance and Appeals Policy and related procedure.

8.0 Research Misconduct

Research misconduct and the processes for dealing with alleged misconduct are outlined in the Research Code of Conduct and Academic Honesty and Misconduct Policy and Procedure. General conduct requirements are outlined in the Student Code of Conduct.

9.0 Complaints and Appeals

Students should attempt to resolve issues or conflicts with their supervisor in the first instance. The Student Complaints, Grievances and Appeals Policy and related procedure provide further details to assist with resolving complaints and appeals.

Matters relating to research misconduct are handled under the Academic Honesty and Misconduct Policy and Procedure. Disputes between supervisors are handled under the Staff Grievance Policy and related procedure.

10.0 Definitions

Admission: the process for admitting an applicant into a course at EIT, following a successful application and acceptance of the offer of a place by the applicant in the course. Admission is part of the enrolment process.

Candidate: a person enrolled in a Higher Degree Research degree at EIT

Candidature: the period from enrolment in a Higher Degree Research degree at EIT to submission of the thesis, excluding any approved leave of absence.

Course: A single course leading to an Australian higher education award.

Deferment: an agreement to allow an applicant to defer taking up the place they have been offered in an EIT course until a later time.

Domestic Student: An Australian Citizen, Australian Permanent Resident or a New Zealand Citizen with a Special Category Visa who meets residency criteria. This includes students who are paying tuition fees directly without using the FEE-HELP loan scheme ('domestic non FEE-HELP candidates') and students who are using the FEE-HELP loan for all or part of a unit(s) tuition fee ('domestic FEE-HELP candidates').

Research - Professional Doctorate: makes an original, significant and extensive contribution to knowledge and understanding in the relevant field of study in the context of professional practice

Research - Masters by Coursework Research: presents the results of original research in a scholarship form demonstrating the candidate's knowledge of the research topic and this discipline/s it embraces

International Student: A student who is not a domestic student. This includes students on student visas or temporary residence visas ('international on-campus') and those studying off-shore via online learning ('international online').

Research Supervisor: A supervisor is the individual who helps students achieve their academic potential and who generally chairs the student's supervisory committee. They should help their students at every stage from conceptualisation of the research project, presentation and refinement of topic to examination and publication of research. (*Reference to University of British Columbia*)

Unit: A discrete unit of study, where a combination of units makes up a course of study.

Withdrawal: A formal procedure where a student decides to discontinue a course without the intention of returning or discontinues a unit with the intention of enrolling in it at a later date.

11.0 Related Documents:

- Academic Honesty and Misconduct Policy and Procedure.DS
- Assessment Moderation and Student Progress Policy.HE
- Assessment Moderation and Student Progress Procedure.HE
- Confirmation of Candidature Form
- DEng Candidature Proposal Presentation Report Template
- DEng Dissertation Procedure
- DEng Supervisor and Student Register
- EIT Facilities and Learning Resources Policy.DS
- Intellectual Property Policy.DS
- Research Code of Conduct
- Research Publication and Scholarly Activities Funding Policy.HE
- Research Student-Supervisor Agreement Form
- Staff Grievance Policy.HE
- Staff Grievance Procedure.HE
- Student Code of Conduct.DS
- Student Complaints, Grievances and Appeals Policy.HE
- Student Complaints, Grievances and Appeals Procedure.HE

12.0 Accountabilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.