

HIGHER DEGREE BY RESEARCH SUPERVISION POLICY

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1 PURPOSE

The purpose of this policy is to set out the approach of the Australian National Institute of Management and Commerce (IMC) to ensuring the high quality supervision of Higher Degree by Research (HDR) candidates.

This policy should be read in conjunction with the *Higher Degree by Research Supervision Procedure*.

2 SCOPE

This policy applies to candidates enrolled, and applicants seeking enrolment, in HDR courses, and to academic and administrative staff, and any person external to IMC, involved in the supervision of candidates.

3 DEFINITIONS

Associate Supervisor means a staff member who, having met the relevant standards, and having the relevant expertise and experience, has been approved for inclusion on the Register of Supervisors as an Associate Supervisor or a Principal Supervisor, assists the Principal Supervisor in guiding and supervising a candidate's research.

Candidate means a student enrolled in an HDR course.

Candidature means the duration of a candidate's enrolment in an HDR course.

Higher Degree by Research (HDR) means a supervised program at AQF Level 9 or AQF Level 10 as described in the *Australian Qualifications Framework (2nd ed), 2013*, requiring the independent completion, under supervision, of a substantial research project and thesis which makes an original contribution to knowledge.

Principal Supervisor means a staff member who, having met the relevant standards, and having the relevant expertise and experience, has been approved for inclusion on the Register of Supervisors as a Principal Supervisor, has primary oversight of a candidate's research and, in conjunction with the Associate Supervisor, is responsible for the guidance and supervision of that candidate's research.

Research Active means a staff member whose research activity is current and meets the criteria set out in the Research Active Guidelines

Research and Scholarship Committee (RSC) means a committee of the Academic Board that is both a managerial and governance committee responsible for the oversight of HDR courses, research training, research ethics and other research activities.

4 PRINCIPLES

IMC's approach to HDR supervision:

- is consistent with the requirements of the *Australian Qualifications Framework (2nd ed) 2013*, the *Higher Education Standards Framework (Threshold Standards) 2021*, and the *Australian Code for the Responsible Conduct of Research 2018*;
- is informed by the Australian Council of Graduate Research's *Graduate Research Good Practice Principles*;
- provides candidates with appropriately qualified and trained, research active, supervisors;
- is focused on facilitating high quality research and timely course completion;

- supports, develops, and recognises best supervisory practice; and
- contributes to a research culture of excellence, integrity, respect, and professionalism.

5 SUPERVISORY ARRANGEMENTS

Candidates have a supervision panel of at least two appropriately qualified and trained supervisors, who provide guidance and supervision at all stages of candidature. This panel is led by a Principal Supervisor who is supported by at least one Associate Supervisor.

IMC makes provisions for alternative supervisory arrangements in cases where supervisors take extended leave, resign, or retire.

6 SUPERVISOR REQUIREMENTS

The Principal Supervisor must:

- hold a doctoral degree which is an AQF level 10 research qualification; or
- hold an overseas qualification recognised by the National Information Centre for Qualifications Recognition as equivalent to the above; and
- be research active in a field relevant to the candidate's research;
- hold an academic position at IMC;
- have completed a suitable program of HDR supervision training; and
- have successfully supervised at least one candidate to completion, or demonstrate equivalent supervisory experience.

The Associate Supervisor must:

- hold a doctoral degree which is an AQF level 10 research qualification; or
- hold an overseas qualification recognised by the National Information Centre for Qualifications Recognition as equivalent to the above; and
- be research active in a field relevant to the candidate's research;
- hold an academic position at IMC; and
- have completed a suitable program of HDR supervision training.

7 SUPERVISOR TRAINING

IMC provides ongoing training for all staff with supervision responsibilities, or wishing to assume such responsibilities, reflecting its commitment to building a culture of research excellence and to ensuring ethical and responsible conduct in research.

8 RESPONSIBILITIES OF CANDIDATES

Candidates have specific responsibilities in facilitating the supervision process, which are set out in the *Higher Degree by Research Procedure*.

9 CONDUCT

IMC requires that all candidates and their supervisors adhere to all guidelines, policies, and procedures relating to research and research training.

10 COMPLAINTS AND GRIEVANCES

IMC has established procedures for addressing and resolving complaints and grievances relating to the supervision process.

11 RELATED DOCUMENTS

11.1 Internal

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

11.2 External

- i. *Australian Council of Graduate Research, Graduate Research Good Practice Principles.*
- ii. *Australian Qualifications Framework (2nd ed), 2013*

- iii. *Higher Education Standards Framework (Threshold Standards), 2021*
- iv. *Australian Code for the Responsible Conduct of Research, 2018*
- v. *Tertiary Education Quality and Standards Authority, Guidance Note: Academic and Research Integrity, February 2024*
- vi. *Tertiary Education Quality and Standards Authority, Guidance Note: Research and*
- vii. *Research Training, December 2024.*

12 VERSION CONTROL

Historical Version	Approved by	Approval Date
2026.04	Academic Board	16 April 2026
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	May 2017
2015.10	Academic Board	22 October 2015

13 STATEMENT OF OWNERSHIP/MAINTENANCE

The Research and Scholarship Committee oversees the implementation of, and compliance with, this Policy. For any enquiries or clarification, please contact policy@imc.edu.au.