SCOPE

This policy 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.

POLICY STATEMENT

- To specify the rules for appointing, accrediting and re-accrediting supervisors.
- To outline the roles and responsibilities of supervisors and students in the context of the supervisory arrangement.

1 RULES FOR APPOINTING SUPERVISORS

1.1 Monash rules for quality supervision are:

a. All Monash graduate research students must have a minimum of two supervisors. This includes students enrolled or engaged in a collaborative arrangement involving Monash and one or more other organisations/institutions/partners.

b. One accredited Monash academic staff member or Monash adjunct must undertake the role of main supervisor.

c. To be eligible to be a main supervisor, adjuncts must satisfy requirements as outlined under the Appointing and Changing Graduate Research Supervisors Procedure.

d. A supervisor must not themselves be a graduate research student.

1.2 The authority to approve the appointment of a supervisor resides with Monash’s Graduate Research Committee (GRC), which may set conditions on a supervisor, or suspend or cancel a supervisor’s accreditation or appointment to a supervisory team.

1.3 GRC will appoint a supervisor to a supervisory team only where it is satisfied that the supervisor has:

a. Demonstrated that they have the appropriate qualifications, research skills and experience to support the student’s approved research project.

b. Achieved Monash minimum supervisory requirements as specified under the Graduate Research Supervisor Accreditation and Re-Accreditation Procedure.

1.4 The appointment of a supervisor will not be backdated.

2 ROLES AND RESPONSIBILITIES OF SUPERVISORS

2.1 All supervisors appointed to a Monash supervisory team must:

a. Adhere to the Australian Code for the Responsible Conduct of Research, 2018, and all Monash’s regulations, policies, procedures or schedules relating to the responsible conduct of research, intellectual property and the avoidance of conflicts of interest (personal, direct commercial and/or financial interests, whether potential, perceived or actual).

b. Comply with all relevant policies and procedures related to being a Monash supervisor, conducting themselves in a way that is professional, equitable, and free from discrimination, intimidation, harassment (including sexual harassment), bullying, abuse, vilification or victimisation.
Main supervisor

2.2 The main supervisor is responsible for undertaking primary administrative and academic responsibility for the student, including, but not limited to:

a. Maintaining a schedule of regular contact with the student, whether in person or remotely. (Every two weeks for full-time students and at least monthly for part-time students).

b. Establishing protocols for the specific contribution each supervisor will make to the student’s research.

c. Providing regular advice and constructive feedback back to the student. (Normally within two weeks for chapter-length drafts and no longer than one month for longer pieces).

d. Responding to changes to enrolment (including leave, study away etc.) in a timely way.

e. Supporting the student in preparing for milestones and meeting thesis examination requirements.

f. Seeking to resolve any conflicts with the student in accordance with the Appointing and Changing Graduate Research Supervisors Procedure.

Associate supervisor

2.3 The associate supervisor is responsible for working with the main supervisor to provide academic responsibility for supervising the student’s research project.

External supervisor / external research end-user supervisor

2.4 The external supervisor / external research end-user supervisor is responsible for working with the main supervisor, co-supervising the Monash graduate research student on the basis of mutual cooperation between individuals across institutions and organisations.

3 ROLES AND RESPONSIBILITIES OF STUDENTS

3.1 Students are responsible for:

a. Meeting any conditions of their enrolment at Monash; for the quality and integrity of their research, whether in draft or final form; and for their thesis (or equivalent research component) ultimately submitted for examination.

b. Completing any required coursework/professional development training, and undertaking Monash’s compulsory activities within the scheduled time-frame.

c. Complying with all relevant policies and procedures related to being a Monash student, conducting themselves in a way that is professional, equitable, and free from discrimination, intimidation, harassment (including sexual harassment), bullying, abuse, vilification or victimisation.

d. Using the University’s resources and facilities in a responsible way, undertaking any necessary training in order to access and use those resources and facilities safely, in accordance with the University’s Occupational Health and Safety (OH&S) requirements.

e. Responding to all reasonable requests from their supervisor/s for regular written work, interim reports or research results, including the final draft of the thesis, submitting the requested work to the supervisor/s within two weeks for chapter-length drafts and by negotiation for longer pieces (normally no later than one month from the date of the request).

4 RULES FOR ACCREDITING AND RE-ACCREDITING SUPERVISORS

4.1 Only a Monash academic staff member or Monash adjunct appointee may be eligible for accreditation or re-accreditation, in accordance with the Graduate Research Supervisor Accreditation and Re-Accreditation Procedure.

4.2 A supervisor’s accreditation or re-accreditation will be valid for a maximum period of 5 years, subject to any conditions (including requirements for professional development training) as determined by GRC, with the GRC determining whether or not the supervisor is to be accredited/re-accredited.

4.3 A supervisor’s accreditation/re-accreditation and/or appointment as a supervisor may be suspended, cancelled, withheld or subject to specific conditions by GRC, including the following:

a. A withholding of an increment 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

b. A finding of unsatisfactory performance and/or misconduct under clause 53 or 55 of the Enterprise Agreement (or equivalent provisions at Monash offshore campuses/teaching locations), to the extent that such a withholding of
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 policy.

### DEFINITIONS

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<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tr>
<td>Accreditation</td>
<td>in relation to this policy means the process whereby a Monash academic staff member (or adjunct) has provided the Graduate Research Committee with evidence that they:</td>
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<td>a. hold the required qualifications or equivalent experience (e.g. student completions, expertise) to supervise a student/s, and</td>
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<td>b. have satisfactorily completed any required professional development, and</td>
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<td>c. meet their faculty benchmarks for research active status, and that the GRC is satisfied on that basis that they should be accredited.</td>
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<td>Accreditation is not the</td>
<td>same as the decision to appoint someone as a supervisor to a particular student’s supervisory team.</td>
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<td>Adjunct appointee</td>
<td>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:</td>
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<td>a. are undertaking teaching and research responsibilities expected of a member of the University’s academic staff; and</td>
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<td>b. have achieved Monash supervisor accreditation; and</td>
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<td>c. are locally based (that is, they reside within commuting distance of the student’s campus of enrolment, not interstate or overseas).</td>
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<td>Associate supervisor</td>
<td>means a person of recognised standing in the relevant field of research who may be a Monash academic staff member or adjunct of Monash.</td>
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<td>External (non-accredited)</td>
<td>supervisor means a person without formal affiliation to Monash (that is, who is not a Monash staff member, affiliate or adjunct) who is employed or associated with one or more other higher education providers. Includes supervisors appointed as part of a formal joint PhD arrangement.</td>
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<td>Supervisor</td>
<td>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 <a href="HEIMSHelp">HEIMSHelp</a>).</td>
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<td>Graduate research</td>
<td>means a master’s by research or doctoral degree of the University. Interchangeable with higher degree by research.</td>
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<td>Staff member</td>
<td>in relation to this policy means a person employed by the University.</td>
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| Student                     | in relation to this policy means specifically a graduate research (higher degrees by research)
student, as defined in 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 or research end-user supervision capacity.

### GOVERNANCE

| Supporting procedures | Appointing and Changing Graduate Research Supervisors Procedure  
|                       | Graduate Research Supervisor Accreditation and Re-Accreditation Procedure |
| Supporting schedules  | **Guidelines for Remote Supervision** |
| 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** (Australian campuses, sites and centres only)  
|                       | **Intellectual Property – IP Commercialisation, Revenue Sharing Provisions and Dispute Resolution Policy**  
|                       | **Probation, Performance & Promotion Policy**  
|                       | **RTP Scholarships Policy**  
|                       | **Student Charter**  
|                       | **Student Complaints and Grievances Policy** |
| Policy 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**  
|                       | **National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)** |
| Category              | Academic Quality and Standards |
| Approval              | Academic Board  
|                       | DATE: 14 November 2018  
|                       | MEETING 7/2018 / AGENDA ITEM 12.3 |
| Endorsement           | Graduate Research Committee  
|                       | DATE: 18 October 2018  
|                       | MEETING: 7/2018 |
### AGENDA ITEM: 10.3

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