Graduate Research School

Research Degree Supervisor Register Application

HDR.Development@uts.edu.au

Entry via Building 5D, Level 03, Room 025, Door #3 (CB05C.03.025)

UTS recognises that graduate research students can benefit from having a variety of experts on their supervisory panel. Registered supervisors may include UTS academic staff, external academics, UTS emeritus award holders, adjunct (academic) title holders, visiting academics or clinical title holders, UTS professional staff, and any person with relevant and demonstrated expertise, including representatives of private sector, public sector, community organisations, and Indigenous Elders and Traditional Knowledge Holders.

More information regarding the University's protocol for the Registration of Research Student Supervisors and relevant rules are available at: https://www.uts.edu.au/research-and-teaching/graduate-research/supervisors-and-faculty/supervisor-registration/supervisor-register-protocol

Please answer all questions and attach your current CV.

A. Personal information *(to be completed by applicant)*

Last name		First name(s)	
Title		ORCID iD (if applicable)	

If you are expecting to join a candidate's panel immediately, please provide details so we can notify the candidate when your application has been processed:

Student last name		Student first name	
Student ID		Student email:	

B. Application details *(to be completed by applicant)*

1. **Are you new to the UTS supervisor register?**

☐ Yes, this is my first application for registration

☐ No, I'm requesting to change my registration type

2. **Current position:** ***Please select from A, B or C below***

A. Current UTS staff member (paid academic or professional role at UTS)

☐ I'm a UTS staff member in a paid academic role

☐ I'm a UTS staff member in a professional role

Position title	
Faculty, or institute	
School	
UTS staff number	

End date of contract (if fixed-term)	

B. Current UTS affiliate (honorary, adjunct, or emeritus academic role at UTS)*

☐ I hold an honorary, adjunct, or emeritus academic role with UTS

Position title	
Faculty, or institute	
School	
UTS staff number	
End date (if applicable)	

***Please attach your appointment letter including HDR Supervision clause**

C. External to UTS

☐ I am in a paid academic role at another higher education or research institution

☐ I am not an academic staff member at a higher education or research institution

Name and address of employer	
UTS Faculty, school, or institute you'll be working with	
Your email address	

3. Do you have a research doctorate?

☐ Yes

☐ No, but I would like to be deemed as having equivalent experience*

☐ No

If no: highest academic qualifications	

***If you would like to be assessed as having equivalent qualifications, please attach a document from your school's HDR Coordinator offering an explanation of how your other experience in research constitutes a volume of learning equivalent to AQF level 10. This will need to be approved by the relevant faculty Dean and the Pro Vice-Chancellor (Higher Degree by Research).**

C. Eligibility *(to be completed by applicant)*

1. Are you currently and actively involved in research appropriate to your field?	☐ Yes	☐ No
2. If you have a UTS affiliation, have you completed the mandatory online module "Graduate Research Supervision at UTS" (NEO)?	☐ Yes	☐ No
3. If you have a UTS affiliation, have you completed the mandatory online module "Quality through Integrity" (Canvas)?	☐ Yes	☐ No

For more information regarding the training and professional development expectations of research supervisors, please refer to section 5 of the Supervisor Register Protocol.

4. Have you been actively involved in supervision of graduate research students through to completion? ☐ Yes ☐ No

If yes, please provide details below:

		Masters		Doctoral
Primary or joint supervisor	Number		Number	
Secondary supervisor	Number		Number	

Declaration *(to be completed by applicant)*

I have read the Protocol on Register of Research Student Supervisors and the Graduate Research and Supervision Policy. I agree to fulfill the roles and responsibilities in accordance with the code and policy. ☐

Applicant name

Signature Date *(dd/mm/yyyy)*

Please forward to your school HDR Coordinator, ensuring that you have attached all the evidence/documents requested.

Faculty Recommendation *(to be completed by school HDR Coordinator)*

	Yes	No
Applicant's curriculum vitae and ORCID iD (if applicable) is attached and reflects 'research active' expectations of faculty.	☐	☐
For Honorary appointment applicants only, please include copy of the appointment letter.	☐	☐
I confirm that to the best of my knowledge, all details on this form are correct.	☐	☐
The faculty supports this application for registration.	☐	☐

Please confirm faculty decision on category for registration:

☐ UTS Category 1 — *A UTS academic staff member in paid employment who holds a doctoral qualification and has supervised at least one PhD student to completion. (Can undertake primary, joint, or secondary supervisor roles)*

☐ UTS Category 2 — *A UTS academic staff member in paid employment who holds a doctoral qualification. (Can undertake secondary supervisor roles, or can undertake primary and joint supervisory roles if the panel includes a UTS Category 1 supervisor. If on a limited term appointment with the university, can undertake primary supervision roles so long as their contract covers the duration of an individual graduate research student's candidature.)*

☐ Provides academic expertise as UTS honorary, adjunct, or emeritus or external academic — *A UTS academic staff member who holds an honorary, adjunct or emeritus role **or** an external academic staff member in a university or research institute. (Can undertake secondary supervisor roles)*

☐ Provides relevant non-academic expertise — *A UTS professional staff member **or** a representative of private sector, public sector, or community organisations, or Indigenous Elders and knowledge holders. (Can undertake assistant supervisory roles)*

If all eligibility criteria are NOT met, please provide justification of your decision below.

Comments:			
Dean / HDR Director/ Head of School / HDR Coordinator name:			
Signature:		Date *(dd/mm/yyyy)*	

Please send completed forms to HDR.Development@uts.edu.au

GRS Decision *(to be completed by GRS)*

☐ All eligibility criteria are met: the applicant is eligible to be registered at the following level:

- ☐ UTS Category 1
- ☐ UTS Category 2
- ☐ Provides academic expertise as UTS honorary, adjunct, or emeritus or external academic
- ☐ Provides relevant non-academic expertise

☐ NOT all eligibility criteria are met. Approval required from the PVC (HDR).

Comments:			
PVC(HDR)/Delegate:			
Signature:		Date *(dd/mm/yyyy)*	