Transitioning from graduate research handbooks to policy

23 September 2013

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The rationale

REGULATION 11.1.A1
AWARDS OF THE UNIVERSITY

The academic awards of the University are set out in the following schedule, each of which forms a part of the regulation as numbered in the said schedule.

SCHEDULE

Melbourne Policy Library
Doctor of Philosophy: Rules of Academic Board (MPF1018)

1. Legislative Context
2. Entry Requirements
3. Information Required of Applicants
4. Probationary Candidate

Procedures for the Examination of PhD Theses (MPF1232)

1. Procedures for the Examination of PhD Theses
2. Legislative Context
3. Appointment of Examiners
4. Correspondence
5. The Examination
6. Re-examination
7. The Result
8. RELATED DOCUMENTATION
9. RESPONSIBLE OFFICER
10. IMPLEMENTATION OFFICER
11. VERSION HISTORY

Infrastructure Support for Graduate Researchers
Guidelines outlining the responsibilities of department regarding facilities and resources for graduate researchers.

Forms
Links to MSGR’s electronic and downloadable forms for PhD, MPhil, Masters by Research candidates and Professional Doctorates by Research.

Submitting a Graduate Research Thesis
For Masters Composition candidates read "Guidelines for Thesis"
The objectives

- Undertake a gap analysis of existing GR policy
- Align GR policy with the Melbourne Policy Framework
- Review the role of the GR Handbooks
- Develop communication protocols for policy changes
- Maintain a documents register of all policy references
- Revise all information sources as necessary
The benefits

- Improved clarity for staff and students
- Better compliance with policies and procedures
- Fewer grievances
- Fewer cases referred to the Ombudsman
- Better demonstrated compliance with TEQSA requirements
The policy framework

Review existing policy instruments

- Is graduate research within their scope?
- Do we need separate GR policies and procedures?
- Are aspects of the topic already covered?
- Are they at the right level of the policy hierarchy?
- Will we need to change any existing policy instruments?
Are they at the right level of the policy hierarchy?

- Undergraduate course structure policy (MPF1016)
- Graduate course structure policy (MPF1019)
- Graduate research course structure policy (MPFxxxx)

New GR policies
- admissions & enrolment
- candidature
- examination
Do we need separate GR policies and procedures?

Student Travel and Transport Policy
Student Travel and Transport Procedure

- Previous student travel policy has been archived and not replaced
- Developing one policy and procedure for all students
- MSL (Sarah Purnell) taking the lead, with MSGR and OHS & Injury Management contributing
Examinations Procedure (MPF1028)
This procedure applies to all examinations held by the University of Melbourne except for the examination of the research component of research higher degrees.
Achieved so far…

Supervision of Research Higher Degree Students Policy (MPF1244)

RELEVANT LEGISLATION

SCOPE

POLICY

1. Appointment of supervisors
2. Change of supervisor
3. Requirements of supervisors
4. Role of the supervisor
5. Advisory Committee
6. Resolving problems between students and supervisors
7. Right to examine
8. Supervisor registration

RELATED DOCUMENTS

DEFINITIONS

RESPONSIBLE OFFICER

IMPLEMENTATION OFFICER

REVISED

VERSION HISTORY

About this document

Category: Research and research training

Version: 2

Effective date: May 23, 2013

Status: Published

https://policy.unimelb.edu.au/MPF1244

WELCOME

As a supervisor, you play a leading role in the success of your graduate researcher. A supervisor’s ongoing guidance and support empowers graduate researchers to start their degree well, assist them to maintain momentum, and complete in a timely manner. It is a privilege as a supervisor to share your expertise and passion for your discipline with the next generation of research leaders in your field.

In 2013, the University revised its policy on supervision for graduate researchers. The Supervision of Research Higher Degree Students Policy can be found at:

https://policy.unimelb.edu.au/MPF1244

This brochure outlines the expectations, eligibility, training and support for new and continuing supervisors at the University of Melbourne.
Call for feedback extended to 23 October

- GR Course Structure policy
- GR Progress procedure
- Examination policy
- Examination procedure
- Preparation of thesis procedure

To come…

- Admission and enrolment
- Candidature management
- Jointly awarded degrees (?)
Infrastructure Support for Postgraduate Research Students:  
The Responsibilities of Academic Departments*

Introduction

1. Offers of candidature
2. Information for postgraduate research students
3. Specific facilities and resources

Introduction

A crucial goal pursuant to the Melbourne Curriculum is to advance the reputation and performance of Melbourne as a major international research university, and to strengthen its role as a centre of advanced research education. Providing graduate researchers with research supervision, infrastructure and support of the highest possible quality is a key operational strategy.²

The University of Melbourne has established guidelines on graduate research candidature for departments, supervisors and candidates,³ and seeks to continually improve supervision and academic support. This statement focuses on the responsibilities of departments⁴ regarding facilities and resources for graduate researchers.

High quality education of graduate researchers requires that the University provide appropriate facilities and resources. Completion rates, submission times, satisfaction with the graduate research program and research outcomes are all closely related to infrastructure provision. Departments play a crucial role in ensuring that graduate researchers are only admitted to higher degree candidature where there are appropriate facilities and resources to support their research studies. Departments must strive to achieve optimal standards of resources for graduate researchers.⁵

1. Offers of candidature

1.1 Prospective supervisors, graduate coordinators and Heads of Department should ensure that graduate researchers are only accepted into areas where there are appropriate facilities and resources to support their studies. This includes departments that are mindful of the impact that their proposed candidature may have on students.
Role of the GR Handbooks

• No more printed handbooks
• One information source - one cohort
• Housed on Research Hub web-page
• Targeted, concise, consistent
• Supplemented by brochures/fliers as necessary
Examinations/ progress procedure/course structure

- Consultation           23 October 2013
- RHDC                   13 November 2013
- Academic Board         5 December 2013

Repeal of Regulation 11.1.A1

- Legislation & Trusts   ? April 2014