

HIGHER DEGREE BY RESEARCH SUPERVISION PROCEDURE

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1 PURPOSE

This procedure supports the *Higher Degree by Research Supervision Policy* by documenting the requirements and processes relevant to the appointment of supervisors and the supervision process.

This procedure should be read in conjunction with the *Higher Degree by Research Supervision Policy*.

2 SCOPE

This policy applies to candidates enrolled in, or 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 PROCEDURES

3.1 Appointment of Supervisors

- The Research and Scholarship Committee (RSC) confirms the appointment of all supervisors to the Register of Higher Degree by Research Supervisors.
- Principal Supervisors and Associate Supervisors must be listed on the Register of

Higher Degree Research Supervisors which is maintained by the Research Office, with oversight by the RSC.

- Supervisors are recommended by the Director of Research and Scholarship, in consultation with the candidate, and approved by the RSC.

3.2 Formal Induction and Supervisory Agreements

- When a candidate formally enrolls, they must, at the earliest opportunity, contact the Research Office to organise a Formal Induction.
- At the first supervisory meeting with the Principal Supervisor, a formal agreement must be completed, which includes the signing of a contractual agreement between the candidate and their supervisors, setting out the responsibilities of each party, arrangements for regular communication, and a schedule for formally reporting research progress, which must occur at least every six months.
- The signed contractual agreement is forwarded to the Director of Research and Scholarship.

3.3 Roles and Responsibilities of Supervisors

- Principal Supervisors
 - a. must be registered at the Principal Supervisor level;
 - b. are the main point of contact at IMC for the candidate on academic matters;
 - c. normally meet at least monthly with the candidate to discuss research progress and associated issues;
 - d. provide timely written feedback to the candidate as appropriate;
 - e. mentor, as appropriate, the Associate Supervisor/s in their supervisory role/s;
 - f. ensure that the research topic proposed by the candidate is appropriate to the level of the HDR award for which the candidate is enrolled;
 - g. ensure that the standard of the candidate's research is appropriate to the HDR course for which the candidate is enrolled;
 - h. ensure that the candidate is familiar with, and adheres to, all policies, procedures and guidelines, including regarding the ethical and responsible conduct of research;
 - i. consult regularly with the Associate Supervisor(s)
 - j. advise the candidate promptly on the quality of, and any concerns with, early drafts of the thesis;
 - k. report to the RSC every six months on the candidate's progress; and
 - l. if absent for more than two months, or otherwise unavailable, must contact the Director of Research and Scholarship to arrange alternative supervisory arrangements for the candidate.
- Associate Supervisors
 - a. are registered at either the Principal Supervisor or Associate Supervisor level;
 - b. are a secondary point of contact at IMC for the candidate on academic

- matters;
- c. provide assistance to the Principal Supervisor in supporting, advising and guiding the candidate;
- d. may provide required specialist expertise; and
- e. provide no more than 40% of the supervisory workload

3.4 Responsibilities of Candidates

Candidates must:

- a. undertake research training at the commencement of their enrolment;
- b. negotiate a work plan with their Principal Supervisor and adhere to it;
- c. consult with, and act on the advice of, supervisors regarding the research project, standard of research, emerging problems and issues, and draft materials;
- d. conduct research independently of, but maintain regular communication with, supervisors; and
- e. become familiar with, and seek guidance to ensure they meet the requirements of, all relevant policies, procedures and guidelines, including those relating to the ethical and responsible conduct of research.

3.5 Responsibilities of the Research and Scholarship Committee

- a. In cases where any supervisor is no longer available to continue acting in that capacity, the RSC will ensure a satisfactory replacement.
- b. In cases where the Principal Supervisor reports that the candidate is not making satisfactory progress, the RSC may invite the candidate to “show cause”, and may take one of the following courses of action:
 - extend candidature;
 - downgrade candidature to a lower level award; or
 - terminate candidature.

3.6 Conduct

Supervisors and candidates must:

- a. adhere to the *IMC Code of Conduct for Research*, including, but not limited to, matters relating to:
 - ethical and responsible conduct of research;
 - management of research data and primary materials;
 - publication of research findings;
 - authorship;
 - conflicts of interest; and
 - reporting of academic misconduct.
- b. deal with confidential information, and personal and private data, in accordance

with applicable privacy laws, IMC policies, and the confidentiality and privacy requirements of any industry partner.

3.7 Complaints

- a. If a candidate has a complaint or grievance regarding supervision, it should be discussed with the Principal Supervisor or the Director of Research and Scholarship in the first instance.
- b. If the candidate does not wish to discuss the matter with the Principal Supervisor or the Director of Research and Scholarship, or if it remains unresolved, it should be discussed with the Deputy President.
- c. If the candidate does not wish to discuss the matter with the Deputy President, or if it remains unresolved, then the matter should be referred to the RSC.
- d. Candidates should refer to *Student Complaints and Appeals Policy and Procedure* for additional information
- e. This section is only referring to HDR complaints and grievances. Any other complaints or grievances will be referred to Student Complaints and Appeals Policy and Procedure

3.8 Supervisor Training

- a. IMC will provide ongoing training for all supervisors.
- b. Principal Supervisors and Associate Supervisors must engage in regular supervisor training.

4 RELATED INTERNAL DOCUMENTS

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

5 VERSION CONTROL

Historical Version	Approved by	Approval Date
2026.05	Research and Scholarship Committee	12 May 2026
2024.11	Deputy President (Education)	20 November 2024

2020.09	Academic Board	7 September 2020
2017.05	Academic Board	May 2017
2015.10	Academic Board	22 October 2015

6 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.