

Schedule 1: Advisory committees

- (1) Each advisory committee is appointed by the head of department in which the candidate is enrolled.
- (2) The committee is composed of:
 - (a) an advisory committee chair
 - (b) the candidate's supervisors, and
 - (c) may include additional members as per [Schedule 2: Supervisory and advisory roles](#).
- (3) The advisory committee chair and members are expected to remain in their positions from enrolment to completion of the thesis.
- (4) The head of department must:
 - (a) appoint the advisory committee chair
 - (b) establish the committee within 3 months of the candidate's enrolment.

Advisory committee chair

- (5) To be eligible to be an advisory committee chair, a person must:
 - (a) meet the eligibility criteria for a principal supervisor
 - (b) be an experienced supervisor, with at least one completion as the principal supervisor
 - (c) be at least a Level C, and should be a Level D or Level E, academic employee of the candidate's department, unless approved by the relevant dean
 - (d) not be the candidate's supervisor or otherwise associated with the research project
 - (e) not be in a close personal relationship with the candidate or their supervisors, and
 - (f) identify, disclose and manage any other conflict of interest in accordance with the Managing Conflicts of Interest Policy ([MPF1366](#)).
- (6) The advisory committee chair does not fulfil the role of supervisor and is not required to have content knowledge in the candidate's specific field of research.
- (7) The advisory committee chair must:
 - (a) ensure the committee fulfils its responsibilities
 - (b) check the accuracy of supervisory agreements at progress review meetings
 - (c) advise and support the candidate and their supervisors
 - (d) individually counsel the candidate on confidential matters
 - (e) facilitate mediation between the candidate and their supervisors where required
 - (f) where resolution cannot be achieved, direct the candidate to access the complaints and appeals processes.

Advisory committee members

- (8) Advisory committee members must:
 - (a) be able to provide support and guidance to the candidate and their supervisors
 - (b) not be a candidate at the University or any other institution
 - (c) identify, disclose and manage any other conflict of interest in accordance with the Managing Conflicts of Interest policy ([MPF1366](#)).

Committee responsibilities

(9) The advisory committee must:

- (a) seek to ensure the research project is appropriate to the course, can be completed within expected course duration, is appropriately resourced and complies with all relevant legislation, policies and processes
- (b) recommend whether the candidate be admitted to confirmed candidature
- (c) monitor the candidate's academic progress
- (d) recommend an extension to candidature up to the maximum course duration if required
- (e) attend and report on the candidate's completion seminar
- (f) mentor the candidate on research project matters
- (g) mentor the candidate to develop the intended learning outcomes as described in the [Handbook](#).