

Registered Supervisors Reference List

Please find below a list of useful resources to assist you in your role as a registered supervisor at Victoria University.

Research Policies

You should familiarise yourself with the following policies available for download via the University Central Policy Register - <http://wcf.vu.edu.au/GovernancePolicy/index.cfm?DisplayWebPageMenuName=About>

- Academic Honesty and Preventing Plagiarism;
- Classification and Conferral of Higher Degrees;
- External Supervision of Higher Degrees by Research Students;
- Higher Degrees by Research;
- Intellectual Property;
- Joint Supervision of Higher Degrees by Research Students;
- Postgraduate Research Student Facilities and Infrastructure Support;
- Registration of Higher Degrees by Research Supervisors.

Online Resources to assist your students

The Office for Postgraduate Research website - <http://www.vu.edu.au/research/office-for-postgraduate-research> has a plethora of information regarding the milestones associated with completing a research degree at VU:

- Internal and external scholarships - <http://www.vu.edu.au/research/research-students/scholarships-for-research-students>
- Applying and approval of the Application for Candidature process - <http://www.vu.edu.au/research/research-students/preparing-for-candidature>
- Candidature duration, applying for extensions to candidature, reinstatement of candidature, leave of absence, course or enrolment changes - <http://www.vu.edu.au/research/research-students/managing-your-candidature>
- Thesis submission (eg. thesis format, thesis template, word limit, student declaration and submission requirements) - <http://www.vu.edu.au/research/research-students/thesis-submission>
- Thesis classification and graduation - <http://www.vu.edu.au/research/research-students/thesis-submission/thesis-classification>
- Commonly used student research forms - <http://www.vu.edu.au/research/research-students/forms-for-research-students>

In addition, the Faculty and University Postgraduate Research Committee meeting dates and responsibilities are available at - <http://www.vu.edu.au/research/office-for-postgraduate-research>

Guide to Research Degrees

The Guide to Research Degrees provides detailed information regarding student milestones and the student/supervisor relationship (eg. areas for discussion between the supervisor and student, supervisor responsibilities, interaction and establishing boundaries). You can access the Guide to Research Degrees online (<http://www.vu.edu.au/research/research-students/managing-your-candidature>) or obtain a hardcopy of the booklet from your Faculty Advice Officer.

Progress Reports

Research students are required to submit a biannual progress report in March and September of each year. Students are exempt from submitting a report if they are on approved leave of absence, enrolled in the coursework phase of the degree, have a lapsed status or have submitted for examination. The HDR policy states that all students are required to submit a bi-annual progress report irrespective of how long they have been enrolled. For further information please refer to the Office for Postgraduate Research website (section on progress reports) - <http://www.vu.edu.au/research/research-students/managing-your-candidature> and the Higher Degree by Research Policy available for download from the University central policy register - <http://wcf.vu.edu.au/GovernancePolicy/index.cfm?DisplayWebPageMenuName=About>

Research students who are required to submit a progress report and fail to do so will be nominated for unsatisfactory progress.

Nominating Examiners

Principal supervisors are required to nominate external examiners to assess the student's thesis. Two examiners are required for Master by Research candidates and three examiners for doctoral candidates. An additional examiner is required if the student is undertaking a creative work by performance or exhibition. Information on the appointment of examiners, examiner recommendations and the various paperwork supplied to the examiners is available at - <http://www.vu.edu.au/research/research-students/thesis-submission/thesis-examination>

Maintaining Supervisor Registration

In accordance with the Registration of Higher Degrees by Research Supervisors Policy, supervisors are required to participate in a minimum of two hours development activities per year, either as a participant or presenter, including:

1. Seminars offered by the OPR and advertised as part of the VU research training program for students and supervisors - <http://www.vu.edu.au/research/research-students/research-training-program>. Following attendance at one of the relevant programs offered by the OPR, you will receive an email confirming your re-registration for the current year.
2. Seminars external to the OPR (eg. offered by your Faculty or another area of the University). It is your responsibility to ensure that you provide your Faculty Advice Officer with evidence of attendance so that the information can be entered onto the central database and recorded that you have satisfied the requirement for re-registration for the current year.
3. Seminars external to VU. It is your responsibility to ensure that you provide your Faculty Advice Officer with evidence of attendance so that the information can be entered onto the central database and recorded that you have satisfied the requirement for re-registration for the current year.