**HOW TO REGISTER AS A PRINCIPAL OR ASSOCIATE SUPERVISOR**

**by Simon Moss**

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| **Introduction** |

At CDU, and indeed at most Australian universities, to supervise a PhD or Masters by Research candidate, you need to approval to supervisor. In particular, you need to be assigned to the supervisor register at CDU—as either as an associate supervisor or as a principal supervisor. The following table specifies the criteria you need to fulfil to achieve this goal.

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| --- | --- |
| Associate supervisor | Principal supervisor |
| You should be active in research | You must be active in research |
| You should have attained the degree by research at a level that is as high or higher than any candidate you supervise—or completed research activity that is comparable to this level | You must have attained the degree by research at a level that is as high or higher than any candidate you supervise—or, in exceptional circumstances, completed research activity that is comparable to this level |
|  | You should have published in high quality journals. In particular, you could have published three or more Q1 or Q2 publications in the last five years—or propose a case that demonstrates equivalent quality |
|  | You must also have fulfilled additional criteria to demonstrate you are   * familiar with HDR policies, procedures, and practices at CDU * familiar with managing challenging candidates * experienced with resolving some of the complications that research candidates might experience |

An associate supervisor can fulfil the roles and enjoy the benefits of a principal supervisor, besides a few exceptions. In particular

* only the principal supervisor is responsible for paperwork, such as progress reports—although all supervisors can contribute to this paperwork
* every research candidate must be assigned one principal supervisor
* usually, research candidates are assigned to the same college or institute as the principal supervisor

This document clarifies these principles, especially the criteria you need to fulfil to become a principal supervisor.

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| **Two pathways to become a principal supervisor** |

Besides the need to be research active and to have attained a degree by research as high or higher than any candidate you supervise, you need to complete one of two pathways to become a principal supervisor.

**Pathway 1: Completion of a research candidate from the start to completion**

If you have supervised a research candidate from the start to completion, you can utilize the following table to clarify the level of supervision for which you can apply

|  |  |  |
| --- | --- | --- |
| Experience | Opportunities to develop this competence | Caveat |
| I have supervised a **Masters by Research** candidate from start to completion **at CDU** | Principal supervisor for Masters by Research candidates | None |
| I have supervised a **PhD** candidate from start to completion at **CDU** | Principal supervisor for PhD or Masters by Research candidates | None |
| I have supervised a **Masters by Research** candidate from start to completion but **not at CDU** | Principal supervisor for Masters by Research candidates, but with a caveat | You agree to read and study the following sections this [webpage](https://www.cdu.edu.au/research-and-innovation/higher-degree-research/useful-materials)   * Before enrolment * Monitoring progress and resolving problems * Supporting the wellbeing and confidence of candidates * Submission |
| I have supervised a **PhD** candidate from start to completion but **not at CDU** | Principal supervisor for PhD or Masters by Research candidates, but with a caveat | You agree to read and study the following sections on this [webpage](https://www.cdu.edu.au/research-and-innovation/higher-degree-research/useful-materials)   * Before enrolment * Monitoring progress and resolving problems * Supporting the wellbeing and confidence of candidates * Submission |

**Pathway 2: Expedited pathway**

If you have not supervised a research candidate from the start to completion, you need to consider the second, expedited pathway. Specifically, to be registered as a principal supervisor of PhD or Masters by Research candidates, you need to achieve the three competencies that are detailed in the following table.

|  |  |  |
| --- | --- | --- |
| Competence | Opportunities to develop this competence | Evidence you have developed this competence |
| Familiarity with HDR policies, procedures, and practices at CDU  Familiarity with managing challenging candidates | Materials on the [webpage](https://www.cdu.edu.au/research-and-innovation/higher-degree-research/useful-materials) that relate to supervisors, especially in the sections   * Before enrolment * Monitoring progress and resolving problems * Supporting the wellbeing and confidence of candidates * Submission | You could   * Email Simon Moss to organize a multiple choice test, or * demonstrate your knowledge of this material in some other format, such as writing a summary for your candidates |
| Experienced with resolving some of the complications that research candidates might experience | Attendance of discussions about HDR candidates, such as the supervisor workshops | Specify at least two dates at which you attended these workshops |

If you achieve these competences, you are eligible to register to become a principal supervisor of PhD or Masters by Research candidates, provided you agree to

* seek at least 4 hours of mentoring about your supervision during the next year
* agree to attend at least 2 supervision workshops during the next two years

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| **Other criteria** |

**Research active**

Besides pursuing these two pathways, both associate supervisors and principal supervisors should be research active. Few relevant documents however, such as the Higher Education Standards Framework, define research active in this circumstance. Arguably, to be registered as a supervisor, research active implies that supervisors are

* engaged in a role, paid or unpaid, in which they need to remain attuned to the latest research or advances—at least around the topic or skill in which they are imparting supervision; otherwise, their advice could be obsolete
* this role is not restricted to supervising one candidate; otherwise, they might not be able to contribute additional information to this candidate

Supervisors may not be employed at research institutions or may be teaching focussed staff at universities—provided they fulfil these criteria

**Completion of** r**esearch activity** **that is comparable to this level**

In most circumstances, supervisors of Masters by Research candidates should have completed a Masters by Research. Supervisors of PhD candidates should have completed a PhD or equivalent. However, especially for associate supervisors, these individuals might instead have completed research activity that is comparable to these levels. The following table illustrates, only roughly, the research output that might be equivalent to a Masters by Research or PhD

|  |  |
| --- | --- |
| Masters by Research | PhD |
| * Scholarly book: single author | * Two scholarly books: single author |
| * 2 refereed journals as first author, with an impact factor of 1 or higher | * 4 refereed journals as first author, with an impact factor of 1 or higher |
| * 1 International exhibition or performance for creative arts | * 2 International exhibitions or performances for creative arts |
| * 2 national exhibitions or performances for creative arts | * 4 national exhibitions or performances for creative arts |

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| **Procedure** |

To register, you need to complete a specific form, accessible from

* <https://www.cdu.edu.au/research-and-innovation/higher-degree-research/current-students>
* then search “register of supervisors”