

## Guidelines for Fast-tracking Principal Supervisors.

The [Higher Degree Register of Supervisors Policy](#) now makes provision for prospective supervisors to be fast-tracked as **Principal Supervisors** (noting prospective Principal Supervisors must hold the equivalent qualification or a higher qualification to the HDR degrees they seek to supervise). Applications can be made to the Dean, Graduate School on the prescribed form in accordance with the provisions stipulated below.

### Prospective Principal Supervisors:

1. If you hold a Masters by Research qualification and have never co-supervised a Masters by Research student to completion you will need to undertake the 'fast-tracking' process in order to be approved as a Principal Supervisor for a Masters student.
2. If you hold a Professional Doctorate qualification and have never co-supervised a Professional Doctorate student to completion you will need to undertake the 'fast-tracking' process in order to be approved as a Principal Supervisor for a Professional Doctorate student.
3. If you hold a Professional Doctorate qualification and have never co-supervised a PhD student to completion, even though you may have completed Professional Doctoral candidates, you will need to undertake the 'fast-tracking' process as detailed below in order to be approved as a Principal Supervisor for a PhD candidate.
4. If you hold a PhD qualification and have never co-supervised a PhD student to completion you will need to undertake the 'fast-tracking' process in order to be approved as a Principal Supervisor for a PhD student.
5. If you are applying to be a principal supervisor for a PhD candidate under the fast track guidelines, it would be expected that you would be regularly (in line with the discipline) publishing research papers in scholarly journals.

The [Higher Degree Research Register of Supervisors Policy](#) (9a to 9e) details the requirements for applications for Principal Supervision to be considered in accordance with the policy. The following guidelines detail the level of involvement for supervisors wishing to fast-track their approval for Principal Supervision for the respective degree:

**a) Participate in three confirmation of candidatures of the equivalent award they are applying to be a Principal Supervisor for:**

The prospective principal supervisor would be expected to engage as much as possible as an observer to this process, ensuring they understand the process and the outcome, as well as what their responsibilities would be to a candidate undertaking a confirmation; and

**b) Participate in two In-candidature reviews of the equivalent award they are applying to be a Principal Supervisor for:**

It is important that prospective principal supervisors understand the importance and purpose of this review for HDRT candidates.

**c) Be familiar with the Examination processes of the equivalent award they are applying to be a Principal Supervisor for:**

It is expected that prospective principal supervisors will, through the Faculty Director HDRT, be familiar with the HDR examination process. Prospective principal supervisors must agree to mentoring by an experienced co-supervisor or the DHDRT when assisting their first HDR candidate with the response to examiners.

**d) Faculty Director HDRT endorses the application:**

For an application for a new Principal Supervisor to be considered for fast track approval by the Dean, Graduate School, the application must be endorsed by the DHRT;

**e) Faculty Director HDRT Director must agree to formally induct any applicant that is approved:**

This will involve ensuring that new Principal Supervisors are familiar with their responsibilities, relevant policies, processes and expectations in relation to HDRT candidature.

**Procedural Considerations:**

It is important that 'fast-tracking' supervisors undertaking this process realise that their involvement is as a **non- voting participant** on confirmation panels or in-candidature review panels.

- The confirmation/in-candidature review candidate and the Principal Supervisor would be notified by email by the DHDRT or their representative that the event has been selected as a potential training exercise for the Supervisor Training Program, which would involve one or more training supervisor(s) to be included as observers on the panel. It would be explained that any such appointment to observer status would not carry any voting rights in terms of the assessment outcome, particularly in the case of Confirmation of Candidature. Rather, they would be silent observers of the panel review processes. As part of their training, however, training supervisors will be encouraged to make critical observations throughout all stages of the processes, which may be included in the report to the Candidate if the DHDRT feels this may be beneficial to the Candidate.
- Supervisors or Candidates are free to opt-out of this by notifying the DHDRT by email, otherwise, there will be an assumption that all necessary permissions have been sought.
- For the purpose of observing the whole process from the outset to the conclusion, Training Supervisors will require access to and involvement in all documentation, feedback and discussion involved for both the Confirmation of Candidature and the ICR.
- It would be communicated explicitly to the training supervisor(s), the candidate and supervisory team that the training supervisor(s) are aware of the strict adherence to privacy legislation in HDR and would ensure confidentiality at all times before, during and after the conclusion of the processes. This will involve an agreement by the training supervisor(s) to delete all associated documents from Outlook and any place on a hard drive or One Drive where the document may have been temporarily saved and to not discuss the HDR event or

## Graduate School

the student details with any persons outside of the panel or the following training debriefing sessions with the DHDRT.

- This provision is an attempt to increase the supervisory capacity across the university and requires the cooperation of supervisors and DHDRT's across all the faculties within the University. Furthermore, there are benefits to both the candidate and supervisory teams agreeing to this process; as it provides exposure to knowledge for the particular research/candidate from outside their specific discipline area which may be relevant to their research. It will also provide the candidate with the opportunity to explore if their research approach is intelligible to those not immediately part of their discipline area. The ability to communicate academic ideas and discoveries to non-specialist audiences is a required skill for researchers.

For more information on the criteria for registration as a Principal or Co-supervisor please see the [Higher Degree Research Register of Supervisors Policy](#).

Applications for inclusion on the HDR Register of Supervisors can be found [here](#).

[www.scu.edu.au](http://www.scu.edu.au)

**Lismore**

PO Box 157, Lismore NSW 2480 Australia  
T +61 2 6620 3000 F +61 2 6620 3700

**Coffs Harbour**

Hogbin Drive, Coffs Harbour NSW 2450 Australia  
T +61 2 6659 3777

**Gold Coast**

Locked Mail Bag 4, Coolangatta QLD 4225 Australia  
T +61 7 5589 3000 F +61 7 5589 3700