

Induction of Supervisors and Research Candidates

An ACT Policy

Each candidate for an ACTh research degree (MTh, ThD) and in the project phase of the DMin will be approved by the Research Awards Board. At the time of approval, the Board will also formally approve a supervisor. That supervisor is required to be research active and must be inducted by the candidate's enrolling college into the role and expectations. A supervisor is the candidate's guide and mentor. He or she is "responsible for guiding the direction and standard" of the candidate's work (*Doctorates Downunder*, p. 24). It is only right, therefore, that the supervisor is thoroughly familiar with ACT requirements.

The Board may appoint a co-supervisor who has expertise in a related field of the candidate's research, and who must also be research active. For the purpose of mentoring potential supervisors, the Board may also appoint an associate supervisor whose task might be to proof read the thesis (or project). Normally associate supervisors would be late-candidature doctoral candidates working in a similar field.

By the time the candidate's application is submitted to the ACT office for tabling at the Research Awards Board, or DMin Committee in the case of a candidate seeking endorsement of his or her DMin project, there must be an agreement between the candidate and supervisor to work together. This agreement must be based on the following process:

All candidates and supervisors must be thoroughly familiar with ACT requirements, such as length of candidature, learning outcomes and thesis requirements, including its length, in the ACT Postgraduate Manual.

The candidate's enrolling college must ensure that a copy of the Manual and the learning outcomes for the relevant degree are made available to the supervisor and candidate.

The postgraduate coordinator of the college must sit down with the supervisor and the candidate and work through the ACT requirements including the ACT Supervision Guidelines (as approved by the Research Awards Board) and the ACT Annual Research Candidate's Report (due 31 January).

Unless there is an explicit acknowledgement that both supervisor and candidate are familiar with ACT requirements and their respective expectations, and are happy to work together, the candidate's application should not be forwarded to the ACT office.

All candidates and supervisors should also read chapters 2, 3 and 4 on "Beginning Candidature" in Denholm and Evans (eds.), *Doctorates Downunder* (Camberwell: ACER Press, 2006), a copy of which can be located in the college library or can be purchased from the Australian Council for Educational Research. The other 24 chapters of this helpful resource are also well worth reading as the candidate progresses.

This policy should be revised no later than August 2008

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Dean

2 August 2006
11 September 2006

policies/induction