HDR Supervisor Upgrade Form

Please submit your approved form online here: .

This form is for Supervisors who are already registered on the ECU Supervisor Register, that are applying to **upgrade** their supervision category. Supervisors that are not registered should complete the Supervisor Application Form or for supervisors renewing their registration, the Supervisor Renewal Form should be completed.

SECTION A: HDR SUPERVISOR DETAILS

Given Name(s):		Family Name:	
Staff ID (ECU Staff only):		Title:	
Schools / Teaching Area:			
Current Supervisor Level:			

SECTION B: SUPERVISOR UPGRADE

Select the level which this upgrade relates to:	

Please ensure the following supporting evidence is provided with your upgrade application:

Category B – Emerging and Developing Supervisors

Completed the University's HDR Supervision Induction:
Provide date and name of training attended.

Date/Name of Training:

Completed ECU's Research Integrity Training:
Provide date and name of training attended.

Date/Name of Training:

Category C - Experienced Supervisor

At least one successful HDR completion.
Provide a link to the library repository or attach a copy of the completion certificate for non-ECU completion.

Insert link:

Two HDR professional development activities in the last 3 years. Please provide reflection statements for the professional development activities attended in the comment boxes provided.

Reflection 1:

Reflection 2:

SECTION C: DECLARATION

- I certify that the information supplied by me on this form is complete and true.
- I have read the Guideline: Higher Degree by Research (HDR) Supervision.
- I have read and understood my responsibilities as a Supervisor outlined under Claus 4.5 of Guideline: Higher Degree by Research (HDR) Supervision.

HDR SUPERVISOR SIGNATURE:		DATE:	

SECTION D: ADR ENDORSEMENT

Comments (if required):		
	I, endorse this HDR Supervisor upgrade application.	
	I do not endorse this HDR Supervisor upgrade application. Please provide comments above.	
ADR or NOMINEE NAME	ADR or NOMINEE SIGNATURE	DATE

SECTION E: GRS REVIEW

| Category B

Category C	Relevant tertiary qualification:	
	YES NO	
	Significant research experience required School ED or Nominee approval.	
Category B

Category C | Completed appropriate training in HDR supervision: | |
| | YES   NO | |

	Others, please specify: _____
Category B Category C	Completed ECU's Research Integrity Training: YES NO
Category B Category C	Research active (more than one relevant research publications or creative arts research outputs in the last 3 years): YES NO Others, please specify: _____
Category C	HDR completion or completion of the Principal Supervisor Accreditation Program: YES NO
Category C	Two HDR professional development activities in the last 3 years provided: YES NO

SECTION F: DEAN, GRADUATE RESEARCH (GR) OR NOMINEE APPROVAL

Comments (if required):

	I, approve this HDR Supervisor upgrade application.
	I do not approve this HDR Supervisor upgrade application. Please provide comments.

DEAN, GR or NOMINEE NAME	DEAN, GR or NOMINEE SIGNATURE	DATE

Please submit your approved form online here: [Form Submission Portal](#).

Guidelines

1. SUPPORTING DOCUMENT

Supporting documentation must be a maximum of 15MB in total.

2. PROFESSIONAL DEVELOPMENT

Further information HDR professional development activities can be found on the Information for Supervisors webpage.

3. TYPES OF SUPERVISION

Type of Supervision	Category A Practitioner, External Supervisors	Category B Emerging and Developing Supervisors	Category C Experienced Supervisors
Principal			●
Co-Principal			●
Associate		●	●
Assistant	●	●	●
External Industry	●	●	
External Academic	●	●	

4. ELIGIBILITY CRITERIA

Eligibility Criteria		Category A Practitioner, External supervisors	Category B Emerging and Developing Supervisors	Category C Experienced Supervisors
Reporting responsibilities				●
Category A	Have appropriate skills and expertise to support the progression of the research project and development of the candidate.	●	●	●
Category B	Have a recognised tertiary qualification equal to or above the course being supervised (or relevant professional experience as assessed by the relevant Associate Dean (Research)).		●	●
	Be research active, as evidenced by more than one relevant research publication/output in the past three years.		●	●
	Completed the University's HDR Supervision Induction and ECU's Research Integrity Training.		●	●
Category C	Have successfully completed at least one HDR candidate or the Principal Supervisor Accreditation Program.			●
	Have completed a further two HDR professional development activities, in the last 3 years.			●

For further information refer to [Guideline: Higher Degree by Research (HDR) Supervision](#).