

FNU HIGHER DEGREES BY RESEARCH SUPERVISION POLICY

Prepared by: Research Office

Approving Authority: FNU Senate

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1.0 Scope

This policy applies to:

- a. All Fiji National University (FNU) Higher Degrees by Research (HDR) students.
- b. FNU appointed HDR supervisors, including FNU adjuncts and external supervisors.
- c. All campuses, research centers, institutes, and units of FNU involved in HDR programmes.

It does not apply to:

- a. Supervisors of coursework programmes, including students enrolled in Honours programmes or research components of a postgraduate coursework degree.

2.0 Procedure Statement

- a. To specify the rules for appointing supervisors to HDR candidates.
- b. To outline the roles and responsibilities of supervisors and students in the context of the HDR supervision arrangement.

3.0 Rules for Appointing Supervisors

3.1 FNU rules for HDR supervision are:

- a. All FNU HDR students must have a minimum of two supervisors. This includes students enrolled or engaged in a collaborative arrangement involving FNU and one or more other organisations/ institutions/ partners.

3.2 The appointment of a supervisor will be endorsed by College Deans and approved by Research Office after the verification process according to the HDR Policy and Procedures.

3.3 PhD Supervision:

To qualify as a Principal supervisor, one would normally have:

- a. supervised at least one PhD to completion; or
- b. possess a PhD qualification, have completed the FNU HDR Supervisor Training Programme in the past three years, be published in the field, and shall be mentored by a supervisor with HDR completion experience.

The co-supervisor or secondary supervisor can be an Early Career Researcher with a PhD qualification and successfully completed the FNU HDR Supervisor Training Programme.

A co-supervisor would normally have a PhD qualification, completed the FNU HDR Supervisor Training Programme in the past three years, be published in the field, and shall be mentored by a Principal supervisor.

Adjunct supervisors would normally be appointed as co-supervisors or secondary supervisors. For Adjunct appointments, please refer to the Adjunct Appointment SOP and Form on the HR website or contact the Department of Human Resources.

In cases where Colleges lack academics with subject expertise, Adjuncts can be appointed as Principal supervisor(s). Appointment of Adjunct Principal supervisor(s) and the remuneration should be approved by the HDRC.

3.4 Masters by Research Supervision:

To qualify as a Principal supervisor, one would normally have:

- a. supervised at least one PhD or Masters by Research to completion; or
- b. possess a PhD qualification, completed the FNU HDR Supervisor Training Programme in the past three years, be published in the field, and shall be mentored by a supervisor with HDR completion experience.

The co-supervisor or secondary supervisor can be an Early Career Researcher with a completed PhD or Masters by Research and successfully completed the FNU HDR Supervisor Training Programme.

To be a co-supervisor, one would normally have a PhD and/or Masters by Research qualification, completed the FNU HDR Supervisor Training Programme in the past three years, be published in the field, and shall be mentored by a Principal supervisor.

Adjunct supervisors would normally be appointed as co-supervisors or secondary supervisors. For Adjunct appointments, please refer to the Adjunct Appointment SOP and Form on the HR website or contact the Department of Human Resources.

In cases where Colleges lack academics with subject expertise, Adjuncts can be appointed as Principal supervisor(s). Appointment of Adjunct Principal supervisor(s) and the remuneration should be approved by the HDRC.

4.0 Roles and Responsibilities of Supervisors

- 4.1 All supervisors appointed to the HDR supervisory team are required to:
 - a. Adhere to the FNU research policies and procedures.
 - b. Adhere to HDR Supervisor and Student Code of Practice.

Principal Supervisor:

The principal supervisor is responsible for undertaking primary administrative and academic responsibility for the student, including, but not limited to:

- a. Maintaining a schedule of regular contact with the student, whether in person or via technology. Weekly or fortnightly meetings are recommended.
- b. Supervisors must meet with the candidate to discuss their academic progress weekly or fortnightly and keep a record of the discussions in the *HDR Supervisor & Candidate Meeting Log Form*.
- c. Establishing protocols for the specific contribution each supervisor will make to the student's research.

- d. Providing regular advice and constructive feedback to the student (normally within two weeks for chapter-length drafts and no longer than one month for longer pieces of work).
- e. Responding to changes to enrolment (including leave, field work, milestones reviews, examination, and completion of the project).

Associate Supervisor/Second Supervisor/ Co-supervisor

- a. The associate supervisor/second supervisor is responsible for working with the main supervisor to provide academic responsibility for supervising the student's research project.

External Supervisor (if required)

- a. The external supervisor is responsible for working with the main supervisor, co-supervising the FNU HDR student on the basis of mutual cooperation between individuals across institutions and organisations.
- b. The external supervisor will only act as a second or co-supervisor.

5.0 Supervision Workload

The supervisors are entitled to factor in the following hours to their academic workload for HDR supervision.

For full-time HDR candidate:

- a. Principal supervisor is allocated 1 hour per week.
- b. Second supervisor is allocated 30 minutes per week.

For part-time HDR candidate:

- a. Principal supervisor is allocated 30 minutes per week.
- b. Second supervisor is allocated 15 minutes per week.

6.0 Roles and Responsibilities of Students

Students are responsible for:

- a. Meeting any conditions of their enrolment at FNU; for the quality and integrity of their research, whether in the draft or final form; and for their thesis (or equivalent research component) ultimately submitted for examination.
- b. Completing any required coursework/professional development training and undertaking FNU's compulsory activities within the scheduled time-frame.
- c. Complying with all FNU research policies and procedures.
- d. Using the University's resources and facilities in a responsible way, undertaking any necessary training in order to access and use those resources and facilities safely, in accordance with the University's Occupational Health and Safety (OH&S) requirements.
- e. Responding to all reasonable requests from their supervisor/s for regular written work, interim reports, or research results, including the final draft of the thesis, submitting the requested work to the supervisor/s within two weeks for chapter-length drafts and by negotiation for longer pieces (normally no later than one month from the date of the request).
- f. Filling in *HDR Supervisors and Candidate Meeting Log Form* at the end of each meeting with their supervisors.

7.0 Glossary

a. **Principal Supervisor**

The Principal Supervisor, sometimes referred to as Lead Supervisor in a Supervisory team, has the main responsibility for supervision arrangements and guidance for the student throughout their programme of study.

b. **Co-Supervisor**

A Co-Supervisor brings disciplinary expertise to the Supervision Team, especially in interdisciplinary student projects. When this Supervision model is chosen, the Co-Supervisor will play a major role in supervising the research project. The division of responsibilities between the Principal or Lead Supervisor and the Co-Supervisor is agreed to at the outset of the Co-supervisory arrangement.

c. **Associate Supervisor**

The Associate Supervisor role involves fewer responsibilities than the Principal Supervisor and Co-supervisor, but in some cases may include closer day to day involvement in the student's research. Associate Supervisors may also provide complementary expertise, such as specialised knowledge of a particular field or technique, or depending on the work context, or day-to-day supervision in some instances. Associate Supervisors can also include non-traditional scholars such as end user practitioners from industry, NGOs, Government, even FNU TVET staff, who provide necessary and complementary expertise to the project.

8.0 Approval Agency

FNU Senate

9.0 Revision Log

This table will be used to insert the dates of the different versions made on the policy.

Version	Date of Approval	Comment
1.0	11 December 2019	Approved by the FNU Senate
2.0	2 March 2021	Approved by the FNU Senate
3.0	5 August 2022	Approved by the FNU Senate

10.0 Policy Sponsor

Research Office

11.0 Contact Person

The following person may be contacted in relation to this policy:

Administrator

Research Office

Email: reena.singh@fnu.ac.fj

Phone: +679 3394000 Extension: 2981