



Supervisor registration application form – Internal supervisors (Notre Dame staff and adjuncts)

This application form should be completed with reference to:

- **Policy: Higher Degree by Research Supervision**
- **Procedure: Higher Degree by Research Supervision**

Please ensure that the form is fully completed and signed by all parties involved.
Once all signatures are obtained, send it to hdr@nd.edu.au.

SECTION 1: Your details

Title:			
Full name:			
School/Institute:			
Faculty:			
Notre Dame Staff ID:		Academic level:	
Are you an Adjunct?	☐ Yes	☐ No	Position title:
Email:		ORCID ID:	
Notre Dame staff profile page URL:			

Qualifications

Please list your three highest qualifications.

Qualification	Institution	Year completed

Are you currently enrolled in Higher Degree Research? ☐ Yes

If yes, please provide the name of the institution, degree undertaking and your expected completion date.

Degree:	
Institution:	
Expected completion date:	

Supervision history

Please indicate the number of students you have supervised to completion so far.

	Completions at Notre Dame	External completions
Doctorate		
Master's		

Associate supervisor eligibility

Please confirm if you meet the following criteria. To be eligible for registration as an **associate supervisor** of HDR students, a person must:

- ☐ be currently employed by the University either as a staff member in an academic appointment or be an adjunct staff member
- ☐ hold a doctoral degree, or have a combination of qualifications and/or research experience equivalent to holding a doctoral degree in accordance with the **Procedure: Qualification Equivalence Assessment**
- ☐ be research active with evidence that in the past three years they have produced high quality research outputs and/or secured HERDC-reportable research income where the University is an Administering Institution
- ☐ have completed the mandatory section of HDR supervisor training at Notre Dame within the previous three years (or plan to complete it)

Principal supervisor eligibility

In addition to the above criteria, please confirm if you meet the following additional criteria. To be eligible for registration as a **principal supervisor** of HDR students, a person must also:

- ☐ be currently employed by the University as a staff member in an academic appointment
- ☐ have supervised at least one HDR student to successful completion

Declaration

- ☐ I declare that the facts given above are accurate to the best of my knowledge
- ☐ I have read and agree with **Policy: Higher Degree by Research Supervision** and **Procedure: Higher Degree by Research Supervision**
- ☐ I have provided a URL link above to my Notre Dame Staff profile page (or where this is not available, I have attached my CV with this application)

Your name:

Signature:

Date:

SECTION 2: Line manager (National Head of School/Institute Director/Executive Dean) recommendation

Line manager recommendation

If you do not support the registration, please speak to the applicant directly.

In line with the eligibility criteria above, I recommend supervisor registration for:

☐ **Category 1**
able to be a principal or associate supervisor

☐ **Category 2**
able to be an associate supervisor

Line manager name:

Line manager position title (NHoS/Director/ED):

Signature:

Date:

SECTION 3: Associate Dean Research (ADR) recommendation

ADR recommendation

If you do not support the registration, please speak to the applicant’s line manager.

In line with the eligibility criteria above, I recommend supervisor registration for:

☐ **Category 1**
able to be a principal or associate supervisor

☐ **Category 2**
able to be an associate supervisor

ADR name:

Signature:

Date:

SECTION 4: PVCR approval

PVCR approval

In line with the eligibility criteria above, I approve supervisor registration for:

☐ **Category 1**
able to be a principal or associate supervisor

☐ **Category 2**
able to be an associate supervisor

PVCR name:

Signature:

Date: