

# UNSW Supervising Doctoral Studies (SDS)

## Quick Reference Guide

UNSW Supervising Doctoral Studies resource is designed to help both new and experienced research supervisors to mentor candidates to a timely completion and enhance the professional practice of supervisors.

It is available to all UNSW staff and will require your staff ID, and password for authentication PLUS a self enrolment key. Instructions and details on self-enrolment key can be accessed via *Moodle Enrolment Instructions* on this guide, or view the step by step visual instructions or video available via : <https://research.unsw.edu.au/how-do-i-gain-access>

### Supporting policy & guidelines for supervisors:

<https://www.gs.unsw.edu.au/policy/documents/hdrs supervisionguide.pdf>

<https://www.gs.unsw.edu.au/policy/documents/hdrs supervisionpolicy.pdf>

## Moodle Enrolment Instructions

1. Log onto Moodle:  
<https://moodle.telt.unsw.edu.au/login/index.php>
2. Search for course: **UNSW Supervising Doctoral Studies**
3. Type in in self enrolment key: **SupervisorDev01** (case sensitive)

OR view Step-by-Step instructions & video via:

<https://research.unsw.edu.au/how-do-i-gain-access>

## Topic suggestions based on Full-time supervision of PhD candidate \*

SDS Mod 1: The doctoral context  
SDS Mod 2: Attracting & selecting doctoral candidates  
SDS Mod 3: Approaching Supervision

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SDS Mod 4: Setting your candidate on the right Course  
SDS Mod 7: Issues in Supervision  
SDS Mod 8: Continuing your supervisory development

SDS Mod 5: Managing progress  
SDS Mod 7: Issues in Supervision

SDS Mod 6: Expectations & preparing for examination  
SDS Mod 8: Continuing your supervisory development

### Pre-candidature:

- Reflecting on your experience (1)  
What makes an effective supervisor?
- The contemporary doctorate (1)  
Doctoral requirements  
Diversity of candidates
- The doctoral supervisor (1)  
Institutional requirements  
Key academic tasks  
Checklist: Supervisor's role
- Investing time in attracting & selecting (2)
- Fundamental questions (2)
- Optimising your ability to attract desirable applicants (2)
- What are you looking for? (2)
- Evaluation research potential (2)
- Managing applicant's expectations (2)
- Pedagogical approach to supervision practice (3)

### Getting Started (Year 1)

- Supervisor styles (3)
- Aligning supervisory styles with candidates (3)
- Expectations, roles & responsibilities (3)
- Diversity & inclusivity barriers to progression (3)
- Developing a positive research culture for your candidate (4)
- Academic Integrity (4)
- Advising on research specifics (4)
- Supporting your candidate's skills & career development (4)
- Project Management of candidature (4)
- Foundations for good feedback (4)
- Key challenges facing candidates & supervisors (7)
- Aligning expectations & cultural differences(7)
- Responding to candidates with disabilities (7)
- Dealing with Plagiarism (7)
- Working with a supervisory team or mentor (8)

### Maintaining Momentum (Year 2)

- Key areas of support for candidates (5)
- Assisting with academic problems (5)
- Supporting development of writing (5) (7)
- Supporting production of thesis (5)
- Giving feedback (5)
- Pastoral role of supervisor and impact upon candidate's research & completion (5)
- Professional & networking opportunities (5)
- Supporting career development (5)
- Motivating candidates who are procrastinating(7)
- Managing relationships with co-supervisors (7)
- Managing relationships with candidates (7)

### Final Stages (Year 3)

- Thesis assessment criteria (6)
- Institutional thesis regulations (6)
- Selecting examiners (6)
- Finalising & submitting the written thesis (6)
- Interpreting examiners' reports (6)
- Understanding the role of a doctoral examiner (8)

#### Supervisory professional practice:

- \* Reflective practice and personal action plan for ongoing professional development (8)
- \* Elicit feedback on approach and practice and record changes in approach to supervision practice (8)
- \* Being a doctoral examiner (8)