

HIGHER DEGREE RESEARCH SUPERVISION PROCEDURE

Category	Procedure		
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Contact	policy@imc.edu.au		
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2024.11	Deputy President (Education)	20 November 2024	30 September 2025

1. PURPOSE

This procedure outlines the specific processes and responsibilities related to the supervision of Higher Degree Research (HDR) students at the Australian National Institute of Management and Commerce (The Institute or IMC). It is designed to support the implementation of the Higher Degree Research Supervision Policy.

2. PROCEDURES

2.1 Appointment of Supervisors

- The Research Committee (RC) is responsible for appointing supervisors.
- All supervisors must be listed on the Register of Higher Degree Research Supervisors maintained by the RC

2.2 Supervisory Agreements

- When candidate/s have accepted an offer and enrolled, they must contact their Principal Supervisor and agree on a time for Formal Induction.
- The Formal Induction process will include the signing of a contractual agreement between parties and documentation of a regular communication schedule during candidature which involves a minimum of six-monthly progress reports.
- Both parties must sign off when the Formal Induction has occurred and forward details to the Chair of the RC.

2.3 Roles and Responsibilities of Supervisors

2.3.1 Principal Supervisors:

- a. Must be registered at the Principal Supervisor level
- b. Are the main point of contact for the HDR student academically and administratively
- c. Meet regularly with the student to discuss progress being made, no less frequently than once per month
- d. Provide timely written feedback to the student
- e. Mentor, as appropriate, the Associate Supervisor(s) in their supervisory role
- f. Are responsible for ensuring the standard of research is appropriate to the level of the Degree being sought
- g. Maintain close consultation with the Associate Supervisor(s) and the candidate
- h. Ensure students are familiar with and adhere to requirements for responsible conduct of research
- i. Ensure that the research topic chosen by the candidate is appropriate to the level of the degree and is a 'significant original contribution to knowledge
- j. Advise the candidate on the quality of early drafts of the thesis
- k. Report to the RC every six months on the candidate's progress. Should the Principal Supervisor report that the candidate is not making adequate progress to complete on time, the RC may take one of the following courses of action:
 - i. Invite the student to "show cause"
 - ii. Recommend termination
 - iii. Recommend downgrading to candidature in a lesser qualification, or
 - iv. Advise the need for an extension of candidature

2.3.2 Associate Supervisors:

- a. Must be registered at either the Principal or Associate Supervisor levels
- b. Are usually the second point of contact for the HDR student academically and administratively
- c. Provide support to the Principal Supervisor and the student
- d. May provide specifically required expertise
- e. Provide 40% or less of the supervisory workload

2.3.3 Industry Supervisors:

- a. Are appointed for students undertaking industry engaged research placements
- b. Act as the primary point of contact for the student during the industry placement
- c. Provide regular supervision throughout the period of the embedded placement, including on-site meetings
- d. Organize regular meetings with representatives from the placement organization
- e. Maintain records of meetings, accessible to the Principal and Associate Supervisors
- f. Alert the Principal Supervisor to any deviations from the agreed research proposal, timeline, or other areas of potential concern

2.4. Responsibilities of Students

HDR students must:

- a. Undertake research training at the commencement of a supervisory arrangement
- b. Negotiate with supervisors a workload schedule and adhere to it

- c. Consult with, and act on the advice of supervisors regarding choice of topic, early drafts of thesis, and the standard of research
- d. Conduct work independently but maintain communication with supervisors
- e. Submit drafts of work of a standard commensurate with the research being undertaken
- f. Follow recommendations of supervisors to ensure adequate progress is made
- g. For industry engaged research, adhere to the confidentiality policies of both IMC and the industry partner.
- h. Seek guidance from supervisors when unsure about the confidentiality status of any information

2.5. Conduct

- All parties must handle confidential information and personal data in accordance with applicable privacy laws, internal IMC Policy, and the confidentiality requirements of the industry partner in accordance with the IMC Code of Conduct for Research.
- Detailed procedures for the undertaking of industry engaged research placements can be found in the Supervision of Industry Engaged Research Procedure.
- IMC requires all HDR students to become familiar with and seek guidance to ensure they meet requirements of guidelines, policies and procedures relating to responsible research. Supervisors must ensure research is conducted in accordance with the Australian Code (see definition in the Higher Degree Research Supervision Policy) and other relevant legislation.
- The IMC Code of Conduct for Research includes essential information that must be adhered to, including:
 - Management of research data and primary materials
 - Publication of research findings
 - Authorship (See also IMC's Authorship Policy)
 - Conflicts of interest (See also IMC's Conflict of Interest Policy)
 - The reporting of academic misconduct

2.6 Extenuating Circumstances

- In the case where a Principal Supervisor is on leave for a period exceeding 2 weeks, that individual will ensure alternative supervisory arrangements for that period and report these to RC..
- In cases where a supervisor (Principal, Associate or Industry) is no longer available to continue acting in that capacity, IMC will ensure the appointment of additional supervisory staff to satisfy clause 4.1 of the HDR Supervision policy..

2.7. Complaints Procedures

- Issues should be discussed between supervisor and student in the first instance.
- Unresolved issues should be taken to the Deputy President (Education) or delegate.

- Issues that cannot be resolved by the Deputy President (Education) or delegate will be referred to the RC.
- Students may also refer to Student Complaints and Appeals Policy and Procedure for additional information.

2.8. Training

- IMC will provide ongoing training for all supervisors.
- Principal Supervisors, Associate Supervisors and Industry Supervisors must engage in regular training.

3. RELATED DOCUMENTS

- i. *Higher Degree Research Supervision Policy*
- ii. *Supervision of Industry Engaged Research Procedure*
- iii. *Guidelines on Minimum Resources for Higher Degree Research Students*
- iv. *Higher Degree Research Registration and Roles of Supervisors Policy*
- v. *Code of Conduct for Research*
- vi. *Higher Degree Research Confirmation of Candidature and Progression Review Policy and Procedure*
- vii. *Conflict of Interest Policy*
- viii. *Authorship Policy*
- ix. *Student Complaints and Appeals Policy and Procedure*

4. VERSION CONTROL

Historical Version	Approved by	Approval Date
2024.11	Deputy President (Education)	20 November 2024

The Deputy President (Education) oversees the implementation and compliance of this procedure. Please contact the Deputy President's office via - policy@imc.edu.au for any enquiries or clarifications related to this procedure.