



2019 UNSW AWARD FOR EXCELLENCE IN POSTGRADUATE RESEARCH SUPERVISION

Supervision Award Toolkit

(C) SUPERVISION STATEMENT (2 pages max; min font size 10)

The following headings are a guide to issues that may be addressed in the application, but their use is not compulsory. Applicants should summarise the specific attributes that make their supervisory contribution distinctive in terms of achieving excellence and exceeding normal best practice. Applicants should use appropriate headings and formatting to make a case for outstanding supervision, referring to comments from students and other supporting material (see below) and the HDR candidate outcomes in the *Supervision Record Table* to illustrate claims.

(i) Supervision of higher degree research candidates:

- **Communication and monitoring progress** Strategies and achievements in relevant practices that may include: effective induction processes; ensuring both parties have a clear understanding and agreement of expectations and roles; maintaining regular and meaningful contact; providing timely and constructive feedback on all aspects of performance; strategies to monitor progress and performance and ensure candidates are meeting standards required for the degree and will be able to achieve timely completion.
- **Mentorship and career development** Strategies and achievements in relevant practices that may include: assisting candidates to identify and meet career goals; assisting candidates to integrate into the research community and relevant disciplinary and professional groups through networking, publications, conference attendance and applying for appropriate grants and awards.
- **Responding to the needs of candidates** Achievements in relevant practices which may include: identifying and helping to address candidate's individual circumstances (international, cultural, family, financial); identifying and assisting candidates with personal, technical or academic problems; negotiating and resolving conflict or problems within the working relationship.
- **Training and skills development** Strategies for supporting the development of research skills relevant to the discipline; identifying and addressing skills deficiencies and developing skills required at various stages of candidature; supporting the development of written and oral communication skills.

(ii) Scholarship and leadership in supervision

- **Scholarship and professional development** Strategies for managing a professional and systematic approach to the development of the applicant's effectiveness as a supervisor, including reflective evaluation and participation in professional development activities, attendance at workshops and publications/materials.
- **Leadership in supervisory practice** Professional contributions to scholarship, policy development and best practice in supervision, including mentoring of new staff, publications/other outputs, invitations to speak on supervision, and what the applicant has achieved/contributed through key appointments in recognition of their leadership and track record in supervision.

(D) SUPPORTING MATERIAL (6 pages max; min font size 10)

Applicants are encouraged to include original documents, or excerpts of testimonials etc, as scanned inserts in the application. Applicants must make available original documents referred to in the application if originals are not provided. Examples of material that may be useful to include:

- **Feedback from candidates:** In addition to requirement (g) (one reference from a candidate) applicants are strongly encouraged to include other submissions from current and past research candidates. The submissions can be emails or letters or citations, but in all cases the applicant must clarify whether the submissions were solicited or unsolicited.
- Examples of **feedback to candidates** (for example, for thesis or manuscript drafts)
- **Feedback from the candidate postgraduate representative** in the School/Faculty or University commenting on improvements/benefits that have resulted from initiatives or processes that the applicant has introduced
- **Invitations to co-supervise** students at other universities
- **Excerpts from examiners' reports** where these reflect on the applicant's supervision
- **Extracts from acknowledgments in theses** where these reflect on the applicant's supervision
- **Handouts for colleagues** or other documentation of particular supervisory processes and strategies
- **Correspondence from colleagues** that reflect on commitment to supervision
- **Correspondence from employers or postdoctoral supervisors** commenting on the high standard of training of candidates from the applicant's group or other comments that reflect on the applicant's supervision
- **Copies of scholarly publications** listed on the cover sheet related to supervision
- **Documentation of leadership in supervisory practices** – invitations, workshop outlines, copies of new policies and processes introduced by the applicant in the School/Faculty/University
- Materials or techniques **developed for the training and supervision** of research candidates, especially innovative ones (and examples of completed supervisory tools used with candidates)