



Graduate School

Application for renewal of Supervisor Registration

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

Note: Any Director Higher Degree Research and Associate Dean (Research) who wishes to renew their registration cannot approve their own application, and instead must submit a renewal application for approval by their immediate supervisor.

Send completed form to: hdrexamination@scu.edu.au

ATTENTION MAC USERS: This form will be corrupted if opened in Preview.

ACADEMIC STAFF MEMBER TO COMPLETE

Staff ID:	Title:
Family Name:	Given name:
Faculty:	Email Address:
Highest qualification:	Current Supervision Load:

RENEWAL OF REGISTRATION - PhD SUPERVISOR

I am applying for renewal on the HDR Supervisor Register in the capacity of:

Principal and Co-Supervisor to PhD Students:

Co-Supervisor to PhD Students:

Name of most recently completed research student:	Student ID:
Supervision Capacity (principal supervisor, co-supervisor):	
Name of Higher Degree:	Year of Completion:

RENEWAL OF REGISTRATION – PROFESSIONAL DOCTORAL SUPERVISOR

I am applying for renewal on the HDR Supervisor Register in the capacity of:

Principal and Co-Supervisor to Professional Doctorate Students:

Co-Supervisor to Professional Doctorate Students:

Name of most recently completed research student:	Student ID:
Supervision Capacity (principal supervisor, co-supervisor):	
Name of Higher Degree:	Year of Completion:

RENEWAL OF REGISTRATION - MASTERS SUPERVISOR

I am applying for renewal on the HDR Supervisor Register in the capacity of:

Principal and Co-Supervisor to Masters Students:

Co-Supervisor to Masters Students:

Name of most recently completed research student:

Student ID:

Supervision Capacity (principal supervisor, co-supervisor):

Name of Higher Degree:

Year of Completion:

CURRENT STAFF APPOINTMENT

I confirm that I am;

A continuing staff member of the university;

A staff member with a minimum fixed term contract of at least three years;

When does your current appointment expire?

An Adjunct of the university.

When does your current appointment expire?

RESEARCH PRODUCTIVE

In applying for renewal of Supervisor Registration, I confirm that;

I am an active researcher ([Research Productive according to SCU's definition](#)):

Yes

No

Please list your accepted publications for the last 3 years (this includes the preparation of substantive research reports/creative works/patents).

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 Supervisor workshop offered by the Graduate School:

Yes

No

Date of workshop attended:

Other: (Please specify)

SIGNATURES

Declaration: I have read the [Higher Degree Research Register of Supervisors Policy](#) and the [Higher Degree Research Candidate and Supervision policy](#) and agree to supervise students 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.

Renewing Supervisor:

Name:

Signature:

Date:

Director of Higher Degree Research Training:

Name:

Signature:

Date:

Associate Dean (Research):

Name:

Signature:

Date:

HIGHER DEGREE RESEARCH REGISTER OF SUPERVISORS POLICY

SECTION 3 - POLICY STATEMENT

(4) SCU staff must be approved for inclusion in the SCU HDR Supervisor Register in order to undertake the role of Principal Supervisor, or of Co-Supervisor, for new Higher Degree by Research (HDR) candidates.

(5) According to the criteria and exemptions established in this Policy, the Dean, Graduate School will determine whether or not a new supervisory applicant is placed on, or removed from, the HDR Supervisor Register. The decision of the Dean, Graduate School is appealable to the Deputy Vice Chancellor (Research) whose subsequent decision is then final.

Criteria for Registration as a Principal Supervisor

(6) Subject to obtaining a special consideration under clause (7), in order to qualify for registration as a Principal Supervisor a staff member must:

- a. possess an equivalent (or higher) Australian Qualifications Framework qualification to the HDR degrees they seek to supervise; and
- b. be a continuing staff member of the university, or a staff member with a minimum fixed term contract of at least three years; or refer to clause (8); and
- c. be Research Productive according to SCU's definition; and
- d. have previously been part of a HDR supervision team that has successfully supervised a HDR candidate to completion; or refer to clause (9); and
- e. have taken appropriate steps in the past 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. This will include attendance at relevant workshops/seminars offered by the Graduate School, and may include attendance at appropriate supervisory skills development conferences/workshops external to the University, or participation in appropriate online programs. This may also include a staff member's designated role as a Faculty Director of Higher Degrees Research Training.

Special Consideration

(7) Prospective Principal Supervisors who do not meet all of the criteria at clause (6) may apply to the Dean, Graduate School for an exemption based on other Scholarly activities and in accordance with Clause 8 or 9.

(8) Prospective Principal Supervisors who do not have a minimum 3 year fixed term contract, but who have at least 1 year remaining on their contract at the time of the proposed candidate's commencement date can apply to the Dean, Graduate School for approval. In this instance the following 3 criteria need to be satisfied in order for the appointment of Principal Supervisor to be approved:

- a. the co-supervisor is an ongoing staff member or has a contract longer than the student's candidature and is eligible to be a principal supervisor under the standard criteria in Clause (6); and
- b. the co-supervisor must be allocated a 30% or more supervisory load and is expected to be engaging regularly with the student; and
- c. there must be a prior agreement that the co-supervisor will take on the role of Principal as an ongoing or interim measure if the Principal Supervisor's contract is not renewed.

HIGHER DEGREE RESEARCH REGISTER OF SUPERVISORS POLICY cont.

(9) Prospective Principal Supervisors who have not been part of a HDR supervision team that has successfully supervised a HDR candidate to completion may apply to the Dean, Graduate School for an exemption if they can demonstrate their involvement in the following:

- a. Participate in three confirmation of candidatures: 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 candidate undertaking a confirmation; and
- b. Participate in two In-candidature reviews: It is important that prospective principal supervisors understand the importance and purpose of this review for HDR candidates.
- c. Examination processes: it is expected that prospective principal supervisors will, through the Faculty Director HDRT, be familiar with the HDR examination process. Prospective principal supervisors must agree to mentoring by an experienced co-supervisor or the DHDRT when assisting their first HDR candidate with the response to examiners.
- d. Faculty Director HDRT endorses the application: 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.
- e. Faculty Director HDRT Director must agree to formally induct any applicant that is approved: this will involve ensuring that new Principal Supervisors are familiar with their responsibilities, relevant policies, processes and expectations in relation to HDR candidature.

(10) Attendance at supervisor training: a new Principal Supervisor will be required to attend the first available supervisor training scheduled, as well as complete any online training offered.

Criteria for Co-Supervisor

(11) Subject to obtaining a clause (12) special consideration, in order to qualify for registration as a Co-Supervisor, a staff member must:

- a. possess an equivalent (or higher) Australian Qualifications Framework qualification to the HDR degree they seek to supervise; and
- b. be a continuing staff member of the university, or normally a staff member with a minimum fixed term contract of at least three years, or an adjunct appointment of the university; and
- c. be Research Productive according to SCU's definition; and
- d. 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. This will include attendance at relevant workshops/seminars offered by the Graduate School, and may include attendance at appropriate supervisory skills development conferences/workshops external to the University, or participation in appropriate online programs. This may also include a staff member's designated role as a Faculty Director of Higher Degrees Research Training.

Special Consideration

(12) Prospective Co-Supervisors who do not meet all of the criteria at clause (8) may apply to the Dean, Graduate School for an exemption based on other Scholarly activities.

Automatic Upgrading

(16) Staff who are Registered as Co-Supervisors and who subsequently qualify as a Principal Supervisor via supervising a HDR candidate to completion, will have their registration automatically updated by the Graduate School.

(17) Staff who are eligible to supervise Masters level students and who subsequently meet requirements to supervise Doctoral and Masters level students through successful completion of a Doctoral degree will, upon provision of appropriate evidence of this completion, have their registration updated to include their eligibility to supervise Doctoral level students.

HIGHER DEGREE RESEARCH REGISTER OF SUPERVISORS POLICY cont.

Renewal of Registration

(18) Subject to clause (20), where registration is approved it will take effect for a period of three years. In the third year, the Manager, Graduate School will send a Renewal of Registration form to the Registered Supervisor for completion and returning to their Faculty Director HDRT or Associate Dean (Research) for endorsement and forwarding to the Dean, Graduate School for determination.

(19) In signing the form and making a recommendation for renewal of registration, the Faculty Director HDRT or Associate Dean (Research) will have regard to the Supervisor continuing to meet the Criteria for Registration at clauses (6) and (8) of this Policy.

(20) If a Renewal of Registration form is not received by the registration expiry date, the Supervisor's registration will lapse and the Supervisor will be removed from the register. The Dean, Graduate School will then conduct a review of that staff member's performance as an HDR supervisor.

(21) If a Supervisor provides a completed Renewal of Registration form (provided directly by the Manager, Graduate School) or an Application form after registration has lapsed, then subject to clause (19) the Supervisor's registration will be reinstated noting that a period of lapsed registration has occurred.

The full policy can be viewed [here](#).