

International Learners) Code of Practice 2021.

Scope

This Policy specifies general principles related to Research Student supervision at the University. It pertains to all members of the University community who are stakeholders in the process of Research Student supervision and includes all Research Students, their Supervisors, External Supervisors, Heads of Departments/Schools and their delegates, Executive Deans, the Dean of Postgraduate Research

Faculties, schools, departments, and UC Research Institutes and Centres may specify additional requirements as appropriate to their academic and professional context. Any additional requirements must be consistent with this Policy and its principles.

This Policy supersedes UCPL-4-
Thesis v.4.00).

Principles of Quality Supervision

The University endorses the following principles of quality supervision underpinned by Te Tiriti o Wāitangi (

Rangahau | Dean of Postgraduate
ed. In instances where the Head of
r involved, the Executive Dean must

(see [Allocation of Academic
nic Staff Workload Policy](#)) and
opment and maintenance of
a | Graduate School.

specific requirements relevant to
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- 2.5.13.3. Research expectations in relation to research and setting academic goals, including conference attendance, publications, assisting in lab work, teaching/tutoring, providing progress reports for externally funded projects, and other engagements/activities relevant to the academic community.
- 2.5.13.4. Resources available, including equipment and funding, to support the Research Student to meet the expectations and achieve agreed

- 2.5.18. Ensuring that students conducting research extramurally are aware of, and have access to, all supports available to students based off campus, and to be mindful of the complexities involved in extramural study, including implications on applicable tuition fees for international research students.

2.6. Co-Supervisor and Associate Supervisor

A Co-Supervisor or project.

It is expected that an Associate Supervisor will undertake similar tasks and have similar responsibilities to that of a Co-Supervisor, but to a lesser extent under the direction of a Senior Supervisor.

The Co-Supervisor and Associate Supervisor are responsible for:

- 2.6.1. Completing relevant supervisory professional development and (University staff only).
- 2.6.2. Working collaboratively with the Senior Supervisor and other members of the supervisory team to provide direction and support the development and progress of the Research Student throughout their candidature.
- 2.6.3. Maintaining effective communication with the Research Student and the Senior Supervisor, including providing written feedback and attending face-to-face (inclusive of online) supervisory meetings at agreed intervals.
- 2.6.4. Modelling a responsible and respectful spirit of critique when providing feedback to and/or negotiating research direction with the Research Student and the Senior Supervisor.
- 2.6.5. Assuming the role of the Senior Supervisor when necessary (e.g., when the Senior Supervisor is on leave), noting that an External Supervisor cannot take on the role of Senior Supervisor.

2.7. External Supervisor (not employed by UC)

- 2.7.1. An individual who is external to the University may be appointed as a Co- or Associate Supervisor only.
- 2.7.2. An External Supervisor is not required to complete ongoing professional

Graduate School. However, an External Supervisor is bound by the terms of this Policy, [Staff Code of Conduct](#), [Conflict of Interest Policy](#), and any other relevant policies including the [Health, Safety and Wellbeing Policy](#), and must adhere to the roles and responsibilities of the supervisory role to which they have been assigned.

2.8.11. Developing research goals and an actionable plan to reach these goals with the guidance of the Supervisors, following appropriate UC policies and guidelines.

2.8.12. Discussing intellectual property ownership (as between the Research8(1).41 7c2W*nBT

6.2.3 The [Conflict of Interest Policy](#) prohibits a staff member from supervising a student with whom they have a Relationship (as defined in the [Conflict of Interest Policy](#) sought and given.

7. Raising Concerns

7.1. **Supervisors:** Where issues or concerns arise between the Research Student and the Supervisor/s, the Supervisor/s should attempt to discuss and resolve this informally with the Research Student in the first instance.

7.1.1. If the issues or concerns cannot be resolved informally, the Supervisor/s should encourage the Research Student to engage with the appropriate University service for advice and support.

7.1.2. Supervisor/s should also inform their Tumuaki Tari | Head of Department/School of those concerns.

7.2. **Research Students:** Research Students who are experiencing issues or concerns with their studies or supervision are encouraged to first attempt to resolve issues informally through discussions with their Supervisor/s.

7.2.1. If the Research

Related Documents and Information | He

Legislation | Whakaturetanga

[The Education \(Pastoral Care of Tertiary and Other Learners\) Code of Practice 2021](#)

UC Regulations | Waeture

[Academic Misconduct Regulations \(PDF, 50KB\)](#)

[Behavioural Misconduct Regulations](#)

[Qualification Regulations \(University Regulations website\)](#)

UC Policy Library | Te Here

[Academic Integrity Guidance for Staff and Students \(PDF, 425KB\)](#)

[Academic Advice Principles and Guidelines](#)

[All Cases](#)

[Master's Thesis Work Policy and Guidelines \(PDF, 539KB\)](#)
[Prevention of Harassment and Bullying Policy \(PDF, 305KB\)](#)
[Privacy Policy \(PDF, 157KB\)](#)
[Proofreading and Editing Guidelines \(PDF, 134KB\)](#)
[Research Conduct Policy \(PDF, 514KB\)](#)
[Research Contracts Policy \(PDF, 376KB\)](#)
[Research, Creative and Scholarly Outputs Policy \(PDF, 327KB\)](#)
[Research Work for a Master's or Doctoral Thesis \(PDF, 279KB\)](#)
[Scholarships and Student Financial Awards Policy \(PDF, 169KB\)](#)
[Staff Code of Conduct \(PDF, 481KB\)](#)
[Staff Tertiary Study Assistance Policy and Procedures \(PDF, 192KB\)](#)
[Student Code of Conduct \(PDF, 303KB\)](#)
[Student Printing Services Policy \(PDF, 270KB\)](#)
[Thesis Availability Policy \(PDF, 251KB\)](#)
[University of Canterbury Student Complaint Procedures](#)

External |

[Immigration NZ \(Immigration New Zealand website\)](#)

