



Research Supervision Policy

Effective Date: 2022.12.20

Last Reviewed: 2022.12.20

Version: v1.1 2026.06.04

1. Purpose

This policy outlines the expectations, roles and duties related to supervision of Higher Degree Research (HDR) candidates and postgraduate research students at Alphacrucis University College (AC).

2. Scope

All delivery sites of AC.

3. Policy

3.1. All HDR candidates and postgraduate research students require a supervisor (or supervisors) to guide them in independent research. The relationship between the candidate/student and supervisors is expected to be professional and effective. A candidate/student is only admitted into a course when the supervisory expertise, study environment and training resources are adequate for the research activity.

3.2. Candidate/Student Roles and Responsibilities

3.2.1. The candidate/student undertaking research has the following responsibilities:

- a. read, understand and abide by the AC policies and procedures related to research;
- b. abide by the AC Code of Conduct;
- c. communicate with and submit material to the principal supervisor within the mutually agreed timeframes;
- d. participate in the process of keeping clear and accurate records of supervision meetings;
- e. consider carefully and respectfully feedback provided by the supervisors;
- f. submit final research according to AC policies.

3.2.2. If the student wishes to discuss any concerns about progress of supervision in confidence, s/he may directly contact the Graduate Research School Director.

3.3. Supervisor Roles and Responsibilities

3.3.1. The principal supervisor has the following duties:

- a. wherever possible, remain as principal supervisor for the duration of candidature;
- b. provide constructive feedback and support to the candidate/student on formulating a research question, accessing appropriate methodology and resources, maintaining a schedule and acquiring necessary ethics approvals which will produce an examinable research work within the accepted time frame;
- c. schedule regular meetings and provide timely feedback on the scope, quality, and presentation of work required;
- d. keep clear and accurate records of all supervision meetings;
- e. provide an annual progress report of the candidate/student to the Graduate Research School;
- f. advise the candidate/student on any additional skills training s/he may require (such as mechanics of writing);
- g. assist the HDR candidate in preparing for confirmation of candidature;
- h. identify shortcomings in any aspect of the research and provide written and oral feedback for improvements;



- i. notify the Graduate Research School if the candidate/student is not meeting expected progress goals;
- j. assist the candidate/student in understanding the relevant AC policies and procedures;
- k. organise alternate supervisory arrangements and inform the Graduate Research School if absent for more than four weeks in a semester;
- l. provide or recommend appropriate mentoring opportunities for the candidate/student, including advice on conference presentations and publishing;
- m. identify and recommend external examiners.

3.4. Associate Supervisor Roles and Responsibilities

3.4.1. HDR candidates must have a secondary associate supervisor in addition to the principal supervisor. The associate supervisor has the following duties:

- a. assist the principal supervisor and candidate in progress toward the production of an examinable thesis within the normal period of candidature;
- b. provide continuity of advice during periods of absence by the principal advisor;
- c. provide input regarding application for confirmation of candidature and progress checks;
- d. perform additional duties as negotiated with the Graduate Research School, principal supervisor and/or candidate.

3.5. Eligibility Criteria for Principal Supervisor

3.5.1. Principal supervisors must:

- a. be employed or contracted by AC;
- b. for HDR candidates, hold a completed doctoral degree;
- c. for coursework students, hold a completed N+1 degree or equivalent professional qualifications;
- d. for doctorates, be research active as per the Research and Scholarship Policy;
- e. be current in required professional development.

3.6. Eligibility Criteria for Associate Supervisor

3.6.1. Associate supervisors must:

- a. have relevant qualification and/or experience to inform the HDR candidate's research;
- b. have appropriate time availability to perform the duties as associate supervisor;
- c. have completed the required training in research supervision.

3.7. First-Time HDR Supervisors

3.7.1. Faculty members who have no prior experience with HDR supervision are expected to serve as associate supervisors under the mentorship of an experienced principal supervisor at least once before they are eligible to be a principal supervisor on their own.

3.7.2. In the event that this is not possible (for example if a mentor is not available within the relevant discipline), a first-time supervisor may apply in writing to the Graduate Research School to be considered for eligibility as principal supervisor, stating reasons for this consideration. These reasons may include one or more of the following:

- a. significant experience with principal supervision of research projects within coursework degrees;
- b. substantive participation in supervision training;
- c. demonstrable ongoing mentorship relationship with an internal or external senior academic (who can be outside of the person's discipline).

3.8. Conflict of Interest

3.8.1. In the event of a conflict of interest, the Graduate Research School will intervene to provide a satisfactory solution (such as appointing an alternative supervisor).



3.9. Authorship

- 3.9.1. AC adopts the principles embodied in the [Australian Code for the Responsible Conduct of Research](#) for the attribution of authorship in research publications. Agreement should be reached between the HDR candidate and the supervisors concerning authorship of publications and acknowledgment during, and after, the candidature. There should be open and mutual recognition of the HDR candidate's and the supervisor's contribution on all published work arising from the project. Co-authorship is appropriate when the candidate and supervisor have both made a substantial contribution.

4. Procedures

4.1. Appointment of Research Supervisors

- 4.1.1. Prior to admission or subject enrolment, the candidate/student is to approach possible supervisors based on the research topic and the supervisor's area of expertise;
- 4.1.2. Supervision arrangements for coursework research projects are confirmed by the Program Director;
- 4.1.3. HDR supervisors are approved by the Graduate Research School.

- 4.2. The relevant Head of School is responsible for implementing allocation of supervision time in the faculty member's workload.

5. Responsible for Implementation

- 5.1. Director of Research

6. Related AC Policies or Documents, Standards and Legislations

6.1. AC Policies or Documents

This policy is to be read in conjunction with the following AC policies available at <https://ww1.ac.edu.au/ppm/>

- 6.1.1. Higher Degree Research Candidature Policy;
- 6.1.2. Higher Degree Research Examination Policy;
- 6.1.3. Higher Education Faculty Register Policy;
- 6.1.4. Research and Scholarship Policy.

6.2. Relevant Standards and Legislation

- 6.2.1. Higher Education Standards Framework 4.1.

7. Review and Revision

This policy will be reviewed by the Director of Research on a regular basis in accordance with the Policy Development and Review Policy. Any proposed changes will be tabled at the Research Committee for endorsement and Academic Board for approval. Revisions will be communicated to all relevant stakeholders upon approval.

8. History of Approval and Amendments

Policy owner	Director of Research
Policy category	Academic: Research
Policy status	Approved
Approval Body	Academic Board



Endorsement Body	Research Committee
Approval Date	2022.12.20
Last Review Date	2022.12.20
History of Policy Amendments	
V1 2022.12.20	Initial policy
v1.1 2026.06.04	New Template

Add a new row for each version of the policy. Do not remove previous changes.

Appendices

N/A