



## Procedure for the Appointment of an Adjunct Supervisor

**Contact Officer**     Manager, Higher Degree Research Office

<b>PROCEDURE</b>	<b>Purpose</b>	This procedure outlines requirements and actions for the appointment of an Adjunct Supervisor for a higher degree research (HDR) candidate.
	<b>Procedure</b>	To activate the appointment of an Adjunct Supervisor, Divisions are required to prepare a formal letter of appointment and complete the necessary procedural requirements once a response has been received.
	Principal Supervisor	1. Send a formal letter of invitation to the proposed Adjunct Supervisor outlining the term of the appointment and state if the appointment and or payment will be affected by any leave from candidature by the candidate. Other information should include relevant degree details of the candidate, an outline of the research being undertaken, the supervisory role requirements and a statement of the facilities to be provided to the Adjunct Supervisor, if any.
	HDR Divisional Staff	2. Ensure a formal response is received, accepted and placed on the candidate's student file.
	HDR Candidate and Principal Supervisor	3. Complete the necessary Supervisor Registration Form (SUP) if an appointment is being made after a candidature offer and forward the form to the Higher Degree Research Office (HDRO) for registration of the position on the student database.
	HDR Divisional Staff	4. If a Visiting Appointment, complete the Visiting Appointment Form and send to Human Resources along with a copy of the invitation, acceptance and Commencement Form. 5. If an Adjunct Supervisor is to be paid, determine if the Adjunct Supervisor is an Australian resident. Adjunct Supervisors who are Australian residents, but without an Australian Business Number (ABN), are paid through Human Resources using Form 6.02f/3f. Non

Australian residents and Australian residents with an ABN are paid through the Office of Financial Services (OFS) using a Non-Order Payment Request.

6. Arrange for payment of the Adjunct Supervisor where the nature and extent of the supervision is justified. As a guide, the maximum rate of payment for Adjunct Supervisors is an all-inclusive amount of between \$3,000 and \$5,000 per year per full-time student. The amount may be varied depending on the nature of the work performed and area market rates. Divisions are funded for the provision of supervision to research students through the Divisional Funding Model.
7. Determine payment method. If the payment method is through Macquarie's Human Resource payroll, then standard offer and acceptance processes are to be followed. If payment is through a Non-Order Payment Request, payment may be made by one of the following methods:
  - Engagement as an **independent contractor** and payment through a company registered for Goods and Services Tax (GST) - the proposed rate includes GST. Such payments are only possible to contractors registered in Australia and require provision of an Australian Business Number (ABN). Payment documentation is to be sent to Accounts Payable, OFS.
  - Payment to **overseas residents**. For overseas payments, Accounts Payable makes payments by draft or telegraphic transfer through Citibank Worldlink service. Overseas payments are made as required. Payment documentation is to be sent to Accounts Payable, OFS.
  - Payment through a **partner organisation** (the proposed rate includes any levy by the partner). This requires an agreement between the University and the partner organisation to justify the transfer of funds. Payment documentation is to be sent to Accounts Payable, OFS.
8. Determine payment options. Payment options include: payment as a lump sum on submission of the thesis, annual lump sum payments or fortnightly payments when the candidate is enrolled for any period. Other candidature considerations to note when devising payment options include suspension with any enrolment suspension and variations to payments when candidates change enrolment status, e.g. full-time to part-time and vice versa.

	<b>Related Documents</b>	<p>Visiting staff may be appointed as Adjunct Supervisors and are covered for public liability under the University's insurance policy.</p> <p><a href="#">Visiting Staff Policy</a></p> <p><a href="#">University Insurance</a></p> <p><a href="#">Visiting Academic – Request to Invite/Appoint/Renew</a></p> <p><a href="#">Change of Supervisor (SUP) Form</a></p> <p><a href="#">Form 6.02f3f:</a></p> <p><a href="#">Non-Order Payment Request</a></p>
	<b>Related Policies and Procedures</b>	<p>Higher Degree Research Supervisor Appointment Policy  Procedure for the Appointment of a Replacement Supervisor</p>

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