

NOMINATION OF RESEARCH SUPERVISORS

INSTRUCTIONS FOR COMPLETION OF THE NOMINATION FORM

These notes should be read in conjunction with the University's policy statement on the Nomination and Appointment of Supervisors for Higher Degree Research Students

The Office of the Provost

The Office of the Provost is responsible for submitting to the Research Committee the academic credentials and relevant details of all persons who are being proposed as supervisors of students in research degrees offered by the University. For the purposes of this requirement, and in accordance with Commonwealth definitions, degrees classified as research degrees include only masters degrees by research, all professional doctorates, the Doctor of Philosophy degree, and masters degrees by coursework and dissertation where the research component represents two-thirds or more of the defined duration of the course.

Although the control of all other masters degrees by coursework and dissertation belongs to the Colleges offering the courses, it has been agreed that the Office of the Provost shall have responsibility for the dissertation component of masters degrees when the dissertation represents 18 or more credits of the overall course load and the dissertation is to be examined externally. For those degrees, the procedures outlined below for nomination of research supervisors shall apply.

(Note: Dissertations representing less than 18 credits of course load remain the responsibility of the Colleges concerned, will normally be assessed internally, and thus typically will not require involvement of the OR or the Research Committee's formal approval of supervisors. In these cases the procedures below do not apply.)

Responsibilities of the Enrolling College

The nomination of prospective supervisors is the responsibility of the College in which the student has been or is to be enrolled. Assignment of the student to a College occurs at the point of admission to the degree and requires agreement between the College concerned and the Office of Research.

Depending on the nature of the intended research, it may be necessary in some cases for the College to nominate both a Principal Supervisor and one or more Associate Supervisors.

In situations where the Principal Supervisor is to be external to the University, the College must appoint also a Coordinating Supervisor internal to the University who shall be responsible for procedural coordination, overall progress monitoring and reporting, and necessary liaison with the Principal Supervisor.

Completing the Nomination Form

Nomination of the prospective supervisor(s) for a student is to be made on the form provided. For each nominee, Deans are asked to include information attesting to the person's academic suitability for the particular appointment and a brief summary of the nominee's prior experience in research and the supervision of higher degree research students. The intended year and semester for commencement of the supervisory contracts must also be indicated for each nominated supervisor.

The Dean's signature on the nomination form will be taken as confirmation that the College has the capacity to support the student academically and that the supervisor will not be overloaded by virtue of the supervision assigned.

If more than one supervisor is being proposed, the Dean is required to indicate which of them is to be the Principal Supervisor and to differentiate appropriately the responsibilities that each will be undertaking for the students (eg. procedural coordination and overall progress monitoring, assistance in research methodology and design, advising on matters of substantive content, etc.).

For initial procedural supervision (in cases where it is not appropriate or possible to appoint a formal research supervisor) the student's initial supervisor may be appointed on an interim basis. To differentiate this role from normal research supervision, the interim supervisor will be designated as a Coordinating Supervisor. In such cases it will be the Dean's responsibility to ensure that an appropriate person, capable of providing research supervision, is nominated to the Research Committee as soon as is practicable. Students will not be permitted to enrol in supervised research unless a formal research supervisor has been appointed.

Submitting this Form

Formal appointment of supervisors is the responsibility of the Research Admissions Committee on the basis of information provided on and with the nomination form. It is important therefore that all relevant information is provided and in sufficient detail to allow a proper evaluation of the credentials of the nominee.

Please forward your completed nomination form, together with an abbreviated CV for each research supervisor, to the Office of the Provost. (CVs are not required for Coordinating Supervisors.)

SUPERVISOR NOMINATION FORM

Student/Applicant Information

Name of Student or Applicant

Course

College

Proposed thesis topic/title or intended research area

Proposed Principal Supervisor

Proposed Interim Coordinating Supervisor

Supervisor's Name Title First Name Surname

Affiliation / UNDA School

Contact Address (if External)

Phone: Email:

Academic Qualifications

Academic Strengths / Interests

Other supervision experience or personal research record

Supervisory responsibilities in respect of this student

Timing for commencement of this supervisory arrangement Semester _____ Year _____

Share of Total Research Supervision
 %

SIGNATURE OF APPROVAL:
Dean of College: Date:

Proposed Co-Supervisor

Supervisor's Name Title First Name Surname

Affiliation / UNDA School

Contact Address (if External)

Phone: Email:

Academic Qualifications

Academic Strengths/Interests

Other supervision experience or personal research record

Supervisory responsibilities in respect of this student

Timing for commencement of this supervisory arrangement Semester _____ Year _____

Share of Total Research Supervision
 %

SIGNATURE OF APPROVAL:
Dean of College: Date:

Director of RO Date