Supervisor Refresher Module

This short module has been developed for experienced supervisors of postgraduate research students at UWA.

The module aims to update your current conceptions and practice of supervision at UWA, with a focus on recent changes to UWA policies and rules.

Level 2 & 3 members of the UWA supervisor register are expected to complete this refresher module, or other relevant seminar or workshop, at least once every four years.
Supervisor Refresher Structure

Unit 1
Welcome

Unit 2
Rules, Regulations, Policies and Procedures

Unit 3
Selecting for Success: Eligibility, Admission & Enrolment

Unit 4
Progressing through Candidacy: Commencement to Examination

This module includes a description of changes to GRS policy and procedures from 2014 – 2016:

- English Language Competency
- Scholarships, RTP and Safety Net Scholarships
- Application Forms for Enrolment
- GRS Forms
- Supervisor Register
- Callista Milestones
- Paid PD Leave
- Student Travel Requisition
- Thesis Submission & Examination
Unit 1: Welcome

1.1 Welcome
1.2 Renewal and the GRS structure
1.3 Current HDR Enrolments at UWA
Thank you for taking the time to complete this short module developed for experienced supervisors of postgraduate research students at UWA.

A defining characteristic of UWA is the emphasis placed on research and research education and at the GRS we would like to support our higher degree by research students and supervisors to achieve the highest standards of practice.

To help achieve these high standards, we have recently implemented the UWA Supervisor Register and revised the Research Supervision Professional Development Program. The program comprises both online modules and short, face-to-face workshops and seminars throughout the year.

We hope that you find this module useful for your continuing professional development in supervision at UWA and we look forward to meeting with you during our face-to-face professional development workshops and seminars.

Prof Kate Wright, Dean Graduate Research School
The Graduate Research School (GRS) structure has changed in the UWA Renewal process but remains located in Hackett Hall.

- The Graduate Research School sits within the Office of the DVC Research with Prof Robyn Owens
- Prof Kate Wright is the Dean of the Graduate Research School
- Dr Sato Juniper is the Associate Director of the Graduate Research School

- Two new GRS staff have been appointed in each of the Faculty Service Delivery Centres
- Membership of the GRS Board has changed

A GRS staff list is available here
1.3 HDR Cohort at UWA

- Currently there are approximately 2000 HDR students enrolled at UWA
- 95% of these HDR students study on the main campus
- Just over a quarter of HDR students are international
Unit 2: Rules, Regulations, Policies & Procedures

2.1 Graduate Research Training
2.2 UWA Rules for GRS & Faculty-Administered Courses
2.3 Ethics, IP and Authorship
2.4 Intellectual Property (IP) & Other Legal Issues
2.1 Graduate Research Training

All UWA supervisors and students must be aware of, and act in accordance with, the HDR relevant University rules, regulations, policies and procedures, most of which can be found on the [GRS webpages](https://www.uwa.edu.au) for staff.

Supervisors are required to abide by the UWA Policy on [Graduate Research Training](https://www.uwa.edu.au).
While the GRS manages and administers most postgraduate research degrees at UWA, some are managed and administered by faculties. The rules for the degrees administered by the Graduate Research School can be found in the Higher degree by research section of the UWA Handbook.

The rules for faculty-administered postgraduate research degrees can be found in the Postgraduate section of the UWA Handbook.

If you do not know if your student is enrolled in a GRS administered degree or a Faculty administered degree, you can find this information in the student’s Callista record in StaffConnect.

The Research Organisational Unit in the Candidature tab lists either the GRS or your faculty.
2.3 Ethics, IP and Authorship

Issues can arise in candidature in regard to animal and human ethics, intellectual property, data management, contractual agreements and authorship of publications.

Please review your understanding of these areas if you have not done so recently.

- Human Ethics and Animal Ethics
- Intellectual Property
- Responsible practice of research

Supporting information is available for Confidentiality, IP and related legal agreements and contracts and Determining Authorship.
Confidentiality and IP issues can arise if student projects involve external parties, such as study participants, companies, publishers, or funding agencies.

If confidentiality and/or IP agreements exist for a research project, students need to be advised about these agreements and their implications prior to commencing their candidature.

IP is dealt with according to the UWA Intellectual Property Policy. Unless students re-assign their IP to another party, they own the IP they create during their candidature.

Supervisors with questions of a legal nature should contact the Risk and Legal Office using the generic email admin-riskandlegal@uwa.edu.au The office will not liaise directly with students and suggests students obtain independent legal advice before signing any legal documents.

The Confidentiality and Intellectual Property Toolkit provides a range of tools for supervisors and students.

Data management plans can be found in the Research Data Management Toolkit.

Reassignment of Intellectual Property—Student Deed Poll can be used to reassign the IP owned by a student.

All of these tools can be found on the GRS Confidentiality and IP webpage.
Unit 3: Selecting for Success: Eligibility, Admission & Enrolment

3.1 Eligibility & Admission
3.2 English Language Requirements
3.3 Scholarships
3.4 Research Training Program (RTP) Scholarships
3.5 UWA Safety Net Top-Up Scholarships
3.6 Supervisor Types at UWA
3.7 Register of Supervisors
3.8 Faculty-based HDR Support
3.9 Callista: staffConnect & studentConnect
3.10 New Callista Milestones
The most critical decisions about candidature are often made when prospective students are assessed by potential supervisors.

The GRS suggests you:

- Understand the [UWA eligibility criteria](#). Applicants must fulfil the requirements of the [University Policy on: Adequate Research Preparation](#). While applicants with evidence of research preparation other than 1 or 2A honours will be considered for admission, evidence of research experience and school approval will first be required. Please do not encourage students to apply if they do not meet the eligibility requirements.

- Select the best students based on [evidence](#). Read the thesis and/or research output of the applicant. It is your responsibility to attest whether it is equivalent to a UWA H2A degree. You may need to seek advice from an academic who is fluent in the applicant’s language to give you feedback on the quality of the work.

- Select an [appropriate supervisory team](#)
3.1 Eligibility & Admission

Prospective HDR students whose thesis is being examined at the time of application must complete the examination and provide the final results to the GRS before being permitted to enrol at UWA.

Students transferring from another university must provide the GRS with a full research proposal and a statement about why they want to transfer. Once they have an offer of a UWA place, students must also provide the GRS with evidence of withdrawal from studies at their university.
3.2 English Language Requirements

All non-UWA applicants normally require a formal English qualification or English test result obtained within the past two years.

In late 2014, University English Language Competency Requirements for HDR students were brought into line with those of coursework students. Prospective students must now achieve an IELTS (Academic) of 6.5 with no band lower than 6.0, or other test equivalent.

Higher IELTS scores are required for Law, Education, Dentistry and Business.

Conditional offers of admission can be made if students do not meet the English language requirements. These students need to provide evidence of meeting the requirements before they enrol. Students seeking scholarships are rarely given these conditional offers because of the limited time between the offer of a scholarship and when the student needs to start.

Extensive advice about living in Perth for international students is available [here](#).
3.3 Scholarships

In late 2016 the Academic Board approved a split in the scholarships committee to separate HDR scholarships from coursework scholarships, with associated changes in the governance and constitution of the committee.

Postgraduate research scholarships are still administered by the GRS, but Coursework Scholarships & Prizes is now located in Student Central as part of Student Services, Central Service Delivery Centre (Student Experience).

Details of the HDR Scholarships Committee and a range of matters relating to scholarships can be found here.

The key dates for UWA scholarships can be found here.

Each scholarship has its own set of conditions including length, possible extensions, leave provisions, and allowable work hours. These conditions can be found on the relevant scholarship page.
3.3 Scholarships

HDR scholarships are awarded in competitive rounds on the basis of academic achievement and research potential.

In 2017 there will be combined rounds for domestic and international students.

Online applications and assessment by schools and faculties is through the iAthena scholarship system.

Advice about the iAthena scholarship application process is available here
3.4 Research Training Program (RTP) Scholarships

From 1 January 2017, the RTP replaced the APA, IPRS and RTS scholarships. At UWA, student scholarship names will change but all current entitlements will be unaffected.

UWA will be granted RTP funds to cover
1. RTP Fees Offset (tuition fee scholarships)
2. RTP Stipends (living allowances)
3. RTP Allowances (for some specific ancillary costs)

The RTP gives universities the discretion to charge research course fees to domestic students but at this stage UWA will not do this.

Only 10% of the RTP allocation can be spent on RTP scholarships for international students.
3.5 UWA Safety Net Top-Up Scholarships

In 2014 the Scholarship Committee began phasing out the UWA Safety-Net Top-Up Scholarship scheme.

Current and new students on RTP or UWA postgraduate research scholarships will continue to receive the top-up until their combined living allowance stipend reaches or exceeds $29000 per annum.

The maximum value of other top-ups that a student can receive and still be eligible for the UWA Safety-Net Top-Up Scholarship is $5000 per annum.

Further details are available on the Scholarships website.
A UWA HDR student must have a minimum of two UWA supervisors, each with at least 10% supervision. Every student must have at least a:
   1. Principal Supervisor
   2. Coordinating Supervisor
and may have additional co-supervisor(s) and external supervisor(s).

When the Principal and Coordinating Supervisor is the same person, a co-supervisor must be appointed.

Conflicts of interest in supervision, such as personal relationships, must be declared.

Supervision may be changed anytime in candidature using the online forms available in Callista.

The conditions that must be met for supervisors to be approved as coordinating and/or principal supervisor, co-supervisor or external supervisor are defined in the UWA Policy on Graduate Research Training and the Register of Supervisors of Higher Degree Research Students procedures.

In theory, there is no limit to the number of supervisors a student may have.

However, all supervisors must be involved in a meaningful way with the students program. All supervisors must be able to meet regularly and agree on the direction of study.
In 2016 Academic Board approved the establishment of a UWA Register for Supervisors of HDR students.

All staff supervising HDR candidates must be on the register, including supervisors with adjunct, honorary or emeritus positions at UWA.

Supervisors who are employed outside the university who do not hold adjunct, honorary or emeritus positions at UWA are exempt from the register.
The Renewal Process has seen the introduction of two new staff to the Service Delivery Centre of each faculty.

These HDR Support Coordinators and HDR Support Officers will play a key role in supporting both prospective students and enrolled students in the very early stages of their candidature.

Their contact details can be found in the pre-candidature section of the GRS pages of the Contact Directory Service.
All Coordinating Supervisors are required to have Callista access to monitor candidature milestones and approve GRS online applications for suspension, annual leave, overseas research leave, maternity leave, sick leave, changes to enrolment status, changes to supervision, and addition of coursework units.

All supervisors are encouraged to use Callista to access the candidature details of their students. Instructions for how to create a report of student details are here.

A step-by-step guide for students providing instructions for how to access their milestones is available here.

You can apply for Callista access here, watch an introduction to Callista in this video, read more about studentConnect here and email the SIMS Support Helpdesk.
In 2016 new examination and ethics approval milestones were added to Callista.

- NOM-EX Nomination of Examiners – will appear when a NOM form is submitted. If a thesis is submitted prior to the form, the NOM-EX milestone will be entered as PLANNED.
- EX-REP Examiners Report – will appear for each examiner when the thesis is sent for examination. Each EX-REP milestone will change to RECEIVED when the respective report is received.
- ETHIC-AEC - Animal Ethics Committee Approval
- ETHIC-HEC - Human Ethics Committee Approval

Only students requiring human and/or animal ethics approval for their project will have the appropriate ethics committee approval milestones entered into their milestone list.
Unit 4: Commencement to Examination

4.1 Milestone Paperwork: Due Dates & Allowable Periods of Extension
4.2 Ethics Approvals
4.3 Confirmation of Candidature
4.3 Annual Leave, Sick Leave & Suspension
4.5 Paid Professional Leave
4.6 GRS Travel Awards and Concur
4.7 Examination
4.8 Nomination of Examiners
# 4.1 Milestone Paperwork:
Due Dates & Allowable Periods of Extension

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Due Date</th>
<th>Possible Extension Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Proposal</td>
<td>• 6 months for full time doctorates&lt;br&gt;• 9 months for part time doctorates&lt;br&gt;• 4 months for full time Masters&lt;br&gt;• 8 months for part time Masters&lt;br&gt;(or equivalent for students whose enrolment has been a mix of full time and part time)</td>
<td>• Upon request, extensions are normally given for 1 month.&lt;br&gt;• In exceptional circumstances, research proposal extensions can be granted for up to an additional 2 months.</td>
</tr>
<tr>
<td>Annual Reports</td>
<td>• Every year on anniversary of enrolment irrespective of full time or part time enrolment status.&lt;br&gt;• Students on leave and suspension are also expected to lodge annual reports</td>
<td>• Annual report milestones cannot be replanned.&lt;br&gt;• If unforeseen circumstances arise, students should discuss submission with their GRS Candidature Officer.</td>
</tr>
<tr>
<td>Confirmation Candidature (Doctoral students only)</td>
<td>• First annual report due date for full time students&lt;br&gt;• Second annual report due date for part time students</td>
<td>• Extensions of up to 3 months possible.&lt;br&gt;• Unless there are exceptional circumstances, if a student is not able to complete the agreed tasks in this extension period, candidature is terminated.</td>
</tr>
<tr>
<td>Interim Reports</td>
<td>• Dates set by GRS with or without prior consultation with supervisory team</td>
<td>• Interim report milestones cannot be replanned.&lt;br&gt;• If unforeseen circumstances arise, students should discuss submission with their GRS Candidature Officer.</td>
</tr>
</tbody>
</table>
4.2 Ethics

UWA ethics approval is mandatory for all student work that requires ethics approval. 

- Even when the work is covered by ethics approval from another institution, approval for the student work is still required from the relevant UWA ethics committee.
- Retrospective approval is not usually possible for human ethics work and never possible for animal work.
- Supervisors are the point of contact with the University ethics committee and other committees.
- Students can apply for multiple, staged ethics approvals – their Research Proposal milestone will be marked as provisionally approved until the GRS have been notified all ethics approvals have been obtained. Ethics milestones are either planned or achieved and have dates allocated to them.
- Students should notify the GRS if ethics approvals are no longer required for their research due to a change in research direction.
- Ethics committees do not routinely inform the GRS when approvals have been obtained – this is the responsibility of the student.

If a hospital based research project has ethics approval it still requires some form of UWA ethics approval.

See Human research ethics procedures at UWA for more detail.
4.3 Confirmation of Candidature

All doctoral students are provisionally enrolled for the first year of candidature.

The confirmation paperwork is designed to: (i) give students a clear understanding of the tasks that will form their assessment in their first year of candidature – these tasks should have a reasonable time frame and should examine the research ability of the student, and (ii) ensure the GRS knows students and supervisors have discussed the likelihood of successful completion given the work habits and research capacity of the student.

The GRS has two mandatory confirmation of candidature tasks: (i) a non-graded pass in the ACE unit and (ii) a substantial piece of writing at the appropriate conceptual level. This piece of writing should test the student’s understanding and synthesis of research information and communicate this understanding in a form of academic writing that meets, or comes close to meeting, the academic standards required of the discipline. The substantial piece of writing is in addition to the research proposal.

Some schools have a set number of designated confirmation tasks for students.

When students transfer from another university, confirmation of candidature will be requested at a reasonable point in their UWA candidature.
4.4 Annual Leave, Sick leave & Suspension

- Students do not need to inform the GRS of their **annual leave** if they take 4 weeks or less within Australia, but are expected to seek approval from their supervisors.

- Students may take up to 2 weeks' **sick leave** each year – many scholarships provide paid sick leave entitlements.

- For sick leave of more than 2 weeks but less than 3 months, students are required to complete a leave form and attach a medical certificate noting the period the student is unable to study due to illness.

- Periods of sick leave longer than three months may be accessed through the **suspension provisions**.

- **Suspensions** of up to 12 months, but rarely less than one month, can be requested for personal or unforeseen difficulties. In exceptional circumstances, the GRS Board can approve further extension of suspension, up to another 12 months. Annual reports must be submitted during periods of suspension.

All enrolled students who travel overseas for their research or for annual leave need to notify the GRS of their travel plans by completing the online Overseas Travel form in StudentConnect.
In 2016 **Paid Professional Development (PPD) Leave** was introduced to allow RTP and other UWA scholarship holders to undertake paid professional activities (such as internships, demonstrating in laboratories, tutoring, assisting with field trips, organising conferences) without suspending their scholarship.

**Conditions:**
- Up to 4 weeks PPD leave in any year
- Unused PPD leave may not be accumulated
- PPD leave is not in addition to the normal duration of the scholarship
- PPD leave applications are not normally approved within the first 6 months of commencement of the scholarship or prior to research proposal submission
The GRS travel award and details of other travel awards are available here.

- GRS travel awards cannot be awarded retrospectively
- Reimbursement will be given for airfares only when the air travel has been booked according to the University policy, through one of the University's preferred providers: Campus Travel, STA Travel or Tertiary Travel. Students can request discounted student fares from these travel providers
- Students should consult the Smart Traveller website to ensure an area is safe for travel prior to applying
- Students are required to abide by the University’s Travel Policy
- From 2016, all UWA business-related travel needs to be booked in Concur
4.7 Examination

In 2016 the form in which theses are submitted changed. Electronic copies of the thesis are now required for both examination and submission of the final corrected version to the UWA Thesis Repository.

While electronic submission is anticipated to speed up the examination process, common errors that will slow processing will still include:

• incorrect email addresses of examiners
• incomplete or incorrect submission forms
• delays in receiving examiner nomination form
• corrupted electronic copies of the thesis
• student encumbrances
• submission at peak times: graduation deadlines, census dates, end of year shutdown

Proformas for the front pages of the thesis are available here.

Students can choose the required proforma according to the type of authorship declaration they require. The proformas include the title page with UWA logo, thesis declarations and authorship declarations.
At UWA, the process for examination and classification of theses assumes that examiners undertake the task independently, without bias.

Professional and personal relationships may have the potential to introduce
• actual bias or resulting in reduced independence of examination or
• a perception of bias potentially leading to questions about the independence of the examination

Conflict of interest can arise between the examiner and the student, supervisor, UWA, subject matter and/or other examiners.

Find more about nomination [here](#) including links to the [Conflict of Interest and Independence of Examiners policy](#) and examples of different types of conflict of interest and how they are managed at UWA [here](#)

Potential for actual or perceived conflict of interest must be declared in the [Nomination of Examiners Form](#)
Thank you for taking the time to read the four units of this Supervisor Refresher Module.

To complete this module and meet the training and development requirements of the UWA Supervisor Register you now need to complete the short Supervisor Refresher Quiz.

You can access the Supervisor Refresher Quiz here:

START SUPERVISOR REFRESHER QUIZ

If you have any questions about any of the material presented in this module, please send your questions to register-grs@uwa.edu.au

Further face-to-face professional development is available throughout the year as part of the Research Supervision Professional Development Program.