

## Administrative Advice to Supervisors of Research Higher Degree (HDR) Students

Welcome to your new role as supervisor of Research Higher Degree students. The following is intended to give you an introduction to:

- Your responsibilities as a supervisor (as per the MOPP),
- The role of the Research Students Centre in the administration of Research students,
- Details of supervisor resources and
- Answers to some frequently asked questions.

### • Responsibilities of the Supervisor

You are encouraged to read the MOPP [Code of Good Practice for Postgraduate Research Studies and Supervision at QUT](#). The following highlights some of the key responsibilities of the supervisor:

- **Guide** expectations and monitor the candidates performance against the standards required for the degree ensuring shared understanding about:
  - the nature of research and the need for an “original contribution”,
  - choice of topic and planning of the research program, and
  - how the supervisory process will operate and strategies for addressing issues.
- **Support** timely completion by:
  - monitoring productivity,
  - ensuring milestones and completion dates reporting requirements are met,
  - maintaining regular contact, and
  - providing critical, constructive and timely responses to written submission.
- **Complete** relevant paper work including nomination of examiners in a timely way
- **Provide** appropriate advice and direction regarding:
  - Code of Conduct for Research,
  - Health and Safety,
  - Ethics,
  - Intellectual property, Copyright and Commercialisation, and
  - Discipline, professional and funding body requirements;
- **Facilitate** the candidate’s engagement with research and researchers within QUT and elsewhere by encouraging:
  - Presentation and or publication of their research,
  - Attendance at conferences, seminars etc., and
  - Interaction with relevant students, staff and resources.
- **Ensure** that a candidate has adequate access to the necessary human and physical resources.

### Sources of Information and Advice

1. QUT Code of Conduct for Research:  
[http://www.mopp.qut.edu.au/D/D\\_02\\_06.jsp](http://www.mopp.qut.edu.au/D/D_02_06.jsp)
2. QUT Research Ethics: <http://www.research.qut.edu.au/ethics/>
3. QUT Intellectual Property: [http://www.mopp.qut.edu.au/D/D\\_08\\_01.jsp](http://www.mopp.qut.edu.au/D/D_08_01.jsp)
4. QUT Health and Safety: [http://www.mopp.qut.edu.au/A/A\\_09\\_01.jsp](http://www.mopp.qut.edu.au/A/A_09_01.jsp)
5. QUT Copyright Guide: <http://www.tils.qut.edu.au/copyrightguide/>
6. PhD Regulations: <http://www.mopp.qut.edu.au/Appendix/appendix09.jsp>
7. qutbluebox: <http://www.qutbluebox.com.au/>
8. Supervisor site: <http://www.rsc.qut.edu.au/studentsstaff/supervisorsstaff/>
9. Training, Workshops and Online resources:  
<http://www.rsc.qut.edu.au/studentsstaff/training/index.jsp>

### The Research Students Centre

The Research Students Centre is part of the Division of Research and Commercialisation and reports to the Dean of Graduate Studies. The Research Students Centre (RSC) is responsible for:

---

Research Students Centre, Level 3, O Block Podium, Gardens Point Campus, PO Box 2434, Brisbane QLD 4001  
Ph: +61 7 3138 4475 or 3138 5306 e-mail [research.degrees@qut.edu.au](mailto:research.degrees@qut.edu.au)

[www.rsc.qut.edu.au/](http://www.rsc.qut.edu.au/)

Correct as 15/01/2008

- Admission and Enrolment including changes to candidature of RHD students (note: admission of International Students is managed by the Student Business Services)
- Monitoring and reporting on candidature of all HDR students,
- Scholarship advice and administration of scholarship rounds
- Thesis Examination processes
- Grant in aid applications,
- provide secretarial support to the Research Degrees Committee,
- facilitate research training resources for students, supervisors and administrative staff.

### Research Students Centre (Level 3, O Block Podium, Gardens Pt Campus)

[www.rsc.qut.edu.au/](http://www.rsc.qut.edu.au/)

Manager 3138 5166 e-mail [s.gasson@qut.edu.au](mailto:s.gasson@qut.edu.au)

Coordinator 3138 1858 e-mail [research.candidature@qut.edu.au](mailto:research.candidature@qut.edu.au)

Scholarships Officer 3138 2932 e-mail [research.scholarships@qut.edu.au](mailto:research.scholarships@qut.edu.au)

Admissions / Enrolments Officer 3138 5053 email [research.enrolment@qut.edu.au](mailto:research.enrolment@qut.edu.au)

Examinations Officer 3138 1839 e-mail [research.examination@qut.edu.au](mailto:research.examination@qut.edu.au)

Training 3138 9240 email [training.rsc@qut.edu.au](mailto:training.rsc@qut.edu.au)

Enquiries 3138 4475 e-mail [research.degrees@qut.edu.au](mailto:research.degrees@qut.edu.au)

Enquiries 3138 5306 e-mail [research.degrees@qut.edu.au](mailto:research.degrees@qut.edu.au)

### Frequently Asked Questions

#### Who are Higher Degree Research (HDR) Students?

A student enrolled in any the following courses will be considered an HDR student:

IF49 Doctor of Philosophy (PhD)

#### Professional Doctorate

ED11 Doctor of Education

HL90 Doctor of Health Science

LW50 Doctor of Juridical Science

HH50 Doctor of Social Sciences

CN89 Doctor of Project Management

IT80 Doctor of Information Technology \* (subject to final approval)

#### Masters by Research

BN71	Master of Applied Science (Research)	IT60	Master of Information Technology (Research)
------	--------------------------------------	------	---

BN72	Master of Engineering	LW52	Master of Laws (Research)
------	-----------------------	------	---------------------------

BS92	Master of Business (Research)	JS52	Master of Arts (Justice Studies) by Research and Thesis
------	-------------------------------	------	---

KK51	Master of Arts (Research) (Creative Industries)	HH40	Master of Arts (Research)
------	---	------	---------------------------

ED12	Master of Education (Research)	SC80	Master of Applied Science (Research)
------	--------------------------------	------	--------------------------------------

HL84	Master of Applied Science (Research)		
------	--------------------------------------	--	--

#### Commercialisation Training

IX97	Graduate Certificate in Research Commercialisation		
------	--	--	--

These courses (with the exception of IX97 which is a fee paying coursework postgraduate award) are designated as Research courses by the Department of Education, Employment and Workplace Relations (DEEWR) as they comprise no less than 66% research.

IF49 is an interfaculty award. The body ultimately responsible for approvals related to students in this award is the Research Degrees Committee (RDC). Any forms submitted to the Research Students Centre (RSC) are referred to the RDC for approval as required.

Masters and Professional Doctoral awards are Faculty based awards. The ultimate approval of student candidature requests is based within the Faculty, usually through the Faculty Research Committee. Forms are submitted to the Research Students Centre for processing when approvals are complete.

### **What fees do domestic higher degree research students pay?**

All domestic HDR students are Research Training Scheme (RTS) eligible. This means that any student who commenced after September 2000 has a period where either the DEEWR or QUT funds their tuition fees. PhD and Professional Doctorate students are entitled to 4 EFTSU (4 years full time or 8 years part time). Masters students are entitled to 2 years full time 2 EFTSU (2 years full time or 4 years part time).

### **What is PhD Maximum Candidature?**

All PhD candidates are expected to complete candidature in three years full time. Maximum candidature is the maximum amount of time a student can take to complete an award. In the case of the PhD the regulations stipulate a maximum of four years for a full time student and eight years for a part time student.

Maximum RTS funded entitlement which applies to domestic Postgraduate students only. This is the date when funding for tuition fees for domestic students ends. For PhD and Prof Doc domestic students the RTS term is four EFTSU (equivalent to four years full time and eight years part time).

The Government approved length of candidature for International PhD candidature at QUT is three EFTSU.

### **What is a Principal Supervisor?**

Each HDR student must have one Principal Supervisor. This person will be sent any relevant paperwork or forms to sign and will be the ultimate source of supervisory advice to the student as they progress. On occasions where this supervisor is unavailable for extended periods, a replacement must be arranged. In the case of PhD or Professional Doctorate students the replacement is usually the Associate Supervisor who will then take responsibility for further appointments as required.

Normally a Principal Supervisor is expected:

- to have seen at least one research student through to completion, or acted as an Associate seeing a PhD candidate to completion before being appointed as Principal Supervisor,
- hold PhD qualifications and
- to be an active researcher.

PhD students must have at least one Associate Supervisor from QUT as well as one Principal Supervisor. It is possible for the workload % allocated to the Principal and Associate to vary, though normally it would be 80% Principal 20% Associate. The distribution of % may vary but it would be expected that the Principal Supervisor's % would not be less than 50%.

### **What happens if a change to supervisor is needed?**

Information on the process for changing supervision is available under the heading FAQs about supervision at QUT available at <http://www.rsc.qut.edu.au/studentsstaff/supervisorsstaff/>

### **What are the supervisor accreditation arrangements at QUT?**

Information on supervisor accreditation is available under the heading supervisor accreditation available at <http://www.rsc.qut.edu.au/studentsstaff/supervisorsstaff/>

### **How can I view my students' candidature details?**

Students' candidature details can be viewed on line. Go to QUT Virtual and click on the link to PORTIA. Here you will see student details and there are a number of tools you and the student may wish to use to support candidature. (see also <http://www.rsc.qut.edu.au/studentsstaff/supervisorsstaff/portia.jsp>)

### **What do I do when a student wants to change their candidature details?**

There are forms on the web for students wishing to apply to change study mode, thesis title, take a leave of absence, etc. PhD forms are finally approved by RDC; Masters and Prof Doc forms can normally be given final approval by the Faculty. All these forms should be forwarded to the RSC for processing. If applicable the RSC will liaise with the Student Business Services about forms submitted for International Students.

**Warning:** Beware approving changes to part time from full time or periods of leave for Scholarship Students without first checking the scholarship regulations. When in doubt speak to the Scholarships Officer BEFORE signing forms that could lead to termination of scholarship payments.

### **How do I handle a candidature problem?**

If you have a problem, people who can help you solve it are:

- Your supervisory team;
- Your Head of School/Director of Centre/ Director of Research Program/Course Coordinator;
- Research Administrative staff from your school/centre/faculty, and/or
- Research Students Centre staff.

If you or your student experience difficulties during candidature it might be good to review the grievance procedure to see how you can progress matters. The Grievance Procedure is detailed at [http://www.mopp.qut.edu.au/D/D\\_05\\_05.jsp](http://www.mopp.qut.edu.au/D/D_05_05.jsp)