

Application for Admission to the Register of Higher Degree by Research Supervisors

The overall aim of the Registration scheme is to support and enhance the practice of postgraduate supervision in order to optimise the quality of the research experience for postgraduate students and to support postgraduate student supervisors to develop and deepen their knowledge of supervision practice.

Full details are contained in Policy Number PO _____ "Registration of Higher Degree by Research Supervisors"

Applicants should also read POA041108000: Guide to Research Degrees and the Universities Australia Code for the Responsible Conduct of Research.

The following are the normal requirements for registration of all supervisors. The Faculties have the responsibility to ensure that all registered supervisors, working within their Faculty, Centre or Institute, possess the appropriate combination of these essential attributes to ensure a timely and high quality research student outcome. The attributes are outlined below:

For Principal Supervisors:

1. *Appropriate competence and current experience as a researcher.* In this context, this means that the staff member has an established and current track record as a researcher in that they have:
 - i. published or released their work in a format subject to peer review or critical evaluation and appropriate to the discipline(s) to which it contributes, and/or
 - ii. been involved in the successful completion of research projects or equivalent appropriate to the discipline as determined by the relevant faculty.
2. *Appropriate research qualifications and professional and academic standing.* This means that a staff member will, except in exceptional circumstances and as approved by the Director, Office for Postgraduate Research, have a qualification at least at the level of the degree sought by the student/s under supervision.
3. *Evidence of ongoing professional development as a research student supervisor.* Such development might be attained by engaging in supervisor development opportunities offered within Victoria University, or by other universities or agencies. It may also include engagement in a range of other activities that support professional development as a supervisor (see 6 below for further discussion).

For Associate Supervisors:

1. *Appropriate competence and current experience as a researcher.* In this context, this means that the staff member is actively engaged in establishing a track record as a researcher in that they have:
 - i. published or released their work in a format subject to academic peer review and appropriate to the discipline(s) to which it contributes, and/or
 - ii. Been or are currently involved in research projects or equivalent appropriate to the discipline as determined by the relevant faculty.
2. *Competence and experience as a supervisor of research students.* Associate supervisors are not expected to meet the same standard of experience for research supervision as are Principal Supervisors. However, they are expected to participate in appropriate mentoring activities with the Principal Supervisors of students whom they supervise in order to develop their skills as a supervisor of research students, in addition to the ongoing professional development activities listed in 4 below;
3. *Appropriate research qualifications and professional and academic standing.* This means that Associate Supervisors will, except under exceptional circumstances and as approved by the Director, Office for Postgraduate Research, have a qualification at least at the level of the degree sought by the student/s under supervision;

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4. *Evidence of annual ongoing professional development as a research student supervisor.* Such development might be attained by engaging in supervisor development opportunities offered within Victoria University, or by other universities or agencies. It may also include engagement in a range of other activities that support professional development as a supervisor.

University staff who wish to apply for supervisor registration must complete this form and return to the Office for Postgraduate Research.

External Associate Supervisors are those supervisors not employed by Victoria University, being employed at another institution of higher learning or, in some cases, in a relevant industry or profession. External supervisors will in normal circumstances only be permitted to hold the level of Associate Supervisor.

For External Associate Supervisors who are academics at other institutions of higher education, whether domestic or overseas:

1. *Appropriate competence and current experience as a researcher.* In this context, this means that the external associate supervisor has an established and current track record as a researcher in that they have:
 - i. published or otherwise disseminated their work in a format subject to peer review or critical evaluation and appropriate to the discipline(s) to which it contributes, and
 - ii. been or are involved in research projects or equivalent relevant to the field, profession or discipline as determined by the relevant faculty.
2. *Competence and experience as a supervisor of research students.* External associate supervisors are not uniformly expected to meet the same standard of experience for research supervision as are Principal Supervisors. However, they are expected to maintain appropriate mentoring activities with the Principal Supervisor in order to develop their skills as a supervisor of research students, in addition to the ongoing professional development activities listed in 4 below. Documentary evidence of supervision at another university may be submitted in support of meeting the criteria for this category, such as a letter from the Dean of the Faculty, Director of Institute or Centre or Head of School of the external associate supervisor's home institution outlining the supervisory experience;
3. *Appropriate research qualifications and professional and academic standing.* Except under exceptional circumstances, external associate supervisors will have a qualification or equivalent standing and expertise at least at the level of the degree sought by the student/s under supervision, and will have successfully worked at that level with professional and academic colleagues and won the demonstrated respect and confidence of these colleagues;
4. *Evidence of annual ongoing professional development as a research student supervisor.* External associate supervisors are not required, but are strongly encouraged, to engage in professional development as a supervisor of research students. Such development might be attained by engaging in supervisor development opportunities offered within Victoria University, or by other universities or agencies. It may also include engagement in a range of other activities that support professional development as a supervisor.

For External Associate Supervisors who are members of industries or professions:

1. *Appropriate competence and current experience as a researcher and/or industry or professional expert.* In this context, this means that the external associate supervisor has an established and current track record as a recognised expert in their professional or industrial field of expertise. This may include a track record of successfully completed professional projects, membership of national and international advisory boards and other recognised professional bodies, and/or documented recognition by their peers as a significant contributor to their chosen field(s) of endeavour.
2. External associate supervisors from industry and the professions would be expected to have published their work in a format appropriate to the fields or professions to which it contributes by demonstrating they have:

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- a. undertaken industry- or profession-based projects; or
 - b. equivalent publication or other outputs as appropriate to the field(s) in which they hold relevant expertise.
3. *Competence and experience as a supervisor of research students.* External associate supervisors are not uniformly expected to meet the same standard of experience for research supervision as are academic supervisors. However, they are expected to undertake appropriate mentoring activities with the Principal Supervisor in order to develop their skills as a supervisor of research students, in addition to the ongoing professional development activities listed in 5 below. Documentary evidence of supervision for another university or for professional or industry internships or supervisions may be submitted in support of meeting the competence and experience levels required. Such documentation should clearly outline the supervisory experience;
 4. *Appropriate qualifications and professional or industry standing.* An external associate may not necessarily have a qualification at the level of the degree sought by the student/s under supervision. However, they will be able to successfully demonstrate equivalent professional and/or industry standing and expertise as approved by the Director, Office for Postgraduate Research and supported by the relevant Faculty/s;
 5. *Evidence of annual ongoing professional development as a research student supervisor.* External associate supervisors are not required, but are strongly encouraged, to engage in professional development as a supervisor of research students. Such development might be attained by engaging in supervisor development opportunities offered within Victoria University, or by other universities or agencies. It may also include engagement in a range of other activities that support professional development as a supervisor.

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Part 1:
(To be completed by the applicant and submitted to the Chair of the relevant Faculty/
Centre/Institute Postgraduate Research Committee)

| 1. NAME AND CONTACT DETAILS | | | |
|---|-----------|---------------------|----------------------|
| Name: | | | |
| Title: | | | |
| Position: | | | |
| Faculty/School/Centre/Institute | | | |
| Campus | | Office/Building No: | |
| Email Address: | | | |
| Postal Address: | | | Postcode: |
| Employment | Part Time | Full Time | Adjunct Appointment* |
| <i>*If you are not employed by Victoria University please provide the following contact details</i> | | | |
| <i>Employer</i> | | | |
| <i>Position</i> | | | |
| <i>Address</i> | | | |
| <i>Email</i> | | | |
| <i>Telephone/Fax/Mobile</i> | | | |

2. ACADEMIC QUALIFICATIONS

Please give details of your academic qualifications with the highest qualifications listed first.

| <u>Qualification</u> | Awarding Institution | Year Awarded |
|----------------------|----------------------|--------------|
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3. RESEARCH ACHIEVEMENT

Attach a Summary CV with details of your research experience. However a detailed CV must be lodged and updated on an annual basis with your Faculty or Institute Office

Please list the following information:

- a. Research Publications (referred papers, books, Chapters, referred conference papers) over the past five years (maximum of five publications)

| | |
|----|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

- b. Competitive or other sources of research funding awarded over the last five years (maximum of five grants)

| | |
|----|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

4. SUPERVISORY EXPERIENCE

Have you supervised (as a Principal or Associate Supervisor) a student to successful completion of a research higher degree?

Please circle appropriate answer

Yes / No

If "Yes" identify the number of students supervised to a successful completion over the last five years.

| Course | Number of Completions as Associate Supervisor | Number of Completions as Principal Supervisor |
|--------------------------------------|---|---|
| Masters | | |
| Doctor of Philosophy | | |
| Professional Doctorate (by Research) | | |

If the supervision has occurred at another University, documentary evidence should be provided. Such evidence may include a letter from the Dean of the Faculty, Director of Institute or Centre or Head of School outlining the supervisory experience.

Please add any other details in relation to supervision or examination of doctoral Thesis that may be of relevance:

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5. SUPERVISION TRAINING

Have you undertaken any formal supervision training over the last three years?

Please circle appropriate answer

Yes / No

If "yes" please provide details (year undertaken, nature of program,)

| Year | Details |
|------|---------|
| | |
| | |
| | |
| | |

6. CONDITIONS OF REGISTRATION

- Ongoing registration as a supervisor will be dependent on supervisors engaging in professional development and training activities relevant to the duties and responsibilities of a research degree supervisor. I agree to participate in appropriate supervisory development activities as recommended in Policy No. POA070620000
- I agree to supervise higher degree candidates in accordance with Policy No. POA070620000 *Registration of Higher Degree Research Supervisors*, and the Guide To Research Degrees - Advice to Students and Supervisors ¹

Signature

Date.....

¹ <http://www.vu.edu.au/library/pdf/Research%20Guide.pdf>

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| Part 2: RECOMMENDATION: FACULTY COMMITTEE FOR POSTGRADUATE RESEARCH STUDIES FACULTY / INSTITUTE / CENTRE: <i>(To be completed by the applicant and submitted to the Chair of the Faculty/Division/Institute Postgraduate Research Committee)</i> |
|--|

Applicants Name:

1. All information requested has been supplied. Yes No
2. Is there a need to appoint the applicant to an Adjunct Position under Policy No. POA050707000 *Adjunct Appointments?* Yes No

The Faculty/ Institute/Centre recommends to the Director of the Office for Postgraduate Research that the Applicant be added to the Register of Higher Degree Research Supervisors. Yes No

(Please tick boxes as appropriate to indicate the level of supervisory registration approved by the Faculty/Division):

| | Doctoral | Masters |
|----------------------|--------------------------|--------------------------|
| Principal Supervisor | <input type="checkbox"/> | <input type="checkbox"/> |
| Associate-Supervisor | <input type="checkbox"/> | <input type="checkbox"/> |

If "No" inform the staff member of the reasons why the application has not been forwarded to the Director of the OPR, and encourage the staff member to seek supervision development in certain areas in order to meet the requirements

| |
|--|
| Additional Information or Comments: |
| |
| |

Faculty Student Advice Officer

The above request was approved by the Faculty/Institute of

Committee on

...../...../.....

Chair, Faculty/Institute Committee for Postgraduate Research Studies

Name _____

Signature _____ Date _____

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Part 3:

OFFICE FOR POSTGRADUATE RESEARCH

Approved?

Yes

No

Added to OPR Register on (date): _____

Director, Office for Postgraduate Research

Name _____

Signature _____

Date _____