

HDR Supervision Arrangements

Schedules 1-3

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Schedule 1: Supervisor Registration Requirements

Category 1			
Roles available	Senior Supervisor Joint Senior Supervisor Associate Supervisor		
Accountability/employment status	RMIT Staff RMIT Emeritus Professor External (excluding Senior supervisor)		
Academic qualifications	PhD (or formally deemed equivalent)		
Subcategories	Commencing	Proficient	Experienced
Supervisory experience required (minimum completions may include completions prior to RMIT employment)	0	1	10
Total senior supervisions cap (headcount) (subject to Dean/Head of School approval)	3	10	14
Total associate supervisions cap (headcount) (subject to Dean/Head of School approval)	None		
Research active requirements (subject to achievement relative to opportunity provisions)	<p><i>Option 1</i></p> <p>At least two of the following research outputs during the previous three years:</p> <ul style="list-style-type: none"> • An ERA eligible research output (including publications and creative works) • External research income; and/or • An HDR supervision to completion (as Senior or Associate) <p><i>Option 2</i></p> <p>Six or more ERA eligible research outputs during the previous three years</p> <p><i>Option 3 (external only)</i></p> <p>Deemed “research active” by academic employer</p>		
Professional development requirements	See Schedule 3		

Category 2		
Roles available	Associate supervisor only	
Accountability/employment status	RMIT Staff	External
Academic qualifications	PhD or Masters by Research (or formally deemed equivalent)	None required
Supervisory experience required (minimum completions)	None	
Total supervisions cap (headcount) (subject to Dean/Head of School approval)	None	
Research active requirements	None	
Professional development requirements	See Schedule 3	

Schedule 2: Potential Consequences of Unsatisfactory Supervision Performance

Unsatisfactory performance indicators	Category 2	Category 1
Supervisor has failed to meet the annual professional development requirements	May have load capped	May have load capped, be downgraded, or registered inactive
Supervisor has had a disproportionate number of candidates request transfer to another supervisor	May have load capped	May have load capped, be downgraded, or registered inactive
Supervisor has had a disproportionate number of candidate withdrawals to completions		May have load capped, be downgraded, or registered inactive
Candidates of the supervisor regularly cannot demonstrate satisfactory performance in milestone reviews		May have load capped, be downgraded, or registered inactive
Candidates of the supervisor are regularly overtime in a way which demonstrates lack of effective progress monitoring		May have load capped, be downgraded, or registered inactive
Completion rate for the supervisor is low		May have load capped, be downgraded, or registered inactive
Supervisor has been identified as ineligible to supervise due to not meeting one or more of the eligibility criteria	May be registered inactive or deregistered	Downgrade, registered inactive or deregistered
Supervisor has been found in serious breach of research misconduct	May be deregistered	May be deregistered
Supervisor has been found guilty of staff misconduct	May be deregistered	May be deregistered

Schedule 3: Supervisor Professional Development

	Supervisor registration	Research Education @ RMIT	Introduction to supervision	Supervisor seminars
Description	An overview of the RMIT HDR policy suite	An intensive induction to research training at RMIT Double badged with Essentials of Learning and Teaching – Higher Education	An introduction to supervisory practice and candidature management.	A range of collegial seminars and other activities designed to extend networks and promote good practice in supervision and research education
Mode	Self-directed, half-hour online module	Half day seminar offered face-to-face or via Google hangouts	Moderated online short module offered over four weeks	Seminars and workshops
Requirement – staff only	Required when applying for supervisor registration as either Category 1 or Category 2 and updated biennially	Required for all Category 1 registered supervisors Elective for all others	Required for all Category 1 registered supervisors without a prior PhD completion as senior supervisor Elective for all others	To meet good practice guidelines, it is recommended all supervisors participate in at least 2 professional development activities per year
Exemptions which may apply	No exemptions	No exemptions	Exemptions considered on the basis of completion of an equivalent program at another higher education institution	Not applicable

Document history

Version	Approval date	Effective date	Summary of changes	Approval authority
1.0	2 October 2018	4 March 2019	New Schedule to Procedure	Associate Deputy Vice-Chancellor Research Training & Development