

Graduate School

## Application for inclusion on the Graduate Research Register of Supervisors

Staff seeking inclusion on the Graduate Research Register of Supervisors as Principal Supervisor or Co-Supervisor must complete an Application Form and submit it to their Faculty Director of Higher Degree Research and Associate Dean (Research) for endorsement and forwarding to the Dean, Graduate School for determination.

Noting: If you are an Early Career Researcher, you cannot be on more than two supervisory panels and at no more than 30% load per Graduate Researcher for the first two years to gain mentoring and experience.

- **If new to SCU, please attached your current academic CV**
- **ATTENTION MAC USERS:** This form will be corrupted if opened in Preview.
- **Send completed form to: [hdrexamination@scu.edu.au](mailto:hdrexamination@scu.edu.au)**

### ACADEMIC STAFF MEMBER TO COMPLETE

<b>Staff ID:</b>	<b>Title:</b>
<b>Family Name:</b>	<b>Given name:</b>
<b>Faculty:</b>	<b>Email Address:</b>
<b>Highest qualification:</b>	

### APPLICATION FOR REGISTRATION

I am applying for inclusion on the Graduate Researcher Supervisor Register in the capacity of:

Name of most recently completed research student, degree awarded, year of completion and university:

Supervision Capacity (principal supervisor, co-supervisor):

### CURRENT STAFF APPOINTMENT

I confirm that I am:

If not a continuing member of the university, when does your current appointment expire?

### RESEARCH PRODUCTIVE

I confirm that I am active researcher and have published at least three scholarly research papers\* within the last five years in the discipline in which I am seeking to supervise research Graduate Researchers.

Yes    No

\*Please note your research output may be confirmed in IRMA.

### SUPERVISORY TRAINING/PROFESSIONAL DEVELOPMENT

I have taken appropriate steps in the last three years to develop and maintain good supervisory skills and knowledge of Southern Cross University's policies, guidelines and rules as they pertain to higher degrees by research.

Attendance at Graduate Researcher Supervisor Training offered by the Graduate School:    Yes    No

Date completed:

Completed Research Integrity Training via SCOUT:    Yes    No

Date completed:

## DISCIPLINE/BIO/KEYWORDS/RESEARCHER PROFILE

Discipline e.g., forestry, nursing, media studies etc:

Research Biography:

Keywords (This will help prospective Graduate Researchers to find you easily):

Your ORCID ID:

Your Google Scholar link:

SCU Research Profile - refer to the [Library](#) page:

## REQUEST FOR SPECIAL CONSIDERATION

**Will you be applying for Special Consideration (fast tracking) from the Dean, Graduate School?**  
(Please refer to the [Guidelines for Fast-tracking Principal Supervisors](#)) **Yes** **No**  
**Noting you must attend the relevant presentations that are equivalent to the award you are applying to be a Principal Supervisor.**

*(If yes please complete all the questions below)*

- 1. Prospective Principal Supervisors who have not been part of a Graduate Researcher supervision team that has successfully supervised a Graduate Researcher to completion may apply to the Dean, Graduate School for an exemption if they can demonstrate their involvement in the following:**
  - a. Participation in three confirmation of candidatures:** **Yes**  
The prospective principal supervisor would be expected to engage as much as possible as an observer to this process, ensuring they understand the process and the outcome, as well as what their responsibilities would be to a Graduate Researcher undertaking a confirmation.  
**Please list the three confirmation of candidatures attended.**
  - b. Participation in two In-candidature reviews:** **Yes**  
It is important that prospective principal supervisors understand the importance and purpose of this review for Graduate Researchers.  
**Please list the two In-candidature reviews attended.**
  - c. Examination processes:** **Yes**  
It is expected that prospective principal supervisors will, through the Faculty Director HDRT, be familiar with the Graduate Research examination process. Prospective principal supervisors must agree to mentoring by an experienced co-supervisor or the DHDRT when assisting their first Graduate Researcher with the response to examiners.
  - d. Attendance at supervisor training:** **Yes**  
A new Principal Supervisor will be required to attend the first available supervisor training scheduled, as well as complete any online training offered.
  - e. Director HDRT endorses the application:** **Yes**  
For an application for a new Principal Supervisor to be considered for fast track approval by the Dean, Graduate School, the application must be endorsed by the SDHRT.
  - f. DHDRT must agree to formally induct any applicant that is approved:** **Yes**  
This will involve ensuring that new Principal Supervisors are familiar with their responsibilities, relevant policies, processes and expectations in relation to Graduate Research candidature.

## SIGNATURES

**Declaration:** I have read the [Higher Degree Research Register of Supervisors Policy](#) and the [Higher Degree Research Graduate Researcher and Supervision policy](#) and agree to supervise Graduate Researchers in accordance with these policies and with SCU's Rules relating to awards Rules 7 – Masters by Thesis Awards, Rule 8 Professional Doctorate Awards and Rule 9 Doctor of Philosophy Awards.

**Graduate Research Supervisor:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director of Higher Degree Research Training:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Associate Dean (Research):**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_