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| J:\ORHD\Students\Forms\USQ_Ver_3b_Int_FullCol.jpg | **Higher Degree by Research** **Student Supervision** |

The University of Southern Queensland (USQ) is dedicated to providing a high quality research experience to its Higher Degree by Research (HDR) students. As part of the students’ learning journey the USQ appoints a supervisory team for all its HDR students. The role of the supervisory team is to provide guidance and enable the student to complete their program in the required time.

**Supervisory Team**

The supervisory team shall consist of a Principal Supervisor and at least one Associate Supervisor. HDR Supervisors will normally hold a qualification equal to or higher than the level at which they are supervising and have relevant knowledge and appropriate experience in the topic area.

Responsibilities of the supervisory team can include, but are not restricted to:

* Ensure that the student understands the process and importance of publishing or presenting learned articles in journals and at conferences;
* Assist the student in the development of a research plan and the associated methodology and project management that fits within the time framework for the research program being undertaken;
* Review and monitor the candidate’s progress within the University’s guidelines, identify any deficiencies and recommend actions to ensure timely completion;
* Advise the student on the University’s examination processes; provide assistance in thesis preparation including timely response to drafts of the thesis.

A HDR Supervisor shall not have a real or perceived conflict of interest in relation to the supervision of a HDR student.

**Principal Supervisor**

The Principal Supervisor would normally be a USQ employee and is responsible for directing the HDR student’s academic work, advocating the submission of reports, and meeting other administrative responsibilities. The Principal HDR Supervisor is not required to hold the majority of the supervisory load. Normally the Principal Supervisor would have successfully supervised to completion at least one HDR student as a Principal or Associate supervisor.

**Associate Supervisor(s)**

The Associate Supervisor(s) will play an active role in the supervisory process including, as a minimum, providing relevant advice about the research project. In the event of the Principal Supervisor being on extended leave the Associate Supervisor would normally assume the role of Principal Supervisor. An Associate HDR Supervisor may be external to the University.

**Supervisory Contact**HDR Students will be expected to be in regular and frequent contact with their HDR Supervisors, normally at least once every 10 to 20 University Business Days.

At the commencement of the Academic Program, HDR Students and their HDR Supervisors are expected to discuss and reach agreement regarding on-campus attendance requirements (if appropriate) and mode and frequency of interaction.