AWARD FOR EXCELLENCE IN RESEARCH HIGHER DEGREE SUPERVISION PROCEDURE

CONTENTS

1   PURPOSE

1.1   The Award for Excellence in Research Higher Degree (RHD) Supervision reflects CQUniversity's commitment to achieving and acknowledging outstanding supervision, mentoring and training of research higher degree (RHD) candidates in alignment with the University's vision and strategic goals.

1.2   This procedure outlines the process for nominations and allocation of the award.

2   SCOPE

2.1   This procedure applies to CQUniversity RHD supervisors and relevant University administrators.

3   PROCEDURE

Profile of an excellent supervisor

3.1   The University recognises that high-quality research higher degree supervision is fundamental to providing an outstanding research candidate experience, and in achieving successful learning outcomes, strong graduate attributes and high-quality, on-time completions of research higher degrees.

3.2   Nominations for excellence in supervision are expected to demonstrate a sustained record of the highest quality of supervision practices. The purpose of the Award is to recognise and encourage staff who, through their supervision and leadership roles, have made a major contribution to the quality, experience and learning outcomes of research higher degree candidate/s.

3.3   An excellent RHD supervisor:

- approaches supervision so that it influences, motivates and inspires candidates to develop independent learning and research skill building

- is familiar with current research and methodology in the disciplinary area/s in which supervision is being undertaken

- demonstrates current involvement in and commitment to research through measures of research higher degree research completions, research income and publications in the relevant discipline area, and

- promotes a supervisory relationship that is accessible, supportive, and provides feedback contributing to a positive and productive postgraduate research experience.

3.4 One award will be offered annually. The nominations will be judged by the Research Higher Degree Executive Committee against the portfolio requirements and selection criteria (refer 3.16 - 3.22 below). The Committee reserves the right not to make a recommendation for each Award in any year. In exceptional circumstances, the Committee also reserves the right to recommend more than one Award in any year.

3.5 The successful awardee/s will be offered the opportunity to represent CQUniversity in the Australian Council for Graduate Research's Award for Excellence in Graduate Research Supervision, in the year of receiving their award.

Eligibility

3.6 All CQUniversity staff (including adjuncts) listed on the register of RHD supervisors, and whose work contributes significantly to the quality of RHD student learning are eligible to apply.

3.7 Applications may be received from individuals and/or teams.

3.8 An eligible nominee (or group of nominees) must demonstrate a track record of no less than three timely RHD completions over the last five years. Honours students are not counted as a completion for RHD.

3.9 Eligible nominees must have evidence of recent involvement in RHD supervisor professional development activities.

3.10 The nomination must comply with administrative requirements as indicated on the application template. Applications that are incomplete or which exceed allowable page length will be deemed ineligible.

3.11 Award recipients (either in individuals or teams) are not be eligible to apply again for five years. Nominees who have submitted an unsuccessful application are eligible to apply again.

Process for consideration

3.12 Nominations for the award can be made by any member of the CQUniversity community, including staff, current RHD candidates and alumni. Self-nomination by a registered RHD supervisor is also permitted.

3.13 Nominations shall be endorsed by the nominee (unless self-nominating) and relevant Dean of School (or equivalent manager of the business unit).

3.14 Nominations shall typically be called in July from the School of Graduate Research with an August due date for nominations and September due date for portfolios.

3.15 Completed nomination forms and full portfolios shall be submitted electronically to the School of Graduate Research.

3.16 Where a nomination is accepted, the School of Graduate Research shall prepare and supply to the nominee:

- confirmation of registration as a supervisor

- evidence of attendance at CQUniversity supervisor professional development activities within the last three years

- relevant statistics relating to current load, completion and attrition rates, examination outcomes, and time-to-completion for the nominated individual and/or group. These statistics shall also reflect the nature of the supervision relationship (e.g. being from time of admission, compared with circumstances where the supervisor has joined partway through the candidature). Such statistics will be generated based only on CQUniversity RHD candidates (see 3.18 below).

3.17 Nominees shall prepare a portfolio indicating:

- a written statement against the selection criteria (maximum four pages)

- supporting material (maximum three pages) from students/staff (e.g. testimonials, commendations, or other relevant information), and

- a letter of support from the relevant Dean of School (or equivalent business unit manager).

3.18 The portfolio should reflect only on activities and achievements as an RHD supervisor at CQUniversity. This may include co-supervision of candidates at other institutions where this has been undertaken as a CQUniversity staff member, but cannot include completions or other outcomes that occurred outside of CQUniversity employment.

3.19 The selection criteria for the Award are as follows:

- a sustained record of timely and successful completions, having regard to:

  o completions in the previous five years, with a substantive proportion of these being awarded through CQUniversity

  o success in attracting RHD scholarships and/or industry collaboration on RHD projects, as appropriate to the discipline area

  o student satisfaction, as evidenced through testimonials or other measures, and/or

  o research impact and engagement, as relevant to outcomes and/or outputs arising from the research training.

- a professional and systematic approach to supervision, incorporating:

  o effective monitoring and management of the progression and development of candidate/s

  o guidance in planning and undertaking the research process

  o the development of the candidate's learning responding to individual candidate's needs, and/or

  o respect of, and responsiveness to, diversity in the RHD cohort, particularly with respect to cross-cultural, gender and/or other sources of diversity in supervision.

- continuous professional development in both RHD supervisory practices and in the research discipline area, including participation in professional activities and research related to supervision.

- leadership in undertaking supervision and promotion of supervision excellence including:

  o effective leadership of co-supervisors and mentorship of new and/or early career supervisors

  o sharing of knowledge about best-practice in supervision,

  o influencing peer supervisors and/or graduates beyond the time of co-supervisor/candidature and/or outside of the nominee's research discipline area, and/or

  o evidence of primary supervisory role (i.e. confirmed registration as a supervisor; the number of candidates currently supervising and/or previously supervised).

3.20 In responding to the selection criteria, nominees should have regard to the Australian Council of Graduate Research's Good Practice Principles and the Australian Code for the Responsible Conduct of Research.

3.21 Team applications should demonstrate highly collaborative approaches to their contribution to the postgraduate research experience and show evidence of the effectiveness of the collaboration against the selection criteria.

3.22 The RHDC Executive will make any recommendations for the Award to the Vice-Chancellor and President through the Deputy Vice-Chancellor (Research) in October to enable the award/s to be presented at the Staff Awards Ceremony.

Presentation

3.23 The Award will be presented at the Staff Awards and notification of the Award to the recipients will be announced by the Deputy Vice-Chancellor (Research).

3.24 Certificates of Special Commendation may be awarded to other nominated persons who demonstrate superior performance in research higher degree supervision but who are not the Award winner/s.

3.25 The holder/s of the Award and/or special commendations will be expected to contribute to a workshop for supervisory staff through facilitation of a session as part of the research training commitment of CQUniversity. The award winner will also be expected to present a session on supervision excellence to the CQUniversity community of scholars.

3.26 Information on the Award and recipients will appear in the Research Division Annual Research Report.

3.27 The successful supervisor or supervisory team will receive a certificate, trophy and financial Award of $5000.

3.28 The financial award is expected to be used for:

- attendance for themselves or their RHD candidate/s at courses and/or conferences relevant to the supervisor's or candidate's research, and/or

- purchase of resources required to support their research or the project requirements of RHD candidates subject to meeting the purchasing requirements of CQUniversity.

3.29 In the event of the award being presented to a team of applicants, the financial award shall be distributed amongst the team members.

4 RESPONSIBILITIES

Compliance, monitoring and review

4.1 The Dean, School of Graduate Research is responsible for monitoring, reviewing and ensuring compliance with this procedure.

Reporting

4.2 No additional reporting is required.

Records management

4.3 Staff must maintain all records relevant to administering this procedure in a recognised University recordkeeping system.

5 DEFINITIONS

5.1 Terms not defined in this document may be in the University glossary.

6 RELATED LEGISLATION AND DOCUMENTS

Research Higher Degree Course Rules Policy and Procedure

Research Higher Degree Supervision Policy and Procedure

7 FEEDBACK

7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

8   APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Research Higher Degrees Committee
Advisory Committee to Approval Authority	N/A
Administrator	Dean, School of Graduate Research
Next Review Date	16/08/2021

Approval and Amendment History	Details
Original Approval Authority and Date	Academic Board 25/08/2010
Amendment Authority and Date	Pro Vice-Chancellor (Research) 29/11/2011; Academic Board 6/03/2013; Administrative correction 13/06/2013; Research Higher Degrees Committee 01/07/2015; Minor updates to titles 01/07/2016; Academic Board 19/08/2016; Updated to current template 07/03/2017; Research Higher Degrees Committee 16/08/2018; Minor Typographical Amendment 05/07/2019.
Notes	Approval Authority for this procedure was previously Academic Board (7/03/2017).