SCOPE

This procedure applies to:

- All Monash graduate research students
- Monash-appointed graduate research supervisors, including Monash adjuncts and external supervisors.
- All campuses and teaching locations.

It does not apply to:

- Supervisors of coursework students, including students enrolled in Honours programs or research components of a graduate coursework degree.

PROCEDURE STATEMENT

- To outline the process for supervisor accreditation and re-accreditation, and provisions relating to the suspension, cancellation or setting of conditions on a supervisor’s accreditation.

1 STATUS TYPES

1.1 The University has different supervision status types and accreditation levels.

1.2 Depending on any affiliation with Monash, a supervisor holds one of the following status types:

- **Provisional**
  
  OR

- **Accredited** (Levels 1, 2, 3 or Emeritus Professor)
  
  OR

- **External (Non-Accredited)**

2 PROVISIONAL SUPERVISOR

2.1 Provisional supervisor is the default status type applying to either a Monash staff member or Monash adjunct appointee who:

a. holds an Australian Qualifications Framework (AQF) Level 10 (or equivalent) qualification

  BUT

b. who does not meet (or who has yet to meet) the accreditation requirements as specified below under Section 4: Supervisor Accreditation Types and Requirements.

2.2 A provisional supervisor can only:

a. hold the position of associate supervisor

  AND

b. supervise a maximum of 3 graduate research students

  AND

  c. supervise each student between a minimum of 10% and maximum of 25% load.

3 ACCREDITED SUPERVISOR
3.1 A person can only apply for and maintain Monash supervisor accreditation if they are:
   a. either a Monash academic staff member or Monash adjunct appointee
      AND
   b. hold an Australian Qualifications Framework (AQF) Level 10 (or equivalent) qualification
      AND
   c. have satisfied the relevant accreditation requirement/s as specified below Section 4: Supervisor Accreditation Types and Requirements.

4 SUPERVISOR ACCREDITATION TYPES AND REQUIREMENTS

<table>
<thead>
<tr>
<th>Type</th>
<th>Valid</th>
<th>Supervision role</th>
<th>Supervision limits</th>
<th>Accreditation Requirement/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>5 years</td>
<td>Associate or Main</td>
<td>Up to 8 graduate research students 10-90% supervisory load/student</td>
<td>At least one year’s experience (equivalent full-time) as an Associate supervisor of an AQF Level 10, or equivalent, student, at a supervisory load of between 10% and 25%. Meets the Faculty benchmarks for ‘research active’ status. Completion of Level 1 training program.</td>
</tr>
<tr>
<td>Level 2</td>
<td>5 years</td>
<td>Associate or Main</td>
<td>Up to 16 graduate research students 10-90% supervisory load/student</td>
<td>At least five AQF Level 10, or equivalent, completions as a Main or Associate Supervisor.* Meets the Faculty benchmarks for ‘research active’ status Completion of five Level 2 Graduate Research Supervision training activities.</td>
</tr>
<tr>
<td>Level 3</td>
<td>5 years</td>
<td>Associate or Main</td>
<td>Up to 25 graduate research students 10-90% supervisory load/student</td>
<td>At least fifteen AQF Level 10, or equivalent, completions as a Main Supervisor.* Meets the Faculty benchmarks for ‘research active’ status</td>
</tr>
<tr>
<td>Emeritus Professor</td>
<td>5 years</td>
<td>Associate or Main</td>
<td>Supervision limits as per Monash Supervisor Accreditation level at retirement. May maintain any supervisory roles and responsibilities that were in place at retirement, but cannot take on any new graduate research students.</td>
<td>Former professor of Monash, as defined by the Recruitment to an Eminent Professorial Appointment Procedure.</td>
</tr>
</tbody>
</table>

* To claim an individual student completion against their record, the supervisor must have supervised the student for at least two years equivalent full-time (EFT) candidature AND be the listed supervisor on the student’s record at the point of completion.
** A completion means that the individual student has satisfactorily completed all requirements of their course of study.

5 EXTERNAL (NON-ACCREDITED) SUPERVISOR

5.1 External (non-accreditation) status only applies to someone who is:
   a. not a Monash staff member
AND
b. does not hold a Monash adjunct appointment. (Refer to the University’s Adjunct Appointments Procedure for details on different types/categories of adjunct).

5.2 In order to be appointed to a Monash supervisory team, external (non-accredited) supervisors must demonstrate that they:

a. hold either an Australian Qualifications Framework (AQF) Level 10 (or equivalent) qualification 

OR

b. have expertise (research/professional/discipline etc.) relevant to the specific student project to which they are being appointed.

5.3 Once a person has ceased to be either a staff member or adjunct appointee of Monash, they will be considered an external (non-accredited) supervisor and become subject to the limits as specified under paragraph 5.4 below.

5.4 Depending on whether the person is affiliated with another higher education provider, the following supervision limits apply:

<table>
<thead>
<tr>
<th>Type</th>
<th>Valid</th>
<th>Supervision role</th>
<th>Supervision limits</th>
<th>Accreditation Requirement/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>External supervisor (for joint awards)*</td>
<td>NA</td>
<td>External</td>
<td>• Up to 3 graduate research students</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 10-50% associate supervisory load/student</td>
<td></td>
</tr>
<tr>
<td>External supervisor (for non-joint awards)</td>
<td>NA</td>
<td>External OR</td>
<td>• Up to 3 graduate research students</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>External (research end user)**</td>
<td>• 10-20% associate supervisory load/student</td>
<td></td>
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</tbody>
</table>

* Joint awards involve a single course of study arranged and delivered jointly by two or more providers that leads to the award of a single qualification that is recognised within the Australian Qualifications Framework (AQF) and is typically conferred jointly by the providers involved. An example includes a joint PhD with another institution. (See TEQSA’s guidance notes).

** External (research end user) type is used to denote a type of supervisor who is external to Monash who will directly use or directly benefit from the output, outcome or results of the research. Excludes individuals from other higher education providers or from organisations that are affiliates, controlled entities or subsidiaries (such as Medical Research Institutes) of a higher education provider. (See HEIMHELP).

6 PRINCIPLES OF SUPERVISOR ACCREDITATION

6.1 In relation to this procedure, accreditation is the process whereby a Monash academic staff member (or adjunct) has provided the Graduate Research Committee with evidence that they:

a. hold the required qualifications and/or equivalent experience (e.g. student completions, expertise) to supervise a student/s; and

b. have satisfactorily completed any required professional development; and

c. meet their faculty benchmarks for research active status; and

that the GRC is satisfied on that basis that the staff member should be accredited.

6.2 Accreditation is not the same as the decision to appoint someone as a supervisor to a particular student’s supervisory team.

7 APPLYING FOR ACCREDITATION AS A SUPERVISOR

7.1 Applications for accreditation must be submitted via the relevant form and include all relevant supporting documentation and faculty endorsements.

7.2 Any application from a supervisor to take on a student/s in excess of their accreditation limit must be submitted on the relevant form, and include endorsement by the relevant head of academic unit and Faculty Associate Dean (Graduate Research), before it is submitted to the Graduate Research Committee for approval.

7.3 Accreditation is valid for a period of 5 years, unless the supervisor’s accreditation and appointment as a supervisor has been suspended, cancelled, withheld or subject to specific conditions, or if a supervisor ceases to be eligible for accreditation (see paragraph 5.3 above).

8 PRINCIPLES OF SUPERVISOR RE-ACCREDITATION
8.1 Only Monash academic staff members or adjuncts can be considered for re-accreditation (see paragraph 5.3 above).

8.2 When considering a supervisor for re-accreditation, the GRC will look at whether:

a. The supervisor has satisfactorily completed any required professional development as a condition of their original accreditation; and

b. The supervisor continues to meet their faculty benchmarks for research active status; and.

c. The supervisor’s head of academic unit is satisfied that the supervisor provides quality supervision; and the GRC will then either grant or refuse re-accreditation.

8.3 In being asked whether they are satisfied that the supervisor provides quality supervision, the relevant head of academic unit may be requested to:

a. review the supervisor’s rate of completion of students, both timely and out of time. (Particular attention may be paid to the supervisor’s completion rate verses student withdrawal or discontinuation rates. Monash expects the supervisor to provide a written explanation to their head of academic unit where the balance raises concerns).

b. comment on whether:

- the supervisor’s increment has been withheld under clause 64 of the Monash University Enterprise Agreement (Academic and Professional Staff) 2014 (or equivalent provisions at Monash offshore campuses/teaching locations) AND/OR
- a finding of misconduct or unsatisfactory performance has been made against the supervisor in accordance with clause 53 or 55 of the Monash University Enterprise Agreement (Academic and Professional Staff) 2014 (or equivalent provisions at Monash offshore campuses/teaching locations) to the extent that such withholding of an increment or finding (and any consequences) denies or may adversely impact on the supervisor’s capacity or ability to undertake their supervisory role as required under this procedure.

AND/OR

- the supervisor’s conduct as a supervisor during the accreditation period is, in their opinion, consistent with Monash’s Ethics Statement Policy and other related policies and procedures.

9 RE-ACCRREDITATION AS A SUPERVISOR

9.1 Supervisors are not required to apply for re-accreditation.

9.2 The Monash Graduate Research Office, under the direction and auspices of the Graduate Research Committee, will initiate the re-accreditation process for those supervisors whose accreditation is due to expire in any given calendar year. The specific steps to be followed are detailed on the University intranet.

9.3 A supervisor must complete any required online training before they will be re-accredited.

9.4 Where the head of academic unit forms the view that the supervisor does not satisfy the criteria for re-accreditation, they must seek immediate advice from HR, with any action to suspend, cancel, withhold or set conditions on the supervisor’s re-accreditation to be undertaken in accordance with the relevant provisions of the Monash University Enterprise Agreement (Academic and Professional Staff) 2014 (or equivalent provisions at Monash offshore campuses/teaching locations).

10 SUSPENSION, CANCELLATION OR PLACEMENT OF CONDITIONS ON A SUPERVISOR

10.1 The supervisor’s accreditation and/or appointment as a supervisor may be suspended, cancelled, withheld or subject to specific conditions by the Graduate Research Committee in accordance with the principles outlined under section 4 of the Graduate Research Supervision Policy.

10.2 Conditions to which a supervisor may be subject could include, but are not limited to:

a. permanent or temporary revocation of the supervisor’s accreditation as a supervisor and re-allocation of all or some of the supervisor’s graduate research students to another supervisor/s.

b. change of accreditation level.

c. restriction on recruitment of new students etc.

10.3 Any suspension, cancellation, withholding or setting of specific conditions as a consequence of a finding against the staff member of unsatisfactory performance and/or misconduct under clause 53 or 55 of the Monash University Enterprise Agreement (Academic and Professional Staff) 2014 (or equivalent provisions at Monash offshore campuses/teaching locations), or the withholding of the staff member’s increment under clause 64 of the Enterprise Agreement (or equivalent provisions at Monash
DEFINITIONS

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| **Adjunct appointee:** | means a person appointed an adjunct of Monash in accordance with Monash’s Adjunct Appointments Procedure. An adjunct appointee will only be appointed as a main supervisor where all the following criteria are met for the duration of the supervisory appointment:  
  a. are undertaking teaching and research responsibilities expected of a member of the University's academic staff; and  
  b. have achieved Monash supervisor accreditation; and  
  c. are locally based (that is, they reside within commuting distance of the student’s campus of enrolment, not interstate or overseas). |
| **Associate supervisor** | means a person of recognised standing in the relevant field of research who may be a Monash academic staff member or adjunct of Monash. |
| **External (non-accredited) supervisor** | means a person without formal affiliation to Monash (that is, who is not a Monash staff member, adjunct or affiliate) who is employed or associated with one or more other higher education providers. Includes supervisors appointed as part of a formal joint PhD arrangement. |
| **External research end-user (non-accredited) supervisor** | means a type of supervisor who is external to Monash who will directly use or directly benefit from the output, outcome or results of the research. Excludes individuals from other higher education providers or from organisations that are affiliates, controlled entities or subsidiaries (such as Medical Research Institutes) of a higher education provider. (See HEIMSHELP). |
| **Graduate research** | 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. |
| **Head** | in relation to an academic unit or other university body, means the person appointed to lead and manage the unit or other body. Is responsible for the performance management, mentoring and staff development of all academic staff within their unit/school/department/centre. This responsibility includes where appropriate, the counselling of academic staff for unsatisfactory performance and/or conduct, consistent with clauses 64 and 53.5 of the Monash University Enterprise Agreement (Academic and Professional Staff) 2014 (see also the Probation, Performance and Promotion Policy and supporting procedures. |
| **Main supervisor** | means the person taking on primary administrative and academic responsibility for the student, who must either be a Monash academic staff member or Monash adjunct. |
| **Staff member** | in relation to this procedure means a person employed by the University. |
| **Student** | in relation to this procedure means specifically a graduate research (higher degrees by research) student, as defined in the Monash University (Council) Regulations. |
| **Supervisor** | in relation to this procedure means a person appointed to supervise a graduate research student in either a main, associate, or external or research end-user supervision capacity. |

GOVERNANCE

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**Procedure owner**  
Chair, Graduate Research Committee

**Legislation mandating compliance**  
Australian Code for the Responsible Conduct of Research, 2018  
Higher Education Standards Framework (Threshold Standards) 2015  
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 Quality and Standards

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MEETING: 7/2018  
AGENDA ITEM: 10.3

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Chair, Graduate Research Committee

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