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 POA08073000 "Registration of Higher Degree by Research Supervisors"-http://wcf.vu.edu.au/GovernancePolicy/PDF/POA070620000.PDF.

Applicants should also read the Universities Australia Code for the Responsible Conduct of Research, and refer to the University website: www.vu.edu.au/research/postgraduate-research/research-supervision.

The following are the normal requirements for registration of all supervisors. The Colleges have the responsibility to ensure that all registered supervisors, working within their College, 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 College.

2. **Competence and experience as a supervisor of research students.** To be eligible as a Principal Supervisor, the staff member should demonstrate experience as a supervisor by having supervised at least one Higher Degree by Research student to successful completion of the degree. This requirement may be met by supervising a student to successful completion as an Associate Supervisor working in conjunction with a Principal Supervisor. Competence as a supervisor may be evidenced through formal student evaluation of supervision mechanisms and/or through participation in professional development activities of the kind listed in 4 below, either at VU or at another institution.

3. **Appropriate research qualifications and professional and academic standing.** This means that a staff member will, except in exceptional circumstances and as approved by the Dean, Graduate Research, have a qualification at doctoral level (AQF 10 or equivalent) to supervise an HDR candidate.

4. **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.

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 College.
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 Dean, Graduate Research, have a qualification at doctoral level (AQF 10 or equivalent) to supervise an HDR candidate;

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 Graduate Research Centre.

**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 College.

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 College, Director of Institute or Centre or Director of Research & Research Training 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 to doctoral level (AQF 10 or equivalent) to supervise an HDR candidate 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:
   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 doctoral level. However, they will be able to successfully demonstrate equivalent professional and/or industry standing and expertise as approved by the Dean, Graduate Research and supported by the relevant College;

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.
Part 1: APPLICATION FOR REGISTRATION AS A RESEARCH SUPERVISOR
(To be completed by the applicant and submitted to the Graduate Research Centre (via gradresearch@vu.edu.au) or the Senior Officer, Graduate Research (Colleges) of the relevant College)

1. NAME AND CONTACT DETAILS

Name:
Title:
Position:
College/Centre/Institute
Campus
Office/Building No:
Email Address:
Postal Address:
Postcode:
Employment
Part Time
Full Time
Adjunct Appointment*

*If you are not employed by Victoria University please provide the following contact details

Employer
Position
Address
Email
Telephone/Fax/Mobile

2. ACADEMIC AND RESEARCH ACHIEVEMENT

Attach a Summary CV with details of your academic background and research experience. Please ensure that your CV provides the following information:

a. Details of Academic Qualifications, including awarding institution and year awarded for each
b. Research Publications (referred papers, books, Chapters, referred conference papers) over the past five years (maximum of five publications)
c. Competitive or other sources of research funding awarded over the last five years (maximum of five grants)
3. 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.

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<thead>
<tr>
<th>Course</th>
<th>Number of Completions as Associate Supervisor</th>
<th>Number of Completions as Principal Supervisor</th>
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<tbody>
<tr>
<td>Masters</td>
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<tr>
<td>Doctor of Philosophy</td>
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<tr>
<td>Professional Doctorate (by Research)</td>
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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 add any other details in relation to supervision or examination of doctoral Thesis that may be of relevance:

4. 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,)

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<th>Year</th>
<th>Details</th>
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5. 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 to the University website: www.vu.edu.au/research/postgraduate-research/research-supervision.

Signature ..................................................

Date..........................................................
Part 2: OFFICE USE ONLY

RECOMMENDATION:
DIRECTOR OF RESEARCH TRAINING

(To be completed by the Director of Research Training of the relevant College)

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 College recommends to the Dean, Graduate Research that the Applicant be added to the Register of Higher Degree Research Supervisors.  

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

Doctoral  Masters

   Principal Supervisor  □  □
   Associate-Supervisor  □  □

If registration is not recommended, the College Director of Research Training 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

Additional Information or Comments:

The above request was approved by the College of .................................................................

Approved by: Director of Research Training

Name .........................................................................................................................

Signature .................................................. Date ........................................

Part 3:

GRADUATE RESEARCH CENTRE

Approved?  
   Yes  □  No  □

Added to Graduate Research Centre Register on (date): ______________________

Name ............................................................ Signature .................................. Date ...................................

Dean, Graduate Research, Graduate Research Centre