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Western Sydney University

Research Supervision Guidelines

These guidelines should be read in conjunction with the University's

Responsible Conduct of Research Policy

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1. Introduction

Western Sydney University's Responsible Conduct of Research Policy articulates the principles and responsibilities that underpin the responsible conduct of research for all Western Researchers and aligns with the Australian Code for the Responsible Conduct of Research 2018 (the Code). It ensures that research being undertaken at Western adheres to the highest ethical standards and is conducted responsibly and with integrity.

Research supervision plays a vital role in the responsible conduct of research. The Responsible Conduct of Research Policy and this guide apply to all research supervision undertaken under the auspices of Western Sydney University.

2. Purpose

Research supervision involves the development of a respectful, culturally aware and professional relationship between supervisors and research trainees (in particular, early and mid-career researchers, HDR students, and other research trainees). This Research Supervision Guide aims to ensure Western Sydney University supervisors and research trainees understand their obligations and work together to promote and implement the responsible conduct of research.

3. Responsibilities of research supervisors

Research Supervision comes with diverse responsibilities, and supervisors serve as role models to less experienced researchers. In accordance with the Responsible Conduct of Research Policy and the Code, Western Sydney University research supervisors are responsible for:

- Providing guidance and mentorship on responsible research conduct to other researchers and research trainees under their supervision, and where appropriate monitor their conduct.
- Undertaking appropriate training to impart knowledge of best practice research methods to the students and trainees.
- Guiding the students/trainees in acquiring research experience that conforms to the highest standards of integrity and professionalism as set out in this Policy.
- Ensuring the conduct of the student's research meets relevant ethical, legislative and work health and safety standards, including in fieldwork.
- Providing oversight of all relevant stages of the research process from research conceptualisation and planning, through to dissemination of outcomes and follow-up activities.
- Ensuring, as far as possible, the validity of research data obtained by a student/trainee under his/her supervision.
- Ensuring education and training for those under their supervision starts as soon as possible in the career of a researcher and encompasses discipline-based research methods and other relevant skills, such as awareness of intellectual property, the ability to interact with industry and to work with diverse communities.
- Providing each research student/trainee with written material of applicable government and institutional guidelines for the conduct of research, including those covering ethical requirements for studies on human or animal subjects, requirements for confidentiality, and work health and safety matters.

- Ensuring each research student/trainee (including honours, masters honours and doctoral students, and junior postdoctoral staff) is assigned to at least one specific, responsible and appropriately qualified senior researcher.
- Guiding the professional development of research trainees, including relating to research conduct and overseeing all stages of the research process by identifying the research objectives and approach, obtaining ethics and other approvals, obtaining funding, conducting the research, and reporting the research outcomes in appropriate forums and media. Supervisors should also seek out relevant training opportunities when they perceive a knowledge gap.
- Ensuring that more junior researchers receive appropriate credit for their work (as per the Authorship Guidelines).
- Ascertaining that HDR students submit a Turnitin report along with a final copy of their thesis. Supervisors will review the Turnitin report and provide a declaration to GRS that the thesis is review ready.
- Supervisory arrangements: Supervisors and trainees should undertake an agreement (in writing) on:
 - Expectations related to:
 - Progression and Development
 - Deliverables
 - Mode of contact between meetings
 - Extent of involvement of the supervisor in the work of those under supervision
 - When and how the agreement will be reviewed during the supervisory period
 - Arrangements related to co-authorship including order of authors
 - The frequency and format of meetings
 - The nature and format of supervisor's feedback
 - How any disputes will be resolved?
 - The use of appropriate technology when remote supervision is provided.

3. Responsibilities of researchers under supervision

When being supervised researchers/research trainees should:

- Work cooperatively with their supervisors.
- Demonstrate a professional attitude towards their research.
- Complete all training in a timely manner and play an active role in their own professional development by seeking other relevant training opportunities.

4. Abbreviations used

- The Code: Australian Code for the Responsible Conduct of Research
- HDR: Higher Degree Research
- HERDC: Higher Education Research Data Collection