Conflict of Interest for Higher Degree by Research Supervisors Guideline

Section 1 - Context/Overview

(1) This Guideline is to assist staff involved in supervising Higher Degree by Research Candidates to manage potential conflicts of interest between supervision of a candidate in the workplace and in the context of their candidature.

(2) The Guideline supports the implementation of the Conflict of Interest Policy and must be read in conjunction with that document and with the Code of Conduct.

Section 2 - Guidelines

(3) When a current Higher Degree by Research supervisor becomes the candidate's workplace supervisor

   a. The Head of School should:
      i. consider whether it is desirable that an alternative workplace supervisor be appointed, including for the purposes of day-to-day supervision;
      ii. appoint a workplace supervisor for the purposes of workplace performance assessment of the candidate/employee (including formal processes in connection with the Performance Development Framework, dealing with performance concerns and unsatisfactory performance and misconduct); and
      iii. consider whether it is desirable to appoint a mentor for the candidate/employee.

(4) When a staff member commences a Higher Degree by Research program and their workplace supervisor is nominated as the most suitable person to undertake the role of Higher Degree by Research supervisor

   a. The Higher Degree by Research supervisor should not undertake any workplace performance assessment of the employee/candidate; and
   b. The Head of School should:
      i. appoint a workplace supervisor for the purposes of workplace performance assessment of the employee/candidate (including formal processes on connection with the Performance Development Framework, dealing with performance concerns and unsatisfactory performance and misconduct); and
      ii. consider whether it is desirable to appoint a mentor for the candidate/employee.

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Responsible Executive	Kylie Shaw Dean of Graduate Research
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Glossary Terms and Definitions

"Candidature" - The period of time between acceptance of offer and termination, withdrawal from, or completion of a higher degree by research program, including periods when a candidate is not enrolled.

"Candidate" - With regard to Higher Degree by Research it has the same meaning as student. For all other instances it is a person considered for appointment to a position.

"Higher Degree by Research supervisor" - The person appointed by the Head of School or Deputy Head of School, or where more than one such person is appointed, the person assigned the responsibility as principal supervisor.

"Program" - When referring to learning, a program is a sequence of approved learning, usually leading to an Award. For all other uses of this term, the generic definition applies.

"Research" - As defined in the Australian Code for the Responsible Conduct of Research, or any replacing Code or document.

"Staff" - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

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