

GUIDELINES

Guideline Title: Honours Supervision

Guideline Owner: Dean, Graduate Research

This guideline supports the University to operationalise the Bachelor Honours Degrees by Research Policy and must be complied with.

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1. INTENT

The purpose of this guideline is to outline the processes, requirements, roles and responsibilities to ensure that Honours supervision is conducted in the most beneficial, efficient and effective manner;

2. ORGANISATIONAL SCOPE

This guideline applies to all Staff, Honours Students and Supervisors involved in any aspect of Honours supervision, including adjunct positions and emeritus professors that administer, supervise, or otherwise contribute to Honours Students and Honours Courses.

3. DEFINITIONS

The [University Glossary](#) and the definitions in the [Bachelor Honours Degrees by Research Policy](#) apply to this guideline.

4. GUIDELINE CONTENT

Principles

- 4.1. The University is committed to providing the highest standard and quality of research supervision, mentorship, and guidance to Honours Students. The University will provide appropriate guidance on all aspects of an Honours Student's research, including research design, conduct, completion, publication, and communication. The University's commitment to research training supervision is underpinned by the following principles:
 - a. integrity in all research and research training practices;

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- b. commitment to aligning Honours Students with areas of research expertise;
- c. Honours Students are supported by appropriately trained and experienced individuals with capacity and expertise to provide appropriate supervision;
- d. ensuring respectful, collegiate, and constructive relationships between Honours Students, supervisors and others; and
- e. continuous and effective professional development of supervisors and Honours Students.

Principal Supervisor Responsibilities

- 4.2. The Principal Supervisor bears primary responsibility for oversight of the Honours Student's progress in the research program and will sign off on the nomination of the research proposal, reviewers and thesis examiners.
- 4.3. The Principal Supervisor and the Honours Student must reach agreement concerning the authorship of publications and acknowledgment during and after the research program. There should be open and mutual recognition of the Honours Student's and the supervisor's contributions on all published work arising from the research, in compliance with the [University's Authorship, Peer Review and Publication of Research Guideline](#).
- 4.4. The Principal Supervisor is required to:
 - a. advise Honours Students of their procedural and substantive rights and responsibilities;
 - b. ensure knowledge of and compliance with all University policies relevant to their research;
 - c. per the [First Interview Checklist](#), maintain regular contact with the Honours Student and negotiate and maintain a reasonable timetable of meetings, milestones and submitted work, which is reviewed regularly during the course of candidature;
 - d. identify any shortcomings in an Honours Student's background and suggest appropriate training;
 - e. ensure that the proposed Honours research project is appropriate for the Bachelor Honours Degree;
 - f. ensure appropriate methods of research data management are identified and undertaken in compliance with University policy;
 - g. monitor the performance of the Honours Student relative to the work agreement and the standard required and ensure that the Honours Student is made aware of whatever the supervisor may regard as inadequate progress or work below the standard generally expected;
 - h. provide appropriate, helpful, and explanatory feedback to the Honours Student on any submissions, return such feedback in reasonable time, and assist Honours Students to develop solutions as problems are identified;
 - i. provide opportunities for Honours Students to develop the skills necessary for academic writing appropriate to reporting research in the discipline or area of study and to develop their presentation skills;
 - j. support and mentor Honours Students to further develop graduate attributes and provide career advice; and

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- k. advise the Associate Dean (Research), and/or the Honours Coordinator of the names and credentials of suitable reviewers and examiners.

Supervisor Absence

- 4.5. Supervisors must ensure that the Honours Student has advanced notice about any planned extended leave (of four weeks or more) or retirement during their research program. Suitable alternative supervisory arrangements should be negotiated with the Associate Dean (Research) and communicated to the Honours Student in writing.
- 4.6. With the approval of the Associate Dean (Research), the Associate Supervisor may assume the role of Principal Supervisor when the Principal Supervisor is absent for a period greater than two weeks but less than four or more consecutive weeks.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

The Guideline Owner is Dean, Graduate Research and has overall responsibility for the content of these guidelines and their operation.

The Manager, Academic Quality and Standards is responsible for currency of information and provision of advice relating to these guidelines.

6. RELATED DOCUMENTS

By-Laws, Statutes and Rules

[Admission, Enrolment and Academic Progression Rules](#)

Policies

[Conducting Research with Integrity](#)

[Conflicts of Interest](#)

[Bachelor Honours Degrees by Research](#)

Operational documents and resources

[Authorship, Peer Review and Publication of Research Guideline](#)

[First Interview Checklist](#)

[Research Data Management](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Guideline Owner	Dean, Graduate Research
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All Enquiries Contact	Manager, Academic Quality and Standards
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8. APPROVAL HISTORY

Guideline approved by:	Deputy Vice-Chancellor, Research
Date guideline first approved:	December 2025
Date last modified:	December 2025
Revision history:	Guideline created to capture detail regarding supervision from the Management of Research Candidature in Bachelor Honours Degree policy and Responsibilities of the Principal Supervisor operational document.
Next revision due:	December 2028