



GUIDELINES FOR THE ROLES AND RESPONSIBILITIES OF SUPERVISORS

Master of Information Technology (Research)

1. Purpose and scope

These Guidelines set out the roles, responsibilities, qualifications and accountabilities of supervisors of candidates enrolled in the Master of Information Technology (Research) at Lincoln Institute of Higher Education (LIHE). They give effect to the supervision requirements of the Higher Education Standards Framework (Threshold Standards) 2021 and the Australian Code for the Responsible Conduct of Research (2018), and operate together with LIHE's Higher Degree by Research Framework, the Supervisor Accreditation and Registration Policy, the Research Integrity and Misconduct Policy and Procedure, and the Code of Conduct for Graduate Research.

They apply to every person appointed to supervise a research candidate at LIHE, whether as Principal Supervisor or Associate Supervisor, and are administered by the Research Office under the authority of the Academic Board and its Research and Higher Degrees Committee.

2. The supervisory team

Every candidate is supported by a supervisory team appointed before enrolment is confirmed. The team comprises a Principal Supervisor and at least one Associate Supervisor. No candidate is enrolled without a complete, accredited supervisory team recorded in the Register of Approved Supervisors.

Supervisors are accredited and appointed by the Research Office on the recommendation of the Research and Higher Degrees Committee, having regard to the individual's qualifications, current research profile, supervision experience, available capacity and access to the resources required for the candidate's project. Appointments, and any subsequent changes, are recorded in the Register of Approved Supervisors and reported to the Academic Board.

LIHE does not use a Senate; academic authority for research degrees rests with the Academic Board. LIHE does not describe itself as a university.

2.1 Principal Supervisor

The Principal Supervisor leads the supervisory team and holds primary responsibility for the candidate's progress, the quality of supervision and the candidate's development as an independent researcher. The Principal Supervisor must:

- Hold a doctoral qualification (AQF Level 10) – a qualification at least one level higher than the Master of Information Technology (Research); and
- Maintain an active research profile in information technology or a cognate discipline, evidenced by recent peer-reviewed output; and
- Have expertise relevant to the candidate's field of research; and
- Have the time and capacity to supervise, within the supervision-load limits in these Guidelines.

Where a proposed Principal Supervisor does not hold a doctoral qualification, the Academic Board may determine an equivalence on the basis of substantial, documented research and supervision experience. Any such determination is recorded in the minutes of the Academic Board and in the Register of Approved Supervisors. A supervisor accredited on the basis of equivalence must be paired with a doctorally qualified team member.



2.2 Associate Supervisor

The Associate Supervisor provides additional expertise, supports the candidate, and serves as continuity for the Principal Supervisor. The Associate Supervisor must hold qualifications and research standing appropriate to the candidate's project, and must be accredited and recorded in the Register of Approved Supervisors. Unlike the superseded arrangements, there is no position in which a candidate proceeds without a defined and accredited Associate Supervisor; specific qualification and experience requirements apply and are stated in the Supervisor Accreditation and Registration Policy.

An Associate Supervisor may be an LIHE staff member or, where a project requires specialist expertise, an appropriately qualified adjunct appointed under the Supervisor Accreditation and Registration Policy. Any external or industry co-supervision arrangement is established only under LIHE's Research Partnerships Procedure, with a written agreement addressing intellectual property, ethics, data and supervision quality, and with prior notification to TEQSA where required.

2.3 Supervision capacity and load

To protect supervision quality, a maximum number of concurrent research candidates per Principal Supervisor is enforced through the Register of Approved Supervisors. Supervisory capacity and load are monitored by the Research Office, and no appointment is made that would exceed a supervisor's available capacity. Where a supervisor holds significant leadership or teaching commitments, the load limit is applied accordingly and additional Associate Supervision arranged.

3. Qualities of an effective supervisor

An effective supervisor enables the candidate to initiate and plan a research project; acquire the research skills to undertake it and gain adequate access to resources; complete the project within the candidature period; produce a thesis of merit; succeed at examination; disseminate the results; and lay the basis for a future research or professional career. A thesis of merit is one that makes an original, independent scholarly contribution of sufficient scope, depth and methodological rigour to be examined by external experts.

The following qualities are expected of an LIHE research supervisor:

- Technical expertise, with current knowledge of the research area and of the research methods to be used;
- An active research profile, including publication in peer-reviewed venues and engagement with the scholarly community;
- The setting of regular, realistic milestones, while fostering the candidate's independence;
- Responsiveness to the candidate, including reading and returning work within a reasonable time; and
- A constructive, respectful supervisory relationship free from any conflict of interest.

4. Responsibilities of the supervisor

The quality of a research degree is greatly affected by the nature of supervision and the quality of communication between candidates and supervisors. Supervisors support candidates at every stage – from formulating the research problem, through methodology and analysis, to presentation, examination and, where appropriate, publication – and ensure that the candidate's work meets the standards of LIHE and the discipline. Specific responsibilities are to:

- Supervise only in fields in which the supervisor has demonstrated expertise and interest;



- Commit, on accepting a candidate, to seeing the project through to completion within the candidature period;
- Meet with the candidate regularly – as a minimum, the Principal Supervisor meets the candidate at least fortnightly (or an equivalent agreed frequency for part-time candidates), with every meeting recorded in the supervision log;
- Assist the candidate to select and plan a suitable, manageable research topic, and to draw up and manage a schedule with milestone completion dates aligned to the course structure;

Become familiar with the rules governing the degree – including the milestone sequence of Confirmation of Candidature at the end of Trimester 3, Research Plan Ratification, the Mid-Candidature Review and the Completion Seminar – and advise the candidate accordingly;

- Ensure, before any data collection involving human participants (including any pilot activity), that approval has been obtained from the Ethics Review Panel, in accordance with the National Statement on Ethical Conduct in Human Research (2023) and LIHE's Research Ethics Framework;
- Provide guidance on relevant literature and sources, connect the candidate with researchers in related fields, and critically evaluate the candidate's findings and ideas;
- Read, annotate and return draft chapters promptly, with constructive suggestions, and advise on the form and structure of the thesis;
- Ensure the candidate observes a recognised standard of scholarly convention, citation and documentation, and uses appropriate reference-management tools;
- Uphold research integrity in the design, conduct and reporting of research, and ensure the candidate understands that plagiarism and research misconduct are serious matters dealt with under the Research Integrity and Misconduct Policy and Procedure, and that LIHE uses similarity and AI-detection screening;
- Advise the candidate on the responsible use of generative AI in accordance with LIHE's Guidelines for the Use of Generative Artificial Intelligence in Academic Work, record the permitted level of AI use for the project in the supervision log, and verify the Declaration of Authorship and AI Usage submitted with the candidate's work;
- Not impose the supervisor's own theoretical or stylistic stamp on the candidate's work;
- Ensure the research environment is safe, healthy and free from harassment, discrimination and conflict, and, where co-supervisors differ in advice, work to achieve consensus;
- Keep the candidate aware of course requirements, deadlines and available support and funding;
- Encourage the candidate to present and disseminate research results within LIHE and to external scholarly or professional audiences;
- Acknowledge the candidate's contribution appropriately in any presentation or publication, in accordance with the Authorship and Publication Policy, including through joint authorship where warranted;
- Complete the supervisor's report at each progress review (using the relevant Research Degree form) and make a recommendation on continuation; and
- See a complete draft and the final thesis, and approve the candidate's submission for examination, and assist the candidate to complete any corrections required after examination.

4.1 Continuity of supervision

If a supervisor is unavailable for a substantial period, the Research Office arranges continuing supervision, if necessary by appointing an acting or replacement supervisor, so that the candidate's progress is not disrupted.



Changes to the supervisory team are made using the Research Degree form for change of supervisor and recorded in the Register of Approved Supervisors.

5. Responsibilities of the candidate

Supervision is a shared responsibility. The candidate is expected to engage actively with supervision – preparing for and attending scheduled meetings, maintaining agreed progress, submitting work in good time, acting on feedback, conducting research ethically and with integrity, declaring any use of generative AI, and meeting the milestone requirements of the course. Candidate responsibilities are set out in full in the Code of Conduct for Graduate Research.

6. Milestones and evaluation of research progress

Supervisors guide candidates through the course's structured milestones and record the outcome of each using the relevant Research Degree (RD) form:

- Confirmation of Candidature – at the end of Trimester 3, within MITR103, gating entry to the thesis year;
- Research Plan Ratification – in MITR104 (Thesis Part A);
- Mid-Candidature Review – in MITR105 (Thesis Part B); and
- Completion Seminar – in MITR106 (Thesis Part C), before submission for external examination.

At each review, the candidate provides a written progress report and an oral presentation to the supervisory team, and the supervisor completes the supervisor's report. The review considers progress against the research plan, any changes to the plan, the candidate's own evaluation of the work, research-training undertaken, and any circumstances affecting timely completion, together with actions and revised deadlines. The oral component also enables the supervisory team to verify that the work is the candidate's own.

6.1 Examination

The thesis is examined by two external examiners of recognised international standing in the candidate's field. The externally examined thesis determines the result of MITR106; the Completion Seminar and the response to examiners are hurdle requirements. Supervisors advise on examiner nomination (managing any conflict of interest), see the complete and final thesis before submission, and assist the candidate to complete any corrections required by the examiners.

7. Research integrity, ethics and professional conduct

Supervisors model and uphold the responsible conduct of research. They ensure that ethics approval is obtained before any human-participant data collection; that research data is managed in accordance with the candidate's Data Management Plan and LIHE's records policy; that authorship and acknowledgement follow the Authorship and Publication Policy; and that any concern about research integrity is raised through the single intake point (the Designated Officer) under the Research Integrity and Misconduct Policy and Procedure. The overarching purpose of research supervision is to ensure that, by the end of candidature, the candidate is able to conduct competent, ethical and independent research within the standards expected of the discipline.

8. Related documents

- Higher Degree by Research Framework
- Supervisor Accreditation and Registration Policy
- Register of Approved Supervisors



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- Research Integrity and Misconduct Policy and Procedure
- Code of Conduct for Graduate Research
- Research Ethics Framework and the National Statement on Ethical Conduct in Human Research (2023)
- Authorship and Publication Policy
- Guidelines for the Use of Generative Artificial Intelligence in Academic Work
- Master by Research Candidates' Academic and Research Schedule Plan, and the Research Degree (RD) forms

Note: bracketed items (approval and review dates) are to be completed on approval by the Academic Board. This document supersedes any Lincoln University College (LUC) guideline previously used for reference; LUC is a separate institution with no role in the delivery, supervision, assessment or award of any LIHE course.