	HIGHER DEGREE RESEARCH STUDENT SUPERVISION POLICY
Policy Owner	Chair, Graduate Research
Contact Officer	Chair, Graduate Research
Approval Authority	Chair, Academic Senate
Date of Next Review	24 January 2026

1. PURPOSE AND OBJECTIVES

The purpose of this Policy is to provide a framework for Bond University to provide a high-quality research training environment that is dependent on the broader University environment, the Faculty environment, induction, support throughout the duration of candidature, and quality supervisors.

2. AUDIENCE AND APPLICATION

Academic Staff and Higher Degree Research Students

3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Chair of Academic Senate	Program owner
The University	See Clause 4.1
The Faculty	See Clause 4.2
The Supervisor	See Clause 4.3
The Student	See Clause 4.4

4. POLICY STATEMENT

4.1. Responsibilities of the University

Bond University has responsibility to:

a) specify clear minimum entry standards for each level of award (Higher Degree by Research Programs Policy and Procedure);

b) maintain a central register of higher degree research supervisors approved for the relevant award type and qualified as follows:
   - an appropriately qualified Principal Supervisor will normally:
      o be a member of academic staff, Emeritus Professor or hold an honorary appointment;
      o hold a doctoral qualification or equivalent research experience in the relevant discipline or field of study; and
      o be research active within the terms of the Research Activity Policy; and
      o have supervision experience as an Associate Supervisor for a higher degree research student who successfully completed at the same level of candidature or have successfully completed the Principal Supervisor Accreditation Program;
   - an appropriately qualified Associate Supervisor will normally:
      o be a member of academic staff (but may be appointed from outside the Faculty or outside the University, if necessary); and
      o be research active within the terms of the Research Activity Policy; and
      o must not be concurrently undertaking a level of study equivalent to that of the higher degree research student;
      but may include experienced practitioners in the discipline or field of study who do not fully meet the required standard for supervision. Associate Supervisors appointed under this methodology are required to undertake induction training on research integrity and the responsible conduct of research consistent with the requirements outlined in the Supervision documentation supporting the Australian Code for the Responsible Conduct of Research.

c) ensure that every research student has an appropriately qualified and trained supervision team, with sufficient time allocated to allow for effective supervision:
   - a supervision team will comprise a minimum of two supervisors and normally will not exceed five supervisors;

d) develop, maintain, review and disseminate appropriate University policies (see clause 7 below) for postgraduate research training and the supervision of postgraduate research students;

e) establish appropriate procedures for students to seek assistance in the resolution of difficulties during the period of candidature (see also clause 4 below);

f) have a Bond University Higher Degree Research Subcommittee (BUHDRS) to monitor and manage higher degree research matters including reviewing policies and procedures, examination standards, and advise the University Research Committee (URC) on matters relating to higher degree research issues (Higher Degree by Research Programs Policy and Procedure);

g) provide higher degree research students with induction and appropriate research training;

h) ensure higher degree research students have access to resources, including library facilities;

i) ensure that a higher degree research student understands and adheres to applicable government and University policies and guidelines for the conduct of research, including requirements for ethical approvals for studies involving humans and animals or the use of hazardous materials; research integrity, intellectual property etc.;

j) maintain effective reporting mechanisms throughout the duration of higher degree research candidature;

k) maintain records and review the agreed attendance records for all higher degree research students in the context of leave of absence, study off campus and other matters;

l) ensure the examination process is completed in a timely manner and the outcomes are determined against clearly defined academic criteria;

m) advise higher degree research students of the requirements to complete a statement of authorship in respect of each paper submitted for publication as per the Bond University Research Data Management and Sharing Policy.

4.2. Responsibilities of the Faculty

The Faculty executes its responsibilities and functions through the Associate Dean of Research (ADR). The Faculty is responsible for ensuring that academic staff with research training responsibilities are supported and appropriately trained.

The Faculty, through the Associate Dean of Research, has responsibility to:

a) ensure that higher degree research applicants for admission to candidature are suitably qualified and meet the University's minimum entry standards for admission to the degree (Higher Degree by Research Programs Policy and Procedure);

b) confirm that the Faculty can provide appropriate resources and facilities for the duration of the student's research program (Higher Degree by Research Programs Policy and Procedure);

c) ensure appropriate supervision will be available to the student (Higher Degree by Research Programs Policy and Procedure);

d) ensure that all potential supervisors are appropriately qualified and are registered on the Faculty Supervisor Register;

e) ensure that applicants have adequately communicated and/or discussed their proposed research program with potential supervisors and ADR;

f) form an appropriate supervision team prior to the higher degree research student's enrolment by appointing a Principal Supervisor and at least one Associate Supervisor, noting that an Associate Supervisor must be appointed to the team;

g) ensure that supervisors and higher degree research students understand the University's key research training policies and procedures regarding: Intellectual Property; ethical clearances for research involving human or animal subjects and hazardous materials; research conduct including protocols for managing joint authorship and the location and retention of data;

h) set the date for confirmation of candidature of new higher degree research students, within the first 9 weeks of commencement of their program (Higher Degree by Research Programs Policy);

i) ensure that applicants have been advised of the resources and facilities available to support their research program from within the Faculty and University;

j) advise higher degree research students of the policies and processes for resolution of problems and the review processes throughout the candidature period;

k) ensure that a student is aware of the requirements for retention of research data within the Faculty as specified in the Bond University Research Data Management and Sharing Policy;

l) monitor the supervision load of supervisors and the general stages of candidature for higher degree research students who are included in a supervisor's load;

m) disseminate and communicate appropriate information regarding higher degree research policies and processes to all higher degree research students and their supervisors;

n) ensure that appropriate alternative supervision is provided if the Principal or Associate Supervisor will be absent for a period greater than four (4) weeks (Higher Degree by Research Programs Policy and Procedure);

o) ensure that nominated thesis examiners are appropriately qualified and that the examination process is undertaken in a timely manner (Higher Degree by Research Programs Policy and Procedure);

p) in the event whereby the examiners state the thesis require minor or major amendments, provide guidance to the student regarding changes.

4.3. Responsibilities of the Supervisors

The Principal and Associate Supervisor have the responsibility to:

a) ensure that the higher degree research student's project plan is feasible within available resources;

b) ensure the higher degree research student is aware of the financial and other support available to them throughout their candidature;

c) ensure that the milestones and timeframes identified within the student's higher degree research program are achievable;

d) advise the ADR should they have concerns regarding the student's capacity to meet the milestones identified in the research program or the adequacy of necessary resources or facilities essential to their completion;

e) ensure both the student and supervisory team complete a Student-Supervisor Agreement within the first six (6) weeks' of enrolment;

f) ensure the student meet all requirements of being a student i.e. advising contact information, timely application of leave of absence requests (if appropriate). International students are to abide by their student visa conditions;

g) maintain regular contact with the student and ensure that a reasonable timetable is set to permit the degree to be completed within the following timeframe:
   - 2 years' full-time enrolment for Master by Research students, and
   - 4 years' full-time enrolment for Doctoral students.
   - Candidature may be extended beyond the maximum time period following a satisfactory review of progress by the Associate Dean of Research;

h) ensure that the student participates fully in the research training opportunities available within the University, the Faculty, as well as the broader external academic environment relevant to the discipline;

i) provide timely and consistent feedback to the student as confirmed in the Supervisor Student Agreement;

j) provide appropriate, helpful, and explanatory feedback to the student on any submissions, return such feedback in reasonable time, and assist students to develop solutions as problems are identified;

k) ensure that a student has received clear written documentation where the standard of the student's work is lacking and to identify together with the student, strategies to address the identified problems;

l) assist a student, where appropriate, with re-defining the initial milestones and timeframes to ensure the research program will be completed in a timely manner;

m) ensure that timely and sufficiently detailed progress reports are submitted;

n) reach agreement with the student regarding authorship of publications and acknowledgement of contributions during and after completion of candidature, respecting and recognising contributions by the supervisors and student in all published works;

o) nominate an appropriate acting supervisor during absence and to seek timely approval from the ADR, prior to commencement of leave of absence;

p) counsel students to enrol for a lower award if progress has been unsatisfactory;

q) identify appropriately qualified thesis examiners for both the confirmation of candidature, and the thesis;

r) advise the student as to when and whether the thesis is suitable, in form and content, for submission, according to the University policy:
   - At the time of submission, supervisors should certify that the thesis is properly presented and conforms to the University's rules for submission of theses.
   - Supervisors should confirm that the thesis is of a standard suitable for examination.

s) report a breach or potential breach of Clause 5 of this Policy to the appropriate Executive Dean.

4.4. Responsibilities of the Student

The higher degree research student has a responsibility to:

a) actively participate in the selection of the Principal and Associate Supervisors;

b) read and understand the University's research and research training policies and guidelines as well as those pertinent to the Faculty and where relevant, discipline-specific professional requirements;

c) complete the Bond University Student-Supervisor Agreement;

d) complete both the Faculty and University orientation program, the compulsory HDR support series, the Research Integrity Workshop, and other required training specified in the Student/Supervisor Agreement prior to confirmation;

e) read and understand the procedural and substantive rights and responsibilities of HDR students at the University, including those contained in this Policy;

f) ensure compliance with all University policies relevant to candidature, including but not limited to, workplace health and safety, biosafety, human research ethics and animal research ethics; privacy, intellectual property, copyright compliance, research code of conduct; research integrity and academic integrity;

g) ensure appropriate methods of data management are identified and undertaken according to University policy and legislative requirements;

h) adhere realistically to the milestones and timeframes identified in their research program;

i) maintain regular contact with the supervision team, as agreed in the Student-Supervisor Agreement;

j) attend and consult with the Principal and Associate Supervisor according to the agreed schedule;

k) expend sufficient time and levels of concentration on the research program and demonstrate progress achieved;

l) present required written material in sufficient time to allow for comments and discussions before scheduled meetings;

m) respond to substantive and technical matters in the research and thesis, as directed by the Principal and Associate Supervisors;

n) if the student intends to take annual leave, study off campus, leave of absence, or travel to collect data, the student will submit, and obtain permission from the Principal Supervisor and ADR, using the relevant forms, and prior to undertaking any of the above actions;

o) complete their Confirmation of Candidature within the first one third of candidature for Doctoral and Master by Research programs; student

p) undertake any coursework or other activities required by the Principal and Associate Supervisor;

q) advise the Principal and Associate Supervisor of any difficulties encountered as these occur;

r) submit confirmation of candidature document within the agreed timeframe;

s) submit the thesis for examination within the agreed timeframe, and in the event the examiners advise amendments, work under the guidance of the supervisory team to make these amendments within the specified timeframe;

t) develop a Project Data Management Plan and submit a deposit of data and all relevant materials and methods, corresponding to the examination copy of the thesis;

u) accept responsibility for the final copies of the thesis and submit a thesis which meets the University's requirements on presentation, content and copyright.

v) report a breach or potential breach of Clause 5 of this Policy to the appropriate Executive Dean.

5. PERSONAL RELATIONSHIP BETWEEN A SUPERVISOR AND AN HDR STUDENT

The University recognises and supports the principles set out in the Principles for Respectful Supervisory Relationships guidelines provided by Universities Australia, the National Tertiary Education Union, the Council of Australian Postgraduate Associations Incorporated, and the Australian Council of Graduate Research. Sexual or romantic relationships between supervisors and their HDR students are not appropriate.

The University Code of Conduct Policy requires that supervisors and students are obliged to divulge a potential breach or actual breach to the appropriate Executive Dean. The Executive Dean will arrange for the replacement of the supervisor from supervision of the HDR student.

6. DEFINITIONS, TERMS, ACRONYMS

7. RELATED DOCUMENTS

Student-Supervisor Agreement
Principles for Respectful Supervisory Relationships
Higher Degree by Research Student Support Policy
Research Code of Conduct Policy
Research Misconduct Policy
Research Data Management and Sharing Policy
Bond University Human Research Ethics Policy
Bond University Animal Research Ethics Policy
Bond Institutional Biosafety (BIB) Policy
Academic Integrity Policy
Copyright Compliance Policy
Intellectual Property Policy
ICT Acceptable Use Policy
Student Travel Policy
Higher Degree by Research Programs Policy and Procedure
Research Activity Policy
Code of Conduct Policy

8. MODIFICATION HISTORY

Date	Sections	Source	Details
March 2024	4.1 & 4.2	Chair of Graduate Research	V5: Added more detail to requirements for supervisors that was previously in Student Handbook
24 January 2023			V4: 3-year cyclical review
19 November 2019			V3
25 August 2017			V2
19 January 2009			Date First Approved