

HIGHER DEGREE RESEARCH SUPERVISION POLICY

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Code	ARP006		
Contact	policy@imc.edu.au		
Version	Approval Authority	Approval Date	Review Date
2024.11	Academic Board	20 November 2024	30 September 2025

1. PURPOSE

The Australian National Institute of Management and Commerce (the Institute or IMC) is committed to providing Higher Degree Research (HDR) students with an excellent research training experience. Quality supervision is a key element of that experience. IMC provides students with appropriately qualified and trained supervisors in order to ensure successful learning outcomes and timely completion of higher degree research. The purpose of this policy is to recognise, encourage, support, and develop best practice supervisory practice.

2. SCOPE

This policy applies to students enrolled in Higher Degree Research at IMC and to academic and administrative staff involved with supervision of those students. This policy should be read alongside the Higher Degree Research Supervision Procedure and the Supervision of Industry Engaged Research Procedure (accompanying procedures).

3. DEFINITIONS

Associate Supervisor means a staff member who has been approved for inclusion on the Register of Supervisors, and who in conjunction with the Principal Supervisor is responsible for the guidance and supervision of a HDR student.

Candidature means the duration of enrolment in a HDR course at IMC.

Higher Degree Research (HDR) means degrees offered by IMC that include Masters' Degree (Research) and Doctor of Philosophy (PhD).

Industry Engaged Research means research specifically designed to involve academia and industry. It involves applying and modifying academic tools, methods and knowledge to address real-world industry challenges. Key features include co-designed projects, substantial industry placement, joint academic-industry supervision, direct application or commercialization of research outcomes, and alignment with industry research priorities.

Industry Supervisor means a professional with a significant background of industry leadership in a field related to the students' research, who is appointed to assist with supervision during an industry engaged research placement.

Principal Supervisor means a staff member of IMC who meets the requirements of and has been approved for inclusion on the Register of Supervisors as a Principal Supervisor and has primary oversight of a HDR candidate's research.

Research Active means an IMC Staff member (Cas, PT or FT) who meets the conditions are outlined in Appendix 1

Research Committee (RC) means a committee of Academic Board that is a managerial and governance body responsible for IMC's higher degree research programs oversight, research training, research ethics and other research activities.

4. PRINCIPLES

4.1 Supervisory Arrangements

IMC will provide HDR students with a designated supervision team of at least two appropriately qualified and trained supervisors for mentoring at all stages of the research process. Supervision will consist of a principal supervisor and at least one associate supervisor. Where a student's research is industry-engaged, an Industry Supervisor can also be appointed. The supervisory panel and associated support will be determined by the RC in consultation with the candidate.

4.2 Roles and Responsibilities

Principal Supervisors, Associate Supervisors, and Industry Supervisors (where applicable) have specific roles and responsibilities in the supervision of HDR students. These roles and responsibilities are detailed in the accompanying procedures.

4.3 Supervisors minimum qualifications.

- Principal Supervisors should normally be members of IMC Academic staff (FT, PT or Casual). They must have previously supervised to successful completion at least one candidate and hold as a minimum qualification the degree which they are supervising. They are expected to be research active in a field related to the supervisee's research. They will normally be appointed on a 2 or 3-year contract.
- Associate Supervisors must hold as a minimum qualification the degree which they are supervising but need not have previously supervised research candidates. They are expected to be research active in a field related to the supervisee's research.
- Industry Supervisors must have significant industry leadership experience in an area related to the supervisee's field of study.

4.4 Responsibilities of Students

HDR students have specific responsibilities to facilitate the supervision process. These responsibilities are outlined in the accompanying procedure.

4.5 Conduct

IMC requires that all HDR students and their supervisors adhere to guidelines, policies, and procedures relating to responsible research conduct.

4.6 Extenuating Circumstances

IMC will make provisions for alternative supervision arrangements in cases of extended leave, resignation, or retirement of supervisors.

4.7 Complaints Procedures

IMC has established procedures for resolving challenges and contentious issues arising in the conduct of research between supervisors and students.

4.8 Training

IMC will provide ongoing training for all supervisors to foster an environment of research excellence and responsible research conduct.

5. RELATED DOCUMENTS

- i. *Higher Degree Research Supervision Procedure*
- 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*

6. VERSION CONTROL

7. 2024.11	Academic Board	20 November 2024
2024.11	Academic Board	20 November 2024
2020.09	Academic Board	7 September 2020 Replace Research Higher Degree Registration of Supervisors Policy
2017.05	Academic Board	2017.05
2015.10	Academic Board	22 October 2015

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

Appendix 1 – Research Active (Benchmarked and adapted from Excelsia College and AIB)

- To be deemed research active, academic staff must satisfy at least one of the criteria in the Research Active Definition below. Research outputs, publications, research income, and HDR completions from the previous 5 calendar years will be considered when applying the definition.
- Part-time staff, new staff and staff who have been on leave, or had other career interruptions, may be considered for a pro-rata application of the criteria.
- Academic staff members undertaking a PhD degree are not required to meet the criteria but are required to make satisfactory progress on their PhD degree.
- Supervisors who wish to be appointed through significant industry, government, academic or professional contributions at an executive level must demonstrate:
 - i. contributions to a field comprising but not limited to:
 - consulting work, especially related to innovations in workplaces and industry
 - submissions to peak bodies, senate committees, royal commissions
 - providing expert testimony
 - contributions to professional journals or newsletters
 - policy contributions to the profession through professional associations or other agencies
 - policy contributions within an organisation
 - consulting editor for journals
 - examiner of research theses
 - ARC assessor roles
 - engagement with scholarship of teaching.
 - ii. a career history of sustained research activity prior to the current five-year period
 - iii. evidence of esteem for original contributions to a field or discipline (e.g., fellowships, awards, citations).

Implementation

1. Multi-authored research publications count as a full publication for each author.
2. Principal supervisors and Associate Supervisors receive full credit for a PhD completion. (Note: a maximum of 3 points within any 5-year calculation period.)
3. Multiple named recipients on competitive grants each receive full credit for the total grant amount.
4. The Deputy President (Education) or delegate will report levels of research activity across that school to the RC who will use the previous 5 calendar years to assess staff.

Research active definition

1. Publish at least 5 journal publications or 5 book chapters or 1 book based on original research; and/or
2. Produce an equivalent body of non-traditional research outputs such as original creative works and curated public exhibitions/events; and/or
3. Be a named recipient awarded at least \$100,000 of HERDC Categories 1, 2 or 3 research income; and/or
4. Be the principal supervisor or associate-supervisor of at least 2 PhD students who have successfully completed or,
5. Be the principal supervisor or associate-supervisor of at least 4 Research Masters students who have successfully completed.
6. Where the research output over 5 years is a combination of journal publications, book chapters or books and/or PhD / Masters student completions and/or external research grants, points will be allocated to individual outputs as specified below. A total of 5 points over 5 years will be required to qualify for research active status. Staff members who accrue points based on successful PhD supervision must also accrue points over 5 years based on research outputs and/or external grants in order to maintain research-active status. (see Table below).

TABLE - Points per type of research output

Type of research output	Points
Book (peer reviewed content, academic publisher)	5
Book chapter (including chapter in published, peer reviewed conference proceedings)	1
External research funding* of more than \$10,000 but less than \$33,000	1
External research funding* of more than \$33,000 but less than \$66,000	2
External research funding* of more than \$66,000 but less than \$100,000	3
External research funding* of more than \$100,000 AUD (or equivalent)	4
Journal publication (peer reviewed, academic publisher)	1
Supervision to successful completion of a doctoral research degree candidate	3
Supervision to successful completion of a masters research degree candidate	1

*External research funding can be from within Australia or Internationally sourced

*The alignment with the standard of “Academic publisher” is determined by the Deputy President (Education) and with consultation from the RC