



Graduate Research Training Policy Schedules

Policy UP12/11 (F38192)

Schedule A: Higher Degree Research Candidates

An HDR candidate is anyone who is enrolled in, or completing, a postgraduate research course.

Candidates must:

1. Enrolment, induction and research planning

- (a) complete Graduate Research School (GRS) induction within three months of commencement.
- (b) complete health and safety training as required and adopt safe working practices.
- (c) familiarise themselves, and comply, with all policies pertaining to HDR candidature including research and academic integrity.
- (d) create a research data management plan.

2. Managing supervisor relationships and working in teams

- (a) maintain regular contact with their supervisors. Contact between a candidate and their principal or coordinating supervisor must be at least once a month.
- (b) ensure appropriate and adequate recognition of candidate and supervisor contributions to any publication during, or as a result of, candidature. There must be agreement and clarity about intellectual property.
- (c) endorse changes to supervision for approval by GRS.

3. Maintaining progress and meeting milestones

- (a) meet candidature milestones and maintain satisfactory progress.
- (b) present their written thesis work and make an oral presentation to their supervisors and Advisory Panel at each progress review.
- (c) participate in Advisory Panel's progress assessment or determination of relevant milestone attainment.
- (d) inform supervisors of any significant changes likely to affect the progress of the research.
- (e) agree to commit an average to 30 hours per week for full-time enrolment (15 hours per week part-time) towards completion of the course.

4. Thesis preparation and examination

- (a) consult with supervisors on the nomination of external examiners and declare any potential conflict of interest to their GRC and the GRS.
- (b) incorporate formatting and structural requirements of their discipline in the preparation of the final thesis. If including publications, candidates must ensure compliance with research integrity policies pertaining to licenses, authorship and academic integrity.
- (c) familiarise themselves with the guidelines and process of oral examination where course rules require a viva voce.

For the benefit of professional development, candidates are required to:

5. Development of research, transferrable and professional skills and career planning

- (a) create and action a personal development plan with their supervisors, attending generic skills development and other University training as appropriate.
- (b) participate in the intellectual life of the School through activities such as attendance, and presentations, at School seminars and conferences.
- (c) be aware of eligible internship opportunities and include prospective placements in their research timeline.
- (d) create an ORCID iD and maintain the currency of their profile on the University research repository, submitting all research outputs to the repository.
- (e) utilise professional development resources available to discuss and plan their career development.

Schedule B: Supervisors

The supervisor is a key source of candidate support for research training and project development.

1. Supervisors must:

- (a) maintain a current registration on the UWA supervisor register.
- (b) consult with the GRC when any issues arise during candidature.
- (c) ensure compliance with all policies and procedures.

2. Recruitment, induction, managing expectations and continuity of support

- (a) maintain detailed records of their supervision of candidature.
- (b) work collaboratively with the supervisory team to ensure successful candidature.
- (c) guide the candidate in the implications of, and adherence to, any agreements entered into as part of candidature with a view to candidate best interests.
- (d) provide support or referral to appropriate areas of the University or Guild on academic and wellbeing matters during candidature.
- (e) agree on, and document, the candidate's and supervisors' respective expectations of candidature and supervision.

3. Advice and development of research, transferable skills and career planning

- (a) support and guide candidates through all aspects of research training and development including the project, key milestones, internships and any other research-related development through to graduation.
- (b) assist candidates in planning for, and effectively managing, research data throughout their project's research life cycle.
- (c) the coordinating supervisor must review the research data management plan.
- (d) provide timely and constructive feedback on written work, presentations and any other project related content.
- (e) develop strategies for contact with, and introductions to, other researchers in related areas, including external agency, industry, or other institutional networks.
- (f) encourage candidates to submit work to appropriate conferences and/or for publication.
- (g) develop timetables for preparation and submission of material for publication, with appropriate agreements about co-authorship where relevant.

4. Managing candidate progress

- (a) meet regularly with candidates and evaluate their progress; encourage candidates to take discussion and actions arising notes, collaboratively maintain documentation of progress and objectives. Principal supervisors should meet with candidates at least once a month, and supervisory teams at least twice yearly.
- (b) document and record any decisions which affect candidature, including those resulting from verbal discussions.
- (c) flag inadequate progress, or work below the standard generally expected, with the candidate and notify the GRC if unresolved.
- (d) discuss any significant change in the candidate's commitments likely to affect the progress of candidature, and, if required, communicate this to the GRC.
- (e) work with Advisory Panel member(s) to ensure review of all milestones as formal indications of progress.
- (f) support planning of oral presentations in advance of milestone deadlines.

5. Research Proposal

- (a) ensure that the Research Proposal is appropriate to the course requirements and can be completed within the period of candidature.
- (b) collaborate with candidates to prepare ethics applications and other approvals as required and ensure that all requirements for ethics and other approvals are met prior to the candidate commencing research that requires such approval.
- (c) ensure the project budget is sufficient to meet the core costs of the research undertaken as part of the HDR course.

6. Annual Progress Review (includes Confirmation of Candidature for doctoral candidates)

- (a) submit to the GRC and GRS an annual Progress Review noting any significant achievements, difficulties and problems discussed, including inadequate progress if applicable, and actions taken.
- (b) exercise academic rigour and due diligence in assessing each candidate's progress in conjunction with the other supervisors and Advisory Panel and ensure that annual and other reports on progress are accurate.
- (c) use interim reports where appropriate and if progress is borderline.
- (d) advise candidates in writing if progress is unsatisfactory and identify improvements necessary for continuation of candidature.

7. Thesis submission and examination

- (a) confirm the thesis is of the appropriate form and standard for the degree before submitting to the GRC.
- (b) ensure compliance with publishing agreements and check that copyright clearances as necessary have been sought.
- (c) prepare the candidate for an oral examination, if required.
- (d) support and guide candidates through revisions and final thesis preparation.

8. Respectful relationships and candidate wellbeing

- (a) exercise respect for the social and cultural diversity of candidates.
- (b) advise candidates about any plans for extended absence from the University (e.g., on sabbatical, long service leave) during the candidature and the proposed arrangements for supervision during this absence, where possible with at least six months' notice.
- (c) bring concerns about the candidate's professional or personal wellbeing or conduct to the immediate attention of the GRC for investigation in consultation with the appropriate student support services.
- (d) ensure candidate's privacy by discussing concerns only with relevant staff as required.

9. Managing complaints

- (a) be aware of the Student Complaints Resolution Policy and, at an early stage in the candidature, discuss with candidates the importance of addressing any issues as they arise.
- (b) ensure candidates understand the avenues through which to raise issues with the GRC or Advisory Panel in addition to the supervisory team.

10. Conflict of Interest

- (a) supervisors must disclose any real or perceived conflicts of interest, including relationships of a personal nature.

Schedule C: Graduate Research Coordinators

The Graduate Research Coordinator (GRC) acts as a delegate of the Head of School for candidate support and administration.

The GRC must, where applicable, and in consultation with Head of School:

1. Candidate support

- (a) welcome new candidates to the school within a month of commencement.
- (b) explain the roles of supervisors, GRCs, GRS and other staff.
- (c) ensure supervisory arrangements are appropriate throughout candidature.
- (d) appoint, and work collaboratively with, Advisory Panels.
- (e) ensure appropriate resources and facilities are available throughout candidature.
- (f) manage candidature variations.
- (g) disseminate information concerning ethical and safety procedures.
- (h) provide confidential counsel to candidates.
- (i) advise candidates and supervisors on available resources and support available.

2. Supervisor support

- (a) ensure that supervisors have workload capacity to undertake their supervisory responsibilities.
- (b) appoint a temporary replacement if the Principal or Coordinating Supervisor is unavailable for more than four weeks.
- (c) review and approve Advisory Panel nominations.
- (d) support supervisors on navigating policy matters.

3. Candidature progress

- (a) liaise with supervisors to support candidates where unsatisfactory progress has been identified.
- (b) follow up on issues noted in Annual Progress Reviews.

4. Thesis examination

- (a) confirm that there are no conflicts of interest between supervisors/candidates and examiners. Actual or perceived conflicts should be communicated to GRS.
- (b) certify that the thesis is worthy of examination upon submission.
- (c) consult with supervisors in preparation reports in response to examiner recommendations.
- (d) ensure candidate support during thesis revision and confirm revisions have been completed.

5. Mediation

- (a) facilitate dispute mediation between candidates and supervisors.
- (b) facilitate dispute mediation within supervisory teams.
- (c) escalate complex matters to the Head of School and GRS.

6. HDR coordination

- (a) monitor HDR completion and attrition rates.
- (b) ensure respectful relationships and raise concerns, where necessary, to the Head of School.
- (c) act as the responsible officer for Academic Conduct investigations.

7. Conflict of Interest

- (a) GRCs must disclose any real or perceived conflicts of interest, including relationships of a personal nature, they may have with either candidates or supervisors.

Schedule D: Advisory Panels

The Advisory Panel (AP) is a panel of discipline experts who offer candidates advice and guidance on their project and progress, while being removed from the day-to-day progression of candidature.

As broad Terms of Reference, Advisory Panels must:

1. Candidate progress

- (a) monitor milestone progress and makes recommendations on skills and development activities.
- (b) alert the candidate and GRC to inadequate progress or poor quality of work including where the AP and/or supervisors are not unanimous.
- (c) may request 3-month reports if progress is marginal.
- (d) AP endorsement is a requirement of thesis submission.

2. Candidature support

- (a) encourage candidates to pursue diverse training and development.
- (b) provide guidance to candidates and supervisors on ethical practice appropriate to the discipline.
- (c) provide confidential support or guidance where requested.
- (d) bring concerns about the candidate's or supervisors' wellbeing or conduct to the immediate attention of the GRC.

3. Constitution

- (a) panels can be comprised of members both internal and external to the University. External panel members cannot be nominated as examiners.
- (b) nominations and alterations are made by the candidate and supervisors subject to the approval of the GRC.
- (c) the AP meets at least annually, in line with progress milestones.
- (d) the Chair cannot be a member of the supervision team.

4. Conflict of Interest

- (a) panel members must declare any actual or perceived conflicts of interests, including relationships of a personal nature, they may have with either candidates or supervisors.