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| **Section 1: Your details** | | | | | |
| Title |  | First name |  | Last name |  |
| Email address |  | | | | |
| Telephone |  | | | | |
| Position |  | | | | |

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| --- | --- | --- |
| Are you a staff member of CDU or Menzies? | | Yes  No |
| If **yes**, specify your Faculty, institute, or office here |  | |
| If **no**, specify your organisation here |  | |
| Are you a staff member or adjunct of another university overseas? | | Yes  No |

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| **Section 2: Academic qualifications** | | | |
| What is your highest degree? |  | | |
| In what discipline was this degree? |  | | |
| University of this degree |  | Year completed |  |

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| **Section 3: I am completing this form because** | |
| I want to register as a supervisor at CDU for the **first time** | Proceed to Section 4 |
| I want to **upgrade** my registration—such as from associate to principal | Skip to Section 5 |
| I have been asked to **renew** my registration | Skip to Section 5 |

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| **Section 4: Particular candidates** | |
| Have you already agreed to supervise any particular candidates? | Yes  No |
| If so, please specify their names here |  |
| To register as a supervisor, you first need to complete [this online training and assessment](https://cdu.az1.qualtrics.com/jfe/form/SV_6LNaAszzoZxr0RE). This task may demand between 15 and 115 minutes, depending on your supervision experience. | |
| Have you completed this online training and assessment? | Yes  No |
| If so, please provide evidence of completion here, such as a screenshot of the final page |  |

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| **Section 5: Level of supervision** | |
| All supervisors on the register can act as associate supervisors of   * PhD candidates if they have completed a PhD or equivalent * Masters by Research candidates if they have completed at least a Masters by Research or equivalent   Some supervisors can act as principal supervisors—in which they assume the responsibility to manage and to approve the admission, progress, and completion of candidates | |
| I would like to be registered as a principal supervisor | Go to Section 6 |
| I would not like to be registered as a principal supervisor | Skip to Section 7 |

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| **Section 6: As a principal supervisor, I confirm that…** | |
| I am a paid member of staff  **OR**  I am an Emeritus Professor, Honorary Fellow, or Adjunct and can dedicate substantial time, such as a day a week or more, to my activities with CDU | Yes |
| I have published two or more Q1 publications in the last five years  **OR**  I can propose a case that demonstrates equivalent level of quality. | Yes |
| I have supervised a candidate at this level from the start of their enrolment to completion  **OR**   * I can demonstrate that I am familiar with the materials from [this link](https://www.cdu.edu.au/research-and-innovation/current-students/useful-materials) * I have attended at least 2 hours of workshops on supervision * I have supervised for more than 2 years and at least 2 candidates at this level * I agree to 4 hours of workshops on supervision and 8 hours of mentoring in the future | Yes |

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| **Section 7: Your declaration** | | | |
| Please sign if   * you are active in research—and can undertake research as part of your role * you agree to supervise research candidates in accordance with University requirements * you understand that you can be removed from the register if you do not fulfill these requirements     **Please include a copy of your CV when submitting this form** | | | |
| Your signature |  | Date |  |

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| --- | --- | --- |
| **Section 8: Endorsement from Faculty PVC or Delegate** | | |
| What is the highest level you believe this applicant should supervise? | | PhD  Masters |
| Do you believe this applicant should be a principal supervisor? | | Yes  No |
| Comments | | |
| Name: | Signature | Date: |

**Please return this form and CV to the Office of Research and Innovation,** [**research.degrees@cdu.edu.au**](mailto:research.degrees@cdu.edu.au)

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| **Section 9: Approval from Dean of Graduate Studies** | | |
| Highest level this applicant should supervise? | | PhD  Masters |
| Should this applicant be a principal supervisor? | | Yes  No |
| Comments | | |
| Name: | Signature | Date: |

**Notes**

1. All supervisors of CDU postgraduate research students must be on the CDU Register of Supervisors. Registration lasts for a period of five years. Supervisors may use this form to register, to renew registration or to upgrade their level on the Register.
2. Please complete all sections of the form and ensure the checklist is completed before submitting the application to the Office of Research and Innovation.
3. For external applicants, please list the CDU Faculty of the student(s) you would be supervising.
4. If you know the name of a student you have nominated to supervise, please provide their name and course.
5. The following Guidelines are used in considering applications to the CDU Register of Supervisors:
   * The Supervisor will have demonstrated skills in research or supervision at a scale of sustained analysis typical of research degree theses.
   * The Supervisor should hold a degree equivalent to that level at which he or she will be supervising or, alternatively, have produced a body of research publications that demonstrate sustained debate at the appropriate level, or have a record of successful supervision at the required level.
   * An applicant who has not had extensive supervisory experience would normally be registered as Associate Supervisor rather than Principal Supervisor until such time as they have demonstrated at least one successful completion.
   * However, there is provision for an experienced Principal Supervisor to mentor an Associate Supervisor for a period of 12 months with the aim of upgrading the level of registration after that period.
   * Emeritus Professors, Adjunct, Honorary and Visiting Fellows may be registered as Principal or Associate Supervisors.
   * Part-time employees of the University may be registered as Supervisors if they can satisfy the conditions as detailed in these guidelines.