

AGENDA

MEETING **CHM/COS HDR Committee**
 MEET NO. 5/2020
 VENUE Zoom
 DATE/TIME 09 December 2020, 2-4 pm
 CONTACT Alison Scott, E: hdr.shm@anu.edu.au; P: 6125 4520

Item 1 Welcome and apologies

Item 2 Minutes of the previous meeting – 14 October 2020 **For confirmation**
 Unconfirmed minutes attached.

Item 3 Matters arising from the previous minutes

ACTION ID	DETAILS	RESPONSIBILITY	STATUS	NOTES
Meeting 4/2017 Item 5.1 & Meeting 2/2018 Item 4.1	eForms	Committee Members	Ongoing	Any issues with the eForm system to be passed to shm.hdr@anu.edu.au , or science.hdr.sa@anu.edu.au
Meeting 1/2018 Item 4.1 & Meeting 4/2018 Item 4.1	Visa delays	Committee Members	Ongoing	Any significant visa delays should be passed to HDR Project Officer (via shm.hdr@anu.edu.au) for collation – to be passed to Dean HDR.
Meeting 2/2019 Item 5.1	Academic Leadership Roles in CHM/COS	HDR Project Officer	Pending	Alison to investigate possibility of addition of a visual representation of roles and responsibilities. Alison to ensure information is available on HDR Community Wattle site.
Meeting 4/2020 Item 4.1	Supervisor Registration	HDR Project Officer	Complete	To confirm requirements for Primary and Associate Supervisor regarding registration. <u>UPDATE:</u> Emailed HDRC 19oct20
Meeting 4/2020 Items 4.2 & 5.1	PARSA and Student Reps.	HDR Project Officer	Complete	To organize a student rep meeting with school reps and PARSA. <u>UPDATE:</u> Meeting to be held on 24 February 2021.



Meeting 4/2020 Item 5.1	Dean of Students Report - Mentoring	Committee members	Complete	Committee to email Alison with details of mentor programs within each school – by 31 October 2020
Meeting 4/2020 Item 5.2	Compliance Reporting	Committee members	Complete	Committee to provide feedback to Alison regarding escalation and timeline proposal – by 31 October 2020.
Meeting 4/2020 Item 5.3	2021 Scholarship Allocation	HDR Project Officer	Complete	Alison to look at last year’s list to see how many unconfirmed honours marks were considered during ranking meeting.
Meeting 4/2020 Item 6.2	GRO Examination Process Change	HDR Project Officer	Pending	Alison to find out when schools are likely to receive communications regarding change in process. <u>UPDATE:</u> GRO confirmed early-2021 College to provide templates and process instructions.
Meeting 4/2020 Item 6.4	Offer letters for admission and scholarship are confusing.	HDR Project Officer	Complete	Alison to send Anna copies of the letters that are currently used by GRO.
Meeting 4/2020 Item 6.6.	Overseas Commencement	HDR Project Officer	Complete Complete	Alison to send details to committee relating to bank account set up. <u>UPDATE:</u> Emailed HDRC 19oct20. Alison to send details to committee relating to insurance cover. <u>UPDATE:</u> Emailed HDRC 03dec20

Item 4 Reports

4.1 Report from the Chair/Deputy Dean (Education)

4.2 Report from PARSA

Item 5 New Business

5.1 External Associate Supervisors and honorary status (Diana Perriman)

5.2 Support for “incomplete” thesis submission (Spencer Whitney)

5.3 Best Practice Guidelines for HDR Conveners (for initial feedback)

5.4 Compliance reporting

5.5 HDR Scholarship Deferral -approval process (for noting)



5.6 Appeals panel membership

5.7 HDR Supervisor Registration Update

Item 6 Other Business

Item 7 Next Meeting

Wednesday 17 March @ 2pm – venue TBC



UNCONFIRMED MINUTES

MEETING CHM/COS HDR Committee

MEET No. 4/2020

VENUE via Zoom

DATE/TIME Wednesday 14 October 2020, 2pm

PRESENT Anna Cowan (Chair), Mark Edwards, James Borger, Christopher Cvitanovic, Celeste Linde, Spencer Whitney, Anne Bruestle, Stewart Fallon, Vivien Silvey, Helmut Jerjen, Miriam Gani, Diana Perriman, Luke Connal, Marta Yebra, Richard Burns.

APOLOGIES Patrick Kluth, Giel van Dooren, Philip Gibbons, Cathy Banwell, Mark Krumholz, Stuart Szigeti, Libbie Dinn, Ben Polkinghorne.

IN ATTENDANCE Emma Sams, Alison Scott

CONTACT Alison Scott, x54520

ITEM 1 Welcome and apologies

The Chair welcomed all members in attendance, and the Dean of Students Prof Miriam Gani to the meeting to discuss the recent Dean of Students report.

ITEM 2 Previous minutes Meeting 3, 05 August 2020

The minutes from Meeting 3, 2020 were accepted as an accurate record.

ITEM 3 Matters arising from the previous meeting

Action id	Details	Responsibility	Status	Notes
Meeting 4/2017 Item 5.1 & Meeting 2/2018 Item 4.1	eForms	Committee Members	Ongoing	Any issues with the eForm system to be passed to shm.hdr@anu.edu.au , or science.hdr.sa@anu.edu.au
Meeting 1/2018 Item 4.1 & Meeting 4/2018 Item 4.1	Visa delays	Committee Members	Ongoing	Any significant visa delays should be passed to HDR Project Officer (via shm.hdr@anu.edu.au) for collation – to be passed to Dean HDR.
Meeting 2/2019 Item 5.1	Academic Leadership Roles in CHM/COS	HDR Project Officer	Pending	Alison to investigate possibility of addition of a visual representation of roles and responsibilities. Alison to ensure information is available on HDR Community Wattle site.

Meeting 2/2019 Item 5.2	Candidate Supervisor Agreement	Committee Members	Complete	Continual feedback on the use and usability of the agreement should be sent to shm.hdr@anu.edu.au , or science.hdr.sa@anu.edu.au
Meeting 3/2020 Item 5.1			Complete	<u>Update: IDTC are working on updating the eForm. New text and forms have been added to the website.</u>
Meeting 4/2019 Item 6.2	eForms and engagement with supervisors.	HDR Project Officer	Complete	Alison to find out ETA of change request to modify email notifications for overdue milestones. <u>Update: IDTC do not have capacity to make any modifications at the moment – all work on hold.</u>
Meeting 3/2019 Item 5.1	Open Access Thesis Policy discussion	Chair & HDR Project Officer	Complete	It is important that a discussion is held between the student and supervisor regarding IP before Thesis Restriction is requested. (https://anulib.anu.edu.au/research-learn/publishing-sharing/open-access) Anna raised this with Ann Evans, there is no capacity for alterations in e-forms at the moment.
Meeting 1/2020 Item 6.1	Delays with processing of offers in GRO.	Chair	Complete	Anna discussed with Ann Evans.
Meeting 2/2020 Item 5.2	Oral Exam Pilot – Oral Exam Chair	Chair	Complete	The Dean HDR has confirmed that the stipulation for Level D/E Academics has been removed.
Meeting 2/2020 Item 5.8	Supervision Development Framework	HDR Admin Officer	Complete	Emma to follow up with Justin Wood on statistics for each school detailing supervisor training completion rates. <u>Update: Details sent to Schools in September</u>
Meeting 3/2020 Item 4.2	Report from PARSA	HDR Project Officer	Complete	Alison to contact PARSA for representation on this Committee.
Meeting 3/2020 Item 5.4	HDR Compliance Reporting	HDR Project Officer HDR Admin Officer	Complete Complete	To establish a traffic light system and escalation guidelines. To add percentage per cohort per school to dashboard.
Meeting 3/2020 Item 6.1	Advice to offshore HDR Candidates	HDR Project Officer	Complete	Guidance on all issues raised to be recirculated to the Committee.

Meeting 3/2020 Item 6.3	Supervision Registration	HDR Project Officer	Complete	Circulate Supervisor Registration training requirements and consequences to the Committee.
Meeting 3/2020 Item 6.4	Scholarships	HDR Project Officer	Complete	College to review number of COVID-19 Extension Scholarships per school.

ITEM 4 Reports

4.1 Report from Chair / Deputy Dean (Education)

New ANU PhD Strategy:

There will be a number of working groups set up to implement some of the objectives of the ANU PhD Strategy white paper, where additional resources or funds are required a delay in implementation will occur.

The Dean HDR has agreed that the working groups will consist of representatives from College/Schools and Central services to ensure that the new initiatives and direction of the decisions made will work for the University as a whole. The Chair encouraged committee members to volunteer to represent the College as appropriate.

Oral Examination Pilot:

This is proceeding, and will commence before the end 2020. Many candidates have already received training from the Researcher Development team, and all HDR Conveners contacted to be Exam Chairs. The training received by the HDR Conveners has been helpful and informative.

Following evaluation of the pilot scheme decisions regarding ongoing training, in the event the oral exams become a mandatory part of the candidate's examination process, will occur. Academic Skills have agreed to work with the Researcher Development team as appropriate to provide targeted training.

Supervisor Registration:

To date there is a 50% completion rate of supervisors completing the professional development training either face-to-face or online. The HDR Conveners should be encouraging online training as a minimum for all Primary Supervisors, and Associate Supervisors from the ANU. Supervisors intending to take on a new student in 2021 MUST complete the training, or they will not be able to do this.

Workshops held at JCSMR were well attended, ensuring it was a very positive experience for all participants. There will be a CoS zoom session held on 02Nov @ 2pm, and another scheduled for CHM in 2020. Communications sent to all schools for both sessions.

ACTION: Check on requirements for Primary and Associate Supervisors regarding registration.

HDR Admissions process:

The development of the eForm application has ceased, the University made a decision to stop the project and will look for a commercial application package in future.

4.2 Report from PARSAs

PARSAs are currently in the process of finalizing the new reps for CHM and CoS.

ACTION: To organize a student rep meeting soon with all Schools and PARSAs.

ITEM 5 New Business

5.1 Discussion with Dean of Students – related to the Dean of Students Report (tabled meeting 3/2020)

The Dean of Students office is staffed by A/Prof Miriam Gani and Dr Peter Hendricks, and provides confidential, unbiased advice to candidates and staff members across the University.

The Dean of Students outlined a number of main areas relating to HDR candidates:

- Complexity – HDR candidates reportedly experience the most complex problems, with a high representation from CHM and CoS.
- Stress – HDR candidates experience significant levels of stress during their research program, although incidences reported from candidates in CHM and CoS were lower than other Colleges.
- Supervision issues– the HDR cohort reports a high level of concern relating to problems with with supervision. It was noted that it is very common for the candidate to request no further action is taken and that the supervisor is not contacted. This is a concern that candidates are not able to approach their supervisors or other School representatives for assistance.
- Bullying and grievances – it was noted that 11/19 complaints received were related to allegations of bullying specifically in lab environments. The bullying can be associated with other students, post docs and lab heads.
- Agreed expectations - issues often seem to be associated with lab environments where a candidate feels they are so busy with general lab work required by the supervisor that they cannot progress their research project. Other comments include a lack of freedom to pursue own ideas, feeling hemmed in.

It was agreed that the candidate-supervisor expectations should be discussed at the start of a candidates program to ensure they have identified and agreed responsibilities, learning style, meeting frequency and level of supervision. The agreement is for both candidate and supervisor, to ensure they are working in collaboration and meeting each others expectations.

If candidates are uncomfortable discussing the agreement with their supervisor then a third party such as the HDR convener could mediate / facilitate the conversation.

NB: It is important when reading the Dean of Students report to recognize:

- The Dean of Students Office often only sees one side of the problem.
- It is not always clear whether supervision issues are the cause or result of progress concerns. In some cases the candidate may be experiencing progress difficulties which can lead to other issues arising.
- The cohort in the Dean of Students report (<1%) is very small as most issues are being sorted out with supervisor and/or HDR Convener intervention. Schools often refer candidates to the Dean of Students office when the situation is very complex and cannot be sorted out within the school.

Mentor / Student Arrangement:

The Dean of Students Office does not currently track any involvement a candidate may have with a mentor. However, they do provide candidates with a range of options following consultation.

Schools manage mentoring opportunities differently. Part of the new ANU PhD Strategy addresses this activity and will be part of a working group discussion in early 2021, specifically relating to whether it should be managed centrally or left within the College / Schools.

ACTION: Alison to collect this information from each school and pass it onto the Dean of Students Office, and Academic Skills office – by 31 October 2020.

Visibility of services:

The increase in clients through the Dean of Students office is believed to be partially due to the service being more widely known by candidates, and feedback received regarding the service has always been positive.

There is a concern that candidates do not feel confident to speak to academics / HDR conveners in schools. It is anticipated that this is a visibility issue within the schools where candidates often do not know who they can approach. Candidates do not want to 'bother' important people in schools, and as a result often leave a situation until it is too late.

Strategies to improve visibility are:

- Use of Candidate Supervisor Agreement – to initiate a conversation regarding expectations.
- Regular induction sessions that are attended by the HDR Convener. This encourages candidates to approach conveners more readily if they have formally met them previously.
- Regular meetings with School HDR representatives, that demonstrate a supportive environment and ensures candidates are able to approach HDR conveners, or HDR reps.
- Visible contact lists of neighboring HDR conveners and contacts outside the school – for example the College Associate Dean HDR.
- Documentation regarding Student and Research Code of Conduct, Policies and procedures will all assist with understanding the process involved in determining and managing issues.

ACTION: Arrange another meeting soon for HDR studentreps.

Border closures – following 6 months of border closures the Dean of Students reported that she has been in contact with a number of candidates remotely that are experiencing significant stress. It was noted that often this stress is compounded by other situations and not just border closure.

5.2 Compliance Reporting

The compliance reporting will be sent to school HDR administrators this week, there are a lot of outstanding milestones that need to be managed.

JCSMR have a number of outstanding supervisory panel updates to make. The HDR Project Officer will work with the HDR Convener to manage this process.

An escalation process has been drafted which includes a timeline.

ACTION: Committee members to review the document and provide feedback regarding the items proposed and timelines by 31 October.

5.3 2021 scholarship allocation

A number of parameters has affected the 2021 scholarship allocation:

- COVID-19 related financial crisis
- Overspend in previous years

To decrease scholarships and the number of HDR students would have a negative effect on our financial recovery over next few years – and will impact future RTP funding (completions make up 50% of RTP funding). RTP funds are fixed and have been utilized, but the Dean HDR is taking a paper to SMG requesting funding support for HDR Scholarships from other sources.

It was noted that GRO are not notifying successful or unsuccessful candidates now, and are waiting for the SMG outcome. The Chair will follow up with the Dean HDR as successful candidates should be informed as soon as possible.

Candidates successful in round one will have until 31 March 2021 to commence. Any funds from candidates who do not commence by this time, will be available for award of new scholarships in round two (April 2021). It may be important to prioritise domestic and onshore international students that we know can start in 2021 as the University does not yet know when the travel restrictions will be lifted in 2021. In early 2021, CHM/CoS Executive Committees will make decisions regarding prioritization of specific student cohorts if scholarships are available for the second round.

For domestic round one – it is important that the allocation of bonus points are supported by clear justifications for the top candidates. We cannot delay the scholarship rounds otherwise candidates will not get their offer letters before Christmas, and then we risk losing the candidates to other Institutions.

It was agreed that the Scholarships committee will review the applications using predicted honours marks, and will hold the scholarship for candidates until the final honours mark is confirmed. This risks delaying the offers – however we could offer 50% of scholarships and the rest on a reserve basis.

A number of honours students in different schools will have different completion dates; this may make it difficult for ranking and finalizing. However, the College will work out a fair process.

ACTION: Alison to have a look at last year's list to see how many it is likely to impact.

5.4 Discussion on College Scholarship Guidelines

A recent Scholarship Committee meeting raised the question – “Whether bonus points advantaged students that had completed their UG degree some time ago and have been in the workforce gaining work experience and publications – is this double dipping?”

It was confirmed that bonus points had been capped at 1.0 to avoid this potential advantage. Following further discussion of the issue, the Committee determined not to change the current bonus point system, and recognized that there was detailed discussion at the Scholarship Committee meeting if an applicant appeared to be unfairly advantaged or disadvantaged by the allocation of points. The Committee was reminded that the Scholarship Committee could change the ranking of an applicant if in the judgement of the Committee the initial ranking did not provide a fair outcome.

The Chair has reviewed the last 5 years of data to determine whether any advantage appeared to be gained for applicants from “high marking” disciplines (there is a difference in marking norms across different disciplines in CHM/CoS). There did not appear to be any systematic advantage between the marking standard and number of scholarships received by a particular discipline. The main correlation was between number of scholarships awarded and size of the applicant pool within a discipline. For domestic applicants this is likely because we have had sufficient scholarships to award to all high quality applicants, and for international applicants it is likely a combination of the limit on applicants nominated per discipline and the overall quality of the applicant pool.

ITEM 6 Any Other Business

6.1 Update request regarding ANU endeavours to assist overseas HDR students return to Australia (Spencer Whitney)

There are a number of candidates still stuck overseas, there are concerns that a number are requiring intervention to complete their PhD. The pilot scheme to return students changes week to week. The Chair will try to find out if there is a possibility of candidates returning in November 2020 – but nothing is certain. It was noted that there are a number of graduates that cannot return to their home countries.

6.2 GRO workload issues, training and email templates (Diana Perriman)

There are a number of ongoing issues with GRO – the team has lost 3 senior staff that have not been replaced yet. The Chair has discussed with the Dean HDR the work of GRO and their long timelines. Some practices around processing have been adjusted, which will hopefully result in improvements.

UPDATE sent to the Committee 19 Oct 2020: Schools can get work prioritised via the GRO escalation process – this is where the school should put the word URGENT into the subject line and provide details of what the situation is and why it is urgent. GRO are managing these emails on a case-by-case basis.

A concern was raised about the communications in regards to HDR examinations and that the requirement for all communications to go through GRO was delaying examinations further and not providing visibility of examination progress.

The Chair highlighted that a dashboard was in development that will provide information regarding the process to students and staff – however this is still in the development stage.

The Chair confirmed a recent change in process where examiners are given 2 months to provide their written report – in the past examiners were being given a further month automatically. After 3 months GRO would contact the school asking them to contact the examiner, or make a decision to withdraw the examiner. The change will be that the Delegated Authority will be contacted by GRO after 2 months to make a decision regarding an extension for the existing examiner, a withdrawal of the examiner, or the appointment of a new examiner. It is at this stage that the DA should contact the examiner directly.

ACTION: Alison to find out when communications are going to come out from GRO regarding this change. College will provide templates / processes.

6.3 eForm issues – Program extensions >5yrs misdirected to GRO not College ADHDR (Diana Perriman)

This eForm revision is currently in the workflow priority list with IDTC / SIG.

6.4 Offer letters for admission and scholarship confusion.

The letter of offer for admission details tuition information that is often confusing for candidates.

ACTION: Alison to send the relevant letters for admission and scholarship to Anna for discussion.

6.5 Graduation ceremony

The December graduation ceremony will be zoom based. Central Services will distribute more details in late October. More information online at: <https://www.anu.edu.au/students/graduation/1-graduation-december-2020>

6.6 Overseas Commencement

There are conditions around offshore commencement, as outlined in the emails sent in June by ODHDR and July by GRO. To summarise:

Offshore commencement should only be considered for candidates that have the following:

- a. A valid Australian visa*
- b. Detailed plan of their research project for at least 6mths duration*
- c. Appropriate resources to enable commencement – e.g. access to lab or studio facilities, IT support, library access*
- d. Confirmation of regular contact with their Primary Supervisor (at least weekly in the first instance)*
- e. Australian Bank Account, or acknowledgement of scholarship funds being deferred.*

Onshore External (off-campus) commencement should only be considered for candidates that have the following:

- a) detailed plan of their research project for at least 6mths duration*
- b) appropriate resources to enable commencement – e.g. access to lab or studio facilities, IT support, library access*
- c) Confirmation of regular contact with their Primary Supervisor (at least weekly in the first instance)*

Further information can be found online at: <https://www.anu.edu.au/covid-19-advice/research/hdr-candidates>

ACTION: Alison to check ANU insurance requirements for offshore commencement, and the current banking situation for International candidates.

Meeting closed at 4.10pm

ITEM 7 Next meeting 09 December 2020, 2pm (location TBC)

Best Practice Guidelines for HDR Conveners

1. Introduction:

The purpose of this manual is to provide guidance to HDR Conveners and Delegated Authorities (Research) and Associate Directors (HDR) within the ANU College of Health & Medicine (CHM), and the ANU College of Science (CoS). The manual is based on current University rules and policies as well as those within CHM and CoS. The manual provides information primarily about the support of HDR students both from an academic and administrative perspective.

For guidance relating to the specific information on the role of HDR convener, Delegated Authority and Associate Director (HDR) please see HDR Academic Roles Guidelines (where located?).

The structure of academic networks can be understood from the point of view of the HDR candidate. On enrolment the candidate is located in a department, school or centre within CHM or CoS; this area normally provides primary academic supervision, resources and support and is responsible for administration of the candidates research program. The Delegated Authority (DA) and Associate Dean HDR (ADHDR) have responsibilities for oversight of the program under the Research Awards Rule. At the same time, the candidate is associated with an academic network covering a discipline or area of studies. The candidates within a discipline are not necessarily co-located. Each discipline has an HDR convener.

2. Activities associated with HDR programs:

[2.1 Induction and orientation to the school and discipline.](#)

New research candidates may enrol at any time within the deadline specified in the letter of offer setting out conditions of admission and/or scholarship. A candidates program and scholarship start from the day of enrolment.

Once new research candidates are enrolled, local arrangements vary. However, it is important that the school HDR Convener and/or Associate Director (HDR) is present at the induction to ensure visibility to candidates. Local orientation events should ideally be held, in collaboration with the HDR student administrator, more than once a year to ensure the cohort of new candidates have the opportunity to network within their first 12 months of enrolment.

At a minimum, the candidates should receive an individual local orientation session upon arrival. The checklist attached provides a template for this event (Appendix A). There is also a university wide orientation and induction held every month by the Dean HDR. Appendix B provides details of contacts and support services for candidates as required.

[2.2 Supervisor-student agreement](#)

From August 2020 it is compulsory for all new HDR candidates, and existing candidates that commenced after 31 March 2018 (PhD) or after 01 September 2019 (MPhil) to complete the "Candidate Supervisor Agreement Form of expectations". The agreement is a dynamic document that should be reviewed and amended as appropriate throughout the candidature. It is important

that the expectations of both candidate and supervisor are discussed early in the candidates enrolment, and annually via eForms. The HDR Convener must ensure that all first annual plan, and annual report and plan milestone eForms include the agreement, or confirm the agreement has been reviewed, prior to approval of the milestone eForm.

The 'Candidate Supervisor Agreement Matrix' is designed to assist with the completion of the agreement template by providing a framework to initiate and guide the discussion between candidate and supervisor.

Further information and links to the Agreement and Matrix are located at:

<https://www.anu.edu.au/students/program-administration/assessments-exams/research-candidate-milestones>

2.3 Milestone meetings

Important for HDR Convener to attend the meetings?

Research candidates are required to meet a number of progress milestones including an initial Annual Plan, completion of Research Integrity Training, Annual Reports, Thesis Proposal Review and the final Oral presentation of your research. These milestones are valuable project management tools that can help candidates and supervisors set research goals, reflect on research activities and ensure candidates are on track for successful timely completion of their program.

Progress milestones are managed via ISIS as part of the eForms available to HDR candidates.

The available reports include:

- First Annual Research Plan
- Research Integrity Training test
- Thesis Proposal review (Mid Term)
- Annual Research Report and Plan
- Oral Presentation
- Supplementary Review

Some schools may require additional milestones such as a Mid-Year Review, completion of ethics approval and/or coursework requirements.

2.4 Mediating difficult situations

From time to time issues can arise for candidates. These issues can vary from academic progress concerns, supervisor / candidate, and/or candidate / candidate difficulties. However, the procedure to follow should be as follows:

1. Issue identified to HDR convener.
2. Speak with the candidate and/or supervisor to attain background details – ensure clear documentation of all details including dates as appropriate.
3. Discuss with the candidate and / or supervisor solutions to resolve the issue – these interventions may include. It is important to ensure the candidate is aware of the concerns that the HDR Convener holds and that the discussion will be documented:
 - a. Providing additional training support;
 - b. Setting additional milestones with clear objectives for 3-6mth timeframe;

- c. Explore opportunity for change of supervisory panel members;
 - d. Explore opportunity for change of research topic;
 - e. Explore opportunity for change of location within or between Schools / Colleges
4. Following the initial discussions if a resolution cannot be achieved then need to provide following options. :
 - a. Transfer to MPhil – within or between Schools / Colleges as appropriate;
 - b. Voluntary withdrawal from program
 - c. DA to recommend the candidature is terminated (if student remain in PhD program)

This discussion should include a date by which a decision should be made by the student, and recommendation that the candidate seek additional support (see Appendix B).

5. Following the discussion (note 4 above) the decision made by the candidate will determine the next steps.

2.5 Termination / Discontinuation of candidature

Definition:

Termination applies to on-program candidates (active) – where the maximum submission date is not yet reached.

Discontinuation applies to off-program candidates – where the maximum submission date has passed.

The Delegated Authority can recommend to the College Associate Dean (HDR) that a research candidate's program be cancelled. The Research Awards Rule state:

- A Delegated Authority can recommend a candidates program be terminated on the grounds that a candidate has failed to pursue the program to the satisfaction of the Delegated Authority; or
- That the candidate has otherwise failed to comply with these Rules or a condition imposed by the Delegated Authority on the person's admission to candidature.

The recommendation to terminate should come only after efforts have been made to engage and assist the candidate as much as possible (see section 2.4).

If termination is recommended the Delegated Authority should:

1. Notify the candidate in writing of their intention to recommend termination / discontinuation – providing a date that this will occur.
2. Provide a written statement to the Associate Dean (HDR) recommending termination / discontinuation – providing details of efforts to rectify the situation;
3. The Associate Dean (HDR) will advise the candidate in writing, and will be provide the opportunity to make a written or oral representation to the Associate Dean (HDR). The candidate will be given **20 working days** to make an oral or written representation.
4. After taking into account the students representations, if the Associate Dean (HDR) accepts the recommendation of the Delegated Authority they must advise the student of the decision to terminate their candidature. Additionally the Associate Dean (HDR) must advise the Registrar who will write to the candidate informing them of their rights to appeal the decision.

5. If the candidature is terminated, the candidate will be given **20 working days** to lodge an appeal to the Deputy Vice-Chancellor with the Registrar.
6. If the candidate appeals to the Deputy Vice-Chancellor, an appeal committee will be appointed to hear and determine their appeal. They will be given the opportunity to make written or oral or both written and oral representations to the appeal committee. The candidate will be permitted to take to the appeal hearing a candidate or member of the University staff who may act as an observer but not an advocate. The candidate will be advised in writing of the appeal committee's decision. If their appeal is dismissed, they will be advised of external appeal provisions that are available to them.

2.6 Pastoral care for students

Pastoral care is the commitment and active demonstration of concern for the wellbeing of others. In the School / College context pastoral care is aimed at providing appropriate support and advice to HDR candidates in relation to their candidature, research and wellbeing.

The HDR Convener / Associate Director (HDR) is responsible for the pastoral care of all HDR candidates in the Colleges of Science, and Health & Medicine. The role includes providing care by ensuring candidates are advised appropriately and provided with resources to manage their candidature and administrative responsibilities. Where candidates are experiencing personal and health related issues it is advisable to provide them with the appropriate resources to seek professional assistance such as the counselling services and /or other healthcare professionals (see Appendix B).

3.0 HDR relevant policy and procedures

A number of legislative documents and policies govern Higher Degree Research programs, which are located in the ANU Policy Library:

Rule

[Research Awards Rule](#)

Policy

[Higher Degree by Research - Candidature](#) (ANUP_012808)

[Higher Degree by Research - Supervision](#) (ANUP_012812)

[Higher Degree by Research - Examinations](#) (ANUP_012811)

[Joint and Dual Award PhD Degree](#) (ANUP_000437)

Procedure

[Higher Degree by Research - Candidature](#) (ANUP_012809)

[Higher Degree by Research - Candidature Progression](#) (ANUP_012810)

[Higher Degree by Research - Supervision](#) (ANUP_012813)

[Higher Degree by Research - Use of Confidential and Restricted Information in Theses](#) (ANUP_000793)

[Higher Degree by Research - Thesis by Compilation and Thesis by Creative Works](#) (ANUP_003405)

[Higher Degree by Research - Submission and Examination of Theses](#) (ANUP_012815)

[Joint and Dual Award PhD Degree](#) (ANUP_000601)

Guideline

[Higher Degree by Research - Examiners Reports Recommendations](#) (ANUP_012807)

[Higher Degree by Research - Editing of Theses](#) (ANUP_000407)

[Higher Degree by Research - University, Candidate and Supervisor Responsibilities](#) (ANUP_0012814)

[Associate Dean Higher Degree Research](#) (ANUP_000721)

[Higher Degree by Research Conveners](#) (ANUP_000750)

ORIENTATION CHECKLIST

NAME:

SCHOOL/GROUP/SUPERVISOR:

CONTACT OFFICER:.....

COMMENCEMENT DATE:

1. Before Commencement

	Yes	N/A
Arrange appropriate starting date with supervisor.		
Notify contact officer.		
Complete online enrolment (domestic students)		
Make enrolment appointment (international students)		
Induction appointment arranged by contact officer		

2. Following enrollment - Tour of Local Work Area

Introduced to Head of Department, Student Administrator, Graduate Convener, other staff/ students as appropriate		
Location of Tea/Coffee facilities/ communal spaces/ toilets		
Location of spill kits/ first aid station/ eyewash		
Location of fire extinguishers/emergency exits		

3. Provision of minimum resources

Office/ Desk space allocated		
Computer/printing/internet access/E-mail account established		
Phone access/ Added to phone directory/ e-mail lists		
Access/ Library Card issued		
Provision of safety glasses, gloves, other personal protective equipment appropriate		
Budget/allowances for PhD program explained		
Information on access to travel/fieldwork/conference funding		

4. Safety Induction

Appointment with safety officer		
Explanation of emergency procedures		
Explanation of waste disposal procedures – sharp bins/ biohazards/chemicals		
Appropriate immunizations organised		
Safety Training organized (biological, chemical, laser, radiation)		

5. Academic environment

Line Management (e.g Supervisor, Delegated Authority, Associate Dean)		
Progress/ milestone requirements explained		
Relevant Rules/Policy/Guideline information		
Research Integrity training organised		
Supervisor/Advisor/Candidate Expectations outlined		
Mentor assigned or mentoring information given (SIGNPost)		
Discipline/Area specific training or requirements outlined (e.g seminar programs, workshops and courses)		
ANU Services (Academic Skills and Learning Centre, Research Skills and Training Unit, Library, Counselling, Health Services) outlined or infopack provided		
Dean of Students/ PARSA contacts available		
ANU/College induction information given		

Appendix B:

Points of contact for HDR students could be:

1. Supervisor / member of supervisory panel
2. Delegated Authority within School – Convener or AD(HDR)
3. School Manager or School Director
4. College Deputy Dean Education
5. Dean of Students
6. PARSA
7. ANU Counselling etc.

Support Services:

There are a number of support services at the ANU – I would recommend providing the following contacts to students as required.

- Dean of Students – Prof Miriam Gani – 02 6125 4184 (dean.students@anu.edu.au)
- ANU Counselling – 02 6178 0455 (counselling.centre@anu.edu.au)
- ANU National Health Co-op – 02 6178 0400 (Medical Centre)
- ANU Crisis Line – 1300 05 0327 (SMS: 0488 884 170)
- Respectful Relations – respect@anu.edu.au
- Violence and Sexual Assault Support - <https://www.anu.edu.au/students/health-safety-wellbeing/violence-sexual-assault-support>
- Access and Inclusion – 02 6125 5036 (access.inclusion@anu.edu.au) - <https://www.anu.edu.au/students/health-safety-wellbeing/access-inclusion>
- PARSA – parsa.cos@anu.edu.au or parsa.chm@anu.edu.au

July REPORTING as at July 13 2020													
INITIAL REPORTING	ANUMS	JCSMR	RSP	RSPH	CPAS	FSES	MSI	RSAA	RSB	RSC	RSES	RSPHys	TOTAL
Outstanding application 30+ days	0	3	3	1	1	3	0	5	22	29	12	0	79
Scholarship Exp/Max sub date discrepancies	0	0	0	0	0	0	0	0	0	0	0	1	1
Topic Advisor Report (Change role from Advisor)													0
Topic Advisor Report (No thesis topic entered)	7	3	5	30	0	1	2	2	16	17	6	3	92
Overdue Nomination of Examiners	1	0	0	0	0	0	0	0	0	0	0	0	1
Total Non-Complete Milestones	52	55	67	30	5	57	37	7	115	57	66	79	627
Overdue Milestones 30+ days	4	3	5	1	0	1	6	1	6	5	4	6	42
Overdue Milestones 60+ days	0	4	2	1	2	2	0	1	10	5	4	7	38
Overdue Milestones 90+ days	12	11	14	8	4	4	14	1	20	10	6	24	128
Students off program as at 13072020	4	3	9	7	0	8	7	1	11	10	10	5	75

September REPORTING as at September 30 2020													
INITIAL REPORTING	ANUMS	JCSMR	RSP	RSPH	CPAS	FSES	MSI	RSAA	RSB	RSC	RSES	RSPHys	TOTAL
Outstanding application 30+ days													0
Scholarship Exp/Max sub date discrepancies	0	2	1	1	0	0	0	0	0	0	1	1	6
Topic Advisor Report (Change role required)	1	103	7	3	15	0	3	0	3	3	0	7	145
Topic Advisor Report (No thesis topic entered)	5	0	5	49	0	0	9	0	34	41	5	6	154
Overdue Nomination of Examiners	2		1				1		1	1	1	3	10
Total Non-Complete Milestones	66	57	75	34	5	88	47	24	89	70	87	112	754
Overdue Milestones 30+ days	3	1	8	0	0	4	2	4	4	2	2	7	37
Overdue Milestones 60+ days	0	5	0	0	0	1	1	1	1	2	2	3	16
Overdue Milestones 90+ days	11	4	6	0	6	2	13	1	12	11	4	12	82
Students off program as at 30092020	4	2	5	1	1	2	6	1	3	7	10	7	49

November Reporting as at November 24 2020													
INITIAL REPORTING	ANUMS	JCSMR	RSP	RSPH	CPAS	FSES	MSI	RSAA	RSB	RSC	RSES	RSPHys	TOTAL
Outstanding application 30+ days	1	4	42	5	2	1	1	0	33	31	17	1	138
Scholarship Exp/Max sub date discrepancies	0	0	0	0	0	0	0	0	0	0	0	0	0
Topic Advisor Report (Incomplete Panel)	20	3	5	7	4	13	0	1	15	22	8	0	98
Topic Advisor Report (No thesis topic entered)	4	2	0	18	0	0	2	1	17	16	4	2	66
Overdue Nomination of Examiners 7+ days	0	0	0	0	0	1	0	0	0	0	0	2	3
Total Non-Complete Milestones	44	58	66	32	6	51	43	5	84	70	74	77	610
Non-Complete Milestones <30 days	2	8	12	13	2	8	2	2	6	3	7	25	90
Non-Complete Milestones 30-59 days	3	6	4	4	0	2	2	1	11	10	7	12	62
Non-Complete Milestones 60-364 days	22	28	28	6	4	27	23	2	37	41	32	35	285
Non-Complete Milestones 365+	17	16	22	9	0	14	16	0	30	16	28	5	173
Total Overdue Milestones	31	26	19	30	7	37	29	11	42	28	29	61	350
Overdue Milestones <30 days	13	7	4	17	0	24	5	4	14	7	18	27	140
Overdue Milestones 30-59 days	2	3	2	2	1	7	3	2	6	1	3	5	37
Overdue Milestones 60-364 days	14	16	10	9	5	6	17	5	18	17	7	23	147
Overdue Milestones 365+	2	0	3	2	1	0	4	0	4	3	1	6	26
Students off program as at 24Nov20	2	3	7	3	0	3	7	0	3	9	7	7	51

Current Numbers as at 07/08/2020													
	ANUMS	JCSMR	RSP	RSPH	CPAS	FSES	MSI	RSAA	RSB	RSC	RSES	RSPHys	TOTAL
Current active MPhil Students	9	5	2	50	0	3	8	3	1	1	3	7	92
Current active PhD Students	56	99	82	75	22	116	48	49	157	106	99	164	1073
Students currently on leave													
Total	65	104	84	125	22	119	56	52	158	107	102	171	1165

Current Numbers as at 30/09/2020													
	ANUMS	JCSMR	RSP	RSPH	CPAS	FSES	MSI	RSAA	RSB	RSC	RSES	RSPHys	TOTAL
Current active MPhil students	9	6	2	49	0	3	9	4	1	1	2	9	95
Current active PhD Students	56	98	85	77	24	116	48	48	153	107	99	159	1070
Students currently on leave	0	0	0	0	0	1	0	0	0	1	1	0	3
Total	65	104	87	126	24	120	57	52	154	109	102	168	1168

Current Numbers as at 24/11/2020													
	ANUMS	JCSMR	RSP	RSPH	CPAS	FSES	MSI	RSAA	RSB	RSC	RSES	RSPHys	TOTAL
Current active MPhil students	9	6	2	48	0	3	7	4	1	1	3	8	92
Current active PhD Students	56	96	84	76	23	106	48	46	148	101	99	155	1038
Students currently on leave - Data NOT AVAILABLE													
Total	65	102	86	124	23	109	55	50	149	102	102	163	1130

INITIAL- Percentage of Totals compared to school cohort as of 13 July 2020

INITIAL REPORTING	ANUMS	JCSMR	RSP	RSPH	CPAS	FSES	MSI	RSAA	RSB	RSC	RSES	RSPHys
Outstanding application 30+ days												
Scholarship Exp/Max sub date discrepancies	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	1%
Topic Advisor Report (Change role from Advisor)												
Topic Advisor Report (No thesis topic entered)	11%	3%	6%	24%	0%	1%	4%	4%	10%	16%	6%	2%
Overdue Nomination of Examiners	2%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Total Non-Complete Milestones	80%	53%	80%	24%	23%	48%	66%	13%	73%	53%	65%	46%
Overdue Milestones 30+ days	6%	3%	6%	1%	0%	1%	11%	2%	4%	5%	4%	4%
Overdue Milestones 60+ days	0%	4%	2%	1%	9%	2%	0%	2%	6%	5%	4%	4%
Overdue Milestones 90+ days	18%	11%	17%	6%	18%	3%	25%	2%	13%	9%	6%	14%
Students off program as at 13072020	6%	3%	11%	6%	0%	7%	13%	2%	7%	9%	10%	3%

INITIAL- Percentage of Totals compared to school cohort as of 30 September 2020

INITIAL REPORTING	ANUMS	JCSMR	RSP	RSPH	CPAS	FSES	MSI	RSAA	RSB	RSC	RSES	RSPHys
Outstanding application 30+ days												
Scholarship Exp/Max sub date discrepancies	0.00%	1.92%	1.15%	0.79%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.98%	0.60%
Topic Advisor Report (Change role required)	1.54%	99.04%	8.05%	2.38%	62.50%	0.00%	5.26%	0.00%	1.95%	2.75%	0.00%	4.17%
Topic Advisor Report (No thesis topic entered)	7.69%	0.00%	5.75%	38.89%	0.00%	0.00%	15.79%	0.00%	22.08%	37.61%	4.90%	3.57%
Overdue Nomination of Examiners	3.08%	0.00%	1.15%	0.00%	0.00%	0.00%	1.75%	0.00%	0.65%	0.92%	0.98%	1.79%
Total Non-Complete Milestones	101.54%	54.81%	86.21%	26.98%	20.83%	73.33%	82.46%	46.15%	57.79%	64.22%	85.29%	66.67%
Overdue Milestones 30+ days	4.62%	0.96%	9.20%	0.00%	0.00%	3.33%	3.51%	7.69%	2.60%	1.83%	1.96%	4.17%
Overdue Milestones 60+ days	0.00%	4.81%	0.00%	0.00%	0.00%	0.83%	1.75%	1.92%	0.65%	1.83%	1.96%	1.79%
Overdue Milestones 90+ days	16.92%	3.85%	6.90%	0.00%	25.00%	1.67%	22.81%	1.92%	7.79%	10.09%	3.92%	7.14%
Students off program as at 30092020	6.15%	1.92%	5.75%	0.79%	4.17%	1.67%	10.53%	1.92%	1.95%	6.42%	9.80%	4.17%

* The non-complete milestones are not an accurate representation as students may have >1 milestone overdue.

INITIAL- Percentage of Totals compared to school cohort as of 24 November 2020

INITIAL REPORTING	ANUMS	JCSMR	RSP	RSPH	CPAS	FSES	MSI	RSAA	RSB	RSC	RSES	RSPHys
Outstanding application 30+ days	1.54%	3.92%	48.84%	4.03%	8.70%	0.92%	1.82%	0.00%	22.15%	30.39%	16.67%	0.61%
Scholarship Exp/Max sub date discrepancies	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Topic Advisor Report (Incomplete Panel)	30.77%	2.94%	5.81%	5.65%	17.39%	11.93%	0.00%	2.00%	10.07%	21.57%	7.84%	0.00%
Topic Advisor Report (No thesis topic entered)	6.15%	1.96%	0.00%	14.52%	0.00%	0.00%	3.64%	2.00%	11.41%	15.69%	3.92%	1.23%
Overdue Nomination of Examiners 7+ days	0.00%	0.00%	0.00%	0.00%	0.00%	0.92%	0.00%	0.00%	0.00%	0.00%	0.00%	1.23%
Total Non-Complete Milestones	67.69%	56.86%	76.74%	25.81%	26.09%	46.79%	78.18%	10.00%	56.38%	68.63%	72.55%	47.24%
Non-Complete Milestones <30 days	3.08%	7.84%	13.95%	10.48%	8.70%	7.34%	3.64%	4.00%	4.03%	2.94%	6.86%	15.34%
Non-Complete Milestones 30-59 days	4.62%	5.88%	4.65%	3.23%	0.00%	1.83%	3.64%	2.00%	7.38%	9.80%	6.86%	7.36%
Non-Complete Milestones 60-364 days	33.85%	27.45%	32.56%	4.84%	17.39%	24.77%	41.82%	4.00%	24.83%	40.20%	31.37%	21.47%
Non-Complete Milestones 365+	26.15%	15.69%	25.58%	7.26%	0.00%	12.84%	29.09%	0.00%	20.13%	15.69%	27.45%	3.07%
Total Overdue Milestones	47.69%	25.49%	22.09%	24.19%	30.43%	33.94%	52.73%	22.00%	28.19%	27.45%	28.43%	37.42%
Overdue Milestones <30 days	20.00%	6.86%	4.65%	13.71%	0.00%	22.02%	9.09%	8.00%	9.40%	6.86%	17.65%	16.56%
Overdue Milestones 30-59 days	3.08%	2.94%	2.33%	1.61%	4.35%	6.42%	5.45%	4.00%	4.03%	0.98%	2.94%	3.07%
Overdue Milestones 60-364 days	21.54%	15.69%	11.63%	7.26%	21.74%	5.50%	30.91%	10.00%	12.08%	16.67%	6.86%	14.11%
Overdue Milestones 365+	3.08%	0.00%	3.49%	1.61%	4.35%	0.00%	7.27%	0.00%	2.68%	2.94%	0.98%	3.68%
Students off program as at 24Nov20	3.08%	2.94%	8.14%	2.42%	0.00%	2.75%	12.73%	0.00%	2.01%	8.82%	6.86%	4.29%

* The non-complete milestones are not an accurate representation as students may have >1 milestone overdue.

HDR scholarship deferral process for CoS and CHM.

1. Student contacts GRO / School / supervisor requesting deferral of their scholarship / admission.
2. School Admin seeks confirmation of Supervisor availability and DA approval.
3. If a potential Supervisor/Chair does not meet the standard criteria as per the RAR – the College Associate Dean (HDR) must approve their appointment.

NB: For School funded scholarship recipients (ANU PhD / Postgrad Research Schol./ etc.):

4. The request and school approvals are passed to the HDR Admissions team (HDR.admissions@anu.edu.au).

NB: For Central funded scholarship recipients (AGRTP / URS):

5. The request and school approvals must be passed to the College for ADHDR approval (science.hdr.sa@anu.edu.au).
6. The College will contact GRO for Dean HDR approval, as appropriate.

The above process should be adhered to for ALL future deferrals. Any deferrals previously passed to GRO without College ADHDR will be returned to the College for approval by GRO.

2020 RAR Panel Nominees - Appointment to Committees

		Nomination Date
Academic Staff Members		
Dr Antonio Tricoli (CECS)	antonio.tricoli@anu.edu.au	16-Apr-20
Prof Weifa Liang (CECS)	weifa.liang@anu.edu.au	16-Apr-20
Prof Alex Zafiroglu (CECS)	alex.Zafiroglu@anu.edu.au	16-Apr-20
Dr Bernard Baffour (CASS)	Bernard.Baffour@anu.edu.au	20-Apr-20
Dr Charlotte Galloway (CASS)	charlotte.galloway@anu.edu.au	20-Apr-20
Prof Zoe Robinson (CASS)	Zoe.Robinson@anu.edu.au	20-Apr-20
A/Prof Jeremy Farrall	Jeremy.Farrall@anu.edu.au	28-Apr-20
Prof Leighton McDonald	leighton.mcdonald@anu.edu.au	28-Apr-20
Dr Richard Burns (CoS)	richard.burns@anu.edu.au	23-Apr-20
Prof Spencer Whitney (CoS)	spencer.whitney@anu.edu.au	23-Apr-20
Dr Diana Perriman (CHM)	diana.perriman@anu.edu.au	23-Apr-20
A/Prof Marco Casarotto (CHM)	marco.casarotto@anu.edu.au	23-Apr-20
Dr Anne Bruestle (CHM)	anne.bruestle@anu.edu.au	23-Apr-20
Dr Hai Wu (CBE)	steven.wu@anu.edu.au	20-Apr-20
A/Prof Chung Tran (CBE)	chung.tran@anu.edu.au	20-Apr-20
A/Prof Timothy Higgins (CBE)	tim.higgins@anu.edu.au	20-Apr-20
A/Prof Sarbari Bordia (CBE)	sarbari.bordia@anu.edu.au	20-Apr-20
Dr Garth Pratten (CAP)	Garth.Pratten@anu.edu.au	29-Apr-20
Associate Deans (Higher Degree Research)		
Dr Nan Yang (CECS)	nan.yang@anu.edu.au	25-May-18
Dr Douglas Craig (CASS)	assocdeanhdr.cass@anu.edu.au	25-May-18
A/Prof Rebecca Monson (CoL)	rebecca.monson@anu.edu.au	
A/Prof Anna Cowan (CoS & CHM)	anna.cowan@anu.edu.au	25-May-18
A/Prof Ying-Yi Chih (CBE)	ying-yi.chih@anu.edu.au	25-May-18
Dr Simon Avenell (CAP)	simon.avenell@anu.edu.au	25-May-18
Dr Asmi Wood (National Centre for Indigenous Stud	asmi.wood@anu.edu.au	

Briefing Note - HDRC

SUBJECT	HDR Supervision Development Framework – implementation update
DATE	17 November 2020
AUTHOR	Peter Kanowski (Deputy Dean – HDR Supervision)

Supervision registration

Registration has been open since 4 November 2019, through the online Pulse or Qualtrics modules or School-level *HDR Supervision at ANU* workshops, and – for those new to supervision – the *Foundations of HDR Supervision* workshop. *Foundations* workshops have been offered fortnightly remotely since late July (10 so far), after pausing during the campus closure. *HDR Supervision at ANU* workshops also resumed both remotely and in person in July, and have include College- and ANU-wide workshops (7 since July).

Registrations at 17 November 2020 have doubled since July for all categories but External Primaries/ Chairs:

Mandatory Registration:

1) Registered

- Internal, Primary/Chair: 568 out of 855 (**66%**) (+30% since last HDRC report, 28 Sept).
 - Internal, Associate: = 322 out of 690 (+2) (**47%**) (+36%) since 28 Sept).
 - External, Primary/Chair: 45 out of 203 (**22%**) (+ 15% since 28 Sept).
- Total = 935** out of 1,748 (**53%**) (+32% since 28 Sept).

2) Partly-completed registration (ANU staff new to supervision)

Total = 36 (these are mostly Internal Associate Supervisors yet to complete *Foundations*)

Optional registration (non-ANU staff Associate Supervisors):

Total = 91 (+13% since 28 Sept; these remain a very small proportion of this cohort)

HDR Portal registrations: 301 (+ 11% since 28 Sept).

Whilst the surge in registrations is welcome, around a third of ANU HDR supervisors, and c 80% of external Primaries/ Chairs, have still to begin registration. These proportions mildly overstate the number of 'ongoing' supervisors yet to register; some current supervisors do not plan to continue in their role beyond their current student(s). A small number of supervisors (< 20) have proactively declined to register.

The HDR Supervision Development Team has continued to work with College and School HDR Administrators and Conveners to remind supervisors of the requirement to register, and we've also sent messages directly to those in most of the categories above. We will continue to remind, both directly and in conjunction with Associate Deans and Directors, and HDR Conveners and Administrators, colleagues of registration requirements through to mid-December.

Supervisor development

We have paused ANU-wide panels and workshops, but continued monthly blog posts on the HDR Supervision Portal. Recordings of most 2020 panels and workshops are available on the Portal.

Online registration module updates and registration renewal process

Content of the Pulse and Qualtrics modules for supervisor registration has been updated to accommodate recommendations from the EY Internal Audit Review of HDR Admissions and Examinations, and other research integrity suggestions from Research Services Division. Service Improvement Group colleagues are continuing to assist in implementing a HR system-based registration renewal process for ANU staff; this will be complemented by a Qualtrics form for 'external' Chairs and Primary Supervisors.

We (Dean, Deputy Dean, Associate Deans and Directors, HDR Conveners, and anyone else interested!) will need to agree, communicate and promote activities that will qualify for renewal of HDR Supervisor Registration in 2021 and subsequently. The HDR Supervision Development's Team starting points are:

- Centre-, School-, group- or similar level activities that address the particular needs of those areas (eg a School workshop about common HDR supervision challenges and good practice responses);
- College- or part-College- level activities that address College-specific priorities (eg a forum about good practice in how panels work together);
- ANU-wide workshops on topics of general interest/ relevance (eg supporting HDR candidates' mental health).

We can take the opportunity to discuss renewal activities at the forthcoming HDR Conveners' Conventions.