

 <p>S P Jain School of Global Management</p> <p>DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	Research Training and Supervision Policy
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1. Purpose and Scope

- a. This Policy defines and recognises the rights and responsibilities of higher degree research (HDR) for master’s degree by research, DBA and PhD students and HDR supervisors at S P Jain School of Global Management (S P Jain / the School).
- b. To ensure that the criteria for appointing HDR supervisors are fair, consistent and transparent.
- c. This Policy applies to all candidates and supervisors engaged in HDR degrees, as defined by the Australian Qualifications Framework (AQF).

2. Guiding Principles

- a. To promote and implement a culture of scholarship and/or research that is integral to achieving a high level of scholarship and/or research training.
- b. To engender in research students a broad understanding of their field of study beyond their primary research topic and engage them in advanced knowledge and inquiry.
- c. Students to be appointed at least two appropriately qualified and experienced supervisors, who have expertise in the field of research or associated fields (refer section 3).
- d. To ensure all research students and supervisors are inducted and orientated into their roles.

- e. The performance of students and supervisors is monitored throughout the candidature.
- f. Results of monitoring are used to mitigate risks to the quality of the HDR provided, guide best practice in supervision, and improve the academic support available to HDR students.
- g. Students' scholarly outputs are assessed by independent, external examiners and/or editors (if publishing outside of their thesis).
- h. Conflicts are resolved under the *Student Grievance and Mediation Policy and Procedures* or *Staff Grievance and Complaint Policy and Procedures* as applicable.

3. Appointment of Supervisors

- a. Students agree to the proposed supervisory arrangements.
- b. Supervisory arrangements include a principal supervisor and an associate supervisor.
- c. Prior to appointment, the proposed principal and associate supervisors satisfy all the following criteria:
 - i. A doctoral degree in a relevant discipline or field, or equivalent research experience in a relevant discipline or field;
 - ii. Knowledge of contemporary developments in a relevant discipline or field,
 - iii. is informed by current scholarly activity and/or advances in practice;
 - iv. Skills in contemporary teaching, learning and assessment principles applicable to HDR; and
 - v. No actual or perceived conflicts of interest.
- d. Principal supervisors must also demonstrate that they meet appropriate academic and employment standards. In particular, they are:
 - i. employed by S P Jain, or hold a relevant adjunct appointment, or are otherwise formally contracted and accountable to S P Jain for supervisory duties; and
 - ii. have a PhD, quality research publications in their field of expertise, and a track record of successful supervision of HDR students.
- e. Associate Supervisor need to have a doctoral degree in a relevant discipline or field, or equivalent research experience in a relevant discipline or field, evidence of publications and some experience of supervising HDR students and/or student research projects.

4. Students' Rights and Responsibilities

- a. Students are admitted to HDR research training where the supervisory and study environments are deemed to be appropriate:
 - i. research activities or other HDR-based creative endeavours are underpinned by

- intellectual inquiry and scholarship that protect and promote academic integrity;
- ii. supervisory arrangements meet all aforementioned criteria; and
- iii. resources required for the HDR projects are available.

- b. Research students participate in an induction to research that includes codes of conduct, ethics, occupational health and safety, intellectual property, and any additional matters that are necessary for the type of research to be undertaken.
- c. Research students are supported by continuing supervisory arrangements for the duration of their candidature.
- d. Students are afforded multiple opportunities to present and communicate their research outputs at internal HDR seminars.
- e. The progress of research students is monitored on a 6-monthly basis through progress reports, which students are required to complete and submit.
- f. Students at risk of poor progress are provided with additional academic support and may be subject to disciplinary interventions.

5. Supervisors' Rights and Responsibilities

- a. Supervisors ensure that all formal assessable requirements of an HDR course of study meet institutional academic governance and quality assurance requirements.
- b. Supervisors remain active in research when supervising research students.
- c. Supervisors adhere to [Universities Australia's Principles for Respectful Supervisory Relationships](#) and other regulatory requirements at all times.
- d. The quality of supervision provided by each academic staff is monitored 6-monthly through student feedback.
- e. Supervisors are required to review feedback on their research supervision and are supported in enhancing their supervisory activities as part of their professional development planning and review cycle.

6. Appeals

Students or supervisors/ associate supervisors with any grievances or dissatisfaction may appeal in accordance with the *Staff Grievance and Complaint Policy and Procedures* or the *Student Grievance Mediation Policy and Procedures* as applicable.

Related Documents

- a. Research Ethics and Integrity Policy
- b. Rules of Progression and Course Completion Requirement Policy
- c. Staff Code of Conduct Policy
- d. Staff Grievance and Complaint Policy and Procedures
- e. Students at Risk Policy
- f. Student Code of Conduct Policy
- g. Student Grievance and Mediation Policy and Procedures