

Schedule 2: Supervisory and advisory roles

(1) Table 1 defines eligibility for supervisory and advisory roles and must be read in conjunction with the eligibility conditions below.

Table 1: Eligibility for supervisory and advisory roles

		Principal supervisor	Co-supervisor	Advisory committee chair	Advisory committee member	External supervisor
Continuing and fixed term academic employees	Level C and above	Yes	Yes	Yes	Yes	No
	Level B	Yes	Yes	No	Yes	No
	Level A	No	No	No	Yes	No
Honorary appointees						
Professional and casual employees	Professional employee	No	No	No	Yes	No
	Casual academic employee	No	No	No	Yes	No
Academic visitor	-	No	No	No	Yes	Yes
ex-UoM academic employee or ex-honorary fellow (for completion of current candidates only)	-	No	No	No	Yes	Yes
External expert in field of research	External-academic	No	No	No	Yes	Yes
	External-industry	No	No	No	Yes	Yes

Eligibility conditions

- (2) Employees from research institutes, affiliated or recognised bodies must be granted an honorary or honorary clinical fellowship at Level B or above to be eligible to be registered to supervise.
- (3) The dean may approve the registration for co-supervision of academic employees and clinical tutors in a continuing or fixed-term role at Level A by exception.
- (4) Honorary appointees and University visitors are defined in the Honorary Appointments and University Visitors Procedure ([MPF1156](#)).

(5) Casual employees who have a primary academic appointment at another university, or who are an industry professional, may be appointed as an external supervisor.

(6) A person providing technical advice for a limited period should be assigned as an advisory committee member only.

(7) A supervisor who ceases their employment or honorary appointment may apply to the head of department to continue as an external supervisor for candidates unless they have been terminated by the University for misconduct.

Table 2: Supervisory load, training and registration requirements

Role	Training and registration requirement	Load per candidate (min-max)
Principal supervisor	- Meets the requirements to be a co-supervisor - Holds a doctoral degree, or has equivalent research experience, and has either: a) supervised at least one candidate to successful completion: - at a minimum supervisory load of 20% for the duration of the candidature, and - at the same level or higher to which they will supervise, or b) approval from the head of department on the basis that they: - have identified a suitable mentor who is an experienced principal supervisor, and - will develop and comply with a mentoring plan. - Is located at a University of Melbourne campus or approved outside institution, and can provide effective in-person supervisory support.	40%-80%
Co-supervisor	- Is active in research - Has completed all required graduate research supervisor training - Is a registered supervisor - Updates their graduate research supervisor training every five years	20%-49%
External academic supervisor	Per home institution policy	20%-49% 20%-50% for joint research degree supervisors (see Supervising joint PhD candidates)
External industry supervisor	n/a	20%-39%

(8) The combined supervisor contribution load per candidate must total 100%.

(9) The principal supervisor must have the highest supervisory load for a candidate.

(10) Where the supervision team includes more than three co-supervisors, the dean may approve a lower load (percentage allocation) for each co-supervisor.