

HDR Supervisor Policy

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1. Purpose

- a. This policy recognises the importance of quality supervision to support successful completion of higher degree by research (HDR) candidatures.
- b. It sets out the principles for the selection and registration of supervisors of HDR students.

2. Scope

This policy applies to all HDR candidatures.

3. Types of supervisor

There are four types of supervisor, as set out below. For more information about supervisor responsibilities, refer to the [Charter for HDR Student and Supervisor Responsibilities](#).

Type	Main role
Principal Supervisor	<ol style="list-style-type: none"> a. Primary supervisory responsibility for the HDR student. b. Maintaining effective communication with the student and with other supervisors.
Associate Supervisor (also known as Joint Associate for second or subsequent Associate Supervisors)	<ol style="list-style-type: none"> a. Providing additional supervisory support for the student and additional expertise to the supervisory team, including being involved from the outset in the development of the student's research plan, particularly for multi-disciplinary projects. b. Primary supervisory responsibility on a temporary basis when the Principal Supervisor is unavailable.
Industry Supervisor	Providing industry expertise to the student supervisory team and for HDR internship activities. Industry Supervisors are external to the University and are not eligible for a Principal or Associate Supervisor role.
Adjunct Supervisor	Providing additional expertise to the student and supervisory team, mainly when extra expertise would be beneficial, but the supervisor is not eligible for a Principal or Associate Supervisor role.

4. Register of HDR Supervisors

- a. A register of academic or research staff eligible to be a Principal or Associate HDR Supervisor will be maintained by the Office of Graduate Research.
- b. To be eligible for registration, a potential supervisor must (unless an exception is approved in special circumstances by the delegated authority):
 - i. hold a doctoral degree, or be approved by the Pro Vice-Chancellor (Research Training and Capabilities) and Dean of Graduate Research (or delegate) as having equivalent research experience, and
 - ii. be a member of the academic or research staff of Flinders University holding a continuing, continuing contingent-funded, convertible appointment, or contract appointment, or have been awarded full academic status under the [Academic Status Policy](#) (but not a Teaching Specialist, who can only be an Adjunct Supervisor unless an employment exemption is approved by the Pro Vice-Chancellor (Research Training and Capabilities) and Dean of Graduate Research (or delegate) for exceptional cases), and
 - iii. demonstrate research and/or creative work activity as defined in Procedure 6 of the [HDR Supervisor Procedures](#), and
 - iv. have completed the [HDR Supervisor Development Program](#) as defined in Procedure 5.1.a of the [HDR Supervisor Procedures](#) or be approved by the Pro Vice-Chancellor (Research Training and Capabilities) and Dean of Graduate Research (or delegate) as having equivalent research experience.
- c. If the eligibility criteria and/or requirements for registration are not met, a supervisor cannot accept any new supervisory responsibilities and may be deregistered, except in the case of supervision changes during candidature to currently supervised students (see Procedure 4 of the [HDR Supervisor Procedures](#)).
- d. Registration on the Register of HDR Supervisors is not required to be an Industry or Adjunct Supervisor.

5. Supervisory team requirements

- a. At the commencement and throughout the duration of their candidature, every HDR student must have a supervisory team consisting of at least one Principal Supervisor and one Associate Supervisor on the Register of HDR Supervisors. At least one of these supervisors must hold an appointment with a minimum employment fraction of 0.5. Exceptions to this requirement are:
 - i. for PhD by Prior Published Work or Higher Doctorate students, only a Principal Supervisor is required
 - ii. for students studying under a Cotutelle arrangement, an additional Principal Supervisor is required from the other institution which is party to the Cotutelle arrangement
 - iii. for online plus placement/intensive students not based at a Flinders site, the addition of an Adjunct Supervisor is required who is based at or near the place of study, to provide in-person advice and support to the student
 - iv. for students undertaking an industry internship, the addition of an Industry Supervisor is required.
- b. The Principal Supervisor/s must have relevant knowledge, expertise and interest in the student's research topic.

- c. At least one Principal or Associate Supervisor must have a successful record of HDR supervision (see Procedure 6.b. of the [HDR Supervisor Procedures](#)).
- d. No supervisor may accept new supervision responsibilities if they are Principal Supervisor of two or more currently enrolled students who have not submitted by the date of maximum candidature duration as specified in the [Higher Degrees by Research Policy](#), unless approved by the Pro Vice-Chancellor (Research Training and Capabilities) and Dean of Graduate Research (or delegate) in consultation with the College HDR Coordinator.
- e. A supervisory team may include additional Associate, Adjunct and/or Industry supervisors.
- f. At the commencement of candidature and annually for the duration of the candidature all supervisors must:
 - i. carry out the responsibilities in the [Charter for HDR Student and Supervisor Responsibilities](#)
 - ii. declare any conflicts of interest in accordance with the [Conflict of Interest Policy](#)
 - iii. be familiar with their own and the University's responsibilities under the [Higher Education Standards Framework \(Threshold Standards\) 2021](#) and the [Australian Code for the Responsible Conduct of Research, 2018](#).

6. Authorities

Delegate	Authority
Pro Vice-Chancellor (Research Training and Capabilities) and Dean of Graduate Research, (or delegate)	<ul style="list-style-type: none"> a. Determine special circumstances criteria and approve special circumstances exceptions as per section 4.b. b. Approve supervisors accepting new supervisions (greater than 2 overtime students) as per section 5.d.

7. Supporting policies, procedures and documents

Supporting policies, procedures and documents are part of this policy and provide additional detail to give practical effect to this policy's principles.

[HDR Supervisor Procedures](#)

[Charter for HDR Student and Supervisor Responsibilities](#)

[Support for Students Policy](#)

[Close Personal Relationships Policy](#)

[Conflict of Interest Policy](#)

Related documents:

[Higher Degrees by Research Policy](#) and supporting procedures

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* Unless otherwise indicated, this policy or procedures will still apply beyond the review date.

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