

## **5. Nomination and Appointment of Supervisors**

- 5.1** When a student is admitted for a research degree and enters the probationary period, the Faculty Head of Research Students (or nominee) shall approve the nomination of two supervisors. Once supervisory arrangements have been approved by the Research Degrees Committee Faculty Review Panel at registration, any future proposed changes to supervisory arrangements shall be submitted by the First Supervisor (or nominee) for approval by the Faculty Head of Research Students (or nominee).
- 5.2** The University will require a supervisory team to have a combined experience of supervising at least one research degree student to successful completion. In the case of a PhD, one of the supervisors must normally have successfully supervised at PhD level.
- 5.3** All decisions of the Research Degrees Committee Faculty Review Panel are sent to student and the First Supervisor.
- 5.4** A person who is registered for a research degree is normally ineligible to act as a First Supervisor for another research degree student, but can act as a second supervisor or advisor. This restriction does not apply to staff registered for PhD by Published Works.
- 5.5** Only persons who are members of academic staff of the University are eligible for appointment as first supervisors.
- 5.6** In addition to the supervisors, an adviser or advisers may be proposed, in order to, for example, contribute some specialised knowledge or provide a link with an external organisation.
- 5.7** A member of academic staff should normally be supervisor to no more than 7 FTEs and 12 students for a research degree at any one time. In exceptional circumstances a supervisor may submit a request to supervise up to 10 FTEs and 15 students. The application can be made with the approval of the Dean of Faculty for an individual to take on an additional supervisory load for a specified period.

The calculation for FTEs is based on student mode of study and supervisory role as follows: FT First Supervision = 1 FTE, PT First Supervision = 0.5 FTE, FT Second Supervision = 0.5 FTE, PT Second Supervision = 0.25 FTE.

- 5.8** All nominated supervisors must have attended the Certificate in Research Supervision (CRS) course. A CRS 'Sharing Good Practice' course will be available for all supervisors who have not attended the full CRS recently. Supervisors will be expected to attend this course every three years. Any supervisor who exceeds four years since last attending the CRS 'Sharing Good Practice' course will not be entitled to accept any new research students for supervision.