

# Research Student Supervision Policy

<b>Last Modified   Nōnahea i Whakarerekē</b>	May 2023
<b>Review Date   Rā Arotake</b>	May 2024
<b>Approval Authority   Mana Whakaae</b>	Deputy Vice-Chancellor Research
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## Introduction | Kupu Whakataki

High quality supervision is essential to a successful graduate research experience. The University, its Staff and Research Students collectively support a student-centred, mutually respectful, and ethical approach to research supervision practices.

The University accepts that a wide range of models for successful supervisory partnerships exist, and that supervisory processes and Research Student learning are multi-faceted and constantly evolving. This document should be viewed in this context.

Quality supervision requires all individuals engaged in Graduate Research Supervision to be informed of their responsibilities under the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021, and work to ensure that their Research Students have a safe, inclusive, supportive, and accessible learning environment.

## Definitions | Tautuhinga

**Associate Supervisor** – a supervisor who provides additional academic advice to the candidate but provides less input than the Senior Supervisor or Co-Supervisor. An Associate Supervisor may be External to UC (e.g., an individual from another institution, Crown Research Institute, or with industry or specialist research expertise).

**Co-Supervisor** – a supervisor who takes substantial responsibility for provision of supervision under the coordination of the Senior Supervisor. A Co-Supervisor may be External to UC (e.g., an individual from another institution, Crown Research Institute, or with industry or specialist research expertise).

**Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021** – This code specifies the role of providers in ensuring the organised and formal provision of practices to support the wellbeing and safety of all tertiary learners, effective from 1 January 2022.

**External/External Supervisor** – a member of the supervisory team who is not employed by UC. Commonly, this individual will have specific industry or specialist research expertise. An External Supervisor cannot be a Senior Supervisor.

**Graduate Research Coordinator (GRC)** – a member of academic staff who holds a specialist advisory role within a department or school. Aspects of the role of the Head of Department/School, related to graduate research and as detailed in this policy, may be formally delegated to this role in line with the Delegations of Authority Policy.

**Graduate Research Supervision** – the process of guiding, training, mentoring, and supporting Research Students to completion of their research thesis, including meeting required academic milestones and supporting Research Students to undertake professional development and networking opportunities.

**Milestones** – activities that a Research Student must undertake, to the expected standard, in order to progress their studies.

**Registered Supervisor** – a supervisor who meets current criteria for endorsement as a supervisor of Research Students and is registered as meeting those standards with Te Kura Tāura | Graduate School.

**Research Active** – term indicating that an individual meets the minimum standards for research activity as determined by the Head of Department/School.

**Research Student(s)** – a student or students enrolled in a programme of study that includes a thesis of 90 points or more.

**Senior Supervisor** – the lead supervisor on a supervisory team who takes overall responsibility for the provision of academic advice and assistance to the Research Student and completes all administrative responsibilities on behalf of the supervisory team (e.g., progress reporting).

**Staff** – Academic staff members of the University who are eligible to supervise Research Students.

**Supervisor/s** – This refers to senior supervisor, co-supervisor, or associate supervisor.

**University** – This means Te Whare Wānanga o Waitaha | University of Canterbury.

**Wellbeing** – This means having a positive frame of mind, resilience, satisfaction with self, relationships, and experiences and progressing towards learning outcomes sought as defined by the Education (Pastoral Care of Tertiary and

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, and Te Kura Tāura | Graduate School.

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-4-219 (Research Work for a Master's or Doctoral Thesis v.4.00).

## Principles of Quality Supervision

The University endorses the following principles of quality supervision underpinned by Te Tiriti o Wāitangi (kāwanatanga, tino rangatiratanga, oritētanga) and the [Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#), and the spirit of [Ngā Uara | Our Values](#) (Whanaungatanga, Tiakitanga, Manaakitanga) :

1. **Mutual respect:** Supervisors model responsible, professional, and ethical behaviour in all aspects of the supervision process, and Research Students evidence similar professionalism in their conduct.
2. **Open communication:** Supervisors and Research Students develop mutual expectations about their research and the supervisory process. These are communicated clearly and reviewed regularly.
3. **Responsive feedback:** Supervisors are reasonably accessible to Research Students and provide timely, descriptive and actionable feedback, and guide Research Students to respond to that feedback. Equally, Research Students are expected to respond to feedback in a timely and professional manner.
4. **Individualised approaches:** Research Students' learning and development benefits from individualised approaches tailored to their unique experiences, skills, abilities, and career and life goals.
5. **Culture of care:** University-wide resources are leveraged to support Research Students' wellbeing and study success.
6. **Indigenous knowledge creation:** Supervisors and Research Students consider the value and potential role of indigenous forms of knowledge creation.

## Policy Statements | Kaupapa Here

### 1. University Responsibilities

- 1.1. The University is committed to providing Research Students with high quality Graduate Research Supervision.
- 1.2. The University will:
  - 1.2.1. Require University Supervisor/s to be registered as a Supervisor with Te Kura Tāura | Graduate School and maintain their registration through the completion of regular professional development;
  - 1.2.2. Ensure the provision of feedback and support to both Supervisor/s and Research Students.

### 2. Other Roles and Responsibilities

#### 2.1. Graduate Research Committee

The [Graduate Research Committee](#) provides academic leadership in graduate research, as a sub-committee of the Academic Board. The Committee contributes to the graduate research quality and research impact agenda as defined by the University's strategies, international best practices, Te Tiriti o Waitangi, and internal and external compliance frameworks.

#### 2.2. The Amo Rangahau | Dean of Postgraduate Research

The Amo Rangahau | Dean of Postgraduate Research is responsible for:

- 2.2.1. Decision making relating to the overall quality assurance of Doctoral degrees and research thesis courses of 90 points or more as defined in the relevant regulations.
- 2.2.2. Establishing and maintaining a Register of all University Staff appointed as Supervisor/s.
- 2.2.3. Ensuring the availability of high quality supervisory professional development for University Supervisors to maintain their Registration.
- 2.2.4. Ensuring that Research Student milestones are measured and reported on through the appropriate channels, across the duration of candidature.
- 2.2.5. Resolving complex graduate research issues, in consultation and collaboration with Heads of Department/School, Supervisors, and Research Students.
- 2.2.6. Consulting with and advising Executive Deans, Associate Deans, Heads of Department/School, Supervisor/s, and Research Students on graduate research matters, as needed.

The Amo Rangahau | Dean of Postgraduate Research or their delegate is also responsible for approving any deviations from the requirements in this Policy where there are exceptional circumstances.

### **2.3. Amo Matua | Executive Deans**

The Amo Matua | Executive Deans are responsible for:

- 2.3.1. Creating and promoting a supportive, welcoming, and inclusive Faculty research and learning environment that facilitates graduate research excellence and promotes wellbeing.
- 2.3.2. Supporting and promoting academic leadership in graduate research through membership of the Graduate Research Committee.
- 2.3.3. Ensuring that Staff engaged in supervision are adequately resourced.
- 2.3.4. Decision-making and/or support in relation to any formal complaints and informal concerns and issues as needed.

### **2.4. Tumuaki Tari | Heads of Department/School**

Tumuaki Tari | Heads of Department/School are responsible for:

- 2.4.1. Creating and promoting a supportive, welcoming, and inclusive Department/School research and learning environment that facilitates graduate research excellence and promotes wellbeing.
- 2.4.2. Maintaining oversight of the progress of Research Students within their Department/School, reviewing and reporting on Research Students' administrative and academic milestones.
- 2.4.3. Taking appropriate action if a Senior Supervisor reports inadequate progress or performance from a Research Student, working in conjunction with the Amo Rangahau | Dean of Postgraduate Research to reach a resolution in complex cases.
- 2.4.4. Ensuring that Research Students have access to sufficient resourcing to conduct their research, and in line with relevant University Policy and guidelines. This includes access to a desk and chair, access to computer and printing facilities, and a secure area to store sensitive and non-secure materials.
- 2.4.5. Ensuring that Research Students have continual access to adequate supervision and arranging alternative supervision within a reasonable timeframe if required (e.g., if a Supervisor requires extended leave for health reasons or is on sabbatical, a Supervisor departs the University, or there is a dissolution of the Research Student and Supervisor relationship).
- 2.4.6. Facilitating informal consultation and/or informal mediation if a conflict arises in the Research Student and Supervisor relationship, in the first

instance, with referral to the Amo Rangahau | Dean of Postgraduate Research if resolution is not reached. In instances where the Head of Department/School is a Supervisor involved, the Executive Dean must assume the role of Head.

- 2.4.7. Monitoring a Supervisor's workload (see [Allocation of Academic Activities and Establishing Academic Staff Workload Policy](#)) and supporting their professional development and maintenance of supervisory registration with Te Kura Tāura | Graduate School.
- 2.4.8. Ensuring that Department/School specific requirements relevant to Research Students are compatible with relevant University regulations (e.g., facilities, resources, academic expectations, and/or specific Department/School requirements), and that copies of any additional requirements and related documents are lodged with Te Kura Tāura | Graduate School.

Aspects of the responsibilities above may be delegated to Graduate Research Coordinators or to a Department/School Committee, where appropriate and in line with the [Delegations of Authority Policy](#). Where there is no Head of Department/School, these responsibilities revert to the Amo Matua | Executive Dean.

## 2.5. Senior Supervisor

Senior Supervisors are responsible for:

- 2.5.1. Completing relevant supervisory professional development and maintaining supervisor registration with Te Kura Tāura | Graduate School.
- 2.5.2. Becoming familiar with, and adhering to, all regulations, policies, procedures, reporting requirements, handbooks, and guidelines relating to Research Student supervision and study progression.
- 2.5.3. Developing, in conjunction with the Research Student, mutually agreed expectations regarding Research Student-Supervisory team relations, including approaches to communication and meeting frequency.
- 2.5.4. Ensuring a respectful and professional supervisor-supervisee relationship following the University's [Staff Code of Conduct](#), [Conflict of Interest Policy](#) and other relevant internal and external policies. Should differences in opinions and/or conflict arise, resolutions are sought through the appropriate channels.
- 2.5.5. Communicating the roles and responsibilities of all members of the supervisory team clearly from commencement and reviewing as required, in conjunction with the Research Student, throughout the duration of study.
- 2.5.6. Setting clear expectations regarding academic integrity and ethical conduct of research, and ensuring students are familiar with all relevant

Regulations (e.g., [Academic Misconduct Regulations](#), [Behavioural Misconduct Regulations](#)), policies and guidelines (e.g., [Human Research Ethics Policy - Research Involving Human Participants](#), [Animal Ethics Committee Code of Ethical Conduct](#), [Research Conduct Policy](#)).

- 2.5.7. Collaborating with the Research Student in the setting of research and project goals and establishing strategies to achieve them.
- 2.5.8. Meeting formally with the Research Student at least once each month and maintaining, in partnership with the Research Student, a written record of those discussions and feedback.
- 2.5.9. Providing timely, descriptive, and actionable written feedback to support the Research Student's ongoing scholarly development and progress, modelling a responsible and respectful spirit of critique.
- 2.5.10. Ensuring that all milestone reports (e.g., Supervisory Agreement, Confirmation Report, Progress Reports) are reviewed in conjunction with the student and completed in an efficient and timely manner.
- 2.5.11. Monitoring the progress of the Research Student and referring any serious issues to the Tumuaki Tari | Heads of Department/School and/or Amo Rangahau | Dean of Postgraduate Research, in accordance with the academic regulations and programme rules.
- 2.5.12. Informing the Research Student if they are unlikely to successfully pass through the confirmation stage.
  - 2.5.12.1. This notification must be in writing and be given at least four weeks prior to the formal confirmation. Alternative options must be suggested to the Research Student at that time (e.g., withdrawal, suspension, transfer to a Master's degree).
  - 2.5.12.2. The Senior Supervisor must also inform the Tumuaki Tari | Head of Department/School who will intervene and refer any ongoing issues to Amo Rangahau | the Dean of Postgraduate Research.
- 2.5.13. Discussing and advising the Research Student regarding:
  - 2.5.13.1. Programme rules, regulations, general administration tasks, and research milestones (e.g., supervisory agreement, relevant ethics applications and approvals, research proposal, confirmation, progress, and examination).
  - 2.5.13.2. Supports available within the Department/School, Faculty, and Te Kura Tāura | Graduate School that will assist them to develop or revise their academic plans and/or to help build their researcher identity and career-related transferrable skills.

- 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 goals.
- 2.5.13.5. Intellectual property (in conjunction with the Research & Innovation Office), authorship of publications, and data management in accordance with the relevant UC regulations, policies, and guidelines.
- 2.5.13.6. Management of workload and enrolment during candidature, including advising the student of absence entitlements (i.e., four weeks' holiday each year), variations of study (e.g., suspension), and any other academic accommodations that may be arranged when unforeseen circumstances arise impacting on their health, wellbeing, and research progress.
- 2.5.13.7. That in circumstances where the research work of a Research Student involves a contract (other than the Supervision Agreement) with the University and/or third parties, the contract must be negotiated through Research & Innovation (see [Research & Innovation and Postgraduate Contacts | University of Canterbury](#))
- 2.5.14. Encourage Research Students to maintain work-life balance and personal health throughout their studies.
- 2.5.15. Referring Research Students to appropriate University support services and resources according to the concerns and needs expressed (e.g., Student Care, UC Health & Counselling).
- 2.5.16. Preparing the Research Student for thesis submission and examination, including discussing the submission process, examiner selection, and preparation for the oral examination (Doctoral students only).
- 2.5.17. Maintaining oversight and coordinating activities of the supervisory team. If a member of the supervisory team becomes unavailable, the Senior Supervisor is responsible for notifying the Tumuaki Tari | Head of Department/School or their delegates and arranging coverage. If the Senior Supervisor is also the Tumuaki Tari | Head of Department/School, the Graduate Research Coordinator should arrange alternative supervision.
- 2.5.17.1. Where an External Supervisor is part of the supervisory team, the Senior Supervisor must provide the External Supervisor with a copy of this Policy.



- 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 Associate Supervisor's role varies according to the research 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 maintaining registration with Te Kura Tāura | Graduate School (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 development to obtain or maintain registration with Te Kura Tāura | UC 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. Research Student

The primary responsibility of the Research Student is to maintain sound academic progress under the guidance of their supervisory team, meeting required research milestones and academic standards from commencement to submission and examination.

A Research Student is responsible for:

- 2.8.1. Familiarising themselves with and adhering to appropriate Regulations and Policies, including the [UC Student Code of Conduct](#), [Academic Misconduct Regulations](#), [Behavioural Misconduct Regulations](#), and relevant Policies and guidelines (including but not limited to [Human Research Ethics Policy](#), [Animal Ethics Committee Code of Ethical Conduct](#), [Research Conduct Policy](#), [Proofreading and Editing Guidelines](#), [Intellectual Property Policy](#)).
- 2.8.2. Maintaining an enrolment load appropriate to their citizenship and/or visa status.
- 2.8.3. Attending induction(s) and training as required by the research programme, Faculty/School/Department, and Te Kura Tāura | Graduate School.
- 2.8.4. Ensuring all processes relating to administration, compliance (i.e., appropriate visa status), and progress reporting are followed and completed in a timely manner.
- 2.8.5. Contributing to and maintaining a constructive working relationship with all members of the supervisory team.
- 2.8.6. Being aware of [support services](#) and resources available on campus to Research Students and how to access them when required.
- 2.8.7. Upholding Academic Integrity ([Academic Integrity | University of Canterbury](#)) and abiding by ethical research practice.
- 2.8.8. Completing required milestone reports and all other reports as required by relevant stakeholders (including external research funders where necessary) to the research project.
- 2.8.9. In conjunction with the supervisory team, establishing mutually agreed approaches to communication, supervisory meetings, providing feedback, and other scholarly activities (e.g., conference attendance, publication).
- 2.8.10. Maintaining continuous research progress and attending agreed supervisory meetings. It is expected that the Research Student retains a written summary/record of each formal supervisory meeting.

- 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 Research Student, UC and any funder (if relevant)) with the supervisory team with input from the Research & Innovation Office.
- 2.8.13. Discussing authorship of publications with the supervisory team.
- 2.8.14. Discussing resources and support required to carry out the research project and/or to participate in other research activities, such as funding and technical support.
- 2.8.15. Managing workload and making necessary adjustments (e.g., part-time enrolment) with the support of the Senior Supervisor and/or supervisory team.
  - 2.8.15.1. Seeking advice on leave and academic accommodation options from the supervisory team and/or staff within Te Kura Tāura | Graduate School.
  - 2.8.15.2. Informing the supervisory team and Te Kura Tāura | Graduate School of leave/suspension plans ahead of time to ensure compliance with programme rules and/or Immigration New Zealand Student Visa requirements.
- 2.8.16. Actively seeking feedback from supervisors and providing milestone reports at agreed intervals, allowing sufficient time for the supervisors to return written feedback.
- 2.8.17. Being proactive in communicating concerns and/or changes in personal circumstances that might affect research progress to the supervisory team and/or appropriate support staff on campus.
- 2.8.18. Ensuring that the thesis is submitted within the time limits of the degree, as specified in the Regulations.

### **3. Appointment of Supervisors**

- 3.1. The Tumuaki Tari | Heads of Department/School must recommend to the Amo Rangahau | Dean of Postgraduate Research, and support, the appointment of prospective supervisors after considering resourcing, capacity, and the research expertise and workload of the proposed supervisor.
- 3.2. In situations where the proposed supervisor is external to the University, the Tumuaki Tari | Heads of Department/School must confirm that the proposed supervisor has the appropriate expertise to supervise research students prior to recommending their appointment to the Amo Rangahau | Dean of Postgraduate Research.

- 3.3. Tumuaki Tari | Heads of Department/School recommendations regarding the appointment of supervisors must not be delegated to the Graduate Research Coordinator.
- 3.4. The Amo Rangahau | Dean of Postgraduate Research will appoint supervisors based on the recommendation of the Tumuaki Tari | Head of Department/School, Regulations, and Supervisors' registration status with Te Kura Tāura | Graduate School.

#### **4. Changes in Supervision**

- 4.1. The supervisory team must maintain continuous, quality supervision for the duration of the Research Student's studies, allowing for changes in supervisors' circumstances which may impact on their availability or capacity to supervise and ensuring that the team has adequate competency to supervise the student in the research area.
- 4.2. Where unexpected disruption in supervision occurs, the Amo Rangahau | Dean of Postgraduate Research will, with the support of the Tumuaki Tari | Head of Department/School and Research Student, appoint another appropriately qualified supervisor to the supervisory team, desirably within four weeks. The Tumuaki Tari | Head of Department/School cannot delegate this task to the Graduate Research Coordinator.
- 4.3. An appointment may not need to be made if a supervisor leaves the team, but the remaining team composition has sufficient expertise and there are at least two supervisors, in line with the Regulations.
- 4.4. An additional supervisor may be added to the supervisory team (such as an Associate Supervisor) where there is a need for additional expertise within the supervisory team.
- 4.5. When supervisors leave the employment of the University, arrangements for supervision of their Research Students must be made prior to their departure. Arrangements will vary according to the stage an individual has reached. In such instances, the Amo Rangahau | Dean of Postgraduate Research will, with the support of the Tumuaki Tari | Head of Department/School and Research Student, appoint an appropriately qualified supervisor.

#### **5. Supervisor Registration with Te Kura Tāura | Graduate School**

- 5.1. Prior to commencing in a supervisory role at the University, all prospective supervisors of a Research Student, regardless of prior experience, must complete Te Kura Tāura | Graduate School's professional development module on Supervisory Principles and Policies at the University.
- 5.2. To gain and maintain registration as a supervisor at the University, staff must:

- 5.2.1. Complete the Te Kura Tāura | Graduate School's professional development module on Supervisory Principles and Policies at the University at least once every five years.
- 5.2.2. Maintain currency in supervisory practice by completing at least one supervisory workshop, as detailed by Te Kura Tāura | Graduate School's list of registered courses, every two years.
- 5.2.3. Be deemed research active within the discipline of study, as determined by the Tumuaki Tari | Head of Department/School.
- 5.3. To be registered as a Senior Supervisor, an individual must have supervised a Research Student through to completion, at the same level of study, at the University or as an equivalent supervisor level at another university or, include an experienced Co-Supervisor as part of the supervisory team who provides appropriate mentoring.
- 5.4. Where a proposed supervisor is External to the University, they must agree in writing to their roles and responsibilities.
- 5.5. Supervisors may be temporarily or permanently removed from the supervisory register where they have failed to comply with the requirements and responsibilities of this Policy and other relevant University policies or are no longer deemed research active.

## 6. Conflict of Interest

- 6.1 A conflict of interest may be more perceived than actual and may not be avoided entirely. A perceived or actual conflict of interest within supervisory relationships and supervision may include applying ethical and/or good practice requirements. Supervisors must consider and identify potential conflicts of interest in the spirit of integrity, transparency, honesty, and good faith in all aspects of the supervision practice.
- 6.2 Each conflict of interest situation (whether actual, potential or perceived) must be disclosed in writing as soon as reasonably practicable after it is identified in accordance with the [Conflict of Interest Policy](#) and notified to the Amo Rangahau | Dean of Postgraduate Research.
  - 6.2.1 In particular, any cases of kinship, whether by blood, marriage, civil partnership or law, between a Research Student and a proposed or current Supervisor must be declared prior to registration and must be managed in accordance with the [Conflict of Interest Policy](#) and notified to the Amo Rangahau | Dean of Postgraduate Research.
  - 6.2.2 Should the relevant Executive Dean consider it is academically appropriate for a Research Student to be supervised by Supervisors who are partners or closely related (whether by blood, marriage, civil partnership or law), this must be managed in accordance with the [Conflict of Interest Policy](#), the Amo Rangahau | Dean of Postgraduate Research must be notified and a third Supervisor must be appointed.

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](#)) unless the Vice Chancellor's approval is 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 Student does not feel comfortable resolving it informally with their Supervisor/s, or the issues or concerns are not resolved, the Research Student is encouraged to discuss the issues or concerns with their Graduate Research Coordinator or Tumuaki Tari | Head of Department/School. If the concerns remain unresolved, Research Students are encouraged to contact the Amo Rangahau | Dean of Postgraduate Research.

7.2.2. The [Raise a Concern](#) website and [Student Complaint Procedures](#) have further details on how students can raise concerns, both formally and informally. Students can also contact the [Independent Advocacy Advice](#) service of the UCSA or their preferred student support service (e.g. a Kaiurungi or the Rainbow Coordinator).

## 8. Breach of Policy

### 8.1. Supervisors

8.1.1. Supervisors who are in breach of this Policy may be prevented from undertaking Graduate Research Supervision and/or may be required to attend supervisory training or professional development.

8.1.2. Where breaches are deemed to be serious, disciplinary action may take place.

8.2. **Students:** Students who are in breach of this Policy may be put on probation. Continued breaches of the Policy may result in discontinuation from their studies.

## Related Documents and Information | He kōrero anō

### Legislation | Whakaturetanga

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

### UC Regulations | Ngā Waeture

- [Academic Misconduct Regulations \(PDF, 50KB\)](#)
- [Behavioural Misconduct Regulations](#)
- [Qualification Regulations \(University Regulations website\)](#)

### UC Policy Library | Te Pātaka Kaupapa Here

- [Academic Integrity Guidance for Staff and Students \(PDF, 425KB\)](#)
- [Academic Advice Principles and Guidelines](#)
- [Allocation of Academic Activities and Establishing Academic Staff Workload Policy \(PDF, 207KB\)](#)
- [Animal Ethics Committee \(AEC\) Code of Ethical Conduct \(PDF, 194KB\)](#)
- [Assessment in Te Reo Māori Policy \(PDF, 286KB\)](#)
- [Authorship Policy and Guidelines \(PDF, 489KB\)](#)
- [Building Access Policy \(PDF, 158KB\)](#)
- [Conflict of Interest Policy Principles and Guidelines](#)
- [Copyright Policy \(PDF, 548KB\)](#)
- [Critic & Conscience of Society and Academic Freedom Principles and Policy \(PDF, 204KB\)](#)
- [Disability and Impairment Policy \(PDF, 273KB\)](#)
- [Emails To Enrolled Students Policy and Guidelines \(PDF, 433KB\)](#)
- [Equity and Diversity Policy \(PDF, 187KB\)](#)
- [Financial and Enrolment Information - Doctorate, Master's Thesis, and Dissertation Students Policy \(PDF, 547KB\)](#)
- [Health, Safety and Wellbeing Policy \(PDF, 197KB\)](#)
- [Human Research Ethics Policy - Research Involving Human Participants \(PDF, 281KB\)](#)
- [Intellectual Property Policy \(PDF, 538KB\)](#)
- [IT Policy Framework](#)

- [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 | Mōwaho**

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



## UC Website and Intranet | Te Pae Tukutuku me te Ipurangiroto o UC

- [Academic Integrity Module on LEARN](#)
- [General Regulations \(University Regulations website\)](#)
- [Guidelines to Including Publications within a Doctoral Thesis \(Graduate School website\)](#)
- [Policies, guidelines, and forms | University of Canterbury](#)
- [Te Kura Tāura | UC Graduate School Homepage \(University website\)](#)
- [Raise a concern for Staff and Students \(University Support Services Website\)](#)
- [Research Homepage \(Research & Innovation website\)](#)
- [UC Policy Library \(University UC Policy Library website\)](#)
- [University of Canterbury website \(University website\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact <a href="mailto:ucpolicy@canterbury.ac.nz">ucpolicy@canterbury.ac.nz</a></i>			
1.00	New Policy and Content; Revoked Research Work for a Master's or Doctoral Thesis v.4.00	Deputy Vice-Chancellor Research	May 2023