



Cairnmillar
INSTITUTE

Treatment | Education | Research

Research Supervision Policy

Policy Name	Research Supervision Policy
Policy number	RP010
Date approved	August 2021
Approving body	Academic Board
Responsible officer	Head of School
Implementation officer	AHoS (Research)
Next review date	April 2023
Linked policies	<ul style="list-style-type: none"> ▪ Learning Environment, Student Wellbeing, Diversity and Inclusion Policy ▪ Research Partnerships ▪ Research Integrity Breaches Procedure ▪ Higher Degree by Research (HDR) Policy
Linked forms and documents	<ul style="list-style-type: none"> ▪ Research Supervisors Information Handbook

1. Purpose of this policy

The Cairnmillar Institute (the Institute) aims to provide students conducting original research with effective supervision to promote student growth, success, and the ethical conduct of research. This policy sets out the requirements for supervision of student research.

2. Scope

This policy applies to the supervision of all students undertaking research involving the collection of original data or analysis of existing data as part of a research thesis. It does not apply to other capstone research assignments such as a 'needs analysis', 'literature review', or 'case study'.

3. Policy

- 3.1 All students completing a research thesis are required to have a Primary Research Supervisor or, in the case of AQF10 degrees, two or more supervisors: a Primary and one or more Associate Research Supervisor(s).
- 3.2 All research supervisors are required to hold a relevant degree of at least the same AQF level as the course in which the candidate is conducting their thesis, with the AQF-equivalent degree having been granted from a TEQSA-accredited or overseas-equivalent institution.
- 3.3 Supervisors must be selected to best support the candidate and their thesis research project. Supervisors will be responsible for ensuring that ethical principles and research/academic integrity are adhered to, and research quality maintained.
- 3.4 All supervisors are required to adhere to the Cairnmillar Institute [Learning Environment, Student Wellbeing, Diversity and Inclusion Policy](#) in all of their face-to-face, written, and digital interactions with their supervisees.
- 3.5 Supervisors of students enrolled in AQF10 courses (DPsych, PhD) will be credentialed in a Research Supervisor Accreditation scheme as outlined in the Research Supervisors Information Handbook.

4. Responsibilities

- 4.1 The HDR Coordinator will be responsible for monitoring [Research Partnerships](#) and approving supervisor assignment, ensuring that all research supervisors meet the minimum equivalent AQF from a TEQSA or overseas-equivalent institution, and monitoring of accreditation credentialing of all supervisors.
- 4.2 The primary supervisor is responsible for guiding the HDR student with respect to their research, monitoring student progress toward successful and timely completion, reporting on the student's progress throughout the candidature, and nominating examiners.
- 4.3 Supervisors and students must comply with the [Australian Code for the Responsible Conduct of Research, 2018](#) (the Code).
- 4.4 Supervisors and students are expected to be familiar with the Institute's policies and procedures.

5. Resources and References

- 5.1 The following procedures in conjunction with the [Code](#) describe how to comply with this Policy:
 - a) Research Supervisors Information Handbook
 - b) [Research Integrity Breaches Procedure](#)
 - c) [Higher Degree by Research \(HDR\) Policy](#)