

CODE OF PRACTICE FOR RESEARCH SUPERVISORS AND RESEARCH STUDENTS

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Responsible Person	Dean	
Related Documents	Australian Code for the Responsible Conduct of Research, National Statement on Ethical Conduct in Human Research	
References and Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; National Vocational Education and Training Regulator Act 2011; Migration Act 1958 (Cth); National Code of Practice for Providers of Education and Training to Overseas Students 2018; the Higher Education Support Act 2003 (Cth); Privacy Act 1988 (Cth)	

1. Purpose:

The Australian College of Applied Psychology (ACAP) is committed to supporting quality collaborative research and scholarship that contributes to the community through discovery, integration and application of knowledge. ACAP promotes a culture for staff and students characterized by inquiry, analysis, self-reliance and professional engagement to support the development of social responsibility and engaged citizenship.

Research supervision is an intensive and sophisticated form of teaching and learning and the supervisory relationship is an essential determinant of a successful research learning experience. There are a range of approaches to supervision, such as partnership, mentoring, guide-independent scholar. The suitability of the specific supervisory approach depends on factors such as the level of the student and the stage of the supervision process. Recognising the importance of research supervision for student learning, ACAP is committed to ensuring that ACAP students who undertake research receive excellent research supervision.

The ACAP Code of Practice for Research Supervisors and Research Students therefore provides guidelines concerning the expectations of staff and students engaged in research supervisory relationships. The purpose of the policy is to:

- Ensure that supervisors and supervisees have a shared understanding of their roles and responsibilities within the supervisory relationship.
- Provide a framework for clear communication about the supervisory relationship.
- Inform practices within and across courses of study.

2. Scope:

This policy applies to all ongoing, temporary, casual, sessional and fixed term staff (full-time and part-time) engaged in supervising student research activities and all students engaged in the conduct of research as a requirement of their studies. This includes research projects undertaken as part of undergraduate units of study, honours research projects and masters research projects.

3. Definitions:

Term	Definition
<i>Academic staff / teaching staff</i>	Permanent and casual employees engaged in teaching and assessment of courses at the institution.
<i>College (the)</i>	The Australian College of Applied Psychology (ACAP).
<i>External Supervisor</i>	An external supervisor is an appropriately qualified employee of another academic institution with specific expertise relevant to the SRA who may act as a secondary supervisor.
<i>International student</i>	A student required to hold a student visa for study in Australia.
<i>Joint Supervisor</i>	A joint supervisor is one of two or more appropriately qualified employees of the College who share the primary supervisory role.
<i>Research Coordinator:</i>	The research coordinator is an appropriately qualified employee of the College with responsibility for approving supervisory arrangements for SRAs. The research coordinator may be Chair of the Research and Scholarship Committee, Head of School, Program Coordinator, or Unit Coordinator, depending on the level of the student research project (undergraduate; honours; masters).
<i>Secondary Supervisor:</i>	An additional supervisor with expertise necessary for the successful completion of the project with responsibility limited to specific areas of the project determined in consultation with the primary supervisor and student and approved by the research coordinator. A secondary supervisor may be an appropriately qualified employee of the College or an appropriately qualified employee of another academic institution (external supervisor).
<i>Substitute Supervisor:</i>	An appropriately qualified employee of the College who stands in during periods that the primary supervisor or all joint supervisors are unavailable.
<i>Supervised research activity (SRA):</i>	Any research activity undertaken by a student and supervised by a staff member that is a requirement for completion of a course of study. Research activity is defined as work that has investigation as its primary objective and has the potential to contribute new knowledge, either theoretical or applied.
<i>Unit</i>	A unit of study in a higher education course or a unit of study, module and/or unit of competency in a vocational education and training course.

4. Policy

4.1 Code of Practice: Research Supervision

Supervisors and students are expected to work in accordance with the following overarching principles:

- **Quality.** The (SRA) is associated with quality learning and teaching and supports quality outcomes.
- **Integrity and ethical practice.** The SRA is consistent with relevant codes of practice for the conduct of research and with accepted professional standards concerning recognition of intellectual property and authorship.
- **Respect.** Respect for all of those involved with the process including supervisor(s), students, other college staff, and research participants (if applicable).
- **Responsibility.** Quality learning and teaching experiences that support quality outcomes rely on students and supervisors taking responsibility for establishing constructive partnerships with each other, and with others involved in the research process. This includes taking responsibility for communicating and meeting regularly, identifying and responding to opportunities and challenges, monitoring progress and adherence to standards.
- **Accountability for outputs.** The outputs of SRA's include student reports, dissertations, theses, conference papers, and published papers. Achieving appropriate and timely outputs benefits students, supervisors, the College, and the broader community and is an expectation of the SRA process.
- **Awareness of process, reflection, and feedback.** Quality learning and teaching experiences that support quality outcomes and ongoing improvement in processes to support SRAs requires that students and supervisors remain current in their knowledge of policies and procedures, reflect on these, and provide appropriate feedback to support improvements.

5. Responsibilities

5.1 Responsibilities of the Research Coordinator:

- i. approve initial supervisory arrangements for SRAs.
- ii. provide ongoing oversight of supervisory arrangements, including approval of substitute supervisors and advising on concerns that arise within the supervisory relationship in accordance with the Navitas Grievance Management Policy.

5.2 Responsibilities of primary / joint research supervisors:

- i. be familiar with College policies, procedures, regulations, guidelines and codes relevant to the SRA, including ethics and compliance, intellectual property, authorship arrangements, copyright and academic misconduct and ensure that students are familiar with these.
- ii. be familiar with the NHMRC (2007) Australian Code for the Responsible Conduct of Research and the NHMRC (2002) National Statement on Ethical Conduct in Human Research and ensure that students are familiar with these.
- iii. ensure that the SRA is conducted in accordance with the policies, procedures and codes noted at 2.3 (i) and 2.3 (ii) above, and with high standards of research integrity and honesty at all times.
- iv. be aware of current best practice with regard to research supervision and seek additional training if necessary.
- v. explain and review as necessary the expectations and obligations of students and supervisors engaged in SRAs appropriate to the specific context.
- vi. discuss and agree on the authorship of works arising from the SRA at an early stage in the supervisory relationship and review this with the student as appropriate.
- vii. in consultation with the student, arrange to meet and communicate regularly about the SRA.

- viii. ensure that the student has a clear, achievable timeline for achieving milestones necessary for timely completion of the SRA.
- ix. oversee all stages of the SRA research process, including, but not limited to, identifying the research objectives and approach, developing the research proposal, ensuring that all relevant approvals are obtained, ensuring that resources required for the SRA are available, conducting the research, analysing findings and reporting outcomes.
- x. provide ongoing and timely advice and guidance about the conduct of the SRA.
- xi. provide constructive, critical, timely feedback on written work provided by the student at agreed times and where necessary, directing the student to additional services to address identified areas for further training, such as academic writing and data analysis.
- xii. alert the student to concerns about progress or performance as early as possible and and developing a plan with the student to address these.
- xiii. in the event of the primary supervisor or all joint supervisors being temporarily unavailable, to make arrangements to ensure that a substitute supervisor is available to provide support to the student.
- xiv. complete progress reports in a timely fashion as required.
- xv. encourage and support students to disseminate the research findings where appropriate.
- xvi. confirm that reports, theses and dissertations are at an appropriate standard when submitted for examination.

5.3 Responsibilities of secondary supervisors (internal or external):

- i. be familiar with the Australian Code for the Responsible Conduct of Research and the National Statement on Ethical Conduct in Human Research.
- ii. provide ongoing and timely advice and guidance about the conduct of specified aspects of the SRA.

5.4 Responsibilities of substitute supervisor:

- i. undertake the responsibilities of the primary supervisor or joint supervisors for specified periods during the SRA.

5.5 Responsibilities of students

- i. be familiar with College policies, procedures, regulations, guidelines and codes relevant the SRA, including ethics and compliance, intellectual property, authorship arrangements, copyright and academic misconduct.
- ii. be familiar and comply with the Australian Code for the Responsible Conduct of Research and the National Statement on Ethical Conduct in Human Research.
- iii. ensure that the SRA is conducted in accordance with the policies, procedures and codes noted at 2.6 (i) and 2.6 (ii) above, and with high standards of research integrity and honesty at all times.
- iv. undertaking training in research ethics, occupational/work health and safety, environmental protection, as well as technical matters as recommended by the supervisor.
- v. establishing with supervisors the mutual expectations and obligations associated with the SRA.
- vi. Discuss and agree on the authorship of works arising from the SRA at an early stage in the supervisory relationship, taking into account the ACAP intellectual property policy, and review this with the supervisor as appropriate.
- vii. in consultation with the supervisor, arrange to meet and communicate regularly about the SRA and take a proactive role in ensuring that meeting schedule is maintained and that decisions taken at meetings are documented.
- viii. meeting agreed milestones for completing stages of the research.

- ix. prior to data collection, obtaining all relevant approvals.
- x. submit necessary documentation, such as progress reports as scheduled.
- xi. participate in the broader intellectual activity of the College through attendance and presentation at scheduled College research workshops, seminars, conferences and related events.
- xii. disseminating the findings of the SRA in appropriate fora.
- xiii. Proactively identifying problems or difficulties, raising these with the supervisors and working with the supervisor to seek appropriate solutions.
- xiv. preparing reports, theses and dissertations to an appropriate standard for examination and submit with all necessary required documentation.
- xv. providing feedback to the School/College about the SRA experience when requested.

6. Dispute Resolution

Student grievances, complaints and appeals that arise from the conduct of SRAs are to be handled as outlined in the College's Grievances, Complaints and Appeals Policy and Procedure.

7. Document Management Control

Date	Summary of Changes	Reviewer Name and Department/Office
22/06/2015	Policy Established	Dean
25/01/2016	Minor template technical amendments	Dean
12/10/2018	Change of template	VET Compliance Manager