

Supervisors of Higher Degree research candidates (PhD, EdD, MPhil) and Masters Programme research (EDUCA592, EDUCA593/594)

Information and guidance

Overview

All academic staff in the Division of Education who have the required qualifications are eligible to provide formal supervision to students undertaking the research components of a Masters programme, an EdD, MPhil or a PhD. The required qualifications are either equivalent to or above the degree where supervision is being provided. For supervision in a Masters programme, this is a Masters degree or above; for an EdD or PhD, it is a doctoral degree. Another requirement is that supervising staff are active researchers within the University or Waikato or externally. The School of Graduate Research outlines the requirements for supervision of a doctoral candidate on their website (<https://www.waikato.ac.nz/staff/research-supervision/>).

The information in this document is intended to support other information and guidance that staff in supervisor roles access to inform their practice and to understand policy and processes.

Please note that professional development opportunities for supervisors are run and promoted through the School of Education (such as the 'Ask me anything' drop-in sessions). The Centre for Tertiary Teaching and Learning offer TERLT504: Supervising Postgraduate Students (15 points) in which staff may choose to enrol. Programme Leaders of the masters degree programmes and the EdD also have responsibility to mentor and support supervisions at these levels.

1. Becoming a supervisor

Doctoral and MPhil

- a) The School of Graduate Research (SGR) website maintains a register of doctoral and MPhil supervisors. If you do not know if you are on this register or would like to be on this register, please contact Laura Gurney (Postgraduate Programme Leader Research) laura.gurney@waikato.ac.nz. There is a form to complete to be on the register https://www.waikato.ac.nz/__data/assets/pdf_file/0009/269154/Supervisors-Register

Application-Form.pdf

- b) Training is provided by the SGR for all staff appointed as a supervisor of a doctoral candidate. Supervisors are required to undertake this training at least once every three years. The SGR also recommend supervisors undertake additional professional development to inform their supervision practice.
- c) There are two (or more) supervisors on all doctoral supervision panels. The Chief Supervisor has specific roles and responsibilities – these are outlined on the SGR website <https://www.waikato.ac.nz/students/research-degrees/supervision/cs-responsibilities>
- d) Students (either from within the University of Waikato or external to the University of Waikato) may approach academics to discuss potential doctoral study and request staff to consider becoming a supervisor. This is very common practice. It is a good idea to check with Laura Gurney if you are approached as these people may have also approached others within the University or Division.

Masters

- a) Staff supervising students at Masters degree level must have a Masters degree or doctoral degree.
- b) Students may approach staff as part of their planning of their Masters programme to discuss the possibility of engaging you as a supervisor. Staff are not required to accept these requests. It is a good idea to consider a) fit with your research b) capacity to meet the supervision requirements (see below) and c) any conflicts of interest. Staff are also encouraged to discuss the request with the Programme Leader of the relevant Masters as students may have approached a number of staff within the Programme/School, and/or there may be some additional Programme considerations. Staff can also contact postgraduate administrator Jinah Lee at educ_grad@waikato.ac.nz. Staff can also discuss these requests with Patsie Frawley (Postgraduate Programme Leader Taught) patsie.frawley@waikato.ac.nz
- c) Staff are encouraged to attend the supervision workshops on offer through SGR and other professional development on Higher Degree supervision.
- d) Two supervisors are required for all Masters degree level papers EDUCA592/593 e) Senior academic staff approached for supervision are encouraged to partner with emerging academic

staff to co-supervise.

2. Undertaking supervision

Doctoral and MPhil

- a) Candidates should approach their supervision panel with any questions or concerns about their academic work in the first instance.

- b) Candidates and their supervisors are expected to keep in regular contact throughout a candidature. Furthermore, it is important to clearly discuss expectations concerning when work is to be submitted, when and how feedback is to be provided, and how often meetings will occur.

- c) Progress reports are to be submitted to SGR every six months. The supervision team and candidate complete these reports. It is important that any concerns or issues relating to progress are reported in these reports. The Postgraduate Programme Leaders sign off on these reports so will see and be able to follow up on any issues noted.

- d) When candidates and/or supervisors have concerns about the progress of a candidature, they should first discuss these in an online or on-campus meeting. If concerns cannot be resolved informally, candidates and/or supervisors may make contact the Postgraduate Programme Leaders, Laura Gurney and Patsie Frawley. A decision will be made by the Postgraduate Programme Leaders about next steps, which may include the convening a progress support panel from the Postgraduate Committee, and development of a Progress Support Plan which would be developed in consultation with the Postgraduate Committee. Support will be put in place for the supervisor/s and candidate as agreed in this plan. The plan will be monitored by the Postgraduate Committee.

- e) For further queries about supervision, candidates and supervisors may contact the School of Graduate Research.

Masters

a) Supervisors should ensure the student has read and understands the requirements of the paper by referring them to the relevant paper guideline:

EDUCA593/594 (90/120 point) Thesis

https://www.waikato.ac.nz/__data/assets/pdf_file/0008/583136/Education-Thesis-Guidelines.pdf

EDUCA592 (60 point) Dissertation

https://www.waikato.ac.nz/__data/assets/pdf_file/0011/709823/EDUCA592-Dissertation-Guidelines.pdf

b) Students who intend to gather new and/or use existing data will need to complete an ethics application. Supervisors must advise and guide students in the development of this including being clear about which ethics committee/s the application needs to be submitted to.

c) An agreed programme of work including regular supervision times should be negotiated at the beginning of supervision and reviewed throughout the paper to completion. d) If there are any concerns raised by the student or supervisors about progress or any other issues relating to the completion of the paper, it is important these are first communicated with each other (unless it is a confidential complaint). If there is no resolution at the team level, the supervisor should contact the Programme Leader of the Masters being undertaken, who will hold a mediation meeting. The Postgraduate Programme Leader Taught, Patsie Frawley, may be invited to this meeting.

e) If there needs to be a formal plan put in place to support progress, the Postgraduate Committee will convene a Progress Support Panel who will work with the supervisory team and student to develop an agreed plan. This will be monitored by the Postgraduate Committee.