

GRADUATE RESEARCH CENTRE

Application for re-registration as a graduate research supervisor

Applications for re-registration must be lodged by the due date stipulated by the Compliance Officer, Graduate Research Centre (GRC).

PART 1: To be completed by the supervisor

1. Supervisor's details

Title:	<input type="text"/>	Name:	<input type="text"/>
Position:	<input type="text"/>		
College/Centre/Institute:	<input type="text"/>	Campus:	<input type="text"/>
Email:	<input type="text"/>	Phone:	<input type="text"/>
Employment:	<input type="checkbox"/> VU full time	<input type="checkbox"/> VU part time	<input type="checkbox"/> Adjunct appointment

2. Re-registration criteria

The following criteria will be taken into account when considering the renewal of a supervisor's registration:

- a. research engagement – supervisor to attach most recent MORA statement, which includes evidence of ongoing involvement in and outcomes from research in their field, such as grants, publications, or other relevant reportable research outcomes;
- b. supervisor development programs attended – attendance at internal programs to be supplied by the Compliance Officer, GRC;
- c. personal record of supervisory performance, including the history of supervisions and completions – number of enrolments, involvement as a supervisor, EFT to submission for completions (including timely and non-timely) and other relevant data captured by the GRC. This statement is to be supplied by the Manager, Graduate Research Administration, GRC.

In addition to the data provided above, supervisors may wish to provide other supporting evidence (maximum two typed double sided pages), in relation to a, b, and/or c. above. For example recent research engagement/activity (not reflected in most recent MORA), record management of candidates, timeliness in relation to milestones, evidence of performance as a supervisor, engagement in supervisor development activities and contributions to the development of others as supervisors.

3. Conditions of registration

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.

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 the Graduate Research Centre (via gradresearch@vu.edu.au) or to the Compliance Officer, GRC.

PART 2: To be completed by the GRC for Panel Chair

1. Compliance Officer check

- MORA statement provided;
- Supervisor development report (supplied by Compliance Officer);
- Supervisor performance report (supplied by Manager, GRC);
- Other supporting evidence (max. 2 typed double sided pages) – optional.

2. Panel recommendation

Panel members: Chair: _____
College Director, Research Training: _____
Senior Academic (usually Level D or E): _____

Recommendation:

Re-registration – a positive appraisal on all three criteria will lead to re-registration for the next four years. Re-registration may include endorsement for an upgrade in the supervisor’s registration level where the data presented justifies this and an upgrade recommendation is supported by the College Director, RT;

Conditional re-registration – when a supervisor is judged to be performing satisfactorily for their level in relation to two out of the three criteria, they may be given a conditional re-registration with the Panel stipulating the conditions to be met within a designated period (normally no longer than two years). Registration after this period will only continue if the condition/s have been met;

Insufficient documentation supplied. More documentation and/or specific questions to be addressed;

Registration not renewed and supervisor deregistered.

Comments:

Chair name _____ Signature _____

Re-registration approved and added to Graduate Research Centre Register on

(date): _____

Renewal due: _____