

OFFICE FOR RESEARCHER TRAINING, QUALITY AND INTEGRITY

Application for Registration as an External Graduate Research Supervisor

PART A: To be completed by the Applicant

1. Applicant's Details

Title:	<input type="text"/>	Name:	<input type="text"/>
Position:	<input type="text"/>	Employer:	<input type="text"/>
Institution:	<input type="text"/>	Campus:	<input type="text"/>
Email:	<input type="text"/>	Phone:	<input type="text"/>
Postal Address:	<input type="text"/>		

Have you been a registered supervisor previously? Yes No

2. Academic and Research Achievement

Please attach your CV with evidence of relevant qualifications and research training and supervisor professional development experience. Your CV should include:

- Details of Academic Qualifications, including awarding institution and year awarded for each;
- Research Publications (referred papers, books, Chapters, referred conference papers) over the past five years (maximum of five publications);
- Competitive or other sources of research funding awarded over the last five years (maximum of five grants);
- A short statement regarding your specific interest in this topic or area of research;
- Academic and professional consultancy activities undertaken related to the research topic.

3. Supervisory Experience

Have you supervised (as a Principal or Associate Supervisor) a candidate to successful completion of a research higher degree? Yes No

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

Course	Number of Completions as Associate Supervisor	Number of Completions as Principal Supervisor
Masters by Research	<input type="text"/>	<input type="text"/>
Doctor of Philosophy	<input type="text"/>	<input type="text"/>
Professional Doctorate (by Research)	<input type="text"/>	<input type="text"/>

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

Please attach any other details in relation to supervision or examination of masters or doctoral theses that may be of relevance.

4. Candidate Details

I have agreed to provide supervision for the following Graduate Research Candidate:

Name:	<input type="text"/>		
Institute:	<input type="text"/>	Campus:	<input type="text"/>
Research Topic:	<input type="text"/>		

Do you have any particular connection with the candidate? (former employer or work colleague, friend, relative)

Yes

No

If "yes", please provide details:

<input type="text"/>

5. External Supervisor Declaration

- a. I have discussed with the candidate my availability and negotiated mutual expectations regarding my supervision;
- b. I understand that either (please tick)
I will undertake this role as part of ongoing collaboration and without remuneration;
or:
I will receive remuneration for my supervision during this period under the terms outlined in the Independent Contractor Agreement negotiated with me by the Institute for which I am supervising.
- c. I have reviewed the Supervision Policy, Supervision Registration and Development Procedure at the following link: <https://policy.vu.edu.au>;
- d. I agree to an annual review of my appointment through the candidate's Progress Report, to be overseen and approved by the Deputy Director, Flagship Research Institute;
- e. I have kept a copy of this Registration of Appointment for my personal records;
I have read and agree to the terms as listed above
- f. I agree to participate in appropriate supervisory development activities as recommended in the Supervision Policy and Supervisor Registration and Development Procedure and related Guidelines (<https://policy.vu.edu.au/>). 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 graduate research supervisor;
- g. I agree to supervise graduate research candidates in accordance with the Supervision Policy and Supervisor Registration and Development Procedure and related Guidelines (<https://policy.vu.edu.au/>).

Signature _____ Date _____

Please now submit your application to researcher.development@vu.edu.au.

PART B: To be completed by the Deputy Director, Flagship Research Institute

1. Deputy Director, Flagship Research Institute Recommendation

All information requested has been supplied. Yes No

The Flagship Research Institute recommends to the Dean, Graduate Research that the Applicant be added to the Register of Graduate Research Supervisors as an External Supervisor. Yes No*

* If registration is not recommended, the Deputy Director, Flagship Institute will contact the staff member to discuss the reasons why the application has not been approved and will encourage the staff member to seek academic and supervision development in certain areas in order to meet the requirements.

(Please tick boxes as appropriate to indicate the level of supervisory registration recommended by the College/Institute/Centre):

Level 1 - Associate Supervisor - External

Other *

*Please provide details for consideration by the Dean:

I confirm that the applicant will be remunerated for the supervision of the candidate listed in this form and that this agreement will be reviewed annually. Yes No

Recommended by Deputy Director, Flagship Institute

Name _____

Signature _____ Date _____

3. Dean, Graduate Research Approval

Approved? Yes No

Name _____

Signature _____ Date _____